

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 15 MARCH 2011 7.30 PM**

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Present: Cllrs Oldham (Chairman); Tabor; Barton-Briddon; Doherty; Jones; Acton; Kelly; Clerk

In attendance: County Cllr C Bailey; District Cllr G Beckett; District Cllr E Bell (from 8 pm);

Mrs P Cole; Mr R Emery; Mrs J Mounter; Mrs P Wrightson; Mrs J Warrick

LHT: Mr S Robinson, Chief Executive; Ms J Brett; Ms L Hill, Project Manager

1. Declaration of Interest: None received.

2. Correspondence: Folder passed to members for circulation during the month.

3. Apologies for Absence: Cllr Hudson

4. Minutes of the Meeting

To approve the Minutes of the Parish Council Meeting 18 January 2011

Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Tabor; seconded Cllr Barton-Briddon and approved.

To approve the Minutes of the Finance Committee Meeting 7 February 2011

Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Oldham, seconded Cllr Kelly and approved.

5. Action Points and Matters arising on the Minutes and not discussed elsewhere

All points had been actioned or would be reported on during the meeting except:

Cllr Oldham advised that he had been accepted as a SOCCT Trustee/Committee Member.

The grit bin signs had been laminated and were with the Handyman for affixing to bins.

6. Police Report

PCSO Gavin Cooper had sent a Monthly Crime Statistics Report for the period 18/01/11 to 15/03/11: one non-dwelling burglary; one criminal damage report; one theft from motor vehicle; one suspicious incident. In addition it was reported that a man had been arrested for the Georgina Edmonds murder and was going to trial in May. The next PACT (Partners and Communities Together) meeting would be held at Shawford Village Hall on 7 April at 7 pm. It was to give opportunity for local residents of Compton & Shawford, Otterbourne and Hursley to meet with the local Safer Neighbourhood team to discuss any issues affecting their areas.

7. Elderfield Report

Mr Robinson advised that the Inquest into the murder of Naomi Bryant by Anthony Rice six years' ago had lasted six weeks. The Ruling was that Naomi Bryant had been unlawfully killed. The Jury had been asked to respond to twelve questions regarding contributory factors to the death. Ten questions related to MAPPAs, Probation and other services and two questions to Elderfield. The Jury found that Elderfield had failed to adequately inform MAPPAs of the limitations of the residence and that it had failed to adequately communicate with Hampshire Probation when Anthony Rice did not comply with his licence. Mr Robinson advised that there had since been a substantial change to the regulations, referral procedure and assessment to ensure such level of offender could not be accepted again. He also said it had been made clear that Elderfield had not knowingly accepted a child sex offender. He thanked the village and Council for their co-operation over the years.

Ms Lynne Hill confirmed that a very low level risk of ex-offender was now received.

Residents were helping with tree planting for the PCC. An Open Day or event would be planned and Councillors and Parishioners were welcome.

8. County Councillor's Report

As attached reporting on Highways, Grit Bins, Mobile Libraries, HCC Budget, Minerals and Waste Consultation, Hawthorn's Car Park. Arising from the Highways report:

To write to Highways and request resurfacing of the area in front of the Church when resurfacing of Main Road occurs.	Clerk	asap
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9. District Councillor's Reports

Cllr Beckett reported. Blueprint: A summary of opinions and broad outline of proposals for the Local Plan was being made. The Parish Council was advised to check its views were reflected in this. Four Dell Farm: After the last R&W application, a liaison panel with R&W had been suggested and a joint response from both Compton & Shawford and Otterbourne Parishes was advised. Highbridge Farm: This was with WCC Enforcement Officers and the views of the Parish Council would be appreciated. Localism Bill: the understanding was that it would benefit Parish Councils with regards input to develop the Local Plan, but that it would not help with individual planning responses beyond this. Cllr Bell reported. Blueprint: there were a series of follow-up meetings and Otterbourne was advised to attend. Minerals and Waste Plan: included extraction – sites at Highbridge within the Parish boundary had been rejected due to the SSSI; and waste – not just for recycling, but also in the future biomass and anaerobic digestion. Otterbourne was encouraged to engage with the consultation (end date 24 March) as it was easier to change policy at this stage.

To take up matters as necessary on Blueprint, R&W liaison panel, Highbridge Farm, Minerals and Waste consultation	Cllr Hudson	19/4/11
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10. Open Session for Parishioners

A Parishioner asked if the new SOCCT representative knew when the next AGM would be.

To follow through and determine with SOCCT	Cllr Oldham	
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A Parishioner asked about the size and number of the Veolia vehicles. Advised these were maximum 40 tonnes and that the site was running at about 50% capacity.

11. Standing Orders - to adopt Standing Orders based on new Nalc Model Standing Orders

All Councillors had received a copy of the Standing Orders prior to the meeting. Proposed Cllr Barton-Briddon, seconded Cllr Kelly and adopted.

12. Committees – to agree structure, responsibilities and adoption of new Councillors

Most Councillors were in broad agreement, but there was concern regarding the email report from Cllr Hudson which held negative view. The Chairman made clear that the suggested structure had been put forward as a framework for time involvement. It was understood that Councillors had limited time and it was intended to help balance the Committees. It was not a hierarchical structure (other than the Chair) and all Councillors would have equal status, information and voice. The second option was agreed in terms of Committee members and the matter of structure would be reviewed at the May meeting.

To c/f to May Agenda	Clerk	17/5/11
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- 13. April Annual Assembly and May parish Council elections – to advise requirements**
 Annual Assembly: The assembly of the village held annually. Reports from the Chairman and Chairs of the Committees were given, together with the annual accounts. A newsletter for household distribution to the entire Parish would be given to Councillors. Delivery was preferable before 7th April to give advance notice, but at latest by 14th April. Reports were requested to the Chairman by 11th April.

To deliver Annual Assembly newsletter	All Councillors	14/3/11
To prepare reports for Annual Assembly	Cttee Chairs	11/3/11

May Elections: All Councillors had received a copy of the Information Pack and forms. The appointment to have the Nomination Form and Consent to Nomination checked by WCC would be made by the Clerk for any completed forms in hand by due date.

To arrange appointment with WCC for checking forms	Clerk	25/3/11
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14. Report of the Planning and Highways Committee

A report of a meeting held 22 February had been copied to all Councillors updating on matters. Four Dell Farm: a summary of the HCC 15 February meeting with a list of all planning permissions had been produced. Minerals and Waste consultation: it was agreed to make a response to this. Localism Bill: there was discussion on the impact of this and potential for Parishioners to become engaged in the planning of their communities. To this end Otterbourne had responded to the Blueprint process by sending its Parish Plan, Village Design Statement and Emergency Plan to WCC. Affordable Rural Housing: this publication was still circulating and the Committee would consider requirements further. Highways: a survey of the village roads had been made and potholes and other matters reported.

a) Applications and Decisions

Discussed at the 22 February meeting and comments submitted as attached.

b) Winchester Area Rural Development Programme – report on seminar

Cllr Hudson had attended a meeting on 18 February at WCC on LEADER funding. The village hall had received funding from this European source. Bids up to £50,000 were possible to April 2113. It was beneficial if match funding was obtained, but this was not allowed from Government sources, including Precept. Instead, local fundraising and sponsorship was required. Refurbishment of the War Memorial would be an admissible project and a project to celebrate the author Charlotte Yonge might also be considered in the future.

c) Wood Sorrell development – to agree proposals for new street name

The name ‘Roman Manor Farm’ had been proposed by WCC. The name was considered inaccurate (as Romans had villas, while the English had manors) and also inappropriate as there was no evidence for either in the locality. The Ordnance Survey showed a track of a Roman Road in the vicinity, but a recent excavation proposed it might be medieval. Also there was already an Otterbourne Manor and Manor Cottage on Kiln Lane. Councillors considered the three alternatives put forward by the Planning Committee with input from Michael Warne. Grove Farm Close was rejected as too similar to Grove Road and Sandpit Close substituted as the site was a former sand pit. It was agreed to put forward the following to WCC in order of preference: Misselbrook Close, Sandpit Close, Charlotte Close.

To write to WCC advising alternatives	Clerk	asap
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15. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Freehold Purchase – the Contract with Southern Water had been finalised and a copy was in the post for verification by the Council.

To progress in readiness for signing	Clerk	19/4/11
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ii) Play Park – The Annual Inspection had been carried out on 7 February and the report received. The standard of maintenance and provision was deemed high and only minor faults found. A working party had met at the area on 9 March and a work schedule to deal with the faults was being drawn up by the Clerk for attention by the Handyman, Lappset UK or Monster Play. It was noted that the Play Park wooden pieces would need re-staining next year.

To draw up schedule and liaise with Committee re repairs	Clerk	asap
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iii) New Signage – Approval had been received from WCC for the directional sign at Oakwood Avenue T junction (and also for the new village hall sign). The new Oakwood Park Recreation Ground Welcome sign required further consideration re specs and the quotation. It was proposed to position this outside of the height restriction barrier on the verge of the access road in the position of the old sign which would be removed and the area tidied up.

To place order for directional signs	Clerk	19/4/11
To follow up with quotation and specs for the Welcome sign	Cllr Tabor	19/4/11

iv) Pavilion – Lagging of the water tanks had been advised to prevent freezing and further bursts and this work had been carried out. The boiler had been cutting out and replacement of the pump had not corrected this. A second call out had been arranged and a faulty thermometer identified as the cause. Replacement of the thermometer was advised and the pump replacement was being contested with British Gas. A quotation for ceiling repairs was in hand. Ratification of £275 plus VAT expenditure for covers/lagging of water tanks. Proposed Cllr Tabor, seconded Cllr Jones and approved.

Proposal for £190 plus VAT expenditure for new thermometer for boiler. Proposed Cllr Tabor seconded Cllr Oldham and approved.

To place order for thermometer with British Gas	Clerk	19/4/11
To further quotations for ceiling repair	Clerk	19/4/11

b) Elderfield Cricket Pitch

A copy of the draft lease was still awaited from Blake Laphorn.

To follow up with Blake Laphorn again	Clerk	asap
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c) Mobile Library Service

The consultation period had ended. Otterbourne would retain one monthly visit rather than fortnightly and one stop rather than two. The stop at the top of the Hill would be cut and the stop at Coles Mede retained with slightly longer visit. Use of the new service would be monitored and if used by less than 10 people, then it could also be cut. The library service was developing several schemes to aid those with difficulties: A Group Membership Scheme for

both Sheltered Accommodation and Care Homes; a Good Neighbour Scheme; an expansion of the Home Library Service. The dates and times for the Library Service had yet to be advised.

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To produce notice for the boards and website when advised.	Cllr Acton	
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16. Report of the Finance and Administration Committee

a) Parish accounts, cheques for payment, 2010/11 draft end of year expenditure analysis
Parish accounts and cheques for payment attached. The end of year expenditure had finished close to budget if the pre-payment of the legal fees guarantee for the LHT lease was deducted from the total. This expenditure of £3,804 had £2,000 set aside in the 2011/12 Precept and also funds from Reserves. The end of year income forecast had also finished close to expectation.

b) Financial Regulations – to recommend adoption of the reviewed Financial Regulations
The Financial Regulations had been reviewed at the Finance Committee Meeting 7 February. All Councillors had received a copy prior to the meeting. Proposed Cllr Oldham, seconded Cllr Jones and adopted.

c) Internal Audit Review – to recommend approval of the internal audit, its plan and reporting
The internal audit review had been carried out at the Finance Committee Meeting 7 February. All Councillors had received a copy prior to the meeting. Proposed Cllr Jones, seconded Cllr Kelly and approved for signing and completion of the Annual Return.

d) Jubilee Fund 2012
Allocation of reserves for 2011/12 had been agreed at the Finance Committee Meeting 7 February. Additional lighting planned in 2010/11 for the Oakwood Avenue bus shelter had not been viable to progress and funds of £1,000 set aside for this were re-allocated towards the Jubilee Fund. Suggestions received for projects were i) a bench on the footpath half way up Otterbourne Hill ii) improvement of the kickabout area and renaming to the Jubilee Park. A notice in the Annual Assembly newsletter would be made inviting suggestions from Parishioners. The closing date was agreed at 31 July 2011.

To include notice in Annual Assembly notification	Cllr Oldham	
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17. Representatives to various bodies

Allotments Association – Cllr Barton-Bridson advised he would attend the AGM on 1 April.

18. Risk Assessment and Management

None received.

19. Any other business from Councillors

The Chairman advised that he had put forward OVHC for the Mayor's Award this year. Compton & Shawford Parish had advised the date of the 2011 Civic Service as 16 October. Otterbourne Primary School had progressed with its environmental development and creation of a pond on the grassed site next to the school. It planned to build an outside classroom on the site and was applying for ENTUST funding. Councillors agreed to send a letter of support.

To draft letter of support for the Clerk to send	Cllr Oldham	19/4/11
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20. Date of next meeting

19 April 2011 commencing 6.30 pm and followed by the Annual Assembly at 7.30 pm.

Report of the Finance Committee 15 March 2011

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers	4,514.96	2,266.31
Bank of Ireland No 6 Children's Play Area transferred to Lloyds TSB Treasurer's a/c	Closed	
Lloyds TSB Guaranteed Investment Account 3 months to 20 March @ 0.80% gross	35,423.27	35,352.76
Co-operative 3 month Investment Account transferred to Co-operative Current Account	Closed	
Co-operative Bank Current Account	<u>22,000.00</u>	<u>25,241.61</u>
Total Balance	61,938.23	62,860.68

Cheques at interim payment on 15 March 2011 from Lloyds TSB Treasurer's Account

2435	Mrs M Gaines – bus shelter cleaning February	106.98
2436	Mrs J Ayre – salary February	612.30
2437	Mrs J Ayre – reimbursement of office/travel/telephone 12/3-11/6	207.69
2438	HMRC – tax and NI payments Jan-Mar	198.12
2439	Alpha Plumbing – roof jackets to pavilion water tanks	330.00
2440	HCC – street lighting maintenance contract Oct-Mar	412.82
2441	Petty Cash	<u>50.00</u>
		1917.91

Planning Matters for Consideration by the Parish Council during February 2011

Applications and Closing Dates for Comment

Application No: 10/02625/HCS
Case Ref: PLAN/JD/WR210
10 February

Four Dell Farm, Poles Lane, Otterbourne
Development of a small three bay gully waste de-watering facility. Gully Waste generated from cleaning the highway network is de-watered and liquid and solid waste is forwarded on to facilities which are permitted with the Environment Agency for recycling at Four Dell Farm.

Application No. 11/00028/FUL
1 March

Roselea, Highbridge Road, Highbridge, Eastleigh
Two storey side and rear extension RESUBMISSION
Comment: Concern that the height and bulk of the extensions may impact adversely on the adjacent property Dunoon.

Application No. 11/00092/FUL
Application No. 11/00093/LIS
9 March

The Chapel House, Highbridge Road, Highbridge
Replace two single-storey extensions with a two-storey rear extension and internal alterations (affects the setting of a Listed building)
Comment: The owner is making sound improvements to this Listed building.

Applicant's Title No. HP734732
12 March 2011

Belmont Cottage, 25 Chapel Lane, Otterbourne
Notice of an application to register easement or other rights: the land has the benefit of a right of way with or without vehicles at all times and for all purposes over the marked driveway. This right has been acquired through long user.
Comment: No objection.

Decisions

Case No: 09/00598/LDC

Highbridge Farm, Highbridge Road, Eastleigh
Mixed agricultural and commercial use of land at Highbridge Farm for storage, repairs and maintenance of agricultural and non-agricultural items, the parking of vehicles in association with the agricultural and commercial enterprises and the storage and restoration of private and commercial vehicles.
Application refused.

Planning Matters for Consideration at the Parish Council meeting 15 March 2011

Applications and Closing Dates for Comment

Application No. O/10/67643 9 March 2011	Land adjacent to Penarth House, Otterbourne Hill, Otterbourne Construction of shared care dementia living scheme (class C2) comprising 35 No shared care units and 20 no bedroom nursing wing with associated vehicular/pedestrian access, car parking, amenity space, landscaping and secure perimeter fence. Change of use of 0.9 hectare grazing land to Public Open Space (amended description).
Case No. 11/00257/FUL Case No. 11/00258/LIS 30 March 2011	The Chapel House, Highbridge Road, Highbridge Single storey brick orangery and brick garden walls to form pool enclosure
Case No. 11/00330/FUL Case No. 11/00331/LIS 1 April 2011	The Chapel House, Highbridge Road, Highbridge Single storey oak frame garage with new driveway
Case No. 11/00256/FUL 25 March	3 Oakwood Avenue, Otterbourne Two storey side extension
Case No. 11/00309/FUL 25 March	14 Oakwood Avenue, Otterbourne Single storey summerhouse incorporating a garden shed to the rear of the property
Case No. 11/00337/FUL 13 April	The Beeches, Norlands Drive, Otterbourne Two storey side extension following demolition of existing garage, additional rear facing dormers in new pitched roof area and porch

Decisions

Case No. 10/02570/FUL	Nutshalling, Norlands Drive, Otterbourne Two storey rear extension, single storey side extension and enlargement of existing garage Application Refused
Case No. 11/00092/FUL Case No. 11/00093/LIS	The Chapel House, Highbridge Road, Highbridge Replace two single-storey extensions with a two-storey rear extension and internal alterations Application permitted

**Report to Otterbourne Parish Council
from County Councillor Charlotte Bailey
2011-03-15**

Highways

I have had confirmation that under 'operation resilience' Main Road between Kiln Lane and Poles lane will have works carried out. I have recently reminded Officers that Otterbourne Hill is again in need of repair.

Repairs have been made to the potholes at the church now that HCC takes responsibility for it. A request has been put in for complete resurfacing. I am asking if it can be done at the same time as Main Road.

Grit bins

I hope that the Parish Council is satisfied with the number of grit bins provided. If you want any more there will be another tranche looked at in the summer. Please let me know of any requests.

Mobile Libraries

A final decision has been made on the mobile library service. Otterbourne will only have one stop per community and will retain the stop at Coles Mead. Unfortunately although I lobbied particularly for the stop at the common to be retained we will lose that and the Waterworks stop. It may be that people there will access the Grove Road stop. The frequency is reduced to every four weeks but for a slightly longer time. There will be a further review after 12 months and those stops which have fewer than 10 users will be scrapped so it is vital that people do use the service as often as possible. I shall be asking for small notices to be provided for parish notice boards.

HCC Budget

Hampshire is looking to make cuts of £55m in 2011/12. There is a balance to be made in seeking to preserve services for the most vulnerable whilst still making cuts. There will be 1,200 members of staff at risk of unemployment, early retirement or redeployment. It is a difficult time for all our staff and they have continued to work very professionally whilst being under great pressure. An emphasis has been put on reducing senior managers and one in four will be going. The intention is to retain as many of the staff who deliver the services whilst still keeping strong management structures. The hardest hit services are the Youth service and the Childrens Centres. I am lobbying for increases to these services as I think they are of vital importance for the future.

Minerals and Waste Consultation

An HCC consultation on the new Minerals and Waste strategy is running until March 24th. All documents can be found at <http://consult.hants.gov.uk/portal>. Although the majority of the consultation relates to digging for sand and gravel which is not a threat in this area, any rural area with redundant farm buildings can be threatened by applications for change of use to recycling. The Parish Council may feel that there are relevant questions concerning community involvement and effects of transport. I do hope that the Parish Council will respond.

Hawthorns Car Park at Farley Mount

I give you this information as the Parish Council received photos of the changes to the Hawthorns car park at Farley Mount. The resurfacing and lining and removal of vegetation on the road were made partly to make maintenance easier and partly to try to reduce crime up there. The changes will take some time to blend a bit more into the landscape. I think the yellow disabled bays are very noticeable. Eleanor Bell and I have had discussions with officers and we shall be meeting with them and some users to explore possibilities.