

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 17 MAY 2011 AT 7.30 PM**

**1957**

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

**In attendance:** County Cllr C Bailey (from 20.45); Mrs P Cole; Mrs Anne Morrison  
PC Kevin Hurcock and PCSO; Clerk

**1. Election of Chairman and Vice-Chair**

Cllr Oldham was proposed as Chairman by Cllr Acton, seconded by Cllr Doherty and approved unanimously by Council. Cllr Hudson was proposed as Vice-Chair by Cllr Oldham, seconded Cllr Kelly and approved unanimously by Council. It being an election year a New Declaration of Office was signed by all present. Clerk would follow-up to receive Cllr Hudson's.

Council reviewed and approved the requirements under Standing Orders items i) to xvi) or as otherwise addressed in the Minutes.

**2. Declaration of Interest:**

There was none.

**3. Correspondence:** Correspondence Folder passed to members for circulation.

**4. Apologies for Absence:** Cllr Hudson; District Cllr Jan Warwick.

**5. Minutes of the Meeting:**

To approve the Minutes of the Parish Council meeting 19 April 2011

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

To record as accurate the Minutes of the Annual Assembly 19 April 2011

Minutes previously distributed to Councillors. Agreed as an accurate record to go forward to Parishioners at the 2012 Annual Assembly for approval.

**5a. Police Report**

Annual crime figures were received for the period 17/5/10 to 17/5/11 together with comparative figures for the same period as previous year.

	<u>2009/10</u>	<u>2010/11</u>
Anti social behaviour	15	12
Burglary from outbuildings	6	12
Criminal damage	11	9
Public Order incidents	0	2
Burglary from dwellings	0	4
Suspicious behaviour	36	31
Thefts	15	13
Theft from motor vehicles	6	2
Theft of motor vehicles	1	1

PC Hurcock advised that Speedwatch was useful for communities in circumstances where there was not a serious enough speeding problem for the police to undertake work. Data was available from the last time there had been a police check on Main Road for speeding.

**6. Action Points and Matters arising on the Minutes and not discussed elsewhere:**

A list of points and actions taken had been previously distributed. All points had been actioned or would be reported on during the meeting except as follows:

To delay SLR reading by Blunts due to gas works on Main Rd	Clerk	asap
To request deployment of SLR to Poles Lane	Clerk	asap

**7. Open Session for Parishioners**

Mrs Cole advised that she had received a response to her request for a record of Veolia vehicle movements: 3788 vehicles in two month period; 658 vehicles up to 44 tonne. The Clerk would amend the list received to note 44 tonne vehicles not 40 tonne vehicles as previously advised. Cllr Doherty advised that a response had been made in the Minerals and Waste Consultation regarding closer access points for vehicle movements over a certain tonnage.

**8. Co-option of a Councillor**

Mrs Anne Morrison had applied to join the Council. Mrs Morrison was a longstanding resident of Otterbourne and had been involved in the set-up of SOCCT. Co-option agreed unanimously.

To return Register of Interest form to WCC	Clerk	asap
To provide new Councillor information to Cllr Morrison	Clerk	21 June

**9. Committee Structures**

Further to discussions of the 15 March meeting, it was agreed that there would be an expectation for all Councillors, except Chairs, to join two committees, but that involvement would not be based on major or minor role.

To update new Councillor information	Clerk	21 June
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**10. Election of Committees**

Finance and Administration: Cllr Kelly (C); Cllr Doherty; Cllr Acton, Cllr Jones

Amenities and Recreation: Cllr Tabor (C); Cllr Acton; Cllr Barton-Briddon; Cllr Morrison

Planning and Highways: Cllr Jones (C); Cllr Hudson; Cllr Barton-Briddon;  
Cllr Doherty; Cllr Morrison

The Chairman and Vice-Chairman shall be ex-officio members of every Committee

**Appointment of Representatives to various bodies**

Winchester Air Group:	Mr K Smith
Otterbourne Village Hall Committee:	Cllr Acton
Otterbourne Conservation Group:	Mr M H Warne (C); Mrs P Cole
Otterbourne Sports Club:	Cllr Tabor
Otterbourne Allotments Association:	Cllr Barton-Briddon
Sparrowgrove and Oakwood Copse Conservation Trust:	Cllr Oldham
Neighbourhood Watch:	Mrs J Mounter

**Specific Responsibilities**

Planning and Highways Policy:	Cllr Hudson
Community Planning and VDS:	Cllr Hudson
Highway Maintenance, Lighting and Signs:	Cllr Jones
Street Furniture:	Cllr Acton
Children's Play Area and Youth Facilities:	Cllr Tabor
Parish Police Partnership:	Cllr Doherty
Minerals and Waste Services:	Cllr Doherty; Cllr Jones
Footpaths and Rights of Way:	Cllr Oldham; Otterbourne Conservation Group
Otterbourne Common:	Cllr Barton-Briddon
Tree Warden:	Mrs P Wrightson
Parish Website:	Mr P Weir
Climate Change:	Cllr Morrison

To update details for Councillors and website	Clerk	asap
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**11. County Councillor's Report**

Cllr Bailey conveyed her congratulations to District Cllr Warwick and expressed her thanks to Cllr Bell for her support and hard work.

WCC Fire Station: the new station would be holding an open day on 18 May.

Adult Services: changes were being made regarding day care centre provision. A telephone number: 01962 845600 was available to give advice or help with form filling.

A local number for Hants Direct was advised: 01329 225398.

**12. District Councillor's Report**

Cllr Bell's had submitted a final report.

WCC Fire Station: the new station on Easton Lane was very eco and ergonomically friendly having been purpose built. The new site allowed much better access to the road network.

The Square/Great Minster Street: this would be closed for repair works, then upgraded with road paving and restricted access only would be introduced.

Joint Waste Contract with East Hants DC: The contract negotiated by WCC together with East Hants DC had been awarded to Biffa (currently contracted to EHDC) with cost savings of over £1 million. Alternate week collection of household and mixed recyclables plus green waste would continue as before. Hopefully the contract would also include Doorstep Glass collection as negotiated and financed from the savings. Grounds maintenance and street care had been contracted to English Landscapes in partnership with Biffa. The new contracts would come into force in October 2011 and be managed jointly by WCC and EHDC. Existing contract staff (Serco) would be transferred to the new employers, whilst certain services such as pest control would be in house (WCC). A separate contract had been let for the cleansing of Public Conveniences (also previously Serco).

The Chairman thanked District Cllr Eleanor Bell on behalf of the Parish Council and community for her work and support over the years.

**13. Report of the Finance Committee****a) Parish Accounts and Cheques for Payment**

As attached. The first half Precept had been received.

b) To receive the Report of the Internal Auditor

The internal audit had taken place on 28 April by John Murray, Chartered Public Finance Accountant for y/e 31/3/2011. The only point of note from his report was regarding the reclaiming of VAT for payment of third party invoices which was not permitted. This affected VAT reclaim for Southern Water's legal fees re purchase of the recreation ground and also LHT's legal fees re cricket club lease. The Clerk would investigate further with HMRC.

To follow up with HMRC	Clerk	21 June
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c) To approve the Annual Return

The Annual Return Section 1 Accounting Statements had been completed by the Clerk and all documentation relating to it had been compiled. Section 2 Annual Governance Statement had been copied to all Councillors. This had been addressed at the Finance Committee Meeting 17 February 2001. Questions 1-9 were read to the meeting and recommended for approval. Section 4 had been signed by the Internal Auditor without recommendation. The Annual Return was approved by Council and signed off by the Chairman and Clerk. Council also approved that the annual accounts should be placed onto the website.

To send off Annual Return and post statutory notices for Parishioners' right to inspection	Clerk	30 June
To provide annual accounts for webmaster	Clerk	21 June

d) To approve Insurance Quotation for Assets, Public Liability and Fidelity Guarantee

Two quotations had been received from Aviva through Came & Company: renewal for 12 months from 1 June 2011 at £2,541.94 or renewal for 16 months to 30 September 2012 at £2,675.73. Both quotations included 3% index linking, a 5% no claims discount and a 3 year tie-in. Council approved the 16 month quotation. It had been determined that the Parish Council's street lights were not covered for loss or damage under the PFI agreement and these would be retained on the insurance schedule.

To pay insurance premium and update assets register	Clerk	01 June
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e) Clerk's Gratuity

The Internal Auditor had been requested to review the provision of the Clerk's Gratuity and had confirmed that the correct amount was based on the Prescribed Maximum and formula detailed on the HALC website. Council approved the reduced figure of £1,392 to 01/02/2012.

f) Freedom of Information Request

A request from a Parishioner in relation to the Clerk's salary had been received and this had been responded to by the Chairman after reference to the Finance Chair.

g) Budget Expenditure

A number of expenditure requests had been received including unexpected overheads, risk assessment items, additional maintenance and two capital items. Most expenditure would be met from the budget, but the capital item requests would be determined later in the financial year and might involve reallocation of reserves.

#### 14. **Report of the amenities and Recreation Committee**

##### Oakwood Park Recreation Ground

## a) Update on all works taking place.

Grass re-seeding of training pitch: additional topsoil had been spread and re-seeding would take place as soon as it rained. The goal post had been removed and posts and tape arranged to cordon off the area. Play Area: Lappset had postponed the remedial works to 18 May due to hard ground conditions. Sports Club hard standing and container: the works were due to start

on 20 May. The container to house the removable pitch barriers and posts had been sited and would be painted green. Pavilion slabs: a quotation was awaited for resetting the slabs at the rear of the pavilion. Bollard: a quotation for replacement of one missing bollard was awaited. Rabbit control: comprehensive information had been obtained from the Compton & Shawford Clerk which was being investigated. SOCCT and Southern Water were being contacted.

To follow-up on quotations for slabs and bollard To further rabbit control ref 'lamping'	Clerk Cllr Tabor	asap 21 June
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b) Ratification of expenditure of £400 for grass re-seeding.

Proposed Cllr Tabor, seconded Cllr Acton and approved by Council.

c) To approve annual rent review for the Sports Club.

The annual rent review of the lease was due 1 August and the increase as set out in the terms of the Lease was approved by Council.

To write to Sports Club advising rental increase	Clerk	21 June
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#### Open Spaces Areas

a) Proposal for expenditure £360 + VAT for Japanese Knotweed treatment in public car park. This had been reported by a Parishioner at the Annual Assembly. Five small areas had been identified and the treatment would take place in three visits: May, July and September.

Previous treatment of knotweed in the laurel hedge had been very successful. Proposed by Cllr Oldham, seconded Cllr Acton and approved by Council.

b) Grit Bins.

Three additional grit bins had been requested in addition to the three already in place. One had been agreed by HCC for the Cranbourne Drive verge near the village hall and public car park.

c) Kickabout Area, Cranbourne Drive.

The Clerk had sent a letter to Cranbury Estates asking if there was any restriction for development of the area with recreational facilities. A letter had been received to say that Cranbury Estates was investigating and would respond again.

#### Elderfield Cricket Pitch

A meeting had taken place on 6 May between LHT, the Cricket Club and the Parish Council to discuss concerns raised in the draft lease and to establish the boundary of the ground. All parties had reached agreement for amendments required. As the Head Lease was near final draft, negotiations on the sub-lease would be commenced with the Cricket Club and a request for planning application to progress.

### **15. Report of the Planning and Highways Committee**

a) Applications and Decisions

As attached. Southern House Consultation: A consultation had been received regarding a proposal to extend the offices at the Southern Water site for a variety of tenants. A meeting was being arranged.

b) Community Speedwatch

Discussion included i) the issue of speed was possibly more of perception than actual speeding taking place as could be acted upon ii) requests received at the Annual Assembly from some parishioners living close to Main Road showed concern and asked for measures to be taken iii) that Speedwatch might be considered a vigilante type operation iv) continued volunteer support was required iv) funding. It was agreed that there was a need for information re data on speeding before any decision was taken on consultation with Parishioners. It had been agreed that the speed restriction sign reading would be delayed due to works on Main Road. It was agreed that the Police speeding data may provide worthwhile information.

To request speed data figures from PC Kevin Hurcock	Clerk	21 June
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c) Request for Otterbourne Village Sign on Kiln Lane

This had been requested by a Parishioner at the Annual Assembly. There were three current village signs on entry from both directions of Main Road/Otterbourne Hill and on Poles Lane. There was no sign from the Kiln Lane direction, Boyatt Lane or at Highbridge where the boundary was less easily defined. WCC had advised that the cost of a sign would be met by the Parish Council with estimate of £250. It was agreed to investigate a possible position and funding from either this/next year's Precept or reallocation of reserves from other projects.

To determine possible position of sign on Kiln Lane	Cllr Jones	21 June
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**16. Report on Representatives to various bodies**

Allotments Association

Cllr Barton-Briddon had met with the Allotments Chairman to view the tree line on Chapel Lane boundary which was causing concern re electricity and BT overhead wires. The Clerk had made contact with SE Contracting to inspect the site and was awaiting feedback.

To follow up with SE Contracting	Clerk	21 June
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Conservation Group

The Chairman of the Conservation Group had advised that the Probation Service, whose workers maintained the old church yard, was proposing to increase the charge. The Conservation Group could not undertake the work on its own without further volunteers. Several options would be considered: to include the area under the maintenance contract for Open Spaces; to contract another maintenance person; to approach Elderfield to determine if residents would be interested in undertaking the work for a contribution.

To approach Elderfield	Cllr Barton-Briddon/Cllr Oldham	21 June
To arrange for quotation from Open Spaces contractor (specification required)	Clerk	21 June

SOCCT

Cllr Oldham advised that an AGM was scheduled for members on 21 June at 7.30 pm followed by a Public Meeting at 8.00 pm in the Bianchi Room of the Village Hall. Cllr Oldham gave his apologies for the meeting and Cllr Morrison agreed to report.

**17. Risk Assessment and Management**

Slabs at rear of pavilion: as previously reported.

Rabbit culling for recreation ground: as previously reported.

Tree branch encroaching on shed of 28 Oakwood Avenue: Cllr Tabor had viewed and advised the tree branch required removal.

To arrange with tree contractor and advise resident	Clerk	21 June
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**18. Any other business from Councillors**

A request was made for the street signs to be cleaned.

To make request for village signs and any others as required	Cllr Jones	21 June
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- 19. Date of next meeting:**  
19 July commencing 7.30 pm.

**Report of the Finance Committee 17 May 2011**

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers</b>	<b>16,007.07</b>	2,518.95
<b>Lloyds TSB Guaranteed Investment Account 3 months to 21 June @ 0.85% gross</b>	<b>35,499.16</b>	35,423.27
<b>Co-operative Bank Current Account</b>	<b><u>1,965.05</u></b>	<u>22,005.05</u>
<b>Total Balance</b>	<b>53,471.28</b>	<b>59,947.27</b>

Cheques for payment on 17 May 2011 from Lloyds TSB Treasurer's Account

2459	Mrs M Gaines – bus shelter cleaning April	106.98
2460	Mrs J Ayre – salary April	691.51
2461	Mrs J Ayre – reimbursement of office and travel expenses	97.50
2462	Taurus Garden Services – 2 x open spaces accounts	240.00
2463	Cannon – maintenance recreation ground March	59.04
2464	CPRE – subscription	29.00
2465	John Murray – internal audit fees	165.00
2466	British Gas – partial descale of the pavilion boiler and thermostat clean	336.00
2467	Chubb – alarm service contract for pavilion	171.47
2468	British Gas – service contract for pavilion	172.20
2469	County Supplies – two boxes print paper	37.54
2470	Broker Network Ltd – Parish insurance	2,675.73
2471	Petty Cash	<u>100.00</u>
		4,881.97

**Planning Matters for Consideration at the Parish Council meeting 17 May 2011**

Applications and Closing Dates for Comment

Case No. 11/00183/FUL 9 May	3 Oakwood Close, Otterbourne Two storey side extension. <b>No objection or comment</b>
Case No. 11/00612/FUL 11 May	7 Poles Lane, Otterbourne First floor side extension and conversion of existing roof with velux windows; part covering of frontage with block paviours from gravel. <b>Neighbours consulted. No objection or comment</b>
Case No. 11/00718LIS 26 May	The Chapel House, Highbridge Road, Highbridge 1 replacement window and 1 additional window in new opening to match existing. <b>No comment</b>

Decisions

Case No. 11/00330/FUL	The Chapel House, Highbridge Road, Highbridge
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Single storey oak framed garage with rear driveway  
**Application permitted**