

MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1919
OTTERBOURNE VILLAGE HALL – 16 NOVEMBER AT 7.30 PM

Present: Cllrs Oldham (Chairman); Hudson; Tabor; Barton-Briddon; Acton; Doherty; Andrews; Kelly; Granger (to 9 pm); Clerk
In attendance: County Cllr C Bailey; District Cllr E Bell; Mr MH Warne; Mrs P Cole; Mr R Emery; PCSO Gavin Cooper

1. **Declaration of Interest:** None received.
2. **Correspondence:** Folder One passed to members for circulation during the month.
3. **Apologies for Absence:** District Cllr George Beckett; Mrs P Wrightson; Mrs J Mounter. The Chairman welcomed Cllr Kelly and Cllr Doherty to the Council.
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 21 September 2010
 Minutes previously distributed to Councillors. Proposed as accurate record Cllr Granger, seconded Cllr Barton-Briddon and approved.
To approve the Minutes of the Finance meeting 19 October 2010
 Minutes previously distributed to Councillors. Proposed as accurate record Cllr Granger, seconded Cllr Andrews.
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:

9. To consider a '20 is Plenty' sign for Boyatt Lane Blocked drain still not cleared to follow up	Planning Cttee Clerk	18/01/11 asap
14a) ii) Oakwood Park Recreation Ground signs Quotation received for £540 Two further to progress	Cllr Granger	18/01/11
15c) Car Parking on Coles Mede Letter of co-operation to be sent	Cllr Tabor/ Clerk	18/01/11

6. **Police Report**
 Six incidents reported for period 22/09 to 16/11: one trespass; two non-dwelling burglaries; one rowdy and inconsiderate behaviour, two reports of driver complaints. The Poles Lane accident was briefly discussed and Cllr Bailey confirmed the cats eyes would be replaced along the highway. PC Kevin Hurcock sent apologies.
7. **County Councillor's Report**
 Flooding: Obstructions had been removed from the drainage pipes to alleviate flooding on Poles Lane. A line of sets would be requested between the highway and access roads to the school and church to help reduce leaves and grit being washed down blocking the drain. A green spot would mark cleared drains. Four Dell application: a request for information on quantity of material being brought to the site and estimated number of lorries was being made; also whether tighter restriction conditions could be imposed on this new application. Police: Safer Neighbourhood teams would be kept

intact. Consultations: Concessionary Fares had been completed; passes would be provided to meet statutory obligations and for those acting as disabled companions; taxi tokens would be provided for disabled persons unable to use buses. Other consultations being conducted: Winchester Town Access Plan, Blueprint, South Winchester Park and Ride and Mobile Library Review.

8. **District Councillor's Report**

Cllr Bell reported. Blueprint: a drop-in day was scheduled for 20 November at The United Church, Jewry Street from 10 am – 4 pm. Project Integra: a report on the Marchwood ERF and MRF and the Blue Haze landfill site at Ringwood was made. Road Safety Councils: these represented different interest groups and were undergoing a big reduction from 11 to 3. Four Dell application: WCC had raised objection on new build in the countryside. M3: HCC had received funding for changes to the white lines to improve traffic movement at J9 and were waiting approval from the Highways Agency. Approval also awaited for new directional signs to the Park and Ride sites to replace the temporary ones. Four car accidents had been noted recently in Hursley and Otterbourne. It was suggested a log be kept.

9. **Open Session for Parishioners**

A Parishioner requested that consideration be given to the Civic Service being more formal and directed towards those in voluntary service for future years. A request for a welcome pack was made. A request for repainting of the white line at the junction of the Common service road and Boyatt Lane was made.

To request remarking of white line and follow up other highway requests made for Boyatt Lane	Clerk	21/12/10
To contact Parishioner with Welcome Pack	Clerk	21/12/10

10. **Frequency of Meetings**

Some further discussion took place with most Councillors expressing seven meetings were too few. In particular, the number of meetings from July to January was insufficient. Council agreed to reinstate the October meeting in 2011 bringing the number of meetings to eight per year with further review as necessary. The introduction of Committee Chair reports being distributed prior to the meeting would be continued and an Action point review list introduced.

To publicise dates of 2011 meetings on website and Parish notice boards	Clerk	21/12/10
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11. **Report of the Finance Committee**

a) Parish accounts and cheques for payment – as attached.

The Bank of Ireland account had been closed and monies transferred to the Lloyds TSB treasurer's account. The Co-operative Investment account had been closed and monies transferred to the Co-operative current account for purchase of Oakwood Park.

b) Reconciliation and approval of bank statements

Cllr Andrews confirmed the 1/4ly reconciliation and approved the bank statements.

c) Proposal to recommend Precept of £29,227 for 2011/12

The Precept recommendation and breakdown of expenditure had been copied to all Councillors prior to the meeting. The Precept represented an increase of 1.31% on 2010/11. There were no questions arising. Proposed: Cllr Oldham, seconded Cllr Andrews and approved by Council.

12. Report of the Amenities and Recreation Committeea) Oakwood Park Recreation Ground

i) Freehold Purchase – to update on status

Slow but positive progress being made. Estimated legal fees to be met from Blake Laphorn £1000 and from SW solicitors £750 plus disbursements. Funds had been made available for the purchase.

To monitor on-going legal progress	Clerk	21/12/10
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ii) Play Park – to update on negotiations re problems with tarmac and wetpour

Trial pit excavations had been dug and a report from WCC on the findings and condition of the play area had been received. Hedleys Solicitors had written to Lappset enclosing the WCC report and setting out the case for a claim against them. A site meeting with Lappset had taken place on 4/11/10 at which agreement was not reached. Lappset's position continued to be that it is not liable for cracking and movement resulting from underlying soil conditions. However, a further plan of remedial works had been received which the Council will explore further.

To arrange meeting for further discussion with Lappset	Clerk	21/12/10
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iii) Otterbourne Sports Club – path and fencing update and rabbit concerns

The Club had succeeded in obtaining 50% grant funding for the path and fencing. The contract had been received to be signed by the Parish Council as Leaseholders of the land. The Sports Club had made complaint regarding rabbit holes and scratchings on the pitch. Southern Water had been contacted to consider action. The handyman had infilled divots with turf and soil. A bag of soil had been provided for the Club's own use.

To progress rabbit matter with Southern Water	Clerk	21/12/10
To return signed agreement to Sports Club	Clerk	asap

iv) Maintenance Contract – to approve renewal of contract

Renewal of the contract with OCS Cannon for a further 12 months was agreed at 2.5% increase on 2010/11. Proposed Cllr Tabor, seconded Cllr Oldham and approved.

To accept quotation and instruct Cannon with works	Clerk	21/12/10
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b) Elderfield Cricket Pitch – to update on progress

A positive meeting had taken place with LHT and Otterbourne Cricket Club. Development of the land with restricted use as a cricket pitch had been agreed. The Cricket Club would develop the ground and buildings to include necessary planning permission (in progress) and costs for drawing up its own sub-lease. It would be responsible for ground

maintenance and supplied services. The Parish Council would pay LHT legal fees for drawing up the head lease. These had been estimated at £4,000 and would be queried. Public access would be granted only to support the cricket and Parishioners would not have access at other times. Vehicular access would be via Kiln Lane using an existing field gate with a locked height restriction barrier. Agreement for pedestrian access via a permissive path was still being explored with the Methodist Church. The Parish Council would consider funding this as a benefit to the village as a whole. A letter from LHT had been received setting out their position and requirements.

To liaise further and progress To query legal fees at £4,000 prior to instruction.	Cllr Granger	21/12/10
To email Councillors with revised legal fees for approval	Clerk	21/12/10

c) Parish Assets – to report on audit of assets

A review of parish assets had taken place regarding current status and maintenance requirements. Most assets were deemed in good condition requiring only minor maintenance. The roof of the Sparrowgrove brick bus shelter required assessment. A rolling maintenance programme had been developed for the future.

To instruct Handyman to assess roof	Clerk	21/12/10
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13. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached

b) HCC Winter Services – to update on grit bins and recent HCC meeting

Cllr Tabor had attended the HCC Winter Services event and provided a report on its revised response to severe winter weather conditions. The government Snow Code was also submitted giving information to the community for self help. The number of grit bins had been increased to three to be in place by end of December at junctions of: Coles Mede/ Main Road, Otterbourne School access road/Otterbourne Hill, Sparrowgrove/ Main Road. Further grit bins would be considered by HCC next year.

To publicise Snow Code on Parish boards, magazine and website	Clerk	21/12/10
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c) Proposed Brendoncare Dementia Nursing Home – release of Open Space area

A meeting had taken place with Jim Tarzey regarding the proposed development and the release of open space land adjoining it. Although within EBC and under Allbrook Parish Council, the area would provide useful open space for the residents of Otterbourne which was lacking in this area. Access was being considered via the area of Common land between Red Lane and the new Perbury house on the old café site.

To send letter in support of the open space provision to EBC	Clerk	21/12/10
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d) Red Lane – to report on Wayleave and conclusion of works

Perbury Developments had advised that alternative arrangements had been made and the wayleave was no longer required. Red Lane had been inspected and the Common bollards and Lane restored to satisfactory condition.

e) Blueprint

Cllr Hudson submitted a report advising that the Parish Plan, Village Design Statement and Community Emergency Plan should be commended to WCC for inclusion in the consultation process. Cllr Acton expressed concern regarding Item 3 in the 10 point principles for inclusion: mixed use development including secondary areas and villages so city remains compact and setting preserved.

To send off three documents to WCC for inclusion	Clerk	asap
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14. Report of Representatives to various bodiesConservation Group

The group was affiliated to The British Trust of Conservation Volunteers which was holding a tree planting initiative. The Group will be making a bid for one of the 200 packs of 50 native trees for planting. If successful the trees would arrive mid January, to be used at Sponder's Mede, the old churchyard and other village areas to be advised.

To advise Clerk of village areas for consideration	All Councillors	21/12/10
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Neighbourhood Watch

An update report had been copied to all Councillors. More street co-ordinators had been established. Two meetings had been held to exchange information. PCSO Gavin Cooper had attended and explained his responsibilities for Otterbourne, Compton & Shawford, Hursley and Farley Mount car park. Mr Bob Purkiss of the Police Authority panel also attended to talk about his responsibilities. A further meeting is planned.

Tree Warden

Discussion with WCC re the trees on the Common was being progressed.

15. Risk Assessment and Management

None reported.

16. Any other business from Councillors

The Civic Service had been well attended as had Remembrance Sunday.

Hampshire Association of Local Councils (HALC) AGM

Cllr Acton attended the AGM and voted for the 8% increase in budget. The 27% increase which would result from HCC withdrawing funds from HALC would be voted on at an EGM. There was no further progression on HALC leaving NALC in order to reduce its budget. From both District and County level, information was being received about localism. It was uncertain whether Parish Councils would be requested to take on more or if they would be bypassed for input from the third sector eg housing charities. Community initiatives were being introduced eg Village Agents and it was important for the Parish Council to determine if it wished future involvement in matters such as this. To be taken forward for consideration on the Agenda as advised.

Mobile Library Services

A review was being carried out by HCC. All villages within 2 miles of a library would not receive the service. At present Otterbourne had two routes, but this would undoubtedly be cut to one. Cllr Acton had followed one route which was not well supported and would follow the second route in forthcoming month. Volunteers were required to collect and deliver books and audio tapes to those less able.

To draft notice re mobile library service and request for volunteers for Clerk to publicise	Cllr Acton	Asap
To respond to the HCC consultation on the best position/time for a mobile library service	Cllr Acton	Due date

HALC Website

Information on the new HALC passwords was provided to all Councillors.

Review of Model Standing Orders

These were available on the HALC website and would come before Council for approval at the January meeting.

To Agenda item	Clerk	18/01/11
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SOCCT

There had been lack of communication in recent months and reports that an AGM would not be held for this community project. Cllr Oldham had tried unsuccessfully to make contact and would continue. Two trustees from Otterbourne had resigned and at present there was no-one from the Parish attending meetings or on the Committee. The possibility of a Trustee/Committee member to be put forward from the Parish Council was discussed.

To email all Councillors asking if they would like to be put forward as a Trustee/Committee member	Clerk	21/12/10
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- 17. Date of next meeting** – 18 January 2011 commencing 7.30 pm

Report of the Finance Committee 16 November 2010

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers	11,306.81	14,702.59
Bank of Ireland No 6 Children's Play Area transferred to Lloyds TSB Treasurer's a/c	Closed	51.53
Lloyds TSB Guaranteed Investment Account 3 months to 20 December @ 0.80% gross	35,282.39	35,209.85
Co-operative 3 month Investment Account transferred to Co-operative Current Account	Closed	25,207.77
Co-operative Bank Current Account	<u>25,207.77</u>	<u>0.00</u>
Total Balance	71,796.97	75,171.74

Cheques for interim payment on 19 October 2010 from Lloyds TSB Treasurer's Account

2390	Blake Laphorn – undertaking of SW advance fees	931.25
2391	Mrs M Gaines – bus shelter cleaning September	106.98
2392	Mrs J Ayre – salary September	613.50
2393	Mrs J Ayre – reimbursement of office/travel	89.00
2394	Taurus Garden Services – Cranbourne Drive maintenance	320.00
2395	Cannon – recreation ground maintenance	231.24
2396	Mrs J Mounter – Neighbourhood Watch exps	118.37
2397	Hursley Parish Council – SLR Sign replacement radar	<u>70.00</u>
		2480.34

Cheques for payment on 16 November from Lloyds TSB Treasurer's Account

2398	Southern Water: Allotments £280.69 Pavilion standpipes £17.10	297.79
2399	Mrs M Gaines – bus shelter cleaning October	106.98
2400	Mrs J Ayre – salary October	614.50
2401	Mrs J Ayre – reimbursement of office/travel	91.40
2402	Blunt Construction Ltd – SLR movement and battery change	94.00
2403	WCC – Trial pit excavation for play park tarmac and wetpour	341.10
2404	Information Commissioner – data protection registration	35.00
2405	Taurus Garden Services – Cranbourne Dr/Village Hall/Memorial	280.00
2406	Petty Cash	50.00
2407	HMRC – 1/4ly tax and NI for employee and employer 09-12	<u>198.32</u>

Planning Matters for Consideration by the Parish Council for October

Applications and Closing Dates for Comment

Case No: 10/02208/FUL 28 October	Riverside, Highbridge Road, Highbridge Change of Use of agricultural land to private Gypsy site for one family, siting of one mobile home and one touring caravan Letter of objection sent
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Decisions

Case No. 10/01053/FUL	Hecton Farm House, Main Road, Otterbourne 1 no three bedroom detached dwelling with attached garage Application permitted
Case No. 10/02243/TPO Case No. 10/02333/TPO	6A Sparrowgrove, Otterbourne 2 no Field Maples crown lift to 5 m 3 no Ash fell, 2 no Hazel fell, 1 no Hazel crown lift to 5 m Application permitted
Case No. 10/01601/FUL	1 Oakwood Close, Otterbourne Conservatory to the rear of the property. Application permitted
Case No. 10/01676/FUL	21 Greenacres Drive, Otterbourne Conservatory to side of the property Application permitted
Case No. 10/01128/HCS	Four Dell Farm, Otterbourne Variation of Conditions 2 and 3 of Planning permission 08/02657/HCS to allow processing of gypsum from waste plasterboard. Application permitted

Planning matters for consideration 16 November 2010

Applications and Closing Dates for Comment

Case No. 10/02412/FUL 8 November	Woodcutters, Poles Lane, Otterbourne Dormer to garage, first floor side extension and single storey extension. No comment
Case No. PLAN/JD/WR210 8 November	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. Application to be determined by HCC. Comment: continued concern over the plethora of applications deemed suitable by HCC and the EA for this site which greatly affects amenity for residents of Otterbourne.
Case No. PLAN/PC/WR018 10 November	Veolia Waste Transfer Station, Poles Lane, Otterbourne Variation of Condition 2 of Planning permission 09/02391/HCS to enable replacement green waste transfer bay Application to be determined by HCC Comment: building looks in keeping with reset of site which is well-managed. This does not appear to increase HGV movements through the village.
Case No. 10/02570/FUL 22 November	Nutshalling, Norlands Drive, Otterbourne Two storey rear extension, single storey side extension and enlargement of existing garage. No comment
Case No. 10/02682/FUL 30 November	4 Oakwood Close, Otterbourne Existing garage and carport demolished and replaced with one and two storey extensions to side of dwelling Comment: earlier concerns have related to site cramming with extensions in this Close. However, there appears to be sufficient pedestrian access from front to rear .
Case No. 10/02654/FUL 6 December	13 Coles Mede, Otterbourne Single storey side and rear extension
Case No. 10/02809/FUL 6 December	6A Sparrowgrove, Otterbourne 1 no Ash remove 40% lower over-extended limb
<u>Decisions</u>	
Case No. 10/00881/FUL	Solva, Norlands Drive, Otterbourne

Two storey side and rear extension.
Application permitted