

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD IN  
THE BIANCHI ROOM, OTTERBOURNE VILLAGE HALL  
MONDAY 12 MAY 2014 AT 7.30 PM**

**Present:** Cllrs W Jones (Chairman); M Acton (Vice-Chairman); R Kelly; C Barton-Briddon; W Doherty; R Stansbury; D Stirrup; Clerk

**In attendance:** District Cllr M Southgate; Mrs K Mantell; Mrs P Wrightson; Mr R Emery; PCSO Helen Wiltshire; 36 Parishioners; Clerk

1. **Apologies for absence:** County Cllr Phil Bailey, District Cllr Jan Warwick, Cllr R Reeves
2. **Welcome:** The Chairman, Cllr Will Jones, welcomed all to the meeting.

**Police Report:** Taken early from Agenda Item 8.

Annual overview of the incidents reported to the Police from 13 May 2013: 25 reports of anti-social behavior/noise nuisance; 1 burglary other than a dwelling; 4 dwelling burglaries; 11 criminal damage reports; 15 driving complaints; 14 road traffic collisions; 23 suspicious behavior reports; 21 thefts; 1 theft from a vehicle. Questions arising:

A parishioner asked whether the incidents of anti-social behavior were from local persons – advised unknown.

A parishioner asked about the ongoing stashing of alcohol behind hedges – advised this would be taken forward.

Cllr Kelly asked how this report compared to other parishes in the area – advised it was comparative and low level crime.

3. **Minutes of the 2013 Annual Assembly.**

These had been distributed to those attending. The Minutes had been approved for presentation to the Annual Assembly by Councillors at the May 2013 Parish Council meeting. Proposed at the Annual Assembly as an accurate record: Mrs P Wrightson, seconded Mr R Emery, approved and signed.

4. **Chairman's Report for 2013/2014**

**Parish Council Matters**

The Chairman, Cllr Will Jones, thanked all for coming to the meeting. There were seven Parish Council meetings during the year plus the Annual Village Assembly. On months between Council meetings, working parties were held to progress items pertaining to the village. The Parish Council was made up of nine Councillors and had been at full complement during the past year. However, Cllr Stephen Young had recently resigned and a vacancy was currently open. Cllr Mary Acton was thanked for her role as Vice-Chair, Cllr Russell Kelly for his role as Chair of Finance and Administration and Cllr Reeves as Chair of Recreation and Amenities. The Clerk, Julie Ayre, was thanked for her work and the advice and support given to Councillors. In addition, the work of the many volunteers in the village was acknowledged: Keith Smith for his ongoing work on airport matters, Ron Emery as Chair of the Allotments Association, Kathy Mantell for leading the Neighbourhood Watch team, Suzanne Hudson and Valerie Etteridge for Joint Chair of the Conservation Group. Appreciation was also given to County Cllr Phil Bailey and District Councillors Mike Southgate and Jan Warwick for their work in representing the village.

### **Village and Village Groups**

The Chairman continued with matters relating to the village and its excellent facilities and groups: the Village Hall; the Conservation Group; Sparrowgrove and Oakwood Copse Conservation Trust; St Matthew's Church; Otterbourne Primary School; the Allotments; Otterbourne Football Club. In addition, there were many quality inns and restaurants, a village shop, post office and an excellent bus service.

### **Village Events**

The main items of note during the year had been the Village Survey reported at Agenda Item 8, and the work undertaken by a Working Party of Terry Revell, Dick Oldham, James Acton and himself to refurbish the War Memorial and landscaping in readiness for the 100 year commemoration of WW1.

## **5. Report by Cllr Will Jones, Chair of Planning and Highways Committee**

### **Planning Matters**

Planning Applications in 2013/14 consisted of the following: 12 alterations/extensions; 2 new build; 4 TPO; 1 change of use; 2 commercial; 3 other; 1 enforcement case. Of particular note there had been two applications on Kiln Lane which had caused concern: expansion of the HWM offices and a change of use of land to a golf driving range. The Parish Council had made representation at the WCC Planning Development Committee for both applications, the former being permitted and the latter withdrawn. The Chair thanked his Committee members, and in particular Cllr Mary Acton, for her work in representing Otterbourne at the WCC Local Plan Part 1 Review. Otterbourne had wisely prepared a Village Design Statement in 2008 which had proved a very useful document when considering planning applications. The VDS was now being reviewed to update planning references in relation to the new WCC Local Plan Part 1 and a final revision would be undertaken after the Local Plan Part 2 had been completed, anticipated in 2016.

### **Highway Matters**

Road traffic and road safety continued to be a priority. The speed of traffic was of great concern to villagers and kept under review. The shared parish flashing speed sign was installed every fifth week at different points within the village; the community speedwatch programme had been discounted following the experience of other local parishes; the long awaited crossing at Williams Garage had been installed. In relation to the crossing: it had not been possible to have a light controlled crossing or one with an island because of the width of the road and sight lines; the dropped curbs and bollards on either side of the road were intended to assist people crossing at this point and to increase driver awareness and reduce the general speed of traffic. Pot holes and blocked drains had continued to be a reported problem and Parishioners could also make easy online report of any noted requirements at [www.hants.gov.uk](http://www.hants.gov.uk). The HCC Lengthsman scheme had continued for a third year. A new Lengthsman, Rob Cox, had been appointed to visit the parish four times a year for two day work schedule and reports of areas needing attention were always welcome.

## **6. Report by Cllr Richard Reeves, Chair of Recreation and Amenities Committee**

The Recreation and Amenities Report was presented by the Chairman, Cllr Will Jones. Cllr Stephen Young, who had recently resigned, was thanked for his work with the Football Club and pavilion. Cllr Stirrup was thanked for his work looking after the Common and Rights of Way, Cllr Stansbury for the Conservation Group, Cllr Doherty for undertaking the parish bench review and Cllr Acton for overseeing and support in all matters. The weekly safety inspection of the play park and youth facilities had been an ongoing commitment. The youth facilities project to provide a new multi-use games and activity court (MUGA) had formed the main work of the year and an application for a Veolia grant would be submitted in May.

## 7. Report by Cllr Russell Kelly, Chair of Finance and Administration Committee

### **Audited Accounts 2012/13**

The accounts for 2012/13 as presented had been returned by the External Auditor with no recommendations made.

### **Unaudited Accounts 2013/14**

The unaudited accounts for 2013/14 were presented. The main items of income were: the Precept £31,541 (76% of total income); WCC Open Spaces fund, grants and donations £4,999 (12% of total income); Sports Club rent and footpath ground rent £1,932 (5% of income); Allotment rents £798 (2% of income); Bank interest £467 (1% of income). The main items of expenditure were: administration costs including the Clerk's salary, insurance, audit fees, subscriptions and office running expenses £15,168 (43% of expenditure); recreation ground and open spaces maintenance £8,640 (25% of expenditure); amenities and street furniture £3,917 (11% of expenditure); highways, village signs, hedges £3,094 (9% of expenditure); donations to St Matthew's Church roof repair fund and parish magazine £1,145 (3% of expenditure).

The expenditure had finished under the budgeted sum largely due to the projects which had not been completed, but were still ongoing with sums c/f into 2014/15.

### **Spending Plans for 2014/15**

The budget had set at a Precept of £33,302 equating to a 5% increase from 2013/14. This increase had been considered acceptable based on feedback from the Village Survey results which showed that parishioners supported an increase of 10p per week per household in order to achieve set projects. Over the past three years reserves as provisioned had not been drawn upon to balance the budget and it was hoped 2014/15 would continue in this way. The biggest expenditure provisioned was the youth facilities project: The Parish Council had set aside £11,858 including use of the Open Space funds; Compton & Shawford Parish Council had transferred £15,000 from its Open Space funds to Otterbourne; the balancing sum (approx. 50%) would form the grant to the Veolia application at the end of May. In addition to this project, £3,000 had been set aside from the budget to provide three replacement parish benches and an amount for the war memorial had been carried forward for further works.

### **Administrative Matters**

The Committee had attended to administrative matters to ensure procedures complied with regulations. To this end, review of the Council's Standing Orders and Financial Regulations, the insurance of assets, risk assessment, the internal audit procedures and banking arrangements had taken place. Cllr Kelly thanked his fellow Committee members and the Clerk who was also the Responsible Financial Officer, and welcomed suggestions or requests for expenditure to be considered next year.

## 8. Questions from the floor, Police, County and District Matters

### **Questions from Parishioners**

- 1) Councillors were thanked by Mrs Valerie Standfield for their work in the village.
- 2) A request for the Lengthsman to litter pick the cul-de-sac by The Old Parsonage was made. Also that reminder letters were sent to residents regarding cutting back boundary vegetation.
- 3) A question was raised regarding the capability of the current drains and sewers to cope with any further development. There had been problems in the past relating to the main sewers. A parishioner seconded this view with concerns about the care home agreed on the former site of The Captain Barnard PH. The Planning and Highways Chair advised that this concern would be recognised throughout the village and that the Parish Council would identify this with regard any potential development application.

- 4) Concern was raised that the above application would be in Compton & Shawford Parish and not notified to Otterbourne. It was advised that the Parishes worked closely together and Cllr Mike Southgate added that the District Councillors kept watch over the combined parishes, although this was harder in relation to the WCC/EBC crossover areas.
- 5) A request was made for reinstatement of the white junction lines along Waterworks Road where it met Regents Close. Cllr Jones agreed to report this to HCC Highways.
- 6) A request was made for reinstatement of the white lines along Boyatt Lane. Cllr Jones advised a report would be made to HCC Highways to reinstate them.
- 7) A parishioner advised that the roadside parking problems had increased along Boyatt Lane.. Cllr Jones advised the problem had been assessed in past years by HCC but no solution had been found. The Parish Council had unanimously voted to retain the link road across the common open to alleviate the problem. A statement had been made in the consultation for the new EBC Local Plan relating to a development along Pitmore Road that additional car numbers would exacerbate the problem and a CIL should provide parking in this area.
- 8) A request was made regarding the status of the field at the rear of Elderfield. It was advised that the potential use as a cricket field for Otterbourne Cricket Club had not progressed as the cost outlay against length of lease was not feasible. There were no known uses for the field which was in ownership of Langley House Trust.
- 9) Further requests for Lengthsman work was received:
  - i) Coles Mede in front of the picket fences – required strimming.
  - ii) Bushes fronting Old Deeds – it was considered this was too substantial job for the Lengthsman and HCC Highways would be contacted.

### **Village Survey**

The survey had taken place because national legislation in planning had forced WCC to make a new local plan. When WCC produced the new Local Plan Part 1 it proposed that Otterbourne should be classified as MTRA Level 3 development ie it should not have to meet development targets for the district. However, this was heavily challenged by developers at the Independent Enquiry. The Parish Council attended this Enquiry and strongly supported WCC's view of Otterbourne as not suitable for targeted development. While the Independent Examiner supported the recommended status of MTRA3 for Otterbourne he added that all such designations might be reconsidered as part of the Local Plan Part 2. It was therefore important to obtain the views of local residents with regard to future development of the village and provide additional information to WCC about the views of residents on potential development as part of the consultations prior to LPP2. The village survey went out to all parishioners in the village. A 32% individual response was achieved and within the village settlement this approached 40%. The results enabled a substantiated Parish Council report on the development wishes of the village to be submitted to WCC as a contribution to their development of LPP2. Local Plan Part 2 will be published later this year; it will go out for consultation and be subject to further Independent Examination before WCC can formally adopt it in 2015. In the meantime, the VDS would be updated to ensure new planning applications could be dealt with within the framework. The survey also approached the village to ask about different aspects of community life: and the results have been used to analyse support for the youth facilities project; to look at the fear of crime in the community and the problems of antisocial behavior; and to determine what the village might want the Parish Council to undertake in the future. Cllr Doherty advised that a doctor's surgery would not be possible due to the strict regulations required to operate even small surgeries. Cllr Mary Acton was thanked for her work in undertaking the survey and feedback to WCC. In return Cllr Acton thanked the village hall and shop for being collection points and all parishioners who had undertaken the survey.

**The Chair closed the meeting at 8.30 pm.**