

MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 2081
OTTERBOURNE VILLAGE HALL – 15 JANUARY 2013 AT 7.30 PM

Present: Cllrs Jones (Chair); Acton; Doherty; Stansbury; Barton-Briddon; Kelly; Reeves; Stirrup

In attendance: District Cllr Mike Southgate (until Item 10); Mr R Emery; Mrs P Wrightson;
Dr K Smith; Clerk

- 1. Declaration of Interest:** All Councillors had signed a Dispensation Proforma as required by the new Code of Conduct in relation to disclosable pecuniary interests regarding Item 10 c) of the Agenda . The Clerk accepted these Dispensations under the Localism Act 2011 Section 33(2) Category 1: that the number of Councillors affected is so great a proportion of the Council that it would impede business.
- 2. Correspondence:** Folder passed to members for circulation during the month.
- 3. Apologies for Absence:** County Cllr Charlotte Bailey; District Cllr Jan Warwick; Mrs K Mantell; PCSO Michelle Wilkinson.
The resignation of Cllr Pechkaytis had been received. He was thanked by the Chair for his efforts and very useful work.
An announcement in the Hampshire Chronicle had advised that Dennis Richman, the previous Clerk to the Council for 16 years had died.
- 4. Minutes of the Meeting**
To approve the Minutes of the Parish Council Meeting 20 November 2012
Minutes previously distributed to all Councillors. Proposed as an accurate record by Cllr Barton-Briddon, seconded Cllr Reeves and approved for signing by the Chair.
- 5. Action Points and Matters arising on the Minutes and not discussed elsewhere**
All matters had been actioned or would be discussed during the meeting.
- 6. Police Report**
A report had been prepared by PCSO Michelle Wilkinson. There had been 4 incidents arising from 20/11/12 to 15/01/13: two reports of suspicious behavior; one report of theft from a vehicle; one report of a burglary other than a dwelling. A Neighbourhood Watch meeting was scheduled in the village hall for 21 January at 7 pm. Kathy Mantell had been informed to advise street co-ordinators.
- 7. Open Session for Parishioners**
A question was raised about the progression of the Elderfield Cricket pitch following approval of planning permission for access. Cllr Acton advised some further highways and arboricultural matters remained outstanding before the access could progress.

Airport matters (taken early from Agenda Item 13)

A report by Dr Keith Smith, representative to the Winchester Air Group which holds a place on the Consultative Committee for Southampton Airport was given. Following a recent complaint about overflying of Otterbourne, a meeting had taken place with airport representatives. The airport's current agreement dating from 1996 covered preferred aircraft routing over Southampton and Eastleigh, but not Winchester. Over the years it had become apparent that the impact on Winchester and its parishes had been underestimated and a separate agreement covering preferred routing over the Winchester area was needed.

It was agreed this would be a lengthy process given the many uses and restrictions of the air space, but a formal document would be established to represent Winchester residents. This could then be used to move forward with the new changes in technology and air space in the future. Dr Smith advised any further questions would be welcome by email to himself or via the Clerk. He was thanked by the Chair for attending.

8. County Councillor's Report

As attached.

9. District Councillor's Report

As attached. Cllr Jones agreed to be involved in the discussions regarding the Sustrans cycle path through the village with Cllr Southgate.

10. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment

As attached.

b) Bank Statements, Reconciliation and Analysis – to receive and approve.

The bank statements and reconciliation were approved. Expenditure and income was broadly in line with the budget and Finance Committee's report 8 October 2012.

c) Precept for 2013/14 – to receive report on changes to Council Tax Base and re-approve Precept to be set at £31,541 equivalent at Band D to £45.38 per household per annum. Following changes to funding from central and local government, the new Tax Base had been received from WCC. This showed a small reduction in the Tax Base, which in turn would lead to a small increase in the amount paid per household per annum at Band D from £45.06 to £45.38. A proposal was made to retain the Precept at £31,541. Proposed by Cllr Jones, seconded Cllr Kelly and unanimously approved. The Clerk was requested to ask WCC for the number of dwellings actually within the village.

To notify WCC of the Precept for 2013/14	Clerk	31 Jan
To make enquiries of WCC regarding dwelling numbers	Clerk	19 March

d) Finance Meeting – 11 February at 7.30 pm in the village hall, John & Betty Mobbs Room, to cover all finance and administrative matters.

To issue and publicize Agenda in due course.	Clerk	6 Feb
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11. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities – update. Two quotations for the play park and youth facilities annual safety inspection had been received: Bill Dunlop via WCC at £37.50 + VAT and Digley Associates via Came & Co at £80+VAT. Bill Dunlop had made the inspections for the past 4 years. It was agreed that benefit would be commensurate with additional cost from a fresh pair of eyes and a company recommended by the insurance agents for this year.

To instruct Digley Associates with the inspections.	Clerk	asap
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A second quotation for the youth facilities refurbishment project had been sought and funding opportunities were being investigated by Cllr Reeves.

To continue to progress the project	Cllr Reeves	19 March
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ii) Ratification of height restriction barrier works for the sum of £175 + VAT
Required to strengthen the central boom, repaint and apply new chevrons and height details.
Proposed Cllr Jones, seconded Cllr Kelly and approved.

iii) Maintenance Contract – to receive report on maintenance contract for 2013/14
The contract was based on a one year term with quotations being received from other contractors after three years. The current contract was with OCS Cannon which had undertaken the contract well with no complaints received. The Clerk had requested quotations from: OCS Cannon, The Landscape Group, Grass and Grounds, Hambrooks. These would be reviewed at the Finance Committee meeting on 11 February with recommendation to Council.

To place item on Finance Agenda	Clerk	6 Feb
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b) Common – response from WCC re parking problems in Red Lane.
WCC had agreed to provide a larger sign restricting parking in the lane. It was agreed that the residents should be reminded visitors must park within the boundary of their property. A resident had reported damage to the bund again by a refuse collection vehicle and the company had been contacted for repair. It was agreed to approach the residents to see if they would help by taking their refuse bins to the end of the lane, removing the need for the heavy refuse vehicle to use the lane which would also help the base remain in better condition.

To approach residents	Cllrs Stirrup and Jones	19 March
To follow-up with company for repairs to the bund	Clerk	asap

c) Allotments

The new gate was in position.

d) Open Spaces Areas

i) Greenacres – update after meeting with WCC

WCC was undertaking the transfer of the open space land from Devine Homes to WCC. The ownership of the footpath leading from the recreation ground to the land was still to be clarified. WCC had been approached to assist with this plus clearance of the footpaths and land before any potential forward transfer to Otterbourne PC.

To follow-up with S Dunbar-Dempsey at WCC	Cllr Acton	19 March
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ii) Cranbourne Drive – to receive report on maintenance contract for 2013/14
The contract was based on a one year term with quotations being received from other contractors after three years. The current contract was with Taurus Garden Services which had undertaken the contract well with no complaints received. The Clerk had requested quotations from: Taurus, Grass and Grounds, Hambrooks. These would be reviewed at the Finance Committee meeting on 11 February with recommendation to Council.

To place item on Finance Agenda	Clerk	6 Feb
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- e) Elderfield Cricket Pitch – to receive update on planning application
Grant of planning permission had been received from WCC for the access. Some further highways and arboricultural conditions needed addressing before progression of the lease.

To liaise with Cricket Club on matters to be forwarded	Cllr Acton	19 March
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12. Report of the Planning and Highways Committee

- a) Applications and Decisions – as attached. Matters arising:
Nairana – the plans for the application had still not been received and were not on the website

To follow-up with Case Officer to determine status of application	Clerk	asap
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Responses were required to Otterbourne Manor Farm, 44 Cranbourne Drive and the Lime trees.

To refer comments to Clerk for submission	P&H Cttee and Cllr Jones	Due dates
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- b) Land between Meadowcroft Close and Greenacres Drive – update on ownership enquiries
The Clerk had received information from the Land Registry that this was privately owned land. It was agreed to close the case with Hedleys.

To draft letters to the owner and Hedleys	Clerk	asap
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- c) Knotweed and Laurel hedge – to receive report on ownership of land
The 21 year time span to have the land and remainder of open spaces at Cranbourne Drive transferred from the Cranbury Estate to the Parish Council as per the agreement had lapsed. As the Parish Council was contractually required to maintain the land, it was agreed to approach the Cranbury Estate to see if the transfer could take place. It was agreed a working party would look at the ongoing maintenance requirements for the hedge. The Clerk had noted the matter for the March Agenda.

To draft letter to the Cranbury Estate	Clerk	19 March
To form working party and make recommendation	Cllr Jones	19 March

- d) Highways – update on safety railings, Lengthsman, Kiln Lane cut back, maintenance.
Safety railings: these had been installed at the exit from Greenacres Drive onto Main Road.
Drains: HCC had worked on the drains but a number were still noted as blocked.
Kiln Lane: the owner of one field was still to be identified, but details of the others had been sent to Highways with request to issue a letter if cutting back of hedges was required.
Lengthsman: a worksheet was being put together for the last visit w/c 28 January. A report to HCC had been made on the project to-date. HCC was determining if the project would continue for a second year. Cllr Barton-Bridson had cleared the footpath of a fallen tree on Otterbourne Hill footpath.
Other: a request had been made to repair the missing/damaged granite sets at Poles Lane roundabout; to repair the missing/damaged bollards on Kiln Lane roundabout; to sweep the pavements of leaves up Otterbourne Hill and Main Road.

To forward HCC details of landowner	Clerk	asap
To follow-up with HCC re blocked drain request again	Cllr Jones	asap
To finalize worksheet for Lengthsman	Cllr Barton-Bridson	21 Jan

13. Report of Representatives to various bodiesConservation Group

A £1900 grant had been received from the Orchid Environmental Trust which would be used towards regenerating the pond at Sponder's Mede. The Group was investigating whether a License for the work from the Environment Agency was required and if so it was agreed this should be in the name of the Parish Council. A local businessman had kindly offered to undertake the groundwork and his certification and Public Liability were being checked.

To follow-up on above and liaise with Group members	Cllr Stansbury	19 March
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Airport Matters

Reported at Item 7 above.

14. Risk Assessment and Management

Height Restriction Barrier: this would be returned to position very soon.

Electricity box on pavilion: the frame was broken, but as the box was staying in position it was agreed to monitor.

Post: one post was loose near to the pavilion path and this would be attended to.

Grit Bins: the four bins were all full. HCC had advised a bin at Poles Lane would not be supplied as it was on a major road which would be gritted by contractors.

To try and attend to post with own equipment	Cllrs Stirrup and Jones	asap
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15. Any other business from Councillors

Village Event: this would be given some consideration as to type of event.

Civic Service: the Chairman had contacted the Chair of Compton & Shawford and the matter had been referred to the C&S PCC and was awaiting response.

War Memorial: a meeting with others to form a Working Party would be taken forward.

To progress Village Event idea	Cllr Stirrup	19 March
To progress Civic Service and War Memorial items	Cllr Jones	19 March

16. Date of next meeting

19 March 2013 at 7.30 pm in the Bianchi Room of the village hall.

Meeting closed 9.40 pm.

Report of the Finance Committee 15 January 2013

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	16,156.28	17,404.07
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 2.156%	15,000.00	15,000.00
Co-operative Investment a/c 3 mth to 25/01/13 @ 1.25%	<u>20,532.32</u>	<u>20,462.13</u>
Total Balance	51,689.20	52,866.80

Reinvestment of Co-operative 3 month account from 25/01/13 to 25/04/13 @ 0.59%

The amount in the Lloyds TSB Treasurer's account to cover the expenditure until the first half of the 2013/14 Precept is received is sufficient and it the 3 month account is reinvested.

Cheques at interim payment 18 December from Lloyds TSB Treasurer's Account

2676	Mrs M Gaines – bus shelters November	106.98
2677	Mrs J Ayre – salary November	681.13
2678	Mrs J Ayre – office, travel and 1/4ly telephone expenses	150.95
2679	HMRC – 1/4ly tax and NI for employer and employee	156.90
2680	MJT Decorating Ltd – SLR sign moving	96.00
2681	HCC – streetlights ½ yearly maintenance and energy	<u>481.44</u>
		1673.40

Cheques for payment 15 January 2013 from Lloyds TSB Treasurer's Account

2682	Mrs M Gaines – bus shelters December	106.98
2683	Mrs J Ayre – salary December	715.94
2684	Mrs J Ayre – office and travel expenses December	71.50
2685	Southern Water – allotments Sept-Dec	47.43
2686	Taurus Garden Services July to September	1240.00
2687	WCC – dog bin emptying July-September	295.00
2688	OVHC – PC and Committee meetings Jan-Mar	60.00
2689	PCC – S137 donation to Parish Magazine publication	120.00
2690	PCC – churchyard maintenance contribution	480.00
2691	OCS Cannon – recreation ground maintenance Oct-Dec	704.74
2692	Otterbourne Conservation Group – old Churchyard maintenance	150.00
2693	Dek Graphics at The Print Room – photocopying account November	22.18
2694	Mrs J Ayre – reimbursement of Land Registry fees	32.00
2695	Petty Cash	50.00
2696	LK Ninnim Engineering Ltd – HR barrier plate and welding	134.40
2697	MJT Decorating Ltd – SLR sign moving	<u>96.00</u>
		4326.17

Planning Matters for Consideration 15 January 2013

Applications and Closing Dates for Comments

Case No. 12/02427/LIS 30 January	Otterbourne Manor, Kiln Lane, Otterbourne Waterproofing the basement; replacement of windows on the south side of the property and the basement
Case No. 13/0005/TPO 4 February	Arnage, Norlands Drive, Otterbourne 3 no Lime trees - fell
Case No. 12/02434/TPO 4 February	Arnage, Norlands Drive, Otterbourne 1 no Lime tree – fell
Case No. 12/02594/FUL 8 February	44 Cranbourne Drive, Otterbourne Single storey rear extension

Planning Matters December 2012

Applications and Closing Dates for Comments

Case No. 12/02423/FUL 7 January	Orchard Croft, Copse Close, Otterbourne Single storey rear extension and extension to existing rear roof dormer. No comment
Case No. 12/02531/FUL 9 January	Hecton Farm House, Main Road, Otterbourne Workshop and two bay car port Objection on grounds of settlement pattern and building form and development.
Case No. 12/02430/FUL 11 January extended to 15 Jan	Nairana, Main Road, Otterbourne Construction of a replacement dwelling
Case No. 12/02580/FUL 14 January	6 Waterworks Road, Otterbourne Single storey rear extension No comment

Decisions

Case No. 12/02001/FUL	Garages 1-9 and part of garden to No 9 Bourne Close Demolition of existing garages and construction of a terrace of 3 no three bedroom dwellings with associated gardens and car parking Application permitted
Case No. 12/01940/FUL	New opening for access to Elderfield Cricket Pitch Proposed Cricket Ground, Kiln Lane, Otterbourne Application permitted
Case No. 12/02164/FUL	St Mary's, Main Road, Otterbourne New vehicular access Application Withdrawn

**Report to Otterbourne Parish Council
from County Councillor Charlotte Bailey 2013-01-15**

Highways

The roads have been swept of leaves and mud last week and most avenues are also clear. I am making a list of areas which still need attention so please let me know of any places which need adding to the list.

Kiln Lane

Thank you for making a list of landowners along Kiln Lane. I have passed this on to HCC and they will remind them to cut back hedgerows so they do not overhang Kiln Lane. HCC is asking the owners of Otterbourne Farm to remove the brick walls from the Highway near the old churchyard.

Drainage and Flooding

During the last heavy rains just before Christmas, Poles Lane was closed for a short time. The problem was in the Lower Sandpits area (the bend opposite the entrance to Four Dell Farm). Water had to be pumped from the road. Highways officers are looking at possible longer term solutions at the culvert near there. The good news is that there was no flooding caused by the M3 culvert so regular clearance has helped. Water draining from the land along Otterbourne Hill

The Lengthsman project

A final evaluation of the Lengthsman scheme has now been sent to the County with the hope that it will be offered for another year. Thank you to the Clerks of Otterbourne and Twyford for managing the Downlands project. Although there have been some problems, generally all participating parishes have learnt to get the best from the Lengthsman and are timetabling more effectively. I am making representations that all Parishes need to be aware when services like road sweeping and drain clearing are going to be done so there is no duplication of work. I hope that the money will be found for a continuation of this scheme. I know that many other Parish Councils are asking to be included in the scheme next year.

List of Parish Improvements

It is becoming quite apparent in this era of reduced budgets that many of the improvements wanted by the parish will be funded by developer contributions either from the parish, from nearby developments or from extra funding which occasionally comes from government. It will be very important to get on the current list of suggestions from parishes so please contact peter.boustred@hants.gov.uk to get your wishes on the list.

PACT meeting

I attended the PACT meeting in Otterbourne and the priorities agreed by the police are:-

1. Speeding; along Main Road, Otterbourne. Random speed checks will take place.
2. Parking in Shawford. Letters to continue to be issued to registered owners if their vehicles are causing obstructions. WCC traffic wardens to also monitor.
3. Parking on the pavement in Hursley.

Hockley Cycle Way

The new cycle and pedestrian path from Winchester to Hockley will be officially opened in February. It will make an excellent leisure route to Winchester and back.

Supporting young people into work

The County Council is setting up a scheme to take on about 200 young apprentices at various levels which will give training and qualifications and could lead to permanent jobs at the County. They are also working on details for bursaries to support Hampshire young people through university.

Winchester District Councillors Report Otterbourne Parish Council meeting 15.01.13**Localism Act: Neighbourhood Planning (Update)**

December's Winchester Cabinet LDF committee agreed to start preparation on the Local Plan Part II (Development Management and Allocations). This adds the fine detail to the Local Plan Part I planning document to include policies and the allocation sites for retail, housing, employment, communities, travellers, leisure and transport. Parishes were sent an information pack on how to review the settlement boundary, agree to certain key facts and figures about the parish and assess any potential sites for development. The process is mainly aimed at larger settlements with housing targets but smaller settlements may also wish to participate.

Council House and Garage Rents

An increase in Council House rent for 2013-4 of 4.2% was agreed by the city council. This is in-line with the Government's rent restricting policy and includes provision for a refurbishment programme for properties. An increase of 2.6% (in-line with inflation was agreed for garage rentals).

Council Tax Support and Impact on Precept

Local authorities, including parishes, now have to fund the Council Tax Support (CTS) scheme (replaces the Council Tax Benefit from 1st April 2013). Council tax support will be means tested and helps people on low incomes pay their council tax but it is not fully funded by central government. Local authorities, including parishes, now have to fund the Council Tax Support (CTS) scheme. WCC has received a grant from central government to cover 85% of the costs of the CTS scheme. This grant will be used to "top-up" the amount that is collected from residents in parish precepts before the total amount requested by each parish in their precept is sent on. The further shortfall is being made up by abolishing the 10% discount on second homes and the 50% discount for vacant properties. Therefore, there should be no overall impact.

All Parish Councils have to do is notify WCC how much total precept they require to be collected and WCC then calculate the charge (including the CTS grant), send out bills and collect the monies, before sending the precept in 2 amounts during the year.

Honour a Promise Project

This is a project co-ordinated by Brigadier David Harrison to raise funds to build a memorial to the two million allied soldiers who passed through the army camp at Morn Hill during the First World War. Winchester City Council has offered £3000 in support of the project. With the 100th anniversary of the outbreak of the First World War in 2014 Parishes may wish to consider whether they have their own WW1 historical connection and wish to commemorate the many allied soldiers who passed through this area.

Christmas Waste Collections and Drain Clearance

There were a few problems with collections on round 16 but the WCC and Biffa team put a significantly increased amount of effort to ensure any impact on individual houses was dealt with as soon as possible.

The recent very wet weather has caused road drainage problems notably on Poles Lane. WCC has been working with HCC to try to clear blockages as fast as possible, but the constant rain and high water table has made this very challenging. The sweepers and drain clearers have been out on a regular basis in this area.

Poles Lane Traffic Speeds

I am chasing for the additional information offered by the Safer Roads Team before Christmas

National Cycle Route 23

With the completion of the Hockley Viaduct scheduled for February we are now discussing with SusTrans and other parties the onward cycle route through Compton and Otterbourne. This may be an opportunity to resolve some of the village cycling concerns. How do you want to proceed?

District Councillors Jan Warwick and Mike Southgate 14.01.2013.