

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 15 JULY 2014 AT 7.30 PM
IN THE JOHN & BETTY MOBBS ROOM OF THE VILLAGE HALL**

2186

Present: Cllrs Jones (C); Acton, Kelly; Stirrup; Barton-Briddon; Stansbury

In attendance: County Cllr Phil Bailey; District Cllr Mike Southgate (from 8 pm); Kathy Mantell; Sandra Brabham; 3 Parishioners; Clerk

1. **Declaration of Interest:** None.
2. **Correspondence – circulation folder to all members:** None
3. **Apologies for Absence:** Cllr Reeves; District Cllr Jan Warwick; PCSO Michelle Wilkinson; Lynne Hill, Project Manager Elderfield.
Council had received the resignation of Wendy Doherty. Mrs Doherty had agreed to remain as SOCCT representative to the Council. Cllr Acton offered to undertake the PPC liaison role. The Chair thanked Mrs Doherty for her valued contribution over the years.

To place ‘Vacancy for a Councillor’ notices on the notice boards and inform WCC.	Clerk	asap
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4. **Minutes of the Meeting:**
To approve the Minutes of the Parish Council meeting 20 May 2014
Minutes previously distributed to Councillors. Proposed by Cllr Stirrup; seconded Cllr Acton, approved by Council and signed.
5. **Police Report**
A report detailing incidents from 20/05/14 to 15/07/14 had been received: 1 anti-social behaviour report; 6 suspicious behaviour reports; 3 thefts; 1 burglary other than a dwelling.
6. **Open Session for Parishioners**

A parishioner raised concern about the land known as ‘the paddock’ off Waterworks Road which being auctioned on 22 July with guide price of £40,000. The land had been owned by Portland Developments for some years and comprised 2.7 acres of former market garden. It had permissive footpath via a track through Oakwood Copse and TPO’s were in force on the track and woodland area. Concern was raised about an alternative access enabling potential use as development land. It was noted that historically planning applications had been refused at Appeal and it was considered outside of the settlement boundary as defined by the new Local Plan Part 1. Cllr Jones agreed to telephone the auction house to determine if the owners might reconsider sale of the land privately for community use. He would also approach local residents to gauge support for its purchase and speak to the WCC Planning Office. The parishioner made request that the land be listed as a community asset for the future.

To follow-up on the potential purchase of the land by OPC	Cllr Jones	22 July
To draft list of community assets for registering	Clerk	16 Sept

7. County Councillor's Report

Cllr Bailey reported that he had followed-up on the white line markings for Boyatt Lane and Waterworks Road, but would do so again. Cllr Jones asked that a red strip on the new chicane crossing point at Williams garage be added to the list. Cllr Bailey had put in a bid for improved drainage to alleviate the water run-off on Main Road from Otterbourne Hill. A complaint had been received relating to Elderfield – see item 9.

8. District Councillor's Report

Cllr Southgate had submitted report as attached.

9. Report of Representatives to various bodiesElderfield

A report from Elderfield had been received. There had been 3 successful move-ons for service users into their own accommodation. Very few incidents of anti-social behaviour had been reported since September. A recent incident involved a new service user and guidelines had been given about drinking in the village to avoid repeat problem. It was hoped to recruit a new gardener soon. Two members were using the polytunnels as an allotment and Ron Emery was thanked for his support. There had been no further news of funding available as of March 2015.

10. 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.

11. Co-option of a new Councillor: Mrs Sandra Brabham

Proposed by Cllr Acton; seconded Cllr Barton-Briddon and approved by full Council.

To forward Notification of Pecuniary Interests form to WCC.	Clerk	asap
To email New Councillor information to Cllr Brabham.	Clerk	asap
To update Councillors' contact list.	Clerk	asap

12. Report of the Finance and Administration Committee

a) Parish Accounts – cheques for payment, reconciliation, bank statements, analysis
As attached. The bank statements and reconciliation were approved. The first quarter budget analysis was copied to all Councillors.

b) External Audit – to receive and accept the conclusion of external audit
The Annual Return had been received and signed off by BDO. A minor issue had been noted that for future Returns the CTS grant should be recorded in Other Receipts rather than included with the Precept. Council accepted return of the audit conclusion.

To make note on audit file ref. CTS grant	Clerk	16 Sept
To post conclusion of audit on the notice boards and website	Clerk	30 Sept

c) Rental Review – to report on annual rent review for Sports Club
The new rental based on the formula in the Lease had been calculated using the June RPI.

To inform Sports Club with request for change of Standing Order	Clerk	asap
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d) Insurance – to receive quotations for the annual insurance
The Clerk had received quotations from five companies for assessment. Further work would take place before decision at September meeting.

To Agenda Item for September meeting	Clerk	16 Sept
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e) Electoral Review – to report on potential changes and forthcoming consultation.
Cllr Acton had attended a WCC event on Electoral Review and reported on potential changes to the local government boundaries. WCC had decided to retain the system of election of District Councillors by thirds rather than all-out change. Following the commissioner’s review the electoral scheme for WCC would be based upon three member wards with recommendation for the number of Councillors to be reduced from 57 to 45. It was hoped the Otterbourne parish boundary would be maintained, but the ward might be amended slightly. The draft recommendations will be available for consultation between March and June 2015 for implementation in the 2016 election.

13. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) Youth Facilities and Play Park – to receive the annual safety inspection report
The report from Nick Adams RPII had been received. There were no matters of high risk. Cllr Jones had attended to the slow closing gate. Cllr Acton agreed to work through the report with Cllr Brabham to assess work required. The signs on the play park fence had been replaced by Hampshire Workshop as the lettering had faded badly.

To work through report and assess points for instruction to Handyman/contractors	Cllr Acton/ Cllr Brabham	16 Sept
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ii) Pavilion – to report on completion of landlord safety inspections and work required.
The annual fire, security, gas boiler and five yearly electrical inspections had been completed. The Sports Club had reported some minor matters for attention: a piece of guttering was broken; weather strips were required to the rear doors to prevent ingress of water; the gas boiler pilot light was still not working consistently. The Handyman had been instructed to attend to the guttering; a quotation had been sought for the weather strip; quotations for replacement of the boiler would be sought.

To report on quotation for the weather strip and boiler	Clerk	16 Sept
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b) SOCCT – ratification of proxy voting

The SOCCT AGM was on 15 July and a Proxy Vote had been given to the Chairman. Councillors had agreed by email vote to nominate Cllr Mike Southgate as the Chairman. Proposed by Cllr Acton, seconded Cllr Barton-Briddon and approved by Council. A piece of meadowland within the woods had been advertised for sale by auction – see Item 6.

c) Open Spaces Area – to update on Greenacres amenity land and access

A consultation had taken place at the PCC Jalopy event. Most feedback had been positive for the land to be natural amenity area for walking rather than developed with facilities. The possibility of a permissive path from the stile across the Southern Water field would be furthered. It was agreed unanimously that the Parish Council would make request to WCC for transfer of the land to the Parish with the maintenance monies to be used as a natural

area for walking. The adjoining land had been transferred to the Environment Agency and liaison with them would take place. Southern Water had advised that contractors had been instructed to remove the kissing gate on the Jubilee Path to permit disabled access.

To follow-up on permissive path with Southern Water	Cllr Stirrup	16 Sept
To write to WCC requesting transfer of land with monies	Clerk	16 Sept

d) Common – to report on matters arising

Eight new boundary posts had been installed. Cllr Southgate advised that WCC had agreed to re-designate the grass cutting and the schedule for cutting was currently monthly. The new schedule was proposed as 9 cuts/annum, a request for just 6 cuts would be made. A complaint had been received regarding an increase in the use of model racing cars on the western Reservoir side, particularly on Sundays. The area was owned by Southern Water. Some investigations would be made before any report to them.

To investigate users	Cllrs Stirrup and Acton	16 Sept
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e) Street Amenities

i) Parish Benches – to update on replacement project and agree maintenance schedule
As an interim arrangement, Cllr Jones agreed to take up the bench replacement project. Cllr Jones had undertaken a maintenance report of all street amenities. There were nine benches outside of the replacement project and it was agreed to start a cleaning/staining programme for these and also for the two bus shelters identified (Oakwood Avenue and Poles Lane) which needed staining.

To instruct Handyman with the work	Clerk	asap
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ii) Dog Bins – to update on dual bin use and determine bins for removal

Cllrs Stirrup and Stansbury had made report on the 15 green public waste and 5 red dog bins. 20 dual use bin stickers had been received from WCC and would be placed on all green bins, except those at the recreation ground. It was agreed to retain the red bin at the recreation ground and also the red bin at the village hall. The other three red bins were agreed for removal, cleansing and storage. The bins at Otterbourne Wood on Park Lane and at the Reservoir entrance already had green bins alongside for dual use. A new green bin as agreed to replace the red bin on Waterworks Road and a new green bin agreed for Cranbourne Drive open space. Cllr Southgate offered to help with obtaining a contact for removal and cleansing of the red bins and also to approach WCC for any storage facility. The contract for emptying would be amended when the above variables were known.

To follow-up on the WCC contact with Cllr Southgate.	Clerk	16 Sept
To instruct cleansing/removal/storage of the red bins.	Clerk	16 Sept
To instruct WCC to install two new green bins on Waterworks Road and Cranbourne Drive	Clerk	16 Sept

14. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached.

b) Highways – to receive any matters for reporting

Footpaths: Footpath 7A at Sponder's Mede needed cutting back.

Drains: the drain adjacent St Matthew's Church had been repaired.

Highway: Cllr Southgate advised that he had signed-off the order for the Cranbourne Drive parking restriction yellow lines. The consultation had resulted in a few minor changes to the restriction times and extension of the lines. The work was due for commencement 2014/15.

To report to HCC Rights of Way /Countryside Service	Cllr Stirrup	16 Sept
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c) Lengthsman – to receive final requests for w/c 11 August visit

Cllr Barton-Briddon had compiled a list for the Lengthsman. There were no other requests.

To email Worksheet to Lead Parish	Cllr Jones	21 July
To liaise with and supervise Lengthsman on site	Cllr Barton-Briddon	w/c 11 Aug

d) War Memorial

– ratification of expenditure of £300 for box hedging.

Proposed by Cllr Acton; seconded Cllr Kelly and approved by Council. Thanks were given to Terry Revell for his continued effort in watering the new plants over the dry spell.

– to report on floodlighting

It had been confirmed that the floodlights were still in place. The street lighting schedule showed them to be very expensive in energy costs and cheaper LED floodlighting would be investigated.

– to update on WCC grant application

WCC had notified that £400 had been awarded for cleaning/replacement of the lettering and this would commence in the coming months.

– other matters

The stone cross would be washed. A national 'Lights Out' commemoration event will be taking place on 4 August from 10-11 pm to mark the day Britain officially entered the 1st World War. <http://www.britishlegion.org.uk/remembrance/ww1-centenary/lights-out>

To continue War Memorial and floodlight refurbishment	Cllr Jones	16 Sept
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15. Risk Assessment and Management

The Play Park annual inspection report required assessment for works required for instruction. Cllrs Acton and Brabham agreed to undertake and report to Cllr Reeves.

To undertake Play Park assessment for works	Cllrs Acton and Brabham	16 Sept
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16. Notification of events and to raise new items for the next meeting

A letter of thanks had been received from the PPC for use of the recreation ground for the Jalopy Event which had been a great success.

17. Date of next Parish Council meeting: 16 September 2014.
16 September 2014 in the Bianchi Room of the Village Hall.

Report of the Finance Committee 15 July 2014a) Parish Accounts stand as follows

	£	£
	Current Statement Balance	Last Statement
Lloyds Treasurers	28,681.72	41,561.61
Co-operative Bank Current Account	0.75	0.75
Co-operative Investment a/c 12 mth	-	25,000.00
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	-
Lloyds Investment a/c 3 mth to 11/09/14 @ 0.6%	<u>10,963.63</u>	<u>0</u>
Total Balance	64,646.10	66,562.36

Interim cheques for payment from Lloyds account 17 June 2014

2840	Mrs J Ayre – salary May	£ 768.02
2841	Mrs J Ayre – office and travel expenses	£ 91.00
2842	Dek Graphics and Print – copying and printing	£ 145.20
2843	Griffin Fire – pavilion annual service	£ 156.12
2844	Taurus Garden Services – open spaces maintenance contract	£ 280.00
2845	OVHC – hall hire April-Sept	£ 100.00
2846	George Beckett Nurseries – War Memorial box hedging	<u>£ 360.00</u>
		£1900.34

Cheques for payment from Lloyds account 15 July 2014

2847	Mrs J Ayre – salary June	£ 768.02
2848	Mrs J Ayre – office and travel expenses	£ 70.20
2849	Southern Water – allotments April-July	£ 21.38
2850	BDO LLP – external audit	£ 240.00
2851	Winchester City Council – dog bins Jan-Mar	£ 295.00
2852	A&G Fencing and Building Maintenance Ltd – common bollards	£ 101.28
2853	JTB Electrical Services – pavilion 5 year landlord inspection	£ 300.00
2854	N W Adams Engineering Design Services – play park annual inspection	£ 83.10
2855	MJT Building & Decorating Ltd – SLRS movement/battery change	<u>£ 96.00</u>
		£1974.98

Planning Matters at 17 June and July 2014Applications

Case No. 14/01183/FUL
19 June
23 Meadowcroft Close, Otterbourne
New PVCu conservatory to rear
No comment

Case No. 14/01130/FUL
1 July
Pen-Y-Garn, Park Lane, Otterbourne
Single storey front extension
No comment

Decisions

Case No. 14/00347/TPO
Drove House, Main Road, Otterbourne
4 No Pine trees to fell
Split Decision

Case No. 14/00061/NMA
Garages 1-9 and part of garden to No 9 Bourne Close, Otterbourne
Demolition of existing garages and construction of terrace of 3 no
three bedroom dwellings with associated gardens and car parking
area. Amendment to brick and roof tile.
Accept non-material minor amendment

Grass Cutting

We are seeking further clarity about the timing and regularity of future cuts particular relating to Otterbourne Common.

Flooding

Over 170 properties affected by the February flooding have received a discount on their council tax. The City council is also administering the Government's recovery schemes such as the repair and renew grant. We are pursuing a meeting with County Highways and Department of Environment officials to discuss 'pro-actively' issues relating to winter flooding along Poles Lane including the areas behind Bourne Close and Williams Garage.

South Winchester Park and Ride

The City Council has just completed a user consultation process mainly relating to the current bus service and its destination to see what if any changes should be made to future bus tenders.

Silver Hill

Revised plans for the Silver Hill retail/housing development will be discussed at Council this week. Although planning permission was originally granted for this development several years ago the new developer, Hendersons would like to submit a revised plan to WCC Planning Committee to include improvements in the public realm, housing and retail. The full plans can be seen on the Winchester City Council's website.

Local Government Boundary Commission Review

The electoral scheme for Winchester City Council following the commissioner's review will be based upon three member wards and is likely to recommend the number of District Councillors be reduced to 45 (approx cost saving of £75k per annum). The draft recommendations including the boundary changes will be available for consultation between March and June 2015 for implementation in the 2016 election.

Armed Forces Day & Hockley Viaduct

Members of Hampshire County and Winchester City Council attended the Armed Forces Day flag raising ceremony and the unveiling of the 'Honour a Promise' memorial by HRH Duke of Gloucester at the Great Hall. The memorial fulfils a promise made nearly 100 years ago by the people of Winchester to build a monument to the two million American troops who passed through Winchester's Morn Hill camp between 1914 and 1919.

On the 6th June two plaques were unveiled on Hockley Viaduct to commemorate the viaduct's role in the transport infrastructure of two world wars: between 1914 and 1918 those in transit through Winchester including Morn Hill and the movement of material destined for Normandy in June 1944. The unveiling was on the 70th anniversary of D Day and was undertaken by representatives of the military from India, Canada and the UK.

LEADER Grant

DEFRA have indicated the LEADER rural grant scheme has been awarded an indicative **£1.8m** budget for 2015-2020 supporting farming, forestry, small business and tourism in rural areas. Further information will be available in due course from Ken Brown on kbrown@winchester.gov.uk

2014 Cycling Criterium

A new family cycle ride and a challenge for corporate teams have been announced as new categories for the Winchester Criterium 2014.

The closed-circuit cycle race around the city streets on Sunday 17 August features many top riders in elite and professional races. Up to 10,000 spectators are expected to line the streets.

Earlier in the day a fun Cyclefest event takes place in the Broadway from 10am to 2pm with stunt displays, vintage bikes, a mountain bike track and 'roller-racing' – bike racing to music.

2014 Hat Fair

Celebrated its 40th birthday over the weekend of the 4th to 6th of July drawing a large number of visitors into Winchester to enjoy the colour and spectacle of all the event on offer on the streets of Winchester.

District Councillors Jan Warwick and Mike Southgate 15/07/14.