

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 15 SEPTEMBER 2015 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2259

Present: Cllrs Jones, Stirrup; Barton-Briddon; Stansbury; Brabham; Romero; Rodford

In attendance: County Cllr Phil Bailey; District Cllr Jan Warwick; Mrs K Mantell;
2 Parishioners; Clerk

1. **Declaration of Interest:** Declared at Item 12. c) by Cllrs Stansbury and Barton-Briddon.

2. **Apologies for Absence:** Cllr Kelly; Cllr Acton; District Cllr M Southgate;
PCSO Michelle Wilkinson.

3. **Minutes of the Meeting:**

To approve the Minutes of the Parish Council meeting 21 July 2015

Minutes previously distributed to Councillors. Proposed by Cllr Stansbury; seconded
Cllr Stirrup, approved by Council and signed.

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

All matters had been actioned or would be addressed in the meeting except:

11. g) ii) Cllr Jones reported on a letter which had been received from Otterbourne
School in response to the Parish Council's request regarding use of the public car park.

12. a) iii) Cllr Stansbury reported that he would ask Merdon to have a further look at
the draft box fitted to the pavilion boiler to see if improvement could be made.

13 c) Cllr Jones reported the meeting with WCC was still to be arranged.

5 **Police Report**

A report detailing incidents from 21/07/15 to 15/09/15 had been received: one report of theft
from a commercial premises; seven reports of theft from unlocked vehicles; two reports of
burglary; two reports of burglary other than a dwelling (garden/garage); one report of criminal
damage to a fence. Council agreed to report a matter concerning a female seen on numerous
occasions in the vicinity of Otterbourne Hill footpath.

To report and discuss matter with the PCSO	Cllrs Jones/Acton	asap
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6. **Open Session for Parishioners**

A Parishioner reported that the drains outside The Old Parsonage Nursing Home were
silted-up and compacted from cars parking on top of them.

To report matter to HCC Highways	Cllr Jones	17 Nov
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7. **County Councillor's Report**

Cllr Bailey advised that cut backs in funding from central government would impact on
services provided by HCC including highways, rail and other public transport, school
buses, other services and potentially the Lengthsman scheme.

8. **District Councillor's Report**

As attached. Cllr Warwick also advised that WCC had assigned extra funds towards leaf
clearance in the form of a hit squad.

9. **Report of Representatives to Various Bodies**

None received.

10. Report of the Planning and Highways Committeea) Applications and Decisions – as attached.

Comments for submission were agreed as noted on the attachment. Cllr Jones advised that he would follow-up with the developers of the Dementia Care Centre regarding public access to the copse which had been part of the previous planning submission.

A Planning Coach Tour of Winchester City had been arranged by WCC on 9 October. Two Councillors had attended last year. Cllr Acton would be advised.

To submit comments to WCC, HCC and EBC	Clerk	by due dates
To arrange meeting ref. the new Dementia Care Centre	Cllrs Jones	asap
To email Cllr Acton details of the Planning Coach Tour	Clerk	asap

b) Highways

i) Lengthsman – to approve response to questionnaire from HCC.

HCC had requested feedback from all parishes to assess continuation of Lengthsman Scheme. Cllr Barton-Bridson had drafted response which was agreed for submission.

To email response to Lead Parish	Clerk	asap
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ii) General – Proposal for expenditure of £80 for Daffodil bulbs.

Proposed by Cllr Rodford, seconded Cllr Brabham and agreed by Council for the fifth year. No other matters received.

To purchase and arrange for planting of the bulbs	Cllr Jones	17 Nov
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11. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) General

Proposal for expenditure of up to £700 for reinstatement of grass areas.

This included an area of nettles to the lhs of the access barrier, an area in front of the MUGA noted as a trip hazard in the Post Installation Inspection Report, and depressions in the ground caused by machinery during construction of the new youth facilities. A quote from OCS Cannon which undertook the maintenance contract for the recreation ground had been requested. Proposed by Cllr Jones, seconded Cllr Barton-Bridson and agreed by Council.

To obtain quotation and instruct	Clerk/Cllr Jones	17 Nov
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Proposal for expenditure of up to £2,000 for replacement of the HR barrier.

The barrier had deteriorated to the extent that it had become a hazard to open. Council was advised that replacement had not been included in the 2015/16 budget and it might require funding from reserves. Three quotations had been sought for supply and delivery of the barrier and further quotations were being sought for installation. Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council.

To obtain further quotations and instruct	Clerk/Cllr Jones	17 Nov
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Ratification of expenditure of £84 for removal of Hawthorn tree.

An unknown vehicle had caused damage to the hedge (and a resident's fence) in the car park. The Hawthorn required removal to enable the residents to secure their boundary and the Clerk had instructed Blake Davis after receiving a verbal quotation – Financial Regulations 11.1 (h). Proposed by Cllr Jones, seconded Cllr Stirrup and agreed by Council.

ii) Youth Facilities Project

To receive reports of graffiti and litter concerns.

Graffiti at the new MUGA, primarily in chalk, had been cleaned off. Reports of litter, despite regular clearing of the bin and area by volunteer litter pickers, were ongoing. A notice had been placed on the parish boards asking parents to discuss this problem with their children. Two new signs had been ordered for installation at the site. Cllr Rodford asked whether a larger/wheely bin could be installed, but was advised it would not be possible to empty this. A second smaller litter bin was agreed to put forward for the 2016/17 budget.

Proposal for expenditure of £78 for two new signs.

These were required as part of the Post Installation Inspection Report and also for litter concerns. Proposed by Cllr Jones, seconded Cllr Stirrup and agreed by Council.

To instruct new signs	Clerk	asap
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b) Common – to receive feedback from Conservation Group on designated wildflower areas. A map had been drawn up of areas which could be left uncut by WCC. There was some concern about one of the areas appearing unsightly from Otterbourne Hill highway. A meeting would be arranged to agree the areas before proposing to WCC.

To meet and determine area for submission to WCC	Cllrs Stansbury/ Stirrup/Jones	17 Nov
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A report regarding the Eucalyptus tree had been received and the Clerk had requested WCC to examine. Cllr Stirrup advised that an Oak tree also required assessment.

To make follow-up request to WCC on both matters	Clerk	17 Nov
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c) Open Spaces Areas

Coles Mede: application for designation as a village green.

Cllr Barton-Briddon, a tenant at Coles Mede, and Cllr Stansbury, who advised a family member had registered interest with the developers, both declared interest and did not take part. An application enabling the land to be registered as a village green had been submitted by a resident of Coles Mede. A renewed proposal from Footsteps Living to provide affordable housing at the garage site had subsequently been received. Footsteps Living had advised it would hold a second Public Exhibition including marking out the proposed development area. No planning application had been received for formal comment, but Councillors were in general support of the new proposal which had addressed previous issues on density and impact on the green area and met the need for affordable housing in the village.

Proposal for expenditure of up to £700 for various tree works.

Quotations for tree works overhanging the new bench positions at Old Deeds and Cranbourne Drive had been received. Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council.

To instruct the works	Clerk	17 Nov
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d) Amenities

Proposal for expenditure of £447 for repairs to notice board.

The notice board at Cranbourne Drive was unstable as the upright wooden posts had deteriorated from rot and the abrasion of grass trimmers. A price had been received for man-made timber posts from Greenbarnes who had supplied the notice board. Council

acknowledged this was high, but that it presented a significantly longer lasting option. A separate quotation had been received for installation of the posts and rubbing-down/staining of the board. Proposed by Cllr Jones, seconded Cllr Brabham and agreed by Council.

To instruct order and liaise for installation	Clerk	17 Nov
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Proposal for expenditure of £225 for preparation of parish bench plinths. Five of the seven benches had been received. Work was required to the plinth at Otterbourne Hill. It was thought the plinth at Old Deeds had been removed by WCC during installation of the new cycle hoops. WCC had been asked to rectify this and move the cycle hoops further up the verge. Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council.

To meet with WCC and determine new position of the plinth and hoops	Cllr Jones	asap
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12. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment – as attached.

Receipt of the final 5% Veolia Environmental Trust grant towards the youth facilities project had been received. The quarterly budget analysis had been copied to all Councillors and showed at half year that budgeted expenditure was less than provisioned. Cllr Stirrup was added to the Bank Mandate. Signatories on the account: Cllrs Jones, Kelly, Acton, Stirrup and the Clerk. Signing instructions: Any two Councillors plus Clerk.

b) External Audit – to receive report on Annual Return.

The external audit had been returned and the Notice of Conclusion had been displayed. The Auditor had noted a minor error regarding entering up of a minute reference for which the minute page had been supplied and the Return then signed off.

c) Parish Insurance – to approve the renewal for 2015/16.

The insurance was into its second year of a 3 year long term agreement. The new premium included 3% index linking and inclusion of £14,500 additional assets for the new youth facilities. Proposed by Cllr Jones, seconded Cllr Stirrup and agreed by Council.

d) £137 Donation – Proposal of £250 to SOCCT towards maintenance of Oakwood Copse. Proposed by Cllr Jones, seconded Cllr Stirrup and agreed by Council. SOCCT was thanked for its ongoing maintenance of the Copse.

e) 2016/2017 Budget – to receive considerations for projects and expenditure

The Finance meeting to set the budget was announced as Monday 9 November 7.15 pm in the Bianchi Room. Initial items for consideration were received:

Potential new village plan: Depending upon the outcome of the WCC LPP2 a new village plan might be required. Data from the village survey could be carried forward, but the type of plan, if any, could not be determined until after adoption of the LPP2.

Youth Facilities litter bin: A second litter bin of the same style and size as current one.

Replacement bus shelter: on Main Road east side opposite The White Horse PH.

Parish benches: additional benches to complete the village refurbishment.

To issue cheque to SOCCT.	Clerk	17Nov
To c/f budget considerations for costing	Clerk	9 Nov

13. Risk Assessment and Management

Play Park and Youth Facilities – Cllr Rodford confirmed inspections were ongoing and the only matter noted was the two final bolts for the MUGA from Kompan which was in hand.

14. Notification of events and to raise new items for the next meeting

The next Working Party meeting is Tuesday 20 October at 7.30 pm in the Bianchi Room.

15. Date of next Parish Council meeting: 17 September 2015 at 7.30 pm in the Bianchi Room.

Planning and Highways Committee Report

Application and Closing Date for Comments

Case No. 15/01548/FUL	Orchard View, Park Lane Otterbourne Replacement dwelling No comment
Case No. 15/01613/FUL 24 August	8 Poles Lane, Otterbourne Ground floor side extension and first floor rear extension. No comment.
Case No. 15/01856/FUL 21 September	Drove House, Main Road, Otterbourne Construction of detached garage with office above Objection. The proposed development is disproportionately large and very close to the houses on Cranbourne Drive. It is out of keeping with the existing dwelling and does not conform on a number of points with the VDS.
Eastleigh Borough Council Case No. F/15/77022 16 September	Land Adjacent to Penarth House, Otterbourne Hill Erection of Dementia Care Centre (Use Class C2) Comprising 64no. Care Beds And 20 no. 1 & 2 Bed Support Apartments Associated Access Off Otterbourne Hill, Car Parking, Amenity Space, Boundary Treatments and Landscaping. No comment.
Hampshire County Council Plan/PM/WR018 6 October	Veolia Environmental Services, Poles Lane, Otterbourne Variation of Condition 8 of planning permission 10/02645/HC to enable operation of the Waste Transfer Station on Bank Holidays at Veolia Environmental Services (Hampshire) Ltd, Poles Lane. Objection. The Permission was Conditioned to protect the amenity of village residents, in particular along Poles Lane and Main Road. Removal of Condition 8 will create greater noise and movement of HGVs through the village and will adversely affect the ability of residents to enjoy quieter days on these public holidays.
Case No. 15/01915/TPO	The Old Parsonage, Main Road, Otterbourne T1, T2, T4, T5 (Lime trees) and T4 (Holm Oak) to crown lift 5 m above ground level; T6 (Silver Birch) to crown lift over highways to give 5.5 m clearance. No comment.

Decisions

Case No. 15/01388/TPO	5 Oakwood Close, Otterbourne 1 no tip reduction to Holm Oak, to reduce low hanging tertiary branches/twigs up to 1 metre around the base of the tree Application permitted
Case No. 15/01063/FUL	4 Ivy Cottages, Boyatt Lane, Otterbourne Rear extension Application permitted

Case No. 15/01207/FUL	Cherralea, Waterworks Road, Otterbourne Single storey rear extension Application permitted
Case No. 15/01366/FUL	Nairana, Main Road, Otterbourne Detached garage/store Application withdrawn
Case No. 15/01548/FUL	Orchard View, Park Lane Otterbourne Replacement dwelling Application refused

Finance and Administration Committee Report

	£ Current Statement	£ Last Statement
Lloyds Treasurers	28,717.09	54,129.90
Lloyds Investment a/c to 10/02/16 @ 1.1 %	<u>25,237.50</u>	<u>25,237.50</u>
Total Balance	53,954.59	79,367.40

Cheques for interim payment from Lloyds account 24 August 2015

2975 Mrs J Ayre – salary July	£ 792.78
2976 Mrs J Ayre – office, travel, quarterly telephone/broadband	£ 157.85
2977 OCS Canon – June	£ 334.48
2978 The Print Room – July	£ 11.52
2979 N W Adams – Post Installation Inspection Youth Facilities	£ 330.00
2980 OCS Canon – July	<u>£ 609.92</u>
	£2,236.55

Cheques for payment from Lloyds account 15 September 2015

2981 Mrs J Ayre – salary August	£ 792.78
2982 Mrs J Ayre – office, travel August	£ 72.80
2983 HMRC – June, July, Aug tax and NI payments	£ 104.58
2984 Came & Company – annual Parish Insurance	£1,750.29
2985 Blake Davis Tree Care –removal of Hawthorn and cutting back tree	£ 264.00
2986 Mr L R Webster – bus shelter cleaning	<u>£ 56.25</u>
	£3,040.70

**District Report to Otterbourne Parish Council
Tuesday 15th September 2015**

1. Devolution Model for Hampshire & IOW Councils

Discussions are underway as 11 of the District Councils, HCC and the two LEPs have applied for devolution of powers to the Secretary of State for Local Government. Public consultation is to follow with briefings at the end of September and October. At this stage the group are seeking to run certain services locally that are presently controlled by central government. These include rail, other public transport, motorways, key infrastructure and public services. For further information

<http://www.winchester.gov.uk/news/2015/sep/devolution-prospectus-sent/>

2. Local Plan Part II -this is now at the final Cabinet stages with site allocations and target housing numbers being the main discussion points. The Cabinet (Local Plan) committee meets on 16th September at 0930 am. Otterbourne comes under Smaller Towns and Villages (under CAB 2711 (LP) Appendix 1) and comments around the earlier public consultation will be removed from the final report. The local gap between Otterbourne and Shawford will remain defined as in the 2006 plan. For further information:

<http://www.winchester.gov.uk/meetings/details/1488>

3. The animal welfare team at WCC is running a free dog chipping and advisory service in advance of the requirement to have all dogs micro chipped by April 2016 (contact tel 01962 848350).

4. River Park Leisure Centre

Cabinet approved plans to closely consider costings for the two most cost financially viable options for the replacement centre for a decision in January:

1. New build in partnership with the University on land at Bar End or
2. Refurbishment of the existing building at the North Walls site