

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1874  
OTTERBOURNE VILLAGE HALL – 16 MARCH 2010 AT 7.30 PM**

**Present:** Cllr Oldham (Chairman); Hudson; Barton-Briddon; Granger; Tabor; Andrews; Clerk  
**In attendance:** PC Mark Smith; Mr M Warne; Mr R Emery; from 8.30 pm District Cllr E Bell

1. **Declaration of Interest:** None received.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** County Cllr C Bailey; District Cllr G Beckett.  
Three letters of resignation had been received since 16 January 2010 from Cllrs Weir; Taylor and Phillips. The Chairman thanked all Councillors for their work, particularly Cllr Phillips for ten years served on the Council including a period as Vice-Chairman. Cllr Tabor was welcomed.
4. **Minutes of the Meeting**  
To approve the Minutes of the Parish Council meeting 19 January 2010  
Minutes previously distributed to Councillors. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Granger, approved and signed.  
  
To approve the Minutes of the Extraordinary meeting 16 February 2010  
Minutes previously distributed to Councillors. Proposed as accurate by Cllr Oldham, seconded Cllr Hudson, approved and signed.  
  
To approve the Minutes of the Finance Committee meeting 8 March 2010  
Minutes previously distributed to Councillors. Proposed as accurate by Cllr Andrews, seconded Cllr Granger, approved and signed.

5. **Action Points and Matters arising on the 19 Jan 2010 Minutes and not discussed elsewhere**  
All points had been actioned or would be reported on during the meeting except as follows:  
9) Millennium sign  
The sign had been inspected by the handyman who advised that it required re-painting. Mr MH Warne would advise cost of the works.

- 16) Temporary Fencing in corner of Oakwood Park Recreation Ground  
This had not yet been removed by The Sports Club.

Action	By Whom	By When
To issue follow-up request to Sports Club	Clerk	20 April

- 17) Assessment of Oak Tree at entrance to Oakwood Park Recreation Ground  
Cllr Oldham and Clerk had examined the tree works.

Action	By Whom	By When
To issue request for works to Southern Water	Clerk	20 April

6. **Police Report**  
There had been very little crime reported since last meeting. Four offences were detailed: two thefts, one tampering with a vehicle; one minor assault. Three further beat surgeries were advised: at Otterbourne School staff car park 6 May 1500-1545; at Shawford Down

lower car park 3 April 0930-1015 and same day in Hursley 1030-1130. Current and relevant beat priorities would be requested via the Neighbourhood Watch network.

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**7. County Councillor's Report**

None received.

**8. District Councillor's Report**

None received.

**9. Open Session for Parishioners**

No questions received.

**10. Report of the Finance Committee**

a) Parish accounts and cheques for payment

As attached.

b) Internal Audit – to approve the scope of the internal audit, its plan and reporting

The scope of the internal audit as used by John Murray: Appx 9 from 'Governance and Accountability for Local Councils – A Practitioners Guide 2008', the audit plan and reporting had been examined by the Finance Committee at its meeting 8 March. The Internal Audit Review Checklist had been completed. The Committee recommended Council approval. Proposed Cllr Andrews, seconded Cllr Granger and approved by Council.

c) Standing Orders – to approve changes to Financial Standing Orders

The proposed Standing Orders had been previously distributed to all Councillors. Proposed Cllr Oldham; seconded Cllr Andrews and approved by Council.

d) Subscriptions - to review annual subscription to various bodies

Council agreed to continue with four annual subscriptions: Hampshire Association of Local Councils (including National Association of Local Councils membership) £318; Local Council Review £14; Open Spaces Society £40; Council for Protection of Rural England £29. A review would take place again for 2011/12.

Action	By Whom	By When
To note review for Agenda Item March 2011	Clerk	

**11. Report of the Planning and Highways Committee**

a) Applications and Decisions

As attached. Cllr Hudson had attended the Informal Hearing for Meadowcroft and made representation regarding concern at serial development proposals along Poles Lane.

Action	By Whom	By When
To advise Clerk of comments for applications	Cllr Hudson	Due dates

The Brendoncare consultation had been attended by several Councillors. A planning application would be made in a further six weeks. The development was within EBC/Allbrook, but the access route between the two roundabouts was within WCC/Otterbourne.

Action	By Whom	By When
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To request Pegasus Developments send full application to Otterbourne Parish Council	Clerk	20 April
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b) Community Emergency Plani) to report on its review and update

Cllr Hudson had attended an Emergency Planning Informal Scrutiny Group meeting at WCC. The Otterbourne Community Emergency Plan required updating with the possibility of also including details of Neighbourhood Watch street co-ordinators.

Action	By Whom	By When
To report back to Council	Cllr Oldham	20 April

ii) to consider the installation of grit bins in the Parish

A letter dated March 2010 from HCC had been received regarding the provision of grit bins for winter conditions. It was agreed that certain key areas should already have provision by HCC eg. Sparrowgrove highway entrance to Southern Water and Clancy docwra site. Other strategic locations required determining.

Action	By Whom	By When
To forward HCC letter to all Councillors	Clerk	asap
To determine and prioritize six locations for response to Clerk and HCC for 30 April 2010	All Cllrs	20 April

c) Otterbourne Common/Red Lane – to report on bollard assessment and proposed works

Cllrs Barton-Briddon, Tabor and Clerk had attended a site meeting and determined that six new bollards and 12 reset were required. The damaged bund had been made good and the “No Parking” bylaws sign replaced by WCC. Work at the old Hilltop Cafe site had commenced. The lane was already in poor condition and further deterioration was expected with the proposed works. It was suggested that the grass verge in front of the site be allocated for site vehicles, with proper designation to prevent site spread and agreement to reinstate after completion. In consideration of this Purbury Developments would be asked to repair the potholes on the lane with compounded aggregate. Council agreed the suggestion and approach to Purbury Developments.

Action	By Whom	By When
To draft letter to Purbury Developments for approval by Cllr Tabor	Clerk	20 April
To receive quotations for bollards for April Agenda	Clerk	20 April

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

Monster Play had been contacted and the new swings for the youth facilities were due for installation early April. A complaint had been received from a Parishioner regarding the condition of the ground at the northeast corner used by the Sports Club as a training area and around the dog bin. Cllr Oldham and Clerk had met the grounds maintenance contractor on site. Remedial work suggested for the training area was to spike, fertilise and roll the entire recreation ground for one season (currently restricted on the standard contract for the football pitch) and a quotation had been requested. The dog bin had been moved by the handyman such that access was possible directly from the car park tarmac. At the same time, an end post and protruding wire fencing in the adjacent conifer hedge had been removed. A request for a water fountain had been made by a young Parishioner.

The rising main at the pavilion was on a water meter paid for by the Sports Club.  
Councillors decided the request was not feasible to progress but welcomed suggestion.

a) Oakwood Park Recreation Groundi) To decide on forward progress

At the Extraordinary meeting on 16 February the views received were all positive for the freehold purchase and Councillors agreed to progress the matter.

ii) Proposal to engage Goadsby to negotiate purchase with max expenditure of £1000

Goadsby had produced the valuation report in 2008 and it was agreed this Agent would be best qualified to negotiate the purchase. An hourly rate had been established. Clerk would request notification from Goadsby at £400 fee. Proposal by Cllr Andrews, seconded Cllr Hudson and approved by Council.

Action	By Whom	By When
To draft letters for approval by Cllr Granger to Southern Water and Goadsby to set up negotiations	Clerk	20 April

b) Play Area and Youth Facilities Inspection Report – to receive recommended action

The WCC Inspection Report had been received. Cllr Oldham, Clerk and Handyman had met on site. Clerk had contacted Monster Play to make repairs to the grid area and inspect the youth shelter seats. Neptune had been contacted to advise on weather protection for the picnic benches. Lappset had been contacted to secure two handrails to the play park climbing frame. Handyman had been instructed to remove frayed plastic to swing chain protectors and to build up ground with soil around all concrete path edges with re-seeding at later date.

Action	By Whom	By When
To ensure remedial works are completed	Clerk	20 April

c) Elderfield Cricket Pitch – to decide on forward progress for improved cricket grounds

At the Extraordinary meeting on 16 February the views received were in support of the project with some comments of concern expressed about development and access. Councillors agreed to progress the matter. Cllr Tabor noted that it would be important to have involvement in decisions about the pavilion and site development. This would be possible at negotiation stage and also via the planning application.

Action	By Whom	By When
To contact LHT with decision to progress	Cllr Oldham	20 April

**13. Report of Representatives to various bodies**Conservation Group

An exchange of letters with Williams Garage had taken place agreeing the 2 ½ hectares of land owned by the garage on the other side of the stream would be placed under the care of the Conservation Group to create an additional wild flower meadow for Sponders Mede.

OVHC

The main hall kitchen had been completed at a cost of £27,000 with a grant of £10,000 being received from Project LEADER. Council was thanked for its £500 grant.

Cllr Oldham advised that the Parish Council's nomination of John Pitman, Chairman of OVHC, for the Mayor of Winchester's Award had been successful.

**14. Risk Assessment and Management:** No matters reported.**15. Any other business:** None

16. **Date of next meeting:** 20 April 2010 commencing 6.30 pm and followed by the Annual Assembly at 7.30 pm

**Report of the Finance Committee  
16 March 2010**

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers</b>	<b>8,558.63</b>	9,117.28
<b>Bank of Ireland No 6 Children's Play Area</b>	<b>51.53</b>	51.53
<b>Lloyds TSB Guaranteed Investment Account 3 months to 18 March @ 0.80% gross</b>	<b>35,069.81</b>	35,000.00
<b>Co-operative Bank Guaranteed Reserve 3 months to 12 May @ 0.28% gross</b>	<b><u>25,160.96</u></b>	<u>25,143.33</u>
<b>Total Balance</b>	<b>68,840.93</b>	69,312.14

Interim Cheques signed on 16 February 2010 from Lloyds TSB Treasurers Account

2302	M Gaines – bus shelter cleaning January	106.98
2303	Mrs J Ayre – salary January	613.28
2304	Mrs J Ayre - office allowance and travel exps January	<u>69.80</u>
		790.06

Cheques for payment on 16 March 2010 from Lloyds TSB Treasurers Account

2305	M Gaines – bus shelter cleaning February	106.98
2306	Mrs J Ayre – salary February	613.08
2307	Mrs J Ayre - office allowance and travel exps February	87.80
2308	HMRC – 1/4ly tax and NI for employee and NI employer	225.08
2309	Hampshire ALC – Cllr training course	25.00
2310	Otterbourne Conservation Group – S137 churchyard maintenance	100.00
2311	Cllr S Hudson – reimbursement of travel expenses	13.30
2312	Cllr P Granger – reimbursement of travel expenses	19.20
2313	Mrs J Mounter – reimbursement of Neighbourhood Watch exps	103.71
2314	WCC – annual play area inspection report for Oakwood Park	43.48
2315	Petty Cash	<u>100.00</u>
		1437.63

## Planning Matters for Consideration at the meeting on 16 March 2010

### Applications and Closing Dates for Comment

Case No. 10/00164/FUL	Manor House Barn, Kiln Lane, Otterbourne Construction of single storey studio linked to existing property and provision of an external decked area.
Case No. 10/00181/FUL	79 Cranbourne Drive, Otterbourne Increase in height of existing attached garage structure and external alterations to roof to include a dormer window and roof lights to provide additional bedroom accommodation.
Initial consultation by Pegasus Planning Group	Land adjacent to Penarth House, Otterbourne Hill Brendoncare development for 34 'shared care' apartments and 20 bed nursing centre
Appeal Ref: APP/L1765/C/10/2123317	Woodlands Park, Poles Lane, Otterbourne Enforcement Notice served by WCC against two storey building with planning permission

### Decisions

PLAN/PC/WR018	Veolia ES Hampshire Ltd Alterations and change of use of existing Materials Recycling Facility building to use for storage of WEEE and hazardous waste and alterations to existing Waste Transfer Station to provision of new external transfer bays and relocation of food waste compactor units at Otterbourne Waste Transfer Station, Poles Lane, Otterbourne SO21 2EA <b>Application granted</b>
Appeal Ref: 09/00115/ENF	Meadowside, Poles Lane, Otterbourne Without planning permission the carrying out of operational development on the land comprising the erection of a building. Planning Inspectorate Ref: APP/L1765/D/09/2113582 Comments to Planning Inspectorate by: 17.11.2009 To be dealt with by Informal hearing <b>Enforcement by WCC quashed. Appeal upheld.</b>