

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 16 SEPTEMBER 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2194

Present: Cllrs Jones (C); Acton; Stirrup; Barton-Briddon; Stansbury; Reeves; Brabham

In attendance: District Cllr Mike Southgate; Mrs P Wrightson; Mr R Emery; Clerk

- 1. Declaration of Interest:** None.
- 2. Apologies for Absence:** Cllr Kelly; County Cllr Phil Bailey; District Cllr Jan Warwick; PCSO Michelle Wilkinson.
- 3. Minutes of the Meeting:**
To approve the Minutes of the Parish Council meeting 15 July 2014
Minutes previously distributed to Councillors. Proposed by Cllr Stirrup; seconded Cllr Stansbury, approved by Council and signed.
- 4. Police Report**
A report detailing incidents from 15/07/14 to 16/09/14 had been received: 6 reports of thefts; 3 criminal damage reports; plus a number of suspicious behaviour reports.
- 5. Open Session for Parishioners**
A parishioner advised that the footpath on the western side of Otterbourne Hill was still blocked by trees including the area at the top by the reservoir. Cllr Southgate advised that the WCC Arboriculturist would be in the area shortly and he would be asked to view and report about clearing.
- 6. County Councillor's Report**
It was reported that the white lines on Waterworks Road had been completed, but Boyatt Lane white lines still remained to do and a follow up would be made.
- 7. District Councillor's Report**
Cllr Southgate had submitted report as attached. Other items of note: Cllr Warwick had liaised with WCC on the dog bins – referred to Agenda Item 12 e) iii). Cllr Southgate had liaised with WCC on Cranbourne Drive parking restrictions – referred to Item 13 c) i). Cllr Southgate had received complaint about noise from model car users on the Common – referred to Item 9.
- 8. Report of Representatives to various bodies**
Allotments: Ron Emery advised there were 15 people on the waiting list, the majority of whom were Otterbourne residents.
- 9. Action Points and Matters arising on the Minutes and not discussed elsewhere**
6. Land known as the Glen at Oakwood Copse. Cllr Jones had investigated the land sold at auction which had achieved well above its guide price and was outside of the reach of the parish council. A draft list of community assets had been drawn up for consideration.

To Agenda for further discussion for November	Clerk	11 Nov
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13. d) Noise complaints from model car racing on the western part of the common. Cllr Stirrup had spoken to the users who had moved further into the woodland, but this had not solved the problem which had become a serious nuisance from both noise and vehicles parked on the verges. Cllr Southgate had also received complaint and would follow-up with WCC regarding the Common Byelaws.

14. b) Footpath at Sponder's Mede requiring cutting back.

Cllr Stirrup had determined this was 9A, not 7A and part of the Rights of Way network on the HCC cutting schedule. Cllr Stirrup would walk the footpath over the next months to see if it had been cut.

To liaise with Cllr Southgate on Byelaws and action	Cllr Stirrup	18 Nov
To report when Footpath 9A has been cut back	Cllr Stirrup	

10. **New Councillor Recruitment**

A letter had been received from Hampshire Association of Local Councils highlighting the matter of new Councillor recruitment. The Parish Council had stood at eight members of nine positions available for some time. Most areas of the village were well represented except Oakwood Avenue/Meadowcroft Close/Greenacres Drive and Poles Lane. It was agreed to place a page in the Parish magazine and undertake a household leaflet drop to these particular areas.

To draft and have leaflets printed for distribution by Councillors	Clerk	asap
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11. **Report of the Finance and Administration Committee**

a) Parish Accounts – cheques for payment, approval of bank statement.

As attached. The 3 month investment account had matured and was being held in the Treasurer's account to cover cash flow for the youth facilities project.

b) Insurance – to approve renewal of insurance for 2014/15.

The Clerk had received quotations from five companies for assessment. It was agreed to insure with Hiscox which offered competitive quotation, additional benefits of increased Officials Indemnity and Key Person Insurance plus support via brokers, Came & Company. Proposed by Cllr Jones, seconded Cllr Reeves and approved by Council.

To instruct insurance with Hiscox and inform other insurers	Clerk	30 Sept
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c) Precept for 2015/16 – to receive requests for projects and work for consideration.

The Finance Committee date had been set for Tuesday 4 November at 7.30 pm in the Bianchi Room of the Village Hall. Councillors were asked to consider new projects and work required in the parish for discussion at the October Working Party.

d) Travel and Subsistence Scheme - to approve WCC consultation response for 2015.

WCC had approached Councils for comment prior to updating the scheme. Council agreed submission of 'No Comment' for the Travel and Subsistence Scheme and submission of 'No Comment' for the consultation on payment of Basic Allowance.

To advise WCC	Clerk	19 Sept
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e) Notice boards and website – to discuss and determine policy for use.

It was agreed to adopt the unofficial policy which had been implemented for some years of not permitting information associated with any political party to be displayed on the boards or website (except for the contact details of the MP) and not permitting any commercial businesses to advertise (except for charity events).

12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General

– Proposal for expenditure for reduction of the Oak tree by the HR barrier.

Three quotations had been sought from Arbor-Call, Merritt, Blake Davis. All three had advised reduction to at least height of single pole trunk. Blake Davis proposed by Cllr Reeves, seconded Cllr Jones and approved by Council.

To instruct Blake Davis and inform other contractors	Clerk	30 Sept
To follow up with SOCCT regarding use of wood chippings	Cllr Jones	asap

– To receive ideas and discuss plans to improve the entrance area.

The area around the entrance sign, HR barrier and cleared ground to the left of the entrance required improvement. It was agreed to set up a Working Party to meet on site.

To attend and determine forward plan	Cllrs Jones, Reeves, Stansbury	30 Oct
To Agenda for November	Clerk	11 Nov

ii) Youth Facilities and Play Park

– Veolia Environmental Trust grant application (new item).

Veolia had approved the application for award of grant for £19,203 which enabled the youth facilities project to be taken forward as soon as the Finance Agreement had been signed. Council thanked the Clerk for her work in submitting the application and Cllrs Reeves and Jones for their work in planning and dealing with the quotations.

To finalise paperwork for Finance Agreement	Clerk	asap
To advise preferred contractor of award pending above	Clerk	asap
To write to Compton & Shawford with news and thanks for support	Cllr Jones	asap

– to receive works report following annual inspection.

Cllrs Acton and Brabham had undertaken on site assessment of the equipment with the inspection report and submitted a schedule of comments for action by Council. No action points were noted high risk or requiring immediate action. Cllr Reeves agreed to attend to any matters he could, the remainder would be referred to the Handyman or supplier. It was agreed to undertake infill of the soil around all paths and wetpour areas.

In addition, it had been noted that one of the hanging rings had rusted very badly inside its plastic cover causing concern about potential failure. Cllr Reeves had removed the ring and inspected the others. The Clerk had emailed Lappset to determine position with warranty.

To instruct Taurus with supply and work for soil infill	Clerk	asap
To attend to any matters or report to Handyman for attention	Cllr Reeves	asap
To follow-up with Lappset on warranty	Clerk	21 Oct

– Proposal for expenditure for play park repainting.

Three quotations had been received: Diamond Decorating (from 2013); MJT Building and Decorating Services; Taylor and Son Property Services. A fourth quotation from CF Handyman was awaited by 22 September. Proposal for expenditure by Cllr Jones, seconded Cllr Reeves and approved by Council – the instruction to be held until receipt of the final quotation which the Clerk would email to all Councillors for decision.

To email all Councillors with final quotation	Clerk	30 Sept
To instruct works and inform other contractors	Clerk	30 Sept

ii) Pavilion

– Proposal for expenditure for works to the rear changing room doors.

Two quotations had been received for new weather strips to two doors: MJT Building and Decorating Services; Taylor and Son Property Services. Taylor and Son Property Services Proposed by Cllr Jones, seconded Cllr Reeves and approved by Council.

To instruct works and inform other contractors	Clerk	30 Sept
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– Ratification of expenditure for replacement of broken window.

One of the pavilion front windows had been damaged by a football and had needed urgent repair to maintain security. The Clerk had received two verbal quotations for replacement of the reinforced glass and made instruction on the lower quote under Financial Regulations 4.5. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council.

b) SOCCT – to approve proposal for a Public Right of Way through Oakwood Copse. Council approved unanimously for the present permissive path to be put forward and registered as a Public Right of Way.

To advise SOCCT	Clerk	30 Sept
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c) Open Spaces Area – to update on Greenacres Drive amenity land and access to it. An email had been received from the Greenacres Drive Management Company advising certain constraints on the open space land recently transferred from Devine Homes to WCC. The Clerk had written to WCC to request information on any constraints and was awaiting response. Cllr Acton had spoken with the Environment Agency regarding the adjoining square of land, thought to be in its ownership, but the Environment Agency had advised it had no record of this. The Clerk had undertaken a Land Registry search to ascertain title and response was awaited. The matter was ongoing for further research and discussion with all parties before determining forward plan. Cllr Stirrup advised there had been no further response from Southern Water regarding the permissive footpath over its land.

To report on Land Registry search	Clerk	30 Sept
To respond to Greenacres Drive Management Company	Cllr Acton	21 Oct
To follow-up with Southern Water on permissive footpath	Cllr Stirrup	21 Oct

d) Common – to report on matters arising.

Confirmation of the number of cuts from WCC was still to be confirmed. Cllr Stirrup had reset a number of the boundary posts. Council agreed that the posts in the area of Common by the reservoir would not be replaced. Model car users and action reported on at Agenda Item 9.

e) Street Amenities

i) Parish Benches – to update on replacement project and agree maintenance schedule. Three benches remained for the Handyman to complete as per the refurbishment schedule. The bench by Old Deeds bus shelter had been badly vandalised. Cllr Reeves had removed the dedication plaque and applied red/white safety tape around the bench. The benches project would be discussed further at the October Working Party meeting.

To instruct Handyman with assessment and work to vandalised bench	Clerk	asap
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ii) Bus Shelters – additional Agenda item.

A quotation for re-staining the two bus shelters at Poles Lane and Oakwood Avenue had been received. A further two quotations would be requested.

To obtain two further quotations for the work	Clerk	18 Nov
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iii) Litter/Dog bins – Proposal for expenditure for two new dual use green public bins. Cllr Stirrup had applied dual use dog bin stickers to all of the green public waste bins, except for those at the recreation ground. The cost for each new green bin for supply and installation by WCC was £187 plus VAT. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council. The Waterworks Road bin was approved in position to replace the current red dog bin. The position of the Cranbourne Drive bin was to be determined. WCC had responded that they would undertake cleansing and removal of the three dog bins for a fee, but could not undertake storage. WCC had offered to buy back the bins for resale if in a usable condition.

To determine site of new public litter/dog bin at Cranbourne Drive next to one of the two benches.	Cllrs Jones and Reeves.	30 Sept
To place order for new bins when above is advised.	Clerk	
To determine forward action regarding the three dog bins.	Cllr Jones	30 Sept

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

a) Applications and Decisions – as attached.

To submit 'No Comment' for 9 Poles Lane	Clerk	asap
To advise Clerk of Comment for submission for other applications	Cllr Jones	

b) WCC Electoral Review and Boundary Anomalies – to approve consultation submission. Community Governance Review (CGR): Council agreed comment on three boundary anomalies, but to note that all entailed divisions between WCC and EBC ie. the boundary at Highbridge Road; a small number of residences on Park Lane; the access to Penarth House. Electoral Review: Council agreed to submit 'No Comment'.

To submit comments to consultation	Clerk	22 Sept
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c) Highways – to receive any matters for reporting.

i) to update on Cranbourne Drive parking restrictions.

Three new posts were agreed for the new restriction signs. The morning restriction time Mon-Fri 8.30 am–9.30 am was agreed. It was agreed to ask for amendment to the afternoon restriction time proposed for 2.30 pm–4 pm to 3pm–4 pm.

ii) Bulbs – Proposal for expenditure up to £80 for bulb planting on the village verges. Proposed by Cllr Stirrup, seconded Cllr Acton and approved by Council.

iii) M3 noise reduction surface.

A letter had been received from Steve Brine MP which advised the motorway resurfacing between junctions 9 and 12 would be brought forward from 2020 to 2015-2017, with junctions 12 to 14 to follow with resurfacing thereafter.

iv) Lengthsman – to receive feedback of w/c 11 August visit.

Council agreed the Lengthsman's work was good, but the quantity of work that the two men achieved in the one day visit was not sufficient or nearly as much as achieved by the previous Lengthsman.

To liaise with WCC on parking amendment time	Cllr Jones	30 Sept
To submit feedback comment to Lead Parish	Clerk	asap
To purchase and arrange for planting of bulbs	Cllr Jones	18 Nov

d) War Memorial

– Proposal for expenditure up to £1,022 for hand rail and wreath holding rail.

Estimates had been obtained for a new handrail at the steps and a new holding rail for the wreaths. Proposed by Cllr Barton-Bridson, seconded Cllr Brabham and approved by Council. The cleaning of the lettering using the WCC grant was progressing with a further estimate being obtained for a professional clean.

– to receive update on commemorative event.

Cllr Stansbury submitted report on the research project. Extensive research on the men and family histories had been undertaken which was complete. Liaison with Otterbourne Primary School to provide information for their project work had taken place. The commemorative event would be held in the village hall on 8 and 9 November 2014. Estimates were being obtained for a flyer to advertise the event to all households in the Parish.

To continue War Memorial refurbishment	Cllr Jones	30 Oct
To continue commemorative event organisation	Cllr Stansbury	30 Oct

14. Risk Assessment and Management

None reported.

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

The date for the Otterbourne Jalopies and Fete on Sunday 28 June 2014 was approved. The next Working party meeting was 21 October.

16. Date of next Parish Council meeting:

18 November 2014 in the Bianchi Room of the Village Hall.

Report of the Finance Committee 16 September 2014

a) Parish Accounts stand as follows

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	26,862.97	27,669.63
Co-operative Bank Current Account	-	-
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	25,000.00
Lloyds Investment a/c 3 mth to 11/09/14 @ 0.6%	<u>10,963.63</u>	<u>10,963.63</u>
Total Balance	62,826.60	63,663.26

Interim cheques for payment from Lloyds account 19 August 2014

2856 Mrs J Ayre – salary July	£ 772.02
2857 Mrs J Ayre – office, travel and telephone/bb expenses	£ 150.90
2858 HMRC – 1/4ly tax and NI payment	£ 90.66
2859 Dek Graphics and Print – copying and printing	£ 12.82
2860 Hedge Sparrow – bus shelters and notice boards	£ 100.00
2861 Cllr W Jones – expenses for Annual Assembly and War Memorial	£ 103.34
2862 Cllr D Stirrup – expenses for website	£ 40.89
2863 Petty Cash	£ 50.00
2864 MJT Building and Decorating Ltd – SLR sign	<u>£ 96.00</u>
	£1416.63

Cheques for payment from Lloyds account 16 September 2014

2865 Mrs J Ayre – salary August	£ 768.02
2866 Mrs J Ayre – office, trave expenses	£ 80.60
2867 The Print Room – Minutes and Welcome Pack	£ 16.03
2868 24 Hour Express Services Ltd – pavilion window replacement	£ 234.00
2869 Celia Lowthion – War Memorial research expenses	<u>£ 257.67</u>
	£1356.32

Planning Matters at 16 September 2014

Applications

Case No. 14/01434/FUL 12 August	3 Oakwood Close, Otterbourne Attached garage to side	No comment
Case No. 14/01745/TPO 26 August	5 Oakwood Close, Otterbourne 1 no. Holm Oak to fell	Objection. The tree is one amongst a number of mature trees which border the Main Road and its removal would leave an unacceptable gap in the trees as one approaches the village from the north.

- Case No. 14/01570/FUL
13 August
Kingfishers, Poles Lane, Otterbourne
2 storey front extension with porch, first floor side extension and single storey rear extension with canopied link to external garden room following demolition of existing detached building. **No comment**
- Case No. 14/01873/FUL
Laneside House, 9 Poles lane, Otterbourne
Removal of conservatory, single storey rear extension, first floor front extension, alterations to roof to provide loft conversion, 2 no. dormers, 2 no rooflights, 3 no solar panels and other associated external works
No comment
- Case No. 14/01456/FUL
and 14/01457/LIS
8 October
The Chapel House, Highbridge Road, Highbridge
New piers and electric gates, close board fence and driveway paving
No comment
- Case No. 14/01879/FUL
Sandhill Farm, Poles Lane, Otterbourne
First floor rear extension and alterations to fenestration **No comment**

Decisions

- Case No. 14/01183/FUL
23 Meadowcroft Close, Otterbourne
New PVCu conservatory to rear **Application permitted**
- Case No. 14/01130/FUL
Pen-Y-Garn, Park Lane, Otterbourne
Single storey front extension **Application permitted**
- Case No. 14/01665/NMA
Cedar Lodge, 143 Pitmore Road, Otterbourne
Minor Amendment to Planning Permission 13/00716/FUL 1 no 3 bedroom detached dwelling: change from smooth cement render to stippled cement render and remove lower ground level brickwork and replace with render.
Accept non-material minor amendment
- Case No. 14/01434/FUL
3 Oakwood Close, Otterbourne
Attached garage to side **Application permitted**
- Case No. 14/01732/NMA
Otterbourne Grange Residential Home, Grange Drive
Minor amendment to PP 14/00097/FUL single storey side extension comprising 12 bedrooms with wetrooms, bathrooms, day room with conservatory, a nursing station and internal alterations; addition of dormer windows, two bedrooms and communal areas in roof, lift in existing building and alterations to fenestration at ground floor.
REJECT Non-material Minor Amendment
- Case No. 14/01570/FUL
Kingfishers, Poles Lane, Otterbourne
2 storey front extension with porch, first floor side extension and single storey rear extension with canopied link to external garden room following demolition of existing detached building. **Application permitted**
- Case No. 14/01745/TPO
5 Oakwood Close, Otterbourne
1 no. Holm Oak to fell. **Application refused.**

Winchester District Councillors Report
Otterbourne Parish Council 16th September 2014

South Winchester Park and Ride

Patronage of the South Park and Ride continues to grow. We have just introduced a limited number of park and cycle annual season tickets to encourage people to park and cycle. 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. We are also investigating Solar Panels over parking bays 'continental style' to see whether the P & R can become a stand-alone facility. This would include the charging of electric cars.

Silver Hill

A great deal of time has been devoted to assessing the various issues raised relating to the Silver Hill development. In the view of the City Council and its independent advisers this proposal still represents the best consideration for the City Council in the current circumstances. The area is run down and Friarsgate car park may need to close at short notice for safety reasons.

Hendersons have submitted a revised plan to WCC Planning Committee to include improvements in the public realm, housing and retail. The full plans can be viewed and commented upon via the Winchester City Council's website.

Local Plan Part 2

Following responses from various parties including Parish Councils Part 2 is now nearing completion and should be before Council on 2nd October.

Local Government Boundary Commission Review

The Boundary Commission is about to commence a district ward boundary review, which will be based on the City Council's decision to reduce its membership from 57 to 45 Councillors from 2016. You will be receiving a communication direct from the Commission shortly after 26 August explaining more about the review and how the Parish Council can participate.

Cultural Network

Winchester City Council is inviting local artists and creative businesses to the inaugural meeting of a new Cultural Network. The creation of a local network was a key recommendation in the Council's Cultural Strategy approved earlier this year, called Culture, Innovation and the Creative Economy. The network will provide opportunities for information-sharing, collaborative working, joint funding bids and lobbying.

New Affordable Homes

Councillor Southgate joined Parish and City Council representatives on 12 August, at the ceremonial handing over of the three new affordable homes at Bourne Close, Otterbourne. The three 3-bedroom houses are owned and managed by Winchester City Council. They are let at an affordable rent, which is below the market rate, and the aim has been to give priority to people in housing need with a local connection to Otterbourne who are registered with Hampshire Home Choice. The houses are located on a former Council garage block. They are designed to meet 'Code for Sustainable Homes' level 4 with code 5 for energy, which means that they are very energy-efficient.

The New Winchester Skate Park

Youngsters of all ages from the area might like to visit the new spray concrete skate park which opened this month in Winchester's River Park. The £270,000 refurbishment replaced the old metal ramps and was designed by Maverick Industries from Poole alongside a team of local park users.

The new park is an example of the latest in skating allowing users of all abilities to share the same space. The collaborative project involved funding from Sport England, Veolia and the City Council. The park had a queue of young people waiting to use it as soon as the concrete was dry and it is good to see people enjoying the fresh air and exercise.

District Councillors Jan Warwick and Mike Southgate 15/09/2014