

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL,
17 JANUARY 2017 AT 7.30 PM IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Kelly; Barton-Briddon; Stansbury; Rodford; Romero; Moody; Acton; Clerk

In attendance: County Cllr P Bailey; District Cllr E Bell; District Cllr J Warwick; 1 Parishioner

In the absence of the Chairman and Vice-Chair, Councillors unanimously voted Cllr Russell Kelly to Chair the meeting.

1. Declaration of Interest: None

2. Apologies for Absence: Cllr Jones; Cllr Stirrup; District Cllr Brian Laming

3. Minutes of the Meeting:

To approve Minutes of the Parish Council meeting 15 November 2016

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

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

11. d) Aerial mapping: a response from the PCC was still awaited.

To send a follow up	Clerk	21 Feb
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12. a) iii) New height restriction barrier at recreation ground

To progress for installation	Cllr Jones	21 Feb
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12. b) Allotment trees: a date for the work was awaited from SSE.

To follow up with SSE	Clerk	21 Feb
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5. Crime Report

Cllr Acton reported the latest figures available for November 2016. 5 incidents reported: 1 burglary, 1 criminal damage, 2 anti-social behaviour, 1 assault. An internal matter at Elderfield involving an altercation between two service users had occurred. The two persons concerned had been asked to leave. It was noted it had been possible to swiftly implement this under the new programme.

To invite the Project Manager to the March meeting	Clerk	21 Feb
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6. Open Session for Parishioners

A Parishioner asked about the market gardening project at Elderfield. Cllr Acton advised the partnership with Food up Front had been superseded by internal plans. A volunteer group undertook some work and a contractor paid for some grass cutting and clearing. A Parishioner asked for an update on the Footsteps Living proposal for Coles Mede and also that an Environmental Impact Assessment be undertaken should a planning application be received.

To request update from Cllr Jones for the March meeting	Clerk	21 Feb
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7. County Councillor’s Report

Cllr Bailey advised he would follow up for replacement of the broken bollards at the crossing point by Williams Garage and request solid structures for improved pedestrian protection. Requests would also be made for repairs to the red road markings at the Poles Lane M3 bridge, the broken metal fence at Kiln Lane roundabout, the two broken wooden fence posts on Otterbourne Hill and the broken bollard on Otterbourne Hill.

8. District Councillor’s Report

As attached.

9. Report of Representatives to Various Bodies

There were no reports received.

10. Report of the Planning and Highways Committee

a) Planning Matters

i) Applications and Decisions as attached.

Southern House: Council agreed to support the application which would help to relieve the current highway parking problem in the neighbouring residential roads.

The Dell, Park Lane: the WCC Case Officer had advised that following the Dismissed Appeal, the roof height of the building had been reduced and building materials were more in keeping with neighbouring houses and the street scene. Council agreed to submit ‘No Comment’ if there were no concerns raised by neighbours.

To submit comments to WCC	Clerk	Due date
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ii) Solar Panels – report on Southern Water application field south of recreation ground. WCC was currently assessing the operational status of the field which would determine whether a planning application would be required.

iii) WCC Local Plan Part 2 – Response to Consultation on Proposed Modifications.

Submission was made as follows in relation to Policies Map 12 and the area known as ‘the kickabout’:

- the area forms one part of a larger Conveyance of amenity open space land (opposite and elsewhere in the Coles Mede/Cranbourne Drive development) dedicated by the Cranbury Estate to the Parish Council which we would not wish to see reduced or compromised.
- the area is a small parcel of land between two properties which lie within the settlement boundary, and the land itself would have been within the settlement boundary for development, save for it being withheld by the Cranbury Estate.
- the DM4 notation in the Local Plan has significant value as a record of this land as open space, and if further development were to be sought, we would wish to see the value of the open space recognised with equivalent compensation of open space land elsewhere.

iv) Gladman – outline planning for 90 dwellings land east of Main Road (additional item).

The application had been refused by WCC, but Gladman had lodged an Appeal. As there had been a considerable amount of local interest and the appeal also challenged the LPP2 process and the five year housing supply, WCC had requested the appeal should be a public inquiry. The start date for the appeal process was 16 January 2017. Comments made at application stage would be submitted to the Planning Inspectorate. The Parish Council would consider further submission if appropriate to the Appeals Officer (in triplicate) by 27 February 2017. Cllr Acton suggested the Parish Council might consider holding a public planning meeting, dependent upon the Chairman’s view and whether WCC officers were able to attend. Cllr Bell offered to make some enquiries.

To consult Chair of Planning	Clerk	asap
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b) Highways

i) Lengthsman visit 8 February – to receive any matters for the Worksheet.

The Great British Spring Clean on 3rd – 5th March 2017 was noted.

The ditches on Poles Lane had been cleared by WCC and a litter pick requested.

The Lengthsman would undertake a litter pick of other areas in the village. Councillors were asked to forward requests for any matters to Cllr Romero by 21 February.

Cllr Jones had requested a quotation for additional village tidying works.

To forward requests for work to Cllr Romero	All Councillors	21 Feb
To prepare and submit the Lengthsman's worksheet	Cllr Romero	28 Feb

ii) Footpaths and Rights of Way – to note priority cutting list for 2017.

Cllr Stirrup had determined the six priority footpaths and the Clerk had submitted to HCC Countryside Access as follows: Footpath 2 ; 3 ; 4 ; 5 ; 9A ; 9B.

11. Recreation and Amenities Reporta) Oakwood Park Recreation Ground

i) Pavilion

Consultation process: 14 Applicants had been sent the Questionnaire, 3 had responded and would be asked to a meeting to present further information.

To contact applicants with invitation to a meeting	Clerk	asap
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Rateable Value Appeal: the Valuation Office Agency was resetting business rates in April 2017. The pavilion currently received 100% small business relief. The rateable value was last set in 2008 at £3,100 when the Football Club was tenant with rental value £1,300. The Clerk had lodged an Appeal for the current rateable value of £3,100 to be reassessed at £1,300 before the new values are established in 2017.

To continue with the Appeal process	Clerk	21 March
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ii) Grounds Maintenance

Proposal to approve OCS contract for 2017: Cllr Jones and the Clerk had met OCS on site and agreed some additional end of year tidying work for the Schedule. The new Schedule contract price was within 2017/18 budget. Proposed by Cllr Rodford, seconded by Cllr Moody and agreed by Council.

To instruct with the 2017 Contract	Clerk	21 Feb
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Proposal for expenditure for additional work: Several quotations for work had been received. It was agreed from the 2016/17 budget to have OCS cut back the overhanging vegetation by the youth facilities and the area re-seeded in the spring. Further work would be assessed from the 2017/18 budget. Proposed by Cllr Rodford, seconded by Cllr Moody and agreed by Council.

To instruct with the works	Clerk	21 Feb
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iii) Youth Facilities and Play Park

Proposal for expenditure for maintenance/cleaning: Two quotations had been received for pressure washing the youth shelter and tarmac and also for rubbing down and re-staining the children's notice board at the play park. Taylor and Son proposed by Cllr Rodford, seconded by Cllr Moody and agreed by Council.

To instruct with the works	Clerk	21 Feb
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Other maintenance items: the yellow end piece from one of the youth facilities seats had been found and the fixing bolts were being sent free of charge by Kompan; Cllr Rodford had noted the play park cradle swing seats were badly worn at the central bolt and a request for replacement under warranty had been made.

Annual Safety Inspection: WCC was providing its annual group service to the parishes with a new inspection provider. Rates for the new provider had been received.

To arrange for fitting of the youth seat	Clerk	21 Feb
To follow up with warranty request	Clerk	21 Feb
To obtain second quotation for annual inspection	Clerk	21 Feb

b) Amenities

i) Proposal for expenditure for major tree works at Sponder's Mede

Three quotations had been received for works from the 2017/18 budget in order to schedule in for early April. C&D Trees proposed by Cllr Stansbury, seconded by Cllr Rodford and approved by Council.

To instruct and supervise the works	Clerk/Cllr Stansbury	21 Feb
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ii) BT phone box at Otterbourne Hill – notification of removal by BT.

BT had informed all parishes of its decision to remove a number of telephone boxes and the one at Otterbourne Hill was among them. It had been used 7 times during the past year. Comment submitted 6 January: '*Otterbourne Parish Council has considered the removal of the phone box at Otterbourne Hill and although sad to see a community asset disappear, submits No Comment. It is not a box we would want to consider for adoption.*' There was one remaining red phone box in the village at Coles Mede.

iii) Cycle Stands – to note provision in the village.

The new cycle stands had been installed by WCC at the Village Hall and Poles Lane bus shelter to add to existing provision at Old Deeds and Otterbourne Hill. Provision for new cycle stands at the recreation ground was in the Parish Council 2017/18 budget.

12. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment

As attached. The third quarter reconciliation was approved. Reinvestment of the long-term account for up to a further 12 months was agreed and the latest rates would be received at 10 February. The 2016/17 budget was on course: Total All Expenditure forecast at 2% below provisioned and Total All Income forecast at 2% below budget. Reduction in Reserves as budgeted up to £1,000 may be required in order to complete all budgeted items.

b) Precept Confirmation – to confirm 2017/18 Budget at £38,121 and Precept of £37,203.

The new CTS Grant for 2017/18 was £981 and the new Tax Base was 701.48. Both increases meant the Precept required would be slightly less than anticipated at £37,203. Band D payment £54.03 per hh/per annum = 7.88% increase on 2016/17. The Clerk confirmed submission had been made by due date to WCC.

c) Financial Regulations – Proposal to adopt two additional clauses and approve use of a BACS internet payment system to largely replace cheque use. Proposed by Cllr Kelly, seconded by Cllr Moody and agreed by Council.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.17. Additions or changes to suppliers' account details used for BACS payments may only be made upon receipt of written hard copy notification from the supplier concerned, supported by hard copy authority for change signed by the Clerk/RFO and two members. Regular checks of standing data for each supplier should be undertaken.

To note new clauses in Financial Regulations	Clerk	21 Feb
To progress the new payment system	Clerk	21 Feb

d) Employee Matters

i) Annual Appraisal – to note completion of the Clerk's appraisal and implementation of the second year NJC 1% increase from April 2017 as approved in July 2016. Noted.

ii) NEST Pension Scheme – Proposal to finalise contributions to the Clerk's Gratuity Fund and commence contributions to the NEST Pension Scheme at 1 February 2017.

The new NEST (National Employment Savings Trust) Pension Scheme was set up for the Staging Date of 1 February 2017. Council's contribution was agreed at 2% of the Clerk's salary and the Clerk's contribution at 2%. Payment into the Clerk's Gratuity Fund was agreed to finalise at 1 February 2017 on completion of 12 years' service with the sum of £2,620.80 set aside either for payment upon retirement from the Council or transfer into the NEST pension scheme.

To continue implementation of the new pension system	Clerk	21 February
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14. Risk Assessment and Management

Nothing further noted besides the play park cradle seats which were being investigated.

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

The Poppy Appeal: had raised £3,017.86. With thanks to James Acton as Honorary Poppy Appeal Organiser and Cllr Leslie Moody and to all those who were involved with and had supported the Appeal.

Working Party: 21 February 2017.

Finance and Administration Committee meeting: 28 February 2017.

Rotary Walk: with use of the pavilion 11 June 2017.

16. Date of next Parish Council meeting

21 March 2017 commencing 7.30 pm.

a) Parish Accounts and Cheques for Payment

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	24,098.06	26,195.22
Lloyds 12 month Investment a/c to 10/02/17 @ 1.15 %	25,455.79	25,455.79
Lloyds 6 month Investment a/c to 30/06/17 @ 0.8%	<u>11,592.44</u>	<u>11,592.44</u>
Total Balance	61,146.29	63,243.45

Cheques for interim payment from Lloyds account 20 December 2016

3139	Mrs J Ayre – salary November	£ 815.43
3140	Mrs J Ayre – office, travel	£ 77.60
3141	HMRC – tax and NI for Sept-Dec	£ 124.50
3142	Mr R Webster – bus shelter cleaning 7 th	£ 56.25
3143	Dek Graphics – printing Public meeting/Finance meeting/PC meeting	£ 13.80
3144	OCS – recreation ground maintenance October	£ 256.85
3145	Crawley Parish Council – Lengthsman	£ 100.00
3146	WCC – dog bins April-June	£ 195.00
3147	British Gas – pavilion	£ 13.98
3148	Taylor and Son – pavilion works	<u>£ 465.00</u>
		£2,118.41

Cheques for payment from Lloyds account 17 January 2017

3149	Mrs J Ayre – salary December	£ 815.43
3150	Mrs J Ayre – office, travel	£ 69.50
3151	PCC – S137 annual contribution to parish magazine	£ 120.00
3152	PCC – annual contribution to churchyard maintenance	£ 480.00
3153	Conservation Group – Old Churchyard maintenance	£ 450.00
3154	OVHC – parish hall hire Jan-Mar	£ 75.00
3155	SOCCT – S137 contribution towards maintenance of the Copses	£ 250.00
3156	South Wonston Parish Council - Councillor training	£ 35.00
3157	Southern Water – allotments	£ 50.96
3158	Southern Water – pavilion	£ 30.92
3159	OCS – recreation ground maintenance November/December	<u>£ 365.26</u>
		£2,742.07

Application and Closing Date for Comments

2345

Case No. 16/03016/HOU
11 January

27 Meadowcroft Close, Otterbourne
First floor rear extension **No Comment**

Case No. 16/03015/HOU
11 January

29 Meadowcroft Close, Otterbourne
First floor rear extension. **No Comment**

Case No. 16/03063/HOU
19 January

The Dell, Park Lane, Otterbourne
Removal of existing roof and demolition of attached garage and utility. New first floor and side extension. Removal of static caravan. New carport. **No Comment**

Case No. 16/03055/FUL
20 January

Southern House, Waterworks Road, Otterbourne
Extension and redesign of the main car park, creating a new car park, new disabled spaces and bicycle storage. **Support: in order to relieve the highway parking and associated noise and loss of amenity in the neighbouring residential area**

Decisions

Case No. 16/01993/FUL

Riverside, Highbridge Road, Highbridge
Use of land as a private Gypsy family site comprising the continued siting of a single unit mobile home, retention of day room and utility room buildings and demolition of two stable buildings. **Application permitted**

Case No. 16/02115/OUT

Land east of Main Road, Otterbourne
Outline planning permission for up to 90 residential dwellings (including up to 40% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Main Road and associated ancillary works. All matters to be reserved with the exception of the main site access (OUTLINE)
Application refused

Case no. 16/03069/NMA

1 Chapel Lane, Otterbourne
Change of fenestration at first floor level.
Accept non Material Minor Amendment

Appeals

Ref: APP/L1765/W/16/3165768
27 February

Gladman Developments Ltd
Land east of Main Road, Otterbourne
Outline planning for up to 90 residential dwellings. Any comments made at application stage will be submitted to the Planning Inspectorate. Additional comments must be submitted in triplicate quoting the reference to: The Case Officer, Room 3/O, Temple Quay House, 2 The Square, Bristol BS1 6PB.

District Councilors' Report to Otterbourne Parish Council January 2017

1. Change at the Top

Cllr Caroline Horrill is the new Leader of Winchester City Council. She takes up the role following her appointment at full Council on 11 January. New Chief Executive, Laura Taylor also took over at the beginning of January joining Winchester City Council from Basingstoke.

2. Mayor's Awards

The Mayor is now inviting nominations of individuals and organisations and is keen the awards reflect the full range of community activity. The emphasis is firmly on voluntary action. However, there is also scope to pay tribute to those who routinely go above and beyond the call of duty during the course of their paid employment. You can nominate somebody directly with the on-line form at <http://www.winchester.gov.uk/forms/ShowForm.asp>. All nominees will receive a certificate of appreciation, and a small number will be selected to receive Mayor's Volunteering Awards.

3. Parking Charges

WCC has recommended increasing the differentials between charges at car parks in the centre, inner and outer rings (Park and Ride) from 1st April. Visitors will be able to park in the centre for more than 4 hours however they will be required to pay a premium charge to do so. The Council will look at improving the Park and Ride service by investing in additional buses.

4. Leisure Centre

The purchase of the Garrison Ground at Bar End by Winchester City Council from Tesco is now complete. The Council can now consider this area as an option for the location of the city's new community sports and leisure centre.

5. Best places to live

The local authority District of Winchester scooped the top spot according to the Halifax Quality of Life Survey. Halifax economist Martin Ellis said Winchester residents enjoyed the best quality of life in the UK, due to a higher than average weekly earnings, a low crime rate and good health.

6. Bushfield Camp

Details of the Deloitte's December presentation are now available on the Winchester City Council website at <http://www.winchester.gov.uk/planning/major-sites/bushfield-camp/>. The Commissioners have outlined plans for an employment and innovation campus creating well paid job opportunities. The natural area will continue to be accessible to the public. Further information is expected in the spring. Specific enquiries may be addressed to Bushfield@deloitte.co.uk

Cllrs Bell, Laming and Warwick 17th January 2017