

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1791
OTTERBOURNE VILLAGE HALL – 17 MARCH 2009 AT 7.30 PM**

Present: Cllrs Oldham (Chairman); Hudson; Weir; Phillips; Barton-Briddon; Taylor; Zebedee; Andrews; Williams

In attendance: District Cllr E Bell; PC Nigel Harding; Mr M Ansell; Mr M Warne; Mrs P Cole; Mrs P Wrightson; Mrs J Mounter; Clerk.

1. **Declaration of Interest:** None declared.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** County Cllr Mrs C Bailey; District Cllr G Beckett
4. **Minutes of the Meeting:**
to approve the Minutes of the Parish Council meeting 20 January 2009
 Minutes previously circulated to Councillors. Two corrections: date corrected to 20 January not December 2009; Item 13c) Action Point required for Clerk to carry forward to next meeting. Proposed as accurate by Cllr Barton-Briddon, seconded by Cllr Andrews, approved and signed.
to approve the Minutes of the Planning Meeting 17 February 2009
 Minutes previously circulated to Councillors. Two corrections: to spelling of Cllr Barton-Briddon's name; Item 6a) should refer to 5) above not 5b). Proposed as accurate by Cllr Oldham, seconded Cllr Barton-Briddon, approved and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere:**
 All points had been actioned or would be reported on except the following:
 5i) Website and Freedom of Information
 Cllr Weir reported. The Clerk had researched different options and companies for taking over the website. There was a trade off between richness of website and ease of access. At present the website could not be accessed without new software. A key requirement was to be able to update it easily and with continuity. Simplest method was proposed as a template based website which an operator could access remotely. Vision ICT used by HALC and Hantsweb with its new format was being looked at. Ex-Cllr Ron Jeffery had been approached to help convert the old website.

Action	By Whom	By When
To consult with Ron Jeffery regarding converting old website to Hantsweb template	Cllr Weir	asap
To prepare Proposal for expenditure if required for next Agenda	Cllr Weir	14 April

11f) Footpath damaged by tree roots

The Clerk had reported the footpath damaged by tree roots emanating from Otterbourne Primary School to HCC again, but it had not been attended to.

Action	By Whom	By When
To encourage reporting footpath as a tripping on HCC website	Cllrs	21 Apr

12b) Use of Oakwood Park Recreation Ground by Lakeside Youth Football Team
Cllr Zebedee reported. Talks between Lakeside Youth and the Sports Club were progressing positively. Jack Goodchild had written to advise that it was proposed to put a member of the Lakeside Youth Football Team onto the Sports Committee.

15. Risk Assessment and Management

The dumper truck had been removed and the roller would be removed shortly.

Action	By Whom	By When
To request Sports Club to remove fencing	Clerk	asap

6. Police Report

A police report was submitted detailing 14 incidents in the past two months since last meeting of which five were crimes. Concern was noted over two dwelling burglaries which involved theft of car keys and a car from a driveway. Hampshire Constabulary had commenced Operation Nemesis in January to crackdown on all burglaries, but the two reported had not yet been resolved. A Parishioner was advised to contact HCC for information on service workers eg the gas board operating in the area.

7. Elderfield Report

Elderfield had received a Ministry of Justice Audit. Cllr Weir asked whether this was available to the public and Mr Ansell would advise. It had been a busy time at Elderfield: preparation for the plant sales was resuming; four residents had achieved C&G qualifications in learning skills; most residents and staff had been involved in an 18 mile charity walk for Macmillan Cancer Care; other residents and members of staff had been involved in supporting one of the Mayor's Charities.

8. County Councillor's Report

A copy of Cllr Bailey's report was distributed to all Councillors and is attached.

9. District Councillor's Report

A copy of Cllr Bell's report was distributed to all Councillors and is attached.

10. Open Session for Parishioners

Concern had been raised from householders regarding persons walking off the public footpath close to house boundaries behind Greenacres Drive and The Old Forge Restaurant. A parishioner raised complaint regarding Cranbourne Drive Car Park litter bin. This had now been emptied by the Handyman, but accumulated litter in the car park remained. Use of the bin would be monitored. An ad hoc clean up was proposed.

Action	By Whom	By When
To purchase six litter grabs	Clerk	asap
To approach Conservation Gp and Elderfield	Cllr Oldham	asap

11. Report of the Finance Committee

- a) Cheques paid between meetings – as attached
 b) Cheques for payment – as attached
 c) Parish accounts and investment opportunities

There had been considerable concern that a large amount of money was invested in the Bank of Ireland which was reported as insecure. Consequently the money had been transferred to the Lloyds TSB current account and a second Co-operative investment account had been opened. There was discussion regarding investment in other banks. Cllr Andrews advised that it was inadvisable to compromise safe keeping of funds for higher interest rate at present. Cllr Phillips noted that all of the funds had been amalgamated. Clerk advised that set aside amounts would be separated out for audit.

Action	By Whom	By When
To note % rate of interest on quarterly report	Clerk	
To Agenda for May meeting	Clerk	

12. Report of the Amenities and Recreation Committee

- a) Children's Play Area – installation update

Cllr Williams reported. The old play equipment had been removed. The woodchip bark had been saved and agreement from SOCCT was received for recycling on the paths of Oakwood Copse. Consideration was being given to benches and bins for the area. There was no clear preference for either seat benches or picnic tables from the consultation questionnaire. The suggestion of two bench seats and three picnic tables was put forward to be placed inside the fencing on the planned empty grass space. Bins considered ranged from novelty to traditional and a preference for traditional had been received from mothers. The current bin could be reused and a second bin ordered. It was noted that all items must be anchored to the ground. The possibility of placing a notice restricting age of use for the play area to under 13 years was agreed in principle. Ideas were sought for the official opening. Cllr Williams would approach the children of Otterbourne School for suggestions. The month of June was suggested as possible date. The Awards for All application for the tarmac access path to the play area had been unsuccessful. Council agreed that the path was required and should now be funded by the Parish. A quotation from Serco had been received. A further one from Lappset would be sought and the Clerk would try to find a third.

Action	By Whom	By When
To arrange for distribution of bark chip	Cllr Oldham	
To progress benches and bins research and present Proposal for next meeting	Cllr Williams and Cttee	21 April
To research notices of other play areas and seek information from S Dunbar-Dempsey	Cllr Williams and Clerk	21 April
To gather ideas and make proposal for official opening	Cllr Williams and Cttee	21 April
To meet Lappset on site for path quotation and seek another quotation for Proposal.	Cllr Oldham Clerk	18 March

- b) Use of Elderfield pitch and facilities by Eastleigh and Otterbourne Cricket Club - update
Cllrs Zebedee and Oldham had attended a meeting with Mike Ansell to discuss the proposal and this had been very positive. An approach to LHT was now required to gain their approval and thoughts on a Lease Agreement with the Parish Council.

Action	By Whom	By When
Proposal letter to LHT Trustees	Cllr Zebedee	21 April

13. Report of the Planning and Highways Committee

- a) Applications and Decisions – as attached. Further comments as follows.
Enforcement notice at land rear of Dean Croft on Poles Lane was proceeding with legal action by WCC. A decision refusing permission for the application at Four Dell Farm for variation of hours for the grain dryer had been received. Cllr Hudson raised concern regarding Highbridge Farm: it had been subject to ongoing unauthorised development for a number of years and Enforcements and planning applications were still unresolved. Cllr Hudson would attend the Informal Hearing re the Captain Barnard site on 26 March.
- b) Flashing Speed Light - update
The report of the meeting on 12 March had been received from Tricia Caffyn of Compton & Shawford Parish and copied to all Councillors. The sign had been ordered by Hursley Parish Council who would be responsible for storage. Insurance would be divided equally between the five Parishes. Maintenance and operating costs of the sign would be invoiced to each Parish by the Contractor. The selected sites required assessment by HCC. The Deployment Agreement and Licence required signing.

Action	By Whom	By When
To contact Ian Medd of HCC and request survey of the selected sites - fill in Section 2 of the Proforma	Cllr Barton-Briddon	asap
To contact Hursley Clerk to sign agreement	Clerk	asap

- c) Red Lane – concern regarding parking and damage to bunds
Concern had been raised that the lane which is part of the Common was being used for parking by walkers and dropping off schoolchildren. It would be difficult to enforce the no parking rules. In the first instance it was agreed to issue Polite Notices to cars using the lane. If this was unsuccessful the movement of the Highways ‘no through road’ sign to the opposite side of the lane and an improved WCC sign would be considered. Cllr Bell agreed to approach WCC with responsibility for the latter.

Action	By Whom	By When
To print Polite Notices for distribution	Clerk	21 April

- d) Proposal for expenditure up to maximum of £1,700 plus VAT to refurbish white lines to car parks at Recreation Ground, Cranbourne Drive, Otterbourne Village Hall
Councillors had been copied on the Clerk’s report for refurbishment of the white lines and provision of disabled spaces within the car parks. Three quotations had been received. The budget set aside for the works was £1,000 from 2009/10 Precept.

R&R Contractors was proposed by Cllr Hudson, seconded Cllr Zebedee and approved by Council. Cllr Barton-Briddon agreed to meet Contractors on site.

Action	By Whom	By When
To advise Contractors of tender decision and advise Cllr Barton-Briddon of date for works	Clerk	21 April

- e) Proposal for expenditure to replace street light on Chapel Lane by HCC: £376.68
HCC had advised that one of the attached lights on Chapel Lane was corroded and needed replacement. A budget of £4,900 had been set aside from past Precepts. Proposed Cllr Phillips, seconded Cllr Andrews and approved by Council.

Action	By Whom	By When
To write and instruct HCC to carry out works	Clerk	21 April

- f) Street Lighting in the village – to consider improvements
A letter had been received from HCC advising that Parishes who owned street lighting would need to consider future maintenance contractors as HCC no longer intended to carry out the maintenance from October 2009. Otterbourne Parish owns 10 lights on Park Lane, Chapel Lane and Copse Close and 2 flood lights on Main Rd . The Clerk had written to HCC advising that first choice would be to enter into discussions under the HCC Private Finance Initiative (PFI), rather than seeking independent contractors from the list supplied. It was uncertain whether this would be possible as the roads were unadopted highways. There had been no costs supplied for the PFI. Cllr Hudson agreed to take up the matter.

Action	By Whom	By When
To liaise with HCC for PFI costing and contractors for street lighting maintenance	Cllr Hudson	19 May

The improvement of the street lighting as a whole within the Parish was discussed to aid public safety for pedestrians and cars at key junctions. It was acknowledged that light pollution should be avoided but considered that certain residential roads may be under lit. Cllr Taylor advised he would make enquiries regarding technical requirements and standards. It was agreed to make assessment of the Parish noting areas of sub-standard concern before seeking expert advice.

Action	By Whom	By When
To assess lighting within the Parish and report to Cllr Hudson for May Agenda.	All Cllrs	19 May

- g) CCTV camera on Main Road – to consider installation in order to help prevent crime
Cllr Weir presented a report copied to all Councillors to consider the use of a CCTV camera and the different options available. The most recent type of CCTV linked directly to the Police. There was a possibility that this was already being considered by a local business in the village and further enquiries would be made.

Action	By Whom	By When
To report back to Council	Cllr Weir	19 May

h) Main Road safety – zebra crossing update

Cllr Oldham would examine the possibility of a position for possible crossing point in the vicinity of Williams garage with Cllr Bailey and HCC. A recent communication from Andy Hickman at WCC regarding the Community Transport initiative could give support and funding.

Action	By Whom	By When
To arrange meeting date and follow through with WCC initiative.	Cllr Oldham	19 May

14. **Parish Plan – an update on taking forward actions**

Cllr Hudson had met with Steve Lincoln from WCC and received an updated progress report of the Parish Plan actions achieved. Over the last 18 months, actions completed had progressed from 32% to 45% which included the completion of the VDS, the reinstatement of Neighbourhood Watch, the improvement of access and lighting to the church room, the children's play area and Cranbury Park May Day village event. It was noted that some items were not deliverable, such as the M3 resurfacing, but that these would be pursued as far as possible.

Action	By Whom	By When
To prepare report for Annual Assembly	Cllr Hudson	21 April

15. **Representatives of Various Bodies**Conservation Group

Mrs Cole presented a report. The AGM had been held on 10 March. All current Committee members were willing to serve again and were accepted for another year. Michael Warne, who had been Chairman for 22 years, had decided to resign at the end of the year and a new Chairman was sought to work alongside him for his last year in office. A talk on the ecology of river systems and within the Itchen Valley was presented by Graham Roberts. A note of thanks was given by Cllr Bailey to Michael Warne for the years of his service as Chairman.

Otterbourne Village Hall Committee

The white lining of the car park had been reported on at Item 13 d). The other request from the Committee for funds for re-sanding of the main hall floor was on hold as an alternative scheme was being considered.

16. **Risk Assessment and Management**

The Clerk had written to the Sports Club on the floodlighting and various issues required within the new Lease, but no response had been received to-date.

17. **Any other business**

SOCCT - Cllr Williams advised that exchange of contracts had taken place with Southern Water and completion was expected on 25 March. There was a shortfall of about £12,000 in funds. A letter of thanks had been sent to the Parish Council for its support.

18. **Date of next meeting:** 21 April at 6.30 pm followed by the Annual Assembly at 7.30 pm in the Main Hall.

OTTERBOURNE PARISH COUNCIL
17 MARCH 2009
Report of the Finance Committee

a) **Cheques and transfers between Meetings**

Cheques paid from Lloyds TSB Account

2167	Hampshire ALC – Councillor Training	£ 25.00
2168	Mrs M Gaines – Bus Shelter cleaning January	£ 106.98
2169	Mrs J Ayre – Salary January	£ 591.30
2170	Mrs J Ayre – expenses January	£ 82.92
2171	Hampshire ALC – Councillor Training	£ 25.00
2172	Petty Cash	£ 100.00
2173	Winchester City Council – dog bin emptying 1/10-31/12	£ 148.80
2174	Cllr Barton-Briddon – expenses	£ 24.49
2175	Lappset UK – deposit for play area equipment	£ 6,493.00
2176	Shaw & Sons – accounting books for 3 years	£ 130.07 (cancelled)
		£ 7,727.56
2177	Otterbourne Parish Council – transfer to Co-op Bank	£25,000.00
		£32,727.56

Cheques paid from Bank of Ireland No 1 account

14	Otterbourne Parish Council – transfer to Lloyds TSB	£ 3,162.00
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Transfer from Bank of Ireland No 2 account

	Otterbourne Parish Council – transfer to Lloyds TSB	£19,118.00
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Transfer from Bank of Ireland No 6 account

	Otterbourne Parish Council – transfer to Lloyds TSB	£28,113.00
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b) **Cheques for payment at 17 March Meeting**

2178	Mrs M Gaines – Bus Shelter cleaning February	£ 106.98
2179	Mrs J Ayre – Salary February and backdated Nalc award	£ 736.90
2180	Mrs J Ayre – expenses and office allowance February	£ 80.68
2181	Hampshire ALC – subscription fees	£ 318.00
2182	Shaw & Sons – accounting books for 3 years	£ 53.72
2183	HMRC – employer/ee tax and NI 1/4ly payment	£ 305.91
2084	Cranbury Estates – Rental Kickabout Area	£ 1.00
2085	Petty Cash	£ 50.00
		£1653.19

c) **Parish Accounts stand as follows**

	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers	48,316.50	31,070.64
Bank of Ireland No 1 Open Spaces	Closed	4,113.86
Bank of Ireland No 2 Deposit	Closed	19,087.55
Bank of Ireland No 3 Clerks Gratuity	Closed	Closed
Bank of Ireland No 5 Reserve	Closed	Closed
Bank of Ireland No 6 Children's Play Area	51.53	28,113.92
Co-operative Bank Guaranteed Reserve (3 mth 6/2/09)	40,000.00	40,000.00
Co-operative Bank Guaranteed Reserve (3 mth 18/2/09)	<u>25,000.00</u>	
Total Balance	113,368.03	<u>122,385.97</u>

OTTERBOURNE PARISH COUNCIL**Planning Matters for Consideration at the Meeting on 17 March 2009**Applications and Closing Dates for Comments

None received.

Decisions

- | | |
|-----------------------|---|
| Case No: 08/02828/TPO | 39 Oakwood Avenue, Otterbourne
Fell 1 no. Maple tree on Highways land adjacent
Application permitted |
| Case No: 08/02791/FUL | Cedar Lodge, 143 Pitmore Road, Eastleigh
Demolish existing conservatory, erect single storey side extension, porch to front, detached car port and raised timber deck to rear.
Application permitted |
| Case No: 08/02493/FUL | Woodlands Park, Poles Lane, Otterbourne
Retention and alteration of existing building to provide office, gymnasium and storage ancillary to main dwelling.
Application permitted |
| Case No: 09/00029/HCS | Four Dell Farm, Poles Lane, Otterbourne
Variation of condition no 2 of planning permission 07/01762/HCS (removal of limits on vehicle movements)
Objection raised by WCC to be determined by HCC |

Appeals

- | | |
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| Case No: 08/01751/FUL | The Captain Barnard site, Otterbourne Road, Compton
Construction of 57 bed care home and 4 detached houses
Appeal date 26 March at 10 am, the Guildhall, Winchester |
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Four Dell Farm

Since the last meeting Four Dell Farm has become a large scale Industrial Estate. This has been because the Inspector allowed two appeals and then the Planning Committee allowed the last piece of the farmyard and barn to go through even though it was against policy. We will now have many different recycling processes being carried out without any limit on HGV numbers. The only restriction is on the amounts of materials allowed on site. I am very upset and angry at these decisions.

This has been piecemeal development with little coherent planning on the part of the Authorities. From all the representations made at the committee we were able to get further bunding to keep the noise at bay. I will make sure that the conditions are monitored as carefully as possible but I can give no consolation to residents who were told that HGVs through the village will not impact on their amenity!

Flashing Speed Light

I was pleased to be able to use my grant budget to pay for a flashing sign to be shared by the Parishes. It would be good to know that the bid to the County Council has gone in before the end of the financial year. I am sure the parish Council is working towards this.

Lengthsman

The Highways officer deputed to report on the Lengthsman schemes set up in Wiltshire and elsewhere is due to report in April. I have asked for a meeting to discuss his findings.

Woods

Congratulations to all involved in the purchase of the woods. I am sure that residents will be enthusiastic in their support whenever asked to help with work to keep the woods in good health. When I first arranged the meeting in January last year I knew there were already many residents committed to preserving the woods for the community but it was never a certainty and that vision is now real.

Drains and Gulleys

I had been told that the gulleys had been cleared in August last year but we could all see that this was not the case. Most of the gulleys have now been cleaned but those remaining are waiting for the attention of a jetter which deals with more closely packed drains.

Captain Barnard Appeal

The appeal will be held on Thursday March 26th in the Mayors Parlour at the Guildhall. Two main areas will be looked at. 1. The policy that the applicant must show that the existing use would be no longer practical or desirable and 2. The scale, mass and layout of the development.

Safety Markings at M3 bridge

The red markings on the road are a new high visibility surface being trialled. It seems particularly good at night. Comments would be appreciated. The Highways Agency is part way through replacing the barriers at the bridge.

Council Tax

Hampshire has set its portion of Council Tax at a 1.9% increase this year. A much lower increase than in previous years. Hampshire Fire and rescue is set for a 3.6% increase and Hampshire Police is set for 4.8%. HCC share of the tax bill is 70%.

Culture-all

From March 21st to May 10th there will be an exhibition of Hampshire's Treasures at the Discovery Centre. This is the start of a year long campaign to celebrate our cultural heritage. Hampshire's Treasures is one of the many special events that will take place throughout the year. The exhibition showcases some of Hampshire's finest historical pieces, ranging from a Roman slave token, to a 19th Century wedding cake and an extraordinary fake wedding note by Jane Austen. It presents the weird, the wonderful, the impressive and the bizarre, from a service that reflects collecting by private individuals and public bodies in Hampshire over the last nine centuries.

Report to Otterbourne Parish Council from District Councillor Eleanor Bell

WCC Cabinet LDF (Local Development Framework) Briefing for Councillors 11 March 2009

Members attended a briefing on the proposed **Preferred Options for Winchester Town** (and immediate area), which are available on the council website and include the potential release of Barton Farm to the north of the city for the development of 2,000 homes and associated infrastructure, plus the development of a knowledge based business or science park at Bushfield Camp, the surrounding down land to be preserved as open space.

No recommendations have been brought forward for further development to the West, S West or S East of the city.

Proposed Preferred Options for the rest of Winchester District (southern parishes and PUSH area close to M27) have been considered separately.

These recommendations will go to Cabinet LDF next week and then Full Council on **22 April**. They will then be the subject of **public consultation** during **May-June** before a final decision is reached.

All documents and proposed consultation timetable are available on the WCC web site.

Planning matters:

Captain Barnard – Appeal hearing adjourned until 26 March 2009

The appeal hearing first set for 3 March was opened and adjourned as not all interested parties had been notified. A new date has been set for 26 March and anyone wishing to attend should contact Winchester City Council.

WCC has repeated its objections on mass and scale, and the fact that non-viability of the business has not been proven.

Elsewhere, a separate Appeal against the WCC decision to refuse permission for a care home on the site of the popular Stanmore Family Pub was upheld and permission granted.

Four Dell Farm

Application to HCC for processing of wood waste - 11 March 2009 - permitted

WCC had earlier objected to this application, on grounds of noise, additional HGV activity and adverse impact on the character of the locality. Later application was made to add dry wood pelleting for fuel for energy generation, increasing the industrial/recycling aspects of the application, and consequent noise and lorry movements.

HCC recommended permit, but an important condition to grant this for 5 years only was removed by the committee with the Chair using his casting vote.

Application for relief of condition on hours of use of grain dryers – 12 March 2009 - refused

I spoke to this application at PDC, putting as far as I could a balanced case which retained existing hours of work but allowed a number of exceptions during harvest.

Although WCC Environmental officer and Planning Case officer made the recommendation to permit, but imposed what they considered to be reasonable and enforceable sound levels, the application was refused by the committee. Conditions on this part of the site therefore remain as they were.

Highbridge Farm

Retrospective application to extend use of agricultural building for B1 light industrial use (barn manufacture) plus B8 external storage, as yet unresolved. Both Planning and Enforcement are still investigating this complex situation.