

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

2225

Present: Cllrs Jones (C); Acton; Stirrup; Kelly, Barton-Briddon; Stansbury

In attendance: District Cllr Mike Southgate (also reporting as Chairman for SOCCT); PCSO Michelle Wilkinson; Mr T Walder, Director of Greenacres Drive Management Company (GDMC); 2 parishioners; Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr T Rodford; County Cllr Phil Bailey; District Cllr Jan Warwick; Mrs K Mantell; Mr R Emery; Mrs Lynne Hill, Project Manager, Elderfield.
3. **Minutes of the Meeting:**

To approve the Minutes of the Parish Council meeting 20 January 2015
Minutes previously distributed to all Councillors. Proposed by Cllr Barton-Briddon, seconded Cllr Stirrup, approved by Council and signed.

To approve the Minutes of the Finance and Administration meeting 9 March 2015
Minutes previously distributed to all Councillors. Proposed by Cllr Kelly, seconded Cllr Barton-Briddon, approved by Council and signed.
4. **Police Report**

A report detailing incidents from 20/01/15 to 17/03/15 was presented: 3 reports of criminal damage and two reports of theft. From 1 April, PS Andy Fisher would be taking over from PS Mark Lamper; community engagements would be attended by PCSOs and supervision would be from Winchester. Patrols would continue at the new restricted car parking area on Cranbourne Drive.
5. **Elderfield Report**

A report from Lynne Hill had been received. Hampshire supporting people had agreed that Service users could reside at Elderfield for up to 12 months; an open day was planned in July; a partnership project with Food up Front was being launched on 21 March; the community room of St Matthew's Church had been agreed as an emergency evacuation place. Individual updates of Service users were positive and engaged.
6. **Open Session for Parishioners**

Mr Walder advised that the GDMC had attended a meeting with the Environment Agency and WCC to determine the drainage plan as first put in place and the background to the management company as set up under the planning agreement. The Company's understanding was that the areas of responsibility extended to the drainage ditch and service areas which included the area with the balancing pond. They had expressed concern that the ditch and area did not deteriorate as a result of development or overuse with particular concern noted to a footpath link to the recreation ground. It had been agreed WCC held responsibility for the adjoining open space area and that funds had been received for its maintenance. WCC had advised that the amount of maintenance possible would be restricted by access over the footbridge.

The Chairman advised that the Parish Council had also met with WCC. Ownership of the open space area as recently transferred in Title to WCC had been discussed and this would remain with WCC together with the funds for maintenance. WCC proposed to undertake a site survey and report on possible options for use of the area. It was

envisaged as a natural open space on the lines of Sponder's Mede and the balancing pond and ditch would be safeguarded. There would be consultation with the local community. The footpath link to the recreation ground and onwards to Footpath no 6 was discussed. Cllr Acton advised that feedback from village survey had shown the footpath network was greatly valued by parishioners. The footpath link was still open for further exploration, but unlikely in prospect following response from Southern Water. The meeting was reopened.

7. County Councillor's Report

Cllr Bailey had submitted report to advise the Food up Front event at Elderfield was on 21 March between 11 am – 1 pm.

8. District Councillor's Report

Cllr Southgate reported on several matters. A meeting had taken place with Sue Croker, Head of Open Spaces at WCC to look at the management of the Greenacres Open Space, regular management of the trees, grass cutting and litter on Otterbourne Hill and the Common. David Ingram, Head of Environmental Services at WCC would be monitoring the noise issues relating to model car racing on the Common and also the hovercraft use on land off Kiln Lane. A litter pick of Poles Lane had been organised and scheduled for every 13 weeks. The development of further on-site spaces for the tenants of Southern House was being examined in order to alleviate the parking problems on Waterworks Road and Sparrowgrove. It had been established that Southern Water owned Waterworks Road. Friarsgate Car Park in Winchester would be closing. The Silver Hill development scheme would be subject to an independent review by the City Solicitor ref. decisions taken by WCC. Rob Humby had stood down as Leader of the Council and Cllr Frank Pearson had been elected. The Trash to Treasure exhibition had opened at Winchester Discovery Centre and would run until 19 April.

A report as the Chair of Sparrowgrove and Oakwood Copse Conservation Trust (SOCCT) was given. An alternative path through Oakwood Copse had been investigated, but if this was to be the new route agreed, SOCCT would need help with funds and its development. The Section 52 Agreement as part of the original planning permission for the Sparrowgrove development was being investigated with WCC, in particular relating to conditions of access and woodland management within transfer of Title over the years.

9. Report of Representatives to Various Bodies

Air Matters

A report from Keith Smith had been received. He had attended the Southampton International Airport Consultative Committee (SIACC) meeting representing the Winchester Air Group (WAG). Complaints for 2014 were down to 56 for the whole region. Movements were reported as down slightly at around 40,000 and passenger numbers were up. Routes to places like Lanzarote would be back in the summer, but the planned route to Hamburg had fallen through. On noise preferred routing and the Memorandum of Understanding (MOU), he confirmed that flight data over a period of time had been requested to determine where aircraft actually flew at present. Interpretation of this data should then enable the possibility of noise preferred routing to be taken forward. SIA had introduced a fine for airlines that breach the current rules without just cause.

Conservation Group

A Probation Officer had visited the Old Churchyard to make a risk assessment. He had advised that the fee for undertaking the maintenance had increased considerably. Three quotations had been sought and would be emailed to Councillors by the Clerk.

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

11. e) iii) Lean-to bus shelter on Main Road opposite the White Horse PH. Cllr Jones asked that he meet with Taylor Property Services on site to discuss requirements

To arrange meeting	Clerk	asap
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11. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached.

b) Electoral Review of Winchester Draft Recommendations - to agree response to consultation. The responses from Colden Common, Compton & Shawford and Oliver's Battery had been received. Cllr Acton had prepared a draft response which was agreed for submission with minor amendments.

To email submission to the Boundary Commission	Clerk	6 April
To email document to neighbouring Councils for information	Cllr Acton	6 April

c) Parish Plan 10 year Review 2004-2014 – to consider undertaking a new community plan. WCC had made enquiry as to whether a new community plan of some type was being considered. The Clerk had updated the Parish Plan Progress Report showing the majority of actions completed. A Village Survey had been undertaken in 2014 which identified issues of importance. It was agreed to wait until after adoption of the WCC Local Plan Part 2 before decision on conducting any future plan or what type of plan that might be.

To advise Steve Lincoln at WCC of Council's decision	Clerk	asap
To Agenda for 2016/17 Budget meeting for further consideration	Clerk	asap

d) Highways – to report on matters arising and completed

Otterbourne had confirmed continuation in the Lengthsman Scheme and Rob Cox had been appointed as the Lengthsman for 2015/16. A parishioner report had highlighted that 21 March was Community Clean-up Day. The litter picking of Poles Lane had been agreed and scheduled for every 13 weeks. The Clean-up dog posters had been positioned in problem areas. Resurfacing of the M3 had progressed. HCC had agreed use of the speed limit restriction sign on Sparrowgrove and it had been scheduled for July. The new parking restrictions on Cranbourne Drive had been installed and the PCSO was making awareness patrols. A report would be made to refresh the zigzag lines. The 30mph sign on exit of Southern House had been reported as requiring replacement. A further request for repeat 30mph roundels on the roads would be made following note that these had been permitted at South Wonston. A request would be made to WCC to clear the leaves by the school crossing point and also on Main Road service road in front of The Old Parsonage. The broken bollards at Kiln Lane had been reported previously and would be again.

To request refresh of zigzag markings on Cranbourne Drive	Cllr Jones	21 April
To check 30mph sign on exit of Southern House and request as necessary		
To request repeat 30pmh roundels on roads.		
To request leaf clearance at school crossing point and Main Rd service road		
To report Kiln Lane broken bollards		

12. Report on Recreation and Amenities

a) Oakwood Park Recreation Ground

i) General – to approve maintenance contract with OCS for 2015/16

OCS had held its quotation since 2013 when it had been competitive against three other contractors. It was agreed to approve OCS as the contractor for a third year.

To instruct OCS	Clerk	asap
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ii) Youth Facilities – to update on MUGA installation and Opening Event
Cllr Jones had contacted Kompan and TCL to request re-start date and completion of the MUGA. The second payment from Veolia Environmental Trust had been received. The Opening Event was provisionally agreed as Friday 17th April. Use of the pavilion had been checked and confirmed as available. Catering was agreed as light refreshments for adults and young people to be held at the youth facilities if fine weather. Cllrs Acton, Jones, Barton-Bridson and Stirrup advised availability to attend and help with the organisation of the event and catering. A budget agreed up to £250 was agreed. Cllr Acton had contacted Richard Reeves to organise an Otterbourne youth team and would contact Compton & Shawford PC regarding same.

To contact Kompan/TCL to confirm start and completion date	Cllr Jones	asap
To inform Veolia, C&S Parish Council and WCC of event date	Clerk/Cllr Acton	asap
To work towards organisation of event	Councillors	

iii) Play Park – Proposal for expenditure for replacement bin with Glasdon £175 plus VAT Proposed by Cllr Stirrup, seconded Cllr Jones and approved by Council.

To place order with Glasdon	Clerk	asap
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– Cleaning/Re-staining/Painting of equipment

The contract had been awarded to Taylor and Son Property Services and was scheduled for w/c 21 April. The final colours of stain and paint required confirmation.

To investigate colours and confirm with contractor	Cllr Jones	asap
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iv) Pavilion – to report on progress with pavilion boiler quotations

The Sports Club had written to advise that the boiler was not reliable enough to continue use for another season and needed to be replaced in June. A supply only quotation had been received from Hamworthy. Cllr Stansbury agreed to take the quotations forward.

To contact contractors and arrange for quotations	Cllr Stansbury	21 April
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b) Open Spaces Area

i) to update on Greenacres amenity land and meeting with WCC.

Main report at Item 6.

To await contact from WCC by next meeting	Cllrs Jones/Acton	21 April
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ii) Proposal for expenditure of up to £500 for verge maintenance.

A quotation from Taurus Garden Services was being sought for clearing/seeding Cranbourne Drive verge. Proposed by Cllr Jones, seconded Cllr Acton and agreed by Council.

To forward quote to Cllr Jones for taking forward	Clerk	21 April
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The contract for the Open Spaces tree works agreed at the January meeting was awarded to Blake Davis Tree Services who provided the lowest quotation.

c) Common – to update on post installation and report on WCC visit.

Posts around the common had been installed. The contractor would be contacted for suggestion and quote of the area outside the reservoir by Lilac Cottage. An area by the allotments had been driven over by a vehicle damaging the bund. WCC had cleared the trees from the footpath up Otterbourne Hill. The Eucalyptus tree and fallen trees had been assessed with no work scheduled. Noise nuisance from the model car users would be monitored and explored by Enforcement.

To contact contractors for options ref. Lilac Cottage area	Cllr Stirrup	21 April
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d) Oakwood Copse – to update on the footpath and agree position of new green waste bin. Main report on footpath at Item 8. Cllrs Jones and Stirrup advised they would be pleased to attend a meeting with WCC to discuss the complex issues involved.

The dual use green waste bin was agreed for positioning next to the easternmost 'No Dumping' sign on the verge owned by SOCCT. A letter had been received from a resident relating to this, but Council felt the position was central to all paths and best position.

To instruct WCC with the works for the bin	Clerk	asap
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e) Street Amenities

i) Parish Benches – to update on replacement project including Bourne Close

The six benches agreed for replacement by the Parish Council were: the reservoir, the Common under the tree, Otterbourne Hill west side by the bus shelter, Cranbourne Drive Open Space by Coles Mede end, Main Road west side by Old Deeds bus shelter, the recreation ground near to the play park. The bench plinths would receive a follow-up check by a contractor for any preparatory work required before installation. A seventh bench at Bourne Close had been agreed for replacement by WCC including installation and repositioning as agreed.

To meet with contractor(s) to assess preparatory work to plinths	Cllr Jones	21 April
To contact WCC officer and agree position at Bourne Close	Cllr Acton	21 April

ii) Bus Shelters

The contract for the bus shelters was due for renewal. It was agreed the Clerk would request quotation from a new contractor. Cllr Jones requested a visit with Taylor Property Services to determine repairs required to the lean-to bus shelter.

To request quotation for cleaning	Clerk	21 April
To attend with contractor for lean-to shelter repair quotation	Cllr Jones	21 April

13. **Report of the Finance and Administration Committee**

a) Parish Accounts and cheques for payment – as attached

b) Matters arising from the F&A Committee meeting 9 March 2015

i) To approve amendments and adopt Governing Documents, Policies and Protocols. Council approved amendments and adopted all documents as detailed in the Minutes.

ii) To agree to carry forward amounts and items to the 2015/16 budget.

Council agreed amounts and items as detailed in the Minutes.

iii) To approve the review of Risk Assessment and Management and Internal Control Check. Council approved the review of both documents as detailed in the Minutes.

To take forward for external audit completion	Clerk	21 April
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c) Parish Elections – to receive information on elections 7 May 2015.

All Councillors had been provided with the information and nomination forms from WCC. The Clerk had made an appointment on 9 April to attend WCC for checking the forms. Councillors were advised to contact Karen Vincent, Electoral Services Manager before the closing date of 9 April if they wished to attend in person.

To attend 9 April appointment with WCC	Clerk	9 April
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14. Risk Assessment and Management

None received.

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

None received.

16. Date of next Parish Council meeting:

21 April 2015 in the Bianchi Room of the Village Hall.

Meeting closed 10.20 pm

Planning Matters at 17 March 2015

Applications

Case No. 15/00091/TPO 5 Oakwood Close
Fell 1 Conifer and reduce 1 Holm Oak by 3 metres
No comment

Decisions

Case No. 13/01717/FUL Nairana, Main Road, Otterbourne
Variation of condition 9 of planning permission 12/02430/FUL to
achieve Code for Sustainable Homes Level 4 for energy
(Retrospective) **Application permitted**

Case No. 14/02938/TPO 4 Sparrowgrove, Otterbourne
8 no Hazel to re-coppice, 1 no Unidentified to fell, 1 no Ash to fell.
Application permitted

Report of the Finance and Administration Committee 17 March 2015

a) Parish Accounts stand as follows

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	28,444.66	41,667.50
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	25,000.00
Lloyds Investment a/c 6 mth to 23/06/15 @ 0.7%	<u>11,500.00</u>	<u>11,500.00</u>
Total Balance	64,944.66	78,167.50

Interim Cheques for payment from Lloyds account 17 February 2015

2917 Mrs J Ayre – salary January	£ 768.82
2918 Mrs J Ayre – office, travel, 1/4ly internet/telephone, Companies House	£ 154.65
2919 Hursley Parish Council – SLRS new battery	£ 40.00
2920 The Print Room – Agenda, Minutes, Reports	£ 9.36
2921 MJT Building and Decorating Ltd – SLRS movement	£ 96.00
2922 A&G Fencing – Common posts	<u>£ 414.96</u>
	£1483.79

Cheques for payment from Lloyds account 17 March 2015

2923 Mrs J Ayre – salary February	£ 768.82
2924 Mrs J Ayre – office and travel expenses	£ 65.00
2925 HMRC- tax and NI Jan-Mar	£ 93.06
2926 Cllr W Jones – bulbs reimbursement and Chairman’s allowance	£ 116.72
2927 Petty Cash	£ 50.00
2928 The Cranbury Estates – Kickabout rental	£ 1.00
2929 Crawley Parish Council – Lengthsman green waste	£ 25.00
2930 Winchester City Council – dog bins Oct-Dec	£ 320.00
2931 Royal Mail Group Ltd – PO Box renewal	£ 312.00
2932 Otterbourne Conservation Group – maintenance Old Church Yard	£ 270.00
2933 Winchester City Council – dog bins Jan-Mar	£ 270.00
2934 OCS Group – recreation ground maintenance March	£ 62.96
2935 DEK Graphics – photocopying	<u>£ 36.67</u>
	£2391.23