

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
17 APRIL 2018 AT 7.30 PM IN THE VILLAGE HALL**

Present: Jones; Stirrup; Barton-Briddon; Williams; Reese.

In attendance: County and District Cllr J Warwick; District Cllr B Laming; Ron Emery, Chairman Allotments Association; 1 parishioner; 1 attendee; Clerk.

Cllr Reese was welcomed to the Council.

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** Cllrs Moody; Rodford and Stansbury. District Cllr E Bell; Cllr Kelly had tendered his resignation. He was thanked for all of his input, in particular the past seven years as the Chair of the Finance and Administration Committee.
3. **Minutes of Meetings:** to approve the Minutes of Parish Council meeting 20 March 2018. Proposed by Cllr Stirrup, seconded Cllr Barton-Briddon, approved by Council and signed.
4. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
All points had been actioned or would be discussed on the Agenda.
5. **Crime Report**
There was no crime report received.
6. **Open Session for Parishioners**
Nothing received.
7. **County Councillor's Report**
As attached. M3 traffic diversion: Cllr Warwick acknowledged the traffic problems with regard to the recent works upgrading the surface of the M3, but added that Highways England who was undertaking the Smart Motorway Scheme was good at engagement and there would be consultation via a community event. Until such time as a lead officer was appointed, it was difficult to progress. Cllr Jones stated the Council's wish to be involved in any discussion at the earliest opportunity. See also Agenda Item 10 b).
8. **District Councillors' Report**
As attached. Concern was raised that the Old Deeds bus shelter was still being used as a social meeting place by some residents of Elderfield.

To forward information to Cllr Rodford to liaise with Elderfield	Clerk	asap
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9. **Report of Representatives to various bodies**
Allotments Association
12 allotment holders had left which had reduced the waiting list to seven. The earth banks had been marked up on Chapel Lane for the forthcoming common works to improve access to the gate for delivery vehicles. Mrs Sue Emery had retired after 34 years as Treasurer and Ann Partridge had been appointed (correction to Minutes ref 2412). Some tidying works to the inner hedge line were agreed. Three bonfires had caused some complaints from local residents. It was noted that the public bin at Otterbourne Wood had not been emptied. There was concern about parking on Boyatt Lane too close to the junction with Otterbourne Hill.

10. Report of the Planning and Highways Committeea) Planning

Applications and Decisions – as attached.

TPO at Land off Waterworks Road: two weak trees had been put forward for felling close to the access path. It was agreed any permission granted should be conditioned that two new, sizable, native trees should be planted in replacement.

Otterbourne Foodmarket: application to increase off licence hours to 0600-2200.

Councillors agreed to consider this and report back to Cllr Jones.

To submit comments to WCC	Clerk	Due dates
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Brendoncare Old Parsonage Nursing Home: a notice had been received about redevelopment of the rear nursing home extension into new sheltered flats using the same footprint as the current building. The Old Parsonage would also be redeveloped in line with recognition of its listed status. A drop-in event was planned for neighbours and interested parties to attend on 27 April 1400-1630.

b) Highways

M3 works and traffic concerns on Main Road: recent overnight works on the M3 had caused redirection of the traffic through Otterbourne and considerable disturbance to residents living along Main Road. There was concern that the upgrade of the M3 to a Smart Motorways Scheme could cause similar volume of redirected traffic and overnight noise lasting several years. Cllr Laming suggested the affected parishes should get together before the consultation with Highways England. Cllr Warwick added that it was important to recognise what might be achievable. Also that the regeneration programme of Main Road should be programmed in after the Smart Motorways works.

30 mph extension at Otterbourne Hill: HCC was progressing this extension.

Shared Lengthsman Scheme: the Lead Parish agreement had been signed off and returned to HCC. Some Associate Parish agreements had been received and signed off for return. The remainder would be received after the other parishes' May meetings.

To ensure all Contracts are received, signed by the Chairman and returned	Clerk	31 May
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11. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) General – proposal for additional works to recreation ground.

Quotations had been received for: Weed and feed for the whole ground to be carried out by the maintenance contractor OCS Group: proposed by Cllr Williams, seconded by Cllr Stirrup and approved. Cutting back northern boundary along Oakwood Copse by 1 metre: proposed by Cllr Williams, seconded by Cllr Stirrup and approved. An email would be sent to SOCCT to advise the works.

To instruct OCS with the works and advise SOCCT	Clerk	asap
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ii) Pavilion and Sports Pitch use – to update after meeting.

Cllr Jones updated that three new football clubs had come forward plus a potential business use for the pavilion. A further meeting was being arranged to explore options.

To arrange meeting	Cllr Moody	15 May
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b) Common

Works to improve the earth banks and ditches: the works were scheduled week commencing 21 May and a notice to local residents would be issued. A resident had requested works to the earth banks on the unmade track off Boyatt Lane to be included.

Potholes on the unmade track off Boyatt Lane, known as 'Red Lane'.

Two complaints from residents had been received regarding the surface condition of the access to their properties. It was agreed to approach the contractors of the neighbouring nursing home development to see if they could offer goodwill help and also to receive quotation from the contractor undertaking the common works.

To contact both contractors	Cllr Stirrup and Clerk	Asap
To issue notice to local residents	Cllr Stirrup and Clerk	15 May

12. **Report of the Finance and Administration Committee**a) Parish Accounts, Payments and Receipts

Internet payments totalled £3,229.70 and cheque payments totalled £415.00. The first half Precept was confirmed as received into the Treasurer's account 11 April.

b) Budget – to receive End of Year statements, reconciliation and analysis.

The end of year analysis, reconciliation and bank statements had been circulated to all Councillors and was approved by the Chairman.

c) Audit

i) Internal Audit – to receive the Auditor's report.

The Internal Auditor Report Part 3 of the Annual Return had been signed with no risk areas identified without adequate controls existing. The Internal Auditor's letter had been circulated to all Councillors. Three matters of discussion were noted: i) a typed schedule of cheque payments would be preferred and this would be actioned by the Clerk for future schedules; ii) the new GDPR, which Council agreed had been dealt with at the 20 February 2018 Finance and Administration meeting; iii) page 48 of the 2018 Practitioners Guide para 5.104 which Council noted as stating that it was not part of the internal audit's responsibility to review or sign off the completed Annual Return.

ii) Annual Return

– to approve Section 1 Annual Governance Statement 2017/18.

All Councillors had received a copy of Section 1 and unanimously agreed each Statement and for signing by the Chairman.

– to approve Section 2 Accounting Statement 2017/18.

All Councillors had received a copy of the completed Section 2 Accounting Statement and unanimously agreed it for signing by the Chairman.

It was noted that Otterbourne had been 5% randomly selected for Intermediate Audit.

To send off the Annual Return and other documentation to the External Auditors.	Clerk	15 May
To post Annual Return on the notice boards and website.	Clerk/Cllr Stirrup	15 May
To post the notice for the exercise of public rights for inspection of the accounts.	Clerk	18 June

d) HALC – to agree the new membership document.

The formal acceptance of membership was agreed.

To return agreement to HALC	Clerk	15 May
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13. Risk Assessment and Management

A parishioner reported that the footpath between the public car park on Cranbourne Drive and St Matthew's Church/Otterbourne School was uneven and could constitute a trip hazard. The pavements in the village were also considered in poor condition.

To determine ownership of the footpath	Clerk	15 May
To help with reporting pavement defects for HCC repair	Cllr Williams	15 May

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

The Annual Village Assembly Tuesday 1 May at 7.30 pm was discussed regarding catering arrangements and Councillor reports.

15. Date of next Parish Council meeting – 15 May 2018 commencing 7.30 pm which is the Annual Parish Council meeting.**Planning applications and Decisions**

Case No. 18/00842/LDP
23 April

Hillside, Main Road, Otterbourne
Two storey rear extension. **No comment**

Case No. 18/00705/TPO
26 April

Land to the South of Waterworks Road, Otterbourne
(known as The Glen)
T4 Field Maple – fell extensive dead bark lower stem thin canopy.
T41 Ash – fell – leaning to north, tall drawn up form.
Limb lost a 4 m north, decay at base. Poor.
Comment: to request condition that native trees, sized standard or heavy standard are planted as replacements.

Licence Extension
15 May

Otterbourne Foodmarket, Main Road, Otterbourne
To amend the licensable hours for Supply of Alcohol (off sales) to 0600 – 2200 each day, to offer customers a 'full basket shop' during store opening hours. **No comment**

Decisions

Case No. 18/00088/HOU

30 Meadowcroft Close, Otterbourne
Replacement of existing 1.95 m high close boarded fence facing Main Road with 2.6 m high close boarded fence.
Amended application for planting to achieve the height above the existing 1.95 m high fence.

Case No. 18/00039/HOU

1 Brooklyn Close, Otterbourne
Two storey extension to front, single storey extension to north side, garage conversion, new porch, new windows and render.
Application permitted

Case No. 18/00204/HOU

Copse View, 23 Waterworks Road, Otterbourne
Enlarged replacement single storey side extension
Application permitted

County Councillor Jan Warwick (Winchester Downlands)

Parish Council Report April 2018.

Recycling: HCC have publicly backed a deposit return scheme to boost recycling of drinks bottles and cans. Government ministers have announced that all drinks containers in England – whether plastic, glass or metal – will be covered by the scheme. Around 40 countries already have versions of the system, which typically charges a deposit that is refunded when consumers return the drinks container for recycling. This issue will be discussed at the forthcoming HCC Waste (Project Integra) meeting.

Potholes: HCC has been awarded one-off £3M funding allocated by Government towards fixing potholes. The most recent bad weather has incurred around £9m worth of damage and Cllr Humby has called for a long-term solution to tackle the problem of Hampshire's deteriorating roads. You can report directly and upload a photograph on the link below:
<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

M3 J9-14: Smart Motorway Upgrade

Planned work on the upgrade to a smart motorway from Junction 9 (A34 interchange) to Junction 14 (Southampton M27) will take place from March 2020 through to March 2022.

This is a key upgrade to the strategic road network providing a vital transport link to London and the Midlands. The route serves the ports of Southampton, Portsmouth, Southampton Airport and the wider Solent Region. It is widely used by cars and freight and has significant congestion during peak travel hours.

The scheme is being designed now and discussions are taking place with senior strategic engineers at the County Council.

As with the Junction 9 works the next stage is to undertake an environmental assessment along the route, and commence engagement with local authorities (HCC and WCC), environmental groups, strategic users and emergency services. There will be planned public events held locally once the lead contact officer from Highways England has been identified.

Junction 9-13 will be a smart motorway –all lane running (uses hard shoulder for traffic)
Junction 13-14 will be a controlled motorway (three or more lanes with variable limits – occasionally uses the hard shoulder for traffic)
Junction 14 to M27 link will also be a controlled motorway
There will be CCTV, electronic signs, emergency areas throughout, safe areas located on Junction 11 and 12 slip roads, hardening and reinforcing of the central reservation.

Current M3 Works:

M3 Junction 13 Westbound –planned nighttime road repairs all lanes closed from 2100 to 0600 April 17 to 21.

M3 Eastbound Junctions 13 to 12, Westbound Junctions 11 to 13 –two lanes closed overnight for repairs to roadside drainage. 23 April to 28 April and 30 April to 5 May.

JW 04/2018

District Councillor Report April 2018

Quality of Life Survey

Winchester has been named 4th in the 2018 Halifax 'Rural Areas Quality of Life' survey. The annual survey assesses the UK's rural communities against a wide range of factors including, residents' health, employment, crime rates and education. It also considers home size, broadband speed, pollution, weather and number of leisure places.

Winchester was the highest-ranking place in the South, with only the Orkney Islands in Scotland, Rutland in the East Midlands and Wychavon in the West Midlands scoring better.

Home Ownership with WCC

There are a number of ways to buy homes in partnership with Winchester City Council:

- Help To Buy: Shared Ownership / New Build Shared Ownership
- myhome Partnered Home Purchase (an open market shared ownership facility)
- Older People's Shared Ownership
- Extra Care
- Outright sale

A former Winchester resident, Harold Harris left over £600,000 to support housing for older people and his bequest has helped build the Chesil Extra Care facility along with WCC and HCC providing 52 affordable homes for older people requiring day to day support.

WCC's team of experts have guided dozens of Winchester residents through the home buying process. If you'd like to talk through your housing options with the council please call 01962 848 075, or email myhome@winchester.gov.uk

Major Projects Summary

The following projects are underway at present –further details on individual projects can be found at <http://www.winchester.gov.uk/major-projects>

Kings Barton (Barton Farm Homes, School, Shops, P&R)
Casson Block
Chesil Extra Care Scheme
Bus Station and Central Winchester
Sport and Leisure Park
Creative Enterprise Zone
Flood Alleviation Schemes
St Maurice's Covert
St Clements Surgery
North Whiteley
West of Waterlooville
Station Approach
Movement Strategy for Winchester

Cllrs Bell, Laming and Warwick 04/2018.