

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 17 JULY 2018 AT 7.45 PM
IN THE JOHN AND BETTY MOBBS ROOM OF THE VILLAGE HALL**

Present: Cllrs Stirrup; Stansbury; Moody; Rodford, Williams, Reese

In attendance: County Cllr Jan Warwick; District Cllrs Jan Warwick, Eleanor Bell, Brian Laming, Ron Emery; 8 Parishioners; Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Jones.
3. **Minutes of the Meeting:**
– to approve the Minutes of the Parish Council meeting 15 May 2018. Proposed by Cllr Moody; seconded Cllr Williams and approved by Council.
4. **Action Points and Matters arising on the Minutes and not discussed elsewhere:**
All matters had been actioned or would be addressed in the meeting except:
 7. Highways England had been invited to the 18 September meeting.
 10. Vacancy for a Councillor: two vacancies still existed.
 15. b) second Speed Restriction Sign – Cllrs Rodford and Williams agreed to forward during the absence of Cllr Jones. The HCC Senior Transport Planner had been invited to visit the village for a walk round with Cllr Warwick and a Councillor.
5. **Crime Report**
The figures for April were reported as 3 incidents: 1 shoplifting and 2 vehicle crimes. The figures for May were reported a 2 incidents: 1 drugs related and 1 other theft.
6. **Open Session for Parishioners**
A parishioner thanked the Council for resurfacing ‘Red Lane’ and asked about further signage and installations to deter vehicles driving down, turning and parking on it. Cllr Stirrup advised HCC had been asked to paint a new white line at the junction of Boyatt Lane and ‘Red Lane’ to guide traffic around the bend. They had also been asked to replace the ‘no through road’ sign and the Parish Council would look at replacing the ‘private road’ sign beneath with a new sign saying ‘no access, no turning, no parking’. It was thought some parents of Thornden School often waited there and Cllr Williams suggested writing to the school. See also Agenda item 11. b) ii).

To examine further signage and obtain quotation	Cllr Williams/Clerk	18 Sept
To draft letter to Thornden School		
- A Parishioner advised that the Old Parsonage Nursing Home would be closing and boarded up, pending a planning application for conversion of the building. Cllr Stirrup advised Councillors would be attending the opening day of the new Brendoncare on Otterbourne Hill and would enquire when a planning application might be expected.
7. **County Councillor’s Report**
A report had been received as attached at the end of the Minutes.
8. **District Councillor’s Report**
A report had been received as attached at the end of the Minutes.

9. Report of Representatives to Various Bodies

Allotments Association: Ron Emery advised there were eight people on the waiting list. The trees and nettles were overhanging Boyatt Lane pavement.

To place Boyatt Lane nettles on Lengthsman's list	Clerk	asap
To request HCC to cut back the trees on Boyatt Lane	Clerk	18 Sept

Otterbourne Village Hall Committee: Cllr Stirrup advised the Committee had asked if the parish notice board on Cranbourne Drive could be re-sited by the village hall. Council agreed the board should remain in its current position which caught significant daily footfall of people walking to the school and church. It was recognised a Village Hall board might be useful, but another parish board at the village hall was not considered necessary. Concern was raised about inconsiderate parking by some visitors to the village hall causing damage to the verges on Cranbourne Drive. The verges belonged to HCC, but the Parish Council often paid for unsightly repairs. Posts could not be installed as it would prevent grass mowing. It was agreed the village hall committee would be asked if the organisers of large events could nominate a parking marshal.

To report back to OVHC	Cllr Stirrup	next OVHC meeting
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Elderfield: Cllr Rodford advised the management and residents had helped out during the recent car accident at the Cranbourne Drive junction. A report of some residents drinking on public benches was received, but it was not happening in the bus shelters. Passenger Transport: A public consultation by HCC was open until 5 August on street lighting, supported passenger transport services and the concessionary travel scheme. Information was on the website and notice boards.

10. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached at the end of the Minutes.

b) Planning

i) Eastleigh Borough Council Local Plan. EBC had announced its public consultation until 5 August. A talk by the Chairman of Action against Destructive Development (ADD) had been held prior to the Parish Council meeting explaining the concerns with EBC's proposal for Options B and C. Council agreed to write and object that the plan was unsound, it was not properly evidence based and the traffic and transportation studies were inadequate. It had also not been legally compliant in the consultation process with WCC and HCC. The housing numbers proposed by Option B and C would generate large volumes of traffic on the local roads and congestion through neighbouring villages. The proposed new road through Highbridge would impact heavily on the environment and River Itchen and would become a bottleneck at the low railway bridge. Otterbourne would be impacted by the additional waste generated by the new houses being transferred through the village to the Veolia site on Poles Lane.

To write with objection contesting the EBC plan	Cllr Williams/Clerk	5 Aug
	All Councillors	5 Aug

ii) Winchester City Council Local Plan. Following the adoption of the WCC Local Plan, WCC will be starting a new two year process to update it and the new plan will last for the next five years. Cllr Laming advised it would be important to review the Village Design Statement in order to ensure it complied.

b) Highways

i) Steve Brine MP - meeting report.

A meeting had taken place to discuss various planning and traffic related issues. The EBC Local Plan had been discussed and its impact on Otterbourne and the Winchester area. The Biomass unit at Four Dells Farm was now under proper control and check by HCC. The crossing point at NISA had received supportive response and Cllr Warwick had since met HCC officers on site to initiate speed studies and gather information. Progress would need to be evidence based and there was still a problem with siting by the Meadowcroft Close walkway between the two NISA accesses.

ii) Boyatt Lane junction with Otterbourne Hill – parking restrictions.

A white line restriction had been requested at the junction of Boyatt Lane and Otterbourne Hill. It was hoped parking would reduce when nearby building works were complete.

11. Report of Recreation and Amenitiesa) Oakwood Park Recreation Ground

i) General – to report on approach by Shared Access Telecoms for mast in SE corner.

An approach had been made to site a pole mast in the south east corner of the recreation ground in order to provide enhanced 4G coverage to the railway and surrounding area. The proposal would be under licence for 25 years and generate £25,000 remuneration. Council agreed it was worth consideration and taking forward to the 18 September meeting during which time there would be opportunity to gain residents' feedback.

To c/f to 18 September PC meeting	Clerk	18 Sept
To draft notice to publicise to residents for notice boards and website.	Cllr Williams	18 Sept

ii) Pavilion and Sports Pitch – to update.

Cllr Moody reported that the local men's football club, 1st and 2nd teams playing in Saturday league matches, was still interested in leasing the pavilion and sports pitch. Two team members attending the meeting advised the Club wanted to take up the tenancy from 4 August. Councillors agreed to progress matters as quickly as possible. A draft lease would be sent to the Club and Cllr Moody agreed to examine the Club's last two years of accounts as a prospective tenant. Cllr Stansbury advised the boiler would need replacing. It was estimated one capable of showers would be £10,000 and he would obtain quotations. The Clerk advised that the Pavilion fire and emergency lighting checks were complete, but the boiler would need replacing before a Landlord's Gas Safety certificate could be obtained. Cllr Stansbury advised the security alarm system also needed replacing and he was meeting Chubb to obtain initial quotation. Overhang of vegetation from the southern border onto the pavilion roof would be reported to the maintenance contractor to cut back.

To send draft Lease to the Club	Cllr Moody/Clerk	asap
To follow up with Club for accounts	Cllr Moody	asap
To obtain quotations for boiler replacement	Cllr Stansbury	asap
To obtain quotations for security alarm replacement	Cllr Stansbury	18 Sept
To report cutting back of southern border to OCS	Clerk	18 Sept

Cllr Moody also reported on two other prospective tenants: an outdoor 'boot camp' which would operate small classes at different weekday times and a bridge club which wanted to develop the pavilion for its use.

iii) Play Park and Youth Facilities – to receive annual inspection report.
Cllr Reese advised the report noted some matters for checking, but the majority were low risk, there were a few medium risk and none of high risk.

To check and arrange for items to be attended to as necessary	Cllr Reese	18 Sept
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b) Common

i) Earth banks and ditch work – completion report.

This had been completed successfully, but the lack of rain had meant the grass had not grown and it could need further seed in the autumn. During work on the Chapel Lane area, a street lighting cable buried at 30 cms depth had been damaged. Before commencing work, the contractor, Councillors and the Clerk had walked the common to note the final plan and undertake risk assessment for hazards. The contractor had asked about services running under the common and some water pipes were advised, but that no other services were known of. The Clerk was pursuing the matter with HCC for information about the cable and any others under the common. The repair invoice was being contested with SSE.

To further with HCC and SSE	Clerk	18 Sept
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ii) ‘Red Lane’ resurfacing – completion report.

This had been completed successfully, but concern had been raised about increased use by vehicles taking the wrong route, turning or using it as a waiting area. Further signage was being examined – see Agenda Item 6. Cllr Stirrup extended Council’s thanks to County Cllr Jan Warwick for her support and grant contribution of £1,000 towards the works.

iii) Other matters

New trees condition report: all of the five new trees planted on the main part of the common looked to be alive, but would need ongoing check after the dry summer weather. It was noted that a mature tree on the corner of Chapel Lane had only one live branch.

To report Chapel Lane tree to WCC Arboriculturist	Clerk	18 Sept
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Biodiversity Study: A study had been undertaken on the eastern side of the common in 2014 which de-registered it as a ‘Site of Importance for Nature Conservation’. The Hampshire Biodiversity Information Centre was proposing to undertake a study of the western side of the common (excluding the reservoir area) which stretched down the hill.

c) Open Spaces – Sponder’s Mede ratification of tree works for £100 plus VAT.

Proposed by Cllr Reese, seconded Cllr Moody and agreed.

d) Footpaths

Cranbourne drive to Otterbourne School and St Matthew’s Church: the report to HCC for the footpath repairs had been rejected as HCC did not believe it owned the path. A site meeting with HCC Estates had shown that the conveyances held by HCC and the Parish Council did not correspond. The Cranbury Estate which had originally conveyed the land had been asked to check its records and this was awaited. In the interim a quotation from a Contractor to undertake repairs had been obtained. It was hoped to establish confirmation of ownership. However, as the footpath was of major importance to the school, Council agreed HCC should be open to adopting it as a Public Right of Way.

Land east of Main Road from the rear of ‘The Old Forge restaurant’: a complaint had been received from a representative acting on behalf of the three owners of the field that walkers were straying from the public footpath. Council endorsed the Statutory Guidance on the Countryside Code, but it was not within its power to act.

To pursue Cranbourne Drive footpath ownership	Clerk/Cllr Stirrup	18 Sept
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12. Report of the Finance and Administration Committeea) Parish Accounts, Payments and Receipts, Quarterly Budget Analysis

As attached at the end of the Minutes. The accounts and reconciliation were approved by Cllr Moody. The first quarter budget analysis was on track and most c/f items from 2017/18 had been completed. The 32 day notice account had matured and was included in the June Treasurer's account statement. The 6 month investment account had also recently matured in July. It was agreed re-investment would not proceed until costs for the pavilion were known.

b) Section 137 – to propose £500 contribution towards Action against Destructive Development for costs to contest Eastleigh Borough Council's Local Development Plan. Proposed by Cllr Stansbury, seconded Cllr Rodford and agreed.

To advise ADD by email	Clerk	18 Sept
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c) Employee Matters – NJC Pay Scales April 2018 - 2019.

It was agreed to implement the new 2018 pay rate backdated to April and the new 2019 pay scales would be noted for provision in the next budget.

To note for the 2019/20 budget	Clerk	18 Sept
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13. Risk Assessment and Management

HR barrier – there had been some damage at a recent event and the boom required straightening and did not currently close. A quotation for repair had been received from the OCS Group and the person notified of the claim.

To forward claim	Clerk	18 Sept
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14. Notification of events and to raise new items for the next meeting.

18 September talk by Hampshire Highways regarding upgrade of M3 to Smart Motorway Scheme. A draft questionnaire to distribute to the village about traffic matters was presented by Cllrs Williams and Rodford and it was agreed to take this forward in readiness for the meeting.

15. Date of next Parish Council meeting – 18 September 2018 commencing 7.30 pm.

Parish Accounts, Payments and Receiptsa) Parish Council Bank Statements at 30/06/18

	£
Lloyds Treasurers account (includes 32 day notice account)	18,257.43
Lloyds 12 month account (to 25/03/19 at 0.8%)	25,982.00
Lloyds 6 month account (maturity 11/7/18)	11,250.00
Lloyds 32 day notice account (matured 25/6/18)	<u>0</u>
	43,000.00

Payments from Lloyds Treasurer's account in June and July

3188 Cllr W Jones – reimbursement of expenses	£60.75
3189 Cllr D Stirrup – reimbursement of expenses	£31.48
Internet Payments 6 June	£7,406.10
Internet Payments 20 June	£3,213.92
Internet Payments 17 July	£3,129.46

A copy of the Schedule is available by request from the Clerk.

b) Parish Lengthsman Bank Statement

Bank Statement Opening amount 01/05/18	£13,200.00
Plus Owslebury transfer remaining from 2017/18	<u>£ 240.00</u>
	£13,440.00
Internet Payments from Lengthsman's account in June	£ 1,440.00
Internet Payments from Lengthsman's account in July	£ 1,152.00

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Planning Applications

- Case No. 18/00833/HOU Bourne House, Grange Drive, Otterbourne
Raised patio deck to rear of property. **No comment.**
- Case No. 18/01072/HOU 6 Otterbourne House Gardens, Main Road, Otterbourne
Replacement side and rear extensions. **No comment**
- Case No. 18/01470/TPO Hecton Cottage, Main Road, Otterbourne
No 1 Maple: reduce the crown to previous reduction points (approx 3 Meters) to prevent tree from coming into contact with the house; No1 Beech : reduce the crown to previous reduction points (approx 2 meters) to prevent tree from coming into contact with the house. **No comment**
- Ref: CTIL 121741 Poles Copse, Otterbourne.
Proposed upgrade to base station installation. **No comment**

Decisions

- Case No. 18/00842/LDP Hillside, Main Road, Otterbourne
Two storey rear extension. **Application withdrawn**
- Case No. 18/00960/HOU 2 Hilltop Cottage, Boyatt Lane, Otterbourne
First floor side extension **Application permitted**
- Case No. 18/00499/HOU St Mary's, Main Road, Otterbourne
Extension/Annexe to existing house, demolition of existing double garage and rear lobby to existing house.
AMENDED PLANS. **Application permitted**
- Case No. 18/00928/HOU 1 The Firs, Main Road, Otterbourne
Single storey flat roof and pitched roof extensions to provide accessible ground floor accommodation.
External alterations to provide level and ramped access. **Application permitted**
- Case No. 18/00833/HOU Bourne House, Grange Drive, Otterbourne
Raised patio deck to rear of property. **Application permitted**
- Case No. 18/01072/HOU 6 Otterbourne House Gardens, Main Road, Otterbourne
Replacement side and rear extensions. **Application permitted**

County Councillor Jan Warwick (Winchester Downlands)

Parish Council Report July 2018

Red Lane

Highways engineers will review the signage at the recently resurfaced Red Lane following the recent attempt by a vehicle to drive along the pedestrian footpath.

Kiln Lane

Discussions are underway with HWM Kiln Lane about a change of postcode following instances where HGVs visiting the site have become stuck at Otterbourne Manor. The signposting to the site and along Kiln Lane is also under review.

Eastleigh Local Plan

I am meeting with Senior Transport Officers at HCC next week to discuss the transport assessment for the Eastleigh BC plan, prepare my response and understand the impact on Otterbourne as well as other residents of the County Division of Downlands.

Fly-tipping Update

Fly-tipping tonnage has decreased across Hampshire following several high profile prosecutions and joint operations with Hampshire Constabulary. Funding has been agreed for covert CCTV monitoring across Hampshire in partnership with the District authorities.

Theatre Royal Grant

£30,000 awarded the Theatre Royal to support outreach theatre community work and reach a wide mix of Hampshire residents

County Councillor Grants

Allocation of my County Councillor Grant is as follows:

Sparrowgrove & Oakwood Copse Conservation Trust £480 Repair of damaged Fences

Otterbourne Parish Council £1000 Match funding repairs to Red Lane

Blazing a Trail

Earlier this year, the Government allocated £3million from the national Pothole Fund to Hampshire. HCC will be matching this with a further £3million that will go immediately into more 'Find and Fix' gangs who are tackling the damage on the roads after the winter. HCC have also purchased two new dragon patcher machines.

Three Rivers Community Rail Partnership

The South Downs Rambler Sunday and Bank Holiday service between Winchester and Petersfield Rail Stations – has returned (started on Sunday 1 July 2018) and runs until 2nd September. Details of the timetable and fares can be found on the Three Rivers Rail Facebook page.

District Councillor Report Cllrs Bell, Laming and Warwick July 2018

Bushfield Camp, Winchester The Church Commissioners for England are to host a Public Briefing on Bushfield Camp. During 2016/2017 the Commissioners undertook a period of early stage engagement with key stakeholders, which included several workshops and a public exhibition, to understand more about the site. The Public Briefing will provide more detail around the feedback they have received, how this information will be used and what happens next. There will be a short presentation with time for questions and comments.

Badger Farm, 'The Bushfield Room': 23rd July (7-8pm). If you are interested in attending the event then please contact Anna Gavriel on email agavriel@deloitte.co.uk or call on 0207 303 8976.

Universal Credit Winchester City Council is supporting the roll out of Universal Credit (UC) via Job Centres. This is a new single monthly payment for people of working age in or out of work. It supports working age people with basic living expenses and housing costs and replaces the following benefits:

- [Income-based Jobseeker's Allowance](#)
- [Income-related Employment & Support Allowance](#)
- [Income Support](#)
- [Working Tax Credit](#)
- [Child Tax Credit](#)
- [Housing Benefit](#)

There are a small number of people who will not have their housing costs paid as part of their Universal Credit and will continue to receive help towards their rent by claiming Housing Benefit from Winchester City Council. Further information is available on the Winchester City Council website www.winchester.gov.uk from the Winchester Job Centre with individual support available from the Housing Team on 01962 848400.

Fieldfare Funding Time is running out for rural businesses in East Hampshire, Eastleigh and Winchester area to bid for a share of a £1.6m fund. Farmers, foresters, growers, rural businesses and communities have until the end of August 2018 to secure a share of the LEADER fund from the Fieldfare Local Action Group (LAG). The scheme supports projects that will create jobs and support the rural economy. Rural businesses can get up to £100,000 and 40% grant funding for projects which might be as simple as purchasing a new piece of equipment. The six priority areas for investment are: farming productivity, micro and small businesses (including farm diversification), tourism, forestry productivity, rural services and culture and Heritage. Successful projects for funding will create jobs, increase farm or forestry productivity, develop new markets, increase visitor spend in an area or provide an essential rural service. The Fieldfare LEADER programme is delivered in partnership with Winchester City Council, Eastleigh Borough Council, East Hampshire District Council and the South Downs National Park Authority. Further details about Fieldfare LEADER can be found at www.Fieldfareleader.org.uk

Winchester Boxing Club Winchester Amateur Boxing Club, which currently uses a building on the Garrison Grounds, will relocate to a vacant Winchester City Council-owned building close to the 'Biffa Site' in Bar End Close this summer. The premises are being prepared by Winchester City Council to ensure that the popular club can continue to meet until new, purpose built facilities are available. The move will allow ground preparation work to take place at the Garrison Ground later this year as part of the programme of development leading up to the building of a new Sport & Leisure Centre.

Central Winchester Archaeology The eminent archaeologists behind the guidance for Central Winchester Regeneration's (CWR) approach to archaeology will be returning to Winchester in the autumn to participate in a series of public events and seminars to enable people to hear more about the Archaeology Advisory Panel's report and recommendations. Details of dates and times will be published shortly.