

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 19 APRIL 2016 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2291

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

In attendance: County Cllr Phil Bailey; District Cllr Jan Warwick; Kathy Mantell;
4 Parishioners; Clerk

1. Declaration of Interest:

2. Apologies for Absence: District Cllr M Southgate; Cllr Rodford

3. Minutes of the Meeting:

To approve Minutes of the Parish Council meeting 15 March 2016

Minutes previously distributed to Councillors. Proposed by Cllr Acton; seconded by Cllr Barton-Briddon, approved by Council and signed.

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.

5. Elderfield Report

A brochure on the new programme ‘Action 2 Change’ had been received. It had been confirmed that a representative from Langley House Trust (LHT) would attend the Village Annual Assembly on 9 May to expand further.

6. Crime Statistics Report

Cllr Acton noted that the target had been towards burglaries, both dwelling and non-dwelling in the Winchester district. There were no specific reports for Otterbourne.

7. Open Session for Parishioners

A parishioner reported that the use of a hovercraft and other motorised recreational sport was continuing on one of the fields to the rear of Greenacres Drive. The banks of the stream had been strengthened resulting in less wetland and reduced number of associated birds. Access was gained to the field via the Hazardous Waste Management Head Office site.

To phone and speak to the HWM owner to gain further information.	Cllr Jones	
To write to the Environment Dept at WCC and the Environment Agency with concern over use of the agricultural land and stream.	Clerk	17 May

A parishioner reported surveying in the field to the east side of Main Road behind The Old Forge restaurant. Cllr Jones advised that the Parish Council had been approached with regard to another field in this vicinity about a year ago. No approach for planning had been made for the field in question. Cllr Acton raised concern that it could be a developer who had put in an objection to Otterbourne’s MTRA3 status in the WCC Local Plan Part 2 and any further information would be useful and should be addressed to the Clerk.

8. County Councillor’s Report

County Councillor Phil Bailey noted that traffic speed issues had been a matter of concern for Compton and Shawford Parish Council and that working with HCC on ‘Safer Routes to School’ might be a way forward.

9. District Councillor’s Report

As attached.

District Cllr Mike Southgate had reported that he had decided not to stand for re-election and the Chairman recorded appreciation and thanks from the Parish Council for all his work and support.

10. Report of Representatives to Various Bodies

Neighbourhood Watch

A replacement to take over from Kathy Mantell as the village Co-ordinator was still required and a request for a volunteer would be made at the Annual Assembly.

Otterbourne Village Hall Committee (OVHC)

OVHC advised it would be sending out fliers to all households in the village advising an open afternoon on Sunday 15 May 1400-1600 in the Chamberlayne Suite to showcase the wide variety of clubs and groups available for local people.

Allotments Association

The AGM had been held in April and in the future it was hoped new volunteers would help with the management.

11. Village Annual Assembly 9 May – to approve final copy for newsletter and arrangements.

Cllr Acton was thanked for producing the newsletter which was approved by Council and for confirming presentations by LHT and ‘Food up Front’. The display boards would be utilised for other information to include the Year End statement of accounts and pie charts.

To take forward for printing and distribution To deliver to households by 4 May latest	Clerk All Councillors	asap
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12. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached with comments as submitted.

Otterbourne Farm, Kiln Lane: the Appeal had been granted for Change of Use.

b) Draft EBC Local Plan – to discuss further response together with neighbouring parishes. Upham Parish Council had approached Otterbourne to propose a joint parish response to the draft EBC Local Plan together with Colden Common and Owslebury. It was agreed to support the joint letter of response, in particular with regard to the proposed new road through Highbridge, but not to give financial commitment.

To draft letter to Upham	Cllr Jones	asap
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c) Highways

i) to receive requests for the Lengthsman’s visit 11 May.

Various cutting back and verge requests were received. Also the washing of the finger post, the Millennium sign, the Otterbourne village sign and other signs on Poles Lane.

ii) to discuss speed reducing measures for Main Road including Speedwatch.

District Cllr Jan Warwick advised that the Speedwatch campaign with volunteers using a hand held gun had not been successful. Hursley Parish Council had trialled the use of average speed cameras which recorded vehicles entering and leaving the parish. The cameras were expensive and an electrical source was needed, but were Home Office approved, penalty notices were enforceable and it could operate 24/7 without reliance on volunteer operators. Cllr Warwick had written to the Police and Crime Commissioner to try and further the scheme.

To Agenda for the July meeting for progression by Cllr Romero	Clerk	19 July
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iii) to receive any other matters

WCC had responded that it did not see the benefit of a sign on the bend alerting drivers to people crossing the entrance pavement at Williams Garage. Cllr Jones noted that there was already a 'slow' sign on the road relating to the road narrowing. It was agreed that another sign would be unlikely to solve the problem of occasional bad drivers and not to forward. Several potholes had been filled throughout the village. Cllr Romero noted that the ones around the drains on Otterbourne Hill needed further attention. Cllr Jones encouraged all Councillors and parishioners to use the Hantsweb site to report matters as they arose. Concern had been raised regarding several HGVs parked by the new agricultural barn at Otterbourne Farm, Kiln Lane.

To telephone the owner of the HWM offices for information	Cllr Jones	19 May
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13. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General – to discuss second dog bin at the recreation ground

The Clerk had spoken to the WCC dog team about placing a second dog bin at the start of the Jubilee Path. It was thought that this was beyond the WCC guidelines for distance from the vehicle, but it might be acceptable with the all-weather path. Subject to WCC approval, it was agreed that the dog bin held at the Allotments store would be recommissioned and the two bins at the recreation ground would be emptied weekly. It was noted that the dual use bin on Waterworks Road had not been emptied. District Cllr Mike Southgate had reported to WCC and for it to be put onto the emptying schedule.

To forward request to WCC for dog bin at Jubilee Path	Clerk	19 May
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ii) Pavilion – to ratify additional expenditure of £341 for boiler and door frame repairs. Proposed by Cllr Jones, seconded by Cllr Acton and approved by Council. It was noted a further invoice for the thermostat was to be received in May. One quotation had been received for repairs to the fire exit door and further quotes would be obtained.

To obtain quotations for pavilion fire exit door repair	Clerk	19 May
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b) Common - to receive update on the proposed natural border area on the common. Cllr Stirrup had met with Rick Smith, the WCC Environment and Biodiversity Officer, who had advised that simply leaving an area uncut to become long grass would not lead to the establishment of new species and that scraping off an area of topsoil, prior to reseeding, might be required. Quotations for the work and an alternative method of introducing new plant plugs would be received before decision to progress. The Conservation Group would be asked to investigate what species it felt would be suitable for reintroduction to the Common.

To progress with the Conservation Group	Cllr Stansbury	19 May
To obtain quotations for the work	Clerk	19 May

c) Amenities – Proposal for expenditure up to £3,500 for 3 new benches and to agree position. Proposed by Cllr Acton, seconded Cllr Jones and approved by Council. One bench agreed to replace the damaged one on west side of Main Road at the Poles Lane bus shelter, one bench to replace the second one on Cranbourne Drive open space, the third bench position to be agreed.

To determine third bench for replacement	Cllrs Rodford, Acton, Jones	19 May
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14. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment – as attached

b) Budget – to receive End of Year analysis

The total expenditure for 2015/16 with the addition of c/f expenditure for projects still to complete had finalised at -1% below the budget. The total income for 2015/16 including c/f income for projects to complete had finalised at 0% ie on budget. Cllr Kelly summarised that the budget as set at the Precept meeting had been well thought through to give an accurate estimate of expenditure and income and the quarterly analysis produced by the RFO had facilitated the budget remaining on target through the year. Some large projects had been carried forward over two years of budget, but there should be greater focus on completing projects within their budgetary year in the future.

c) Audit

i) to approve 2015/16 Annual Return Section 1 Statements 1-9

All Councillors had received a copy of Section 1 Statements 1-9. It was agreed that the Finance and Administration meeting 16 February 2016 had addressed all requirements. Council agreed each Statement 1-9 and the Chairman signed for submission to Audit.

ii) to approve 2015/16 accounts and Annual Return Section 2

All Councillors had received a copy of the Year End Budget Analysis, the reconciliation and completed Annual Return Section 2. Council approved the 2015/16 accounts, the reconciliation and Section 2 and the Chairman signed for submission to Audit.

To take forward for internal audit	Clerk	10 May
To submit Annual Return for external audit	Clerk	by 23 May

15. Risk Assessment and Management. No matters arising.

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

Village Hall open afternoon – see Agenda Item 10.

17. Date of next Parish Council meeting:

17 May 2016 commencing 7.30 pm in the Bianchi Room of the Village Hall.

Finance and Administration Committeea) Parish Accounts and Cheques for Payment

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	15,913.35	17,607.75
Lloyds Investment a/c to 10/02/17 @ 1.15 %	25,455.79	25,455.79
Lloyds Investment a/c to 28/04/16 @ 0.8%	<u>11,500.00</u>	<u>11,500.00</u>
Total Balance	52,869.14	54,563.54

Cheques at Interim payment from Lloyds account 31 March 2016

3043	Blake Davis Tree Care	£ 250.00
3044	Taylor and Son – bus shelter repainting and repairs	£ 275.00
3045	OCS Cannon – Recreation Ground maintenance March	£ 108.89
3046	The Print Room – March printing	£ 17.64
3047	Royal Mail – PO Box annual	<u>£ 312.00</u>
		£ 963.23

Cheques for payment from Lloyds account 19 April 2016

3048	Mrs J Ayre – salary March	£ 808.22
3049	Mrs J Ayre – office and travel	£ 76.70
3050	Merdon Limited – Pavilion boiler repairs	£2,013.60
3051	Mr R Webster – bus shelter cleaning	£ 65.25
3052	OVHC – hire of hall April – June plus Annual Assembly	£ 100.00
3053	HALC and NALC subscription annual fee	£ 403.00
3054	Crawley Parish Council – Lengthsman Green Waste from 10 Feb visit	£ 20.00
3055	WCC – dog bins April-March 2015 @ £195 per quarter	£ 780.00
3056	Petty Cash	£ 100.00
3057	MJT Decorating Ltd – SLR sign movement	£ 96.00
3058	Southern Water Services – recreation ground standpipes	<u>£ 13.28</u>
		£4,476.05

Planning and Highways Committee Report

a) Planning Applications and Decisions

Application and Closing Date for Comments

Case No. 16/00695/LIS 27 April	Langley Trust, Elderfield, Main Road, Otterbourne Reduce the height of the wall in order to mitigate further leaning/collapse. Make good any structural damage and render repair.
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Decisions

Case No. 16/00192/TPO	The Old Parsonage Care Home, Main Road, Otterbourne 1 no Oak to tip reduce branches and 1 no May to reduce away from property providing 2-3 m clearance. Application permitted
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Case No. 16/00155/FUL	Orchard View, Park Lane, Otterbourne Replacement dwelling (Resubmission) Application permitted
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Appeals

Case No. 15/02359/FUL	Durlston, Waterworks Road, Otterbourne Appeal Ref: APP/L1765/D/16/3146612. Replacement porch and extension of the roof over the porch. Loft conversion including front and rear facing dormers and construction of gable ends.
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Case No. 15/00716/FUL	Land West of Otterbourne Farm, Kiln Lane Change of use of land to equestrian and erection of a stable block, 4 x loose boxes, feed store and tack room; associated parking and hardstanding. APP/L1765/W/15/3134503 Appeal allowed
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Otterbourne Parish Council**District Councillor Report 19th April 2016****1. Elderfield Update**

Clare Burton, Head of Business Development at the Langley Trust wrote to Steve Brine MP at the beginning of April. Langley have an opportunity to change the service having lost the supported housing funding from March 31st. Clare wrote "The main emphasis of the new proposal is not to have the same chaotic clients who are resistant to change as we always felt that Elderfield was not the correct location for such a service. We are keen to have residents who want to change and will engage with the programme. In terms of impact on the local community, we anticipate this will mean less anti-social behaviour and greater engagement with local concerns, reducing the barriers and therefore the likelihood that issues connected to Elderfield will arise". The Langley Trust is still waiting for confirmation from three potential funding sources –one of these is the Office of the Police and Crime Commissioner so this will depend on the priorities of the new commissioner elected in May.

2. Parking and Traffic Speeds around Waterworks Road

Chairman Will Jones and Cllr Jan Warwick are due to meet with the agent for Southern Water next week to discuss options to improve the parking and traffic issues associated with the business tenants affecting residents in this area. The agent has calculated how many additional spaces they need to provide on site to absorb the on street parking. He has also agreed a travel plan for users to send to visitors and staff. This includes encouragement for car sharing and the use of public transport. There are issues around whether they should introduce on site parking charges or if parking enforcement on the surrounding roads would be helpful –these need to be carefully discussed. We do not want to worsen the problem or move it elsewhere.

3. Silver Hill Update

The development agreement between Winchester City Council and Henderson's will terminate in May 2016. The developer has advised that it is not proceeding with its proposed application for judicial review of the Council's decision to serve the termination notice. The City Council's Cabinet has decided to pause before determining how to proceed with this development in Winchester. After the election in May, the new administration will look again at central Winchester regeneration. This will involve fresh public engagement leading to a Supplementary Planning Document (SPD). Plans for replacing the St Clement's surgery in nearby Upper Brook Street, formerly part of the Silver Hill development, are proceeding separately.