

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 21 OCTOBER 2008 AT 7.30 PM**

**Present:** Cllrs Hudson (Chairman); Stafford; Surridge; Barton-Briddon; Andrews; Zebedee.  
**In attendance:** District Cllr E Bell; District Cllr G Beckett; PC Joe Zubaidi; Mr MH Warne; Mrs P Cole; Mrs J Mounter; Clerk.

1. **Declaration of Interest:** None.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** Cllrs Oldham, Phillips, Williams; County Cllr C Bailey
4. **Minutes of the Meeting:**  
Parish Council meeting 16 September 2008 previously circulated to Councillors.  
Proposed as accurate by Cllr Stafford, 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:  
i) 14 b) Four Dell Farm – proposal to spend up to £500 in support of the OCASSA appeal against the concrete crusher  
Concern had been raised that the Parish Council could be liable for costs if the Appeal failed. The Clerk had written to the HALC solicitors and a reply had been received which was read aloud. This advised that ‘the Council must not be seen to be funding the litigation to such an extent that the opposing side can seek to recover their costs, or a proportion of the same’. ‘The Parish Council, as a Council, should not be a member of the association’. A donation could be made to the Group in support of its aims, but ‘the amount should be relative to the grants which the Council gives to other organisations and should not be substantial’. The proposed amount of £500 whilst not being substantial in relation to Appeal costs or the maximum which could be donated under S137, was still more than the usual donation to such body. Councillors present at the meeting had mixed views whether the £500 should remain, be reduced or not be donated at all. The Clerk would approach all Council members after further consideration for decision at next meeting.

<b>Action</b>	<b>By Whom</b>	<b>By When</b>
To contact all Cllrs to consider matter and refer for decision at next meeting	Clerk All Cllrs	10 November 18 November

6. **Police Report**  
Incidents reported since September meeting were as follows: one assault (at Elderfield); two burglaries; one non-dwelling burglary; one dispute (at Elderfield); one deception, three rowdy and inconsiderate reports; one street drinking (Elderfield resident); one suspicious circumstances; one distraction report; one theft from a vehicle (Elderfield resident apprehended as suspect); one theft from a back garden; one threat to kill. Concern was raised at the number of Elderfield related incidents. Cllr Hudson had attended a meeting with WCC to find out about how to deal with anti-social behaviour including drinking of alcohol in public. WCC operates an

Alcohol Exclusion Zone within the city centre; consideration of this elsewhere would be dependent upon needs basis only. A notice had been placed on the Parish boards in relation to Parishioners reporting any type of anti-social behaviour.

The Police Safer Neighbourhoods Team had requested Councillors decide on three main Parish policing priorities from five previously put forward. Councillors voted to determine the outcome as follows:

1. Speeding traffic through the various main roads of the village and also of commercial vehicles accessing the Southern Water site.
2. Monitoring of Elderfield
3. Worries about distraction burglaries particular among older residents
4. Unsolved murder
5. Unease about door to door selling

Action	By Whom	By When
To advise first three priorities to PS Alistair Hibberd with cc to Inspector Kevin Baxman	Clerk	asap

Jean Mounter was thanked for her work as Neighbourhood Watch Co-ordinator. A representative for every street in Otterbourne had been sourced. A Neighbourhood Watch Meeting had been arranged for 10 November at the Village Hall.

7. **County Councillor's Report**

Cllr Bailey had submitted a report, copied to all Councillors attending and as attached.

8. **District Councillor's Report**

Cllr Bell distributed a report to all Councillors attending as attached. Additional note was made of the following two planning matters.

- i) The Appeal by Mr Andy Theobald had been set for 10 December against the WCC Enforcement Notice of material change of use from agriculture to storage at Four Dell Farm.
- ii) An Appeal from the developers of The Captain Barnard site had been received. See item 13. a)

Cllr Beckett reported on two matters. The LDF had progressed and a Preferred Options paper would be sent out in February. This would be the last point at which Parish Councils could comment on specific points for the South East Regional Plan. Several inconsistencies in the SE Regional Plan had been raised by WCC and these would be taken forward in its official comment. At the South East England Regional Assembly (SEERA) meeting three important items had been raised: the provision for infrastructure first alongside housing development had been deleted; the housing targets to be achieved had been reclassified as minimum targets; windfall housing development (expected numbers of unplanned applications) would not be included in the assessment numbers for development provision, but would be classed as extra to provision. WCC would appeal against all three items.

9. **Open Session for Parishioners**

A question was raised as to why Elderfield residents were not allowed to drink in the residence where it could be monitored and help prevent drinking in the community. The matter would be raised with Mike Ansell at next opportunity.

A parishioner wished to record thanks from the Parish towards Cllr Bell for her significant involvement in and attendance at the Four Dell Farm Appeal. The sign for Oakwood Close was missing.

10. **Frequency of Parish Council Meetings and Committee Meetings**

Councillors had received a copy of the new schedule. Councillors had also received notification of comments from a Parishioner. Items noted from Councillors were that: although the minimum number of Council meetings could be four, Otterbourne was a busy Parish requiring greater number; Council meetings should not become longer; matters should not be referred forward too much; more Committee meetings could enable better progress between Council meetings and these must be a priority; good discipline must be exercised by Committees to ensure matters could be speedily resolved at Council meetings; the Bianchi Room should still be retained each month for Committees as a public forum. Councillors voted and unanimously agreed on a Pilot of seven meetings per annum as per the new schedule, commencing January 2009 for assessment September 2009.

Action	By Whom	By When
To draw up new Parish Council Meeting dates and advise members and organisations.	Clerk	18 November

11. **Report of the Finance Committee**

a) Parish Accounts and Cheques for Payment

As attached. A review of the Parish Accounts had taken place. Over £100,000 of Parish funds was currently deposited in five accounts with the Bank of Ireland. The Finance Committee considered it prudent to split these funds and had examined several other options. The preferred option was for a 3 month fixed rate guaranteed investment account with the Co-operative Bank. £40,000 would be transferred into this account within the next week.

b) Reconciliation of accounts and approval of Bank Statements

Cllr Andrews approved the accounts reconciliation and 1/4ly Bank Statements.

c) 1/4ly budget analysis

Interest received was slightly up against forecast receipts.

Expenditure was on line against forecast provision. No other comments.

d) Date of Annual Finance Committee Meeting

Scheduled for Monday 10 November 2008 in order to set the Precept for 2009/10.

Cllr Surridge was adopted to serve on the Finance Committee.

e) Requests received for expenditure consideration for the 2009/10 Precept

Requests received were as follows: proposed footpath to play area, picnic tables/benches/bins for play area, reinstatement costs for play area, provision of additional youth equipment, parish lengthsmen, two replacement streetlights, flashing speed limit sign, maintenance costs for Oakwood Copse, replacement of Common bollards along Main Road. Also set aside funds for: purchase of recreation ground, car park maintenance, play area equipment maintenance, pavilion maintenance, street lighting. In addition a request was received from the Conservation Group for £100 to fund maintenance work at the Old Church Yard on Kiln Lane out of 2008/09 Precept.

Action	By Whom	By When
To refer item to next Parish Council meeting	Clerk	18 November

f) Change to Standing Orders – approval of Standing Orders regarding receipt of mail  
The wording of the proposed Standing Orders was queried by Cllr Stafford. As the wording was put forward by the Chairman, it was agreed to defer to next meeting.

Action	By Whom	By When
To email Chairman advising concern.	Cllr Stafford	10 November
To refer item to next Parish Council meeting.	Clerk	18 November

12. **Report of the Amenities and Recreation Committee**

a) Children’s Play Area – update and discussion on Lappset quotation and start of works  
Decision on the Planning Application by WCC was due 18 November with final Comments in by 24 October. The Lappset quotation was held for 60 days until 27 October. Lappset had suggested a Letter of Intent in order to secure the quotation (not including fencing) pending planning permission being obtained. The Clerk read out a draft and it was agreed by Council to send this. The WCC Open Spaces fund had been applied for. Veolia had agreed the quotation, but would not release funds until the order was placed. The schedule of payment to Lappset had been received and funds were retained to cover this until the grants were received. The start date envisaged would be in 2009, exact date to be dependent upon ground conditions.

b) Additional Item

Cllr Zebedee advised that the cables along the eastern edge of the Recreation Ground had been laid and the work completed.

13. **Report of the Planning and highways Committee**

a) Applications and Decisions

As attached. An Appeal by the developers of the Captain Barnard site was advised by District Cllr Bell. Date for final comments 17 November 2008.

Action	By Whom	By When
To follow up with WCC Planning Dept on the Appeal notice.	Clerk	asap
To advise any further representation	Planning Cttee	10 November

b) Four Dell Farm – update on Appeal by R&W Plant: use of land for storage and transfer of waste materials associated with highway maintenance works

A copy of the Parish Council’s evidence as submitted by Cllr Hudson at the Planning Appeal had been copied to all Councillors. The Appeal decision was due in 6 weeks.

c) Parish Plan – review update

Cllr Stafford agreed to take this review forward.

Action	By Whom	By When
To forward top 6 items in order of priority for action to Cllr Stafford.	All Cllrs outstanding	10 November

d) Speed Limit Reminder Sign – proposal to participate in a pilot study for a shared SLRS with neighbouring Parishes and associated costs of up to £1000

It was noted that the top priority in Item 6 above was speeding traffic. Costs received from Cllr Bailey were up to £1000 for purchasing the sign with ongoing costs at £120

per movement. Proposed Cllr Stafford, seconded Cllr Andrews and approved.

e) Parish Lengthsman – update

Several reports and information from other Parishes operating the scheme had been received. Cllr Hudson had produced a Proposal, copied to all Councillors. Council viewed a Lengthsman as positive, particularly if shared with one or more other Parishes. Concern was expressed over associated costs and whether a devolved budget from HCC/WCC would be forthcoming. Working arrangements would need more thought. Further consultation with the County and District was required.

Action	By Whom	By When
To forward Proposal to County Cllr Bailey and District Cllrs E Bell and G Beckett for consultation.	Clerk	10 November

14. **Report of Representatives to various bodies**

Transport: the Annual Meeting of Transport Representatives was 15 November.

Action	By Whom	By When
To notify Cllr Zebedee of any matters.	All Cllrs	10 November

Otterbourne Village Hall Committee

The extension had been completed. Rehearsals for the pantomime had started.

Otterbourne Conservation Group

The annual talk had been given by Dennis Bright. Item relating to funding maintenance of the Old Church Yard was dealt with under 11 e).

15. **Risk Assessment and Management**

No items reported.

16. **Any other business from Councillors**

Community Emergency Plan

Flooding contingency required the procurement of sandbags as these were not supplied by HCC or WCC. An estimate of costs was £500. Areas for storage at the pavilion, village hall and Elderfield were being investigated.

Highway Items

A drain required unblocking on Chapel Lane. Serco was reported as travelling too fast through the village. Main Road was in need of resurfacing.

Action	By Whom	By When
To advise Highways of blocked drain.	Clerk	10 November
To write to Highways re Main Road	Clerk	10 November
To write to Serco Operations Manager	Clerk	10 November

Other Items

The idea of a community picnic type of event on the Common was put forward. Councillors were asked to consider for the future.

The reinstatement of the Common had been very successful and Serco were to be commended.

The proposal by Paul Bower at the last meeting for a joint Parish Council/ Elderfield/

Parishioners Committee required initiating.

An invitation to Elderfield Project Manger to the next Parish Council meeting was required.

<b>Action</b>	<b>By Whom</b>	<b>By When</b>
To consider idea of community picnic	All Cllrs	18 November
To write to Serco.	Clerk	10 November
To invite Mike Ansell to next meeting.	Clerk	10 November
To write to Paul Bowers	Clerk	10 November

16. **Date of Next Meeting**

18 November 2008.

**OTTERBOURNE PARISH COUNCIL**  
**21 OCTOBER 2008**  
**Report of the Finance Committee**

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers a/c 1074401</b>	<b>4715.65</b>	1720.66
<b>Bank of Ireland No 1 Open Spaces</b>	<b>24056.73</b>	24531.75
<b>Bank of Ireland No 2 Deposit</b>	<b>31317.35</b>	50816.66
<b>Bank of Ireland No 3 Clerks Gratuity</b>	<b>982.50</b>	971.46
<b>Bank of Ireland No 5 Reserve</b>	<b>16141.26</b>	15959.57
<b>Bank of Ireland No 6 Children's Play Area</b>	<b><u>27854.46</u></b>	<u>27540.91</u>
<b>Total Balance</b>	<b>105067.95</b>	121541.01

b) Cheques for Payment from Lloyds TSB Account

2118	OCASSA – S137 donation	£ 500.00
2119	Mrs J Ayre – salary September	£ 591.50
2120	Mrs J Ayre – office £65; travel £38.08; 1/4ly tel £75.43	£ 178.51
2121	Mrs M Gaines – bus shelters cleaning September	£ 106.98
2122	OVHC – October PC meeting and Civic Service	£ 40.00
2123	WCC – dog bin emptying	£ 161.20
2124	Southern Water – standpipes at Pavilion	£ 13.83
2125	Serco Ltd – Pavilion wasp nest removal	£ 51.84
2126	Hampshire County Council – annual street lighting	£ 791.15
2127	Cllr Oldham – Chairman's allowance for Civic Service	£ 120.00
2128	Bryan Foot – handyman incl benches and bus shelter	£ 520.00
2129	Southern Water – allotments	£ 41.20
2130	Serco – grass cutting for recreation ground x 2 £98.70	
	Serco – litter bin for recreation ground £201.63	£ 300.33
2131	Petty Cash	<u>£ 100.00</u>
		<u>£3516.54</u>

Cheques for Payment from Bank of Ireland No 1 Open Spaces Account

0010	Taurus – Cranbourne Drive maintenance	£ 90.00
------	---------------------------------------	---------

**OTTERBOURNE PARISH COUNCIL**  
**Planning Matters for Consideration at the Meeting on 21 October 2008**

Applications and Dates for Comments

W02472/43 24 October	Oakwood Park Recreation Ground, Oakwood Avenue, Replacement of Children's Play Area and equipment to include increased fenced play area and installation of climbing frame <b>No comment submitted</b>
W16067/04	Silkstede Priors, Shepherds Lane, Compton 3 bay oak framed field shelter <b>No comment submitted</b>
W00532/14 Case No 08/01751/FUL	The Captain Barnard, Otterbourne Road, Compton Appeal by Highwood Residential Ref: APP/L1765/A/08/2086862/NWF Date of final comment 17 November.

Decisions

W00532/14	The Captain Barnard, Otterbourne Road, Compton Construction of 57-bed care home for the elderly and 4 detached dwellings for private occupation <b>Application refused</b>
W00681/01	Beech House, 4 Oakwood Avenue, Otterbourne Single storey rear extension <b>Application permitted</b>
W04772/04	Yew Tree Cottage, 6 Chapel Lane, Otterbourne First floor extension <b>Application permitted</b>
Case No 08/01948/OUT	Land adjacent to Wood Sorrel, Main Road, Otterbourne Erection of 1 no. four bed detached dwelling and 2 no. two bed semi-detached dwellings with new vehicular access; associated amenity, parking and turning areas (OUTLINE - considering layout, scale and means of access) (RESUBMISSION) <b>Application Permitted</b>

## Report to Otterbourne Parish Council from County Councillor Charlotte Bailey

### R&W Appeal

The appeal lasted three days and what became apparent was the fact that the guidance on noise hinges on averages whereas the actual impact on residents comes from individual events like a lorry bumping down a pothole. The decision from the Inspector which can be expected within 6 weeks will be influenced by the weight he puts on the importance of actual noise events to the residents. Unusually the Inspector allowed residents and representatives to ask questions and Eleanor Bell and Wendy Doherty particularly were outstanding in questioning the appellants and all our thanks must go to all the residents who spoke so effectively. We await the verdict.

### Rural Strategy Consultation

I attended a consultation on developing Hampshire's Rural Strategy for the future. We looked at community life, the economy, farming and forestry and the environment. As we all know decisions can impact strongly on the rural communities so I would encourage you to fill in those parts of the questionnaire which are most relevant to you. The documents can all be found at [www3.hants.gov.uk/rural](http://www3.hants.gov.uk/rural) and the consultation closes on 30 November 2008.

### Road Repairs

Generally Otterbourne emails reports of needed repairs direct to Neil Broadbent. We have been asked to also copy the email to [roads@hants.gov.uk](mailto:roads@hants.gov.uk) so that it is logged online in the official way. Alternatively to report a fault go online at [www3.hants.gov.uk/highwaysenquiries.htm?category=HDEF](http://www3.hants.gov.uk/highwaysenquiries.htm?category=HDEF). The reason for this is that the official logging of faults is matched to funding given each year.

### Parking on Verges, Footpaths and Pavements

A Task and Finish Group was set up to look at the problems of parking on grass verges, how to report and categorise them and decide priorities for action. A full paper on progress so far is available to the Clerk on request but I attach the suggested policy. Please comment to me so I can pass on your views.

### Flashing Speed Light

The County is drawing up guidelines and costings to help Parishes finalise their plans to share a flashing speed sign. I have a meeting arranged to discuss this and then I am happy to arrange for the right officers to meet with all the Parishes who wish to forward a scheme of their own. For Amey to move the sign will cost £112.50 each time but the County is now willing to agree for someone from a parish to be allowed to move the signs provided they are trained for working on the Highway (possibly the same person as a Lengthsman?) and that there is 3<sup>rd</sup> Party insurance for £10m.

### Advice and Care for the Elderly

Getting advice and care to the elderly and their carers before crisis point is reached is something I feel strongly about and following the review of services there is now an Innovations Team for Winchester which will start working with residents who have problems but who are not yet critical. Our HAT has asked for a review of services in the Winchester area including Lunch Clubs so that we can identify gaps in this service. Lunch Clubs are often a good point of contact to identify particular needs. I do hope you have replied to the questionnaire asking what is available in Otterbourne

### Itchen Navigation Project

The new website for the project at [www.itchennavigation.org.uk](http://www.itchennavigation.org.uk) There is a project map which shows where works are planned. The Allbrook works seem to be progressing well.

### Parish Footpaths

I have long been seeking an improvement to the service parishes get in repairing and improving rights of way. A better deal for residents, whose main recreation is often on these paths, has started to gain momentum across the county. The October 'Paths to partnership' seminar for Parish Councils is testament to this. I hope the council found it productive.

## **Report to Otterbourne Parish Council from District Councillor Eleanor Bell**

### **WCC Cabinet LDF – Strategic Planning meeting, Tuesday 21 October**

Work on the WCC Local Development Framework continues, with the process slowed by the number of responses received in the first consultation stage, and by the intervention of new government guidelines. Today's meeting considered feedback received on the Core Strategy – Issues and Options, and set out a suggested preferred approach, including responses on Spatial Vision, Spatial Objectives, Spatial Strategy, Housing Mix and Redundant Rural Buildings. All papers are available on the WCC website (CAB1728(LDF) and appendices A-E). A new timescale has now been agreed, with the next stage, a public consultation on the Council's preferred options, taking place in March/April 2009. This will be the last opportunity for local parish councils and residents to comment substantively on the submission – however adoption of the approved strategy is not expected until early 2011.

Also considered at today's meeting, WCC's response to the Secretary of State's proposed changes to the South East Plan, published by SEERA in 2005. Whilst WCC supports certain amendments, it objects to many proposals, including an increase in the housing requirements, which are based on factual inaccuracies, and to the deletion of policies relating to the 'infrastructure first' principle and the protection of strategic gaps. Comments from the floor, including SBF and CPRE, broadly welcomed WCC's response, urging further strengthening of the wording. Again, this paper is available on the WCC website (CAB1729(LDF)).

### **HCC/IESE/DEFRA seminar on Project INTEGRA, Thursday 16 October 2008**

This seminar, hosted by Veolia at InTECH, outlined new DEFRA proposals for multi-authority Joint Waste Authorities, and considered various strategies for sustainable waste management. Cllr Bloom from Eastleigh BC reported on the Council's successful pilot for kerbside glass and battery collection, which has been enthusiastically received by residents, as well as their food waste collection pilot, which currently covers two thirds of residents, and will reach all by next Spring. The opt in rate of 70% is thought to be optimum / maximum as a certain number of households will compost their own food waste or produce no waste.

### **HCC 'Paths to Partnership' workshop, 9 October 2008**

I attended the last part of this very informative workshop on behalf of Hursley PC. A folder was made available to each PC detailing policy and initiatives relating to Countryside Access, including Discovering Lost Paths. The afternoon included presentations and panel discussion by officers and organisations plus local examples of good practice.

### **R&W Appeal against HCC refusal of permission for waste storage, 7- 9 October 2008**

Originally set for four days, this hearing in fact filled the best part of three. Public representations were taken on the first day, but since those who had spoken were allowed to cross examine the appellant's expert witnesses (on planning issues, traffic and noise), further interventions were made on all three days. The appellant's case centred on the fact that current permissions were unrestricted and that without this specific permission the situation could be (and a heavy hint that it will be) a lot worse. Statistics produced by the appellant on traffic volumes and noise levels were used to refute local objections – however, questioning emphasised the fact that international standards on noise are in fact health standards (WHO), that disturbance is caused by noise incidents (spikes) not average levels over time, and that these incidents disturb many individuals sequentially. The Inspector appeared to give weight to many of the points raised, asking follow up questions. He also made a number of visits to the site and surrounding area, by car and on foot, during the three days, with a final formal site visit on the third afternoon.