

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 17 MAY 2016 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2304

Present: Cllrs Jones, Acton; Kelly; Stirrup; Barton-Briddon; Stansbury; Rodford; Romero

In attendance: 8 Parishioners; Clerk

1. Election of Chair and Vice-Chair

Cllr Jones was proposed as Chair by Cllr Acton, seconded by Cllr Stirrup and approved unanimously by Council. The Declaration of Office was signed. Cllr Stirrup was proposed as Vice-Chair by Cllr Jones, seconded Cllr Acton and approved unanimously by Council.

Council addressed the requirements under Standing Orders items i) to xix) as detailed in the Minutes.

2. Declaration of Interest: None

3. Apologies for Absence: County Cllr Phil Bailey, District Cllr Jan Warwick, District Cllr Brian Laming.

4. Minutes of the Meeting:

To approve the Minutes of the Parish Council meeting 19 April 2016

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

To record accuracy of the Minutes of the Annual Assembly 9 May 2016

Minutes previously distributed to Councillors. One amendment requested to include a note of the gas leak in the village in June. Agreed to present to Annual Assembly 2017.

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

All matters had been actioned or would be addressed in the meeting.

6. Police Report

There had been no Police Alerts received for Otterbourne.

7. Open Session for Parishioners

Case No. 16/00686/FUL Land East of Main Road, Otterbourne. Change of use of agricultural land to a pony paddock with new stable block, associated hard standing and access track. Concern was expressed by residents with regard i) to the loss of open countryside caused by the buildings for users of the public footpath and residences backing onto it; ii) to the loss of amenity to the village as one of its most central and important footpaths with unimpeded use for dog walkers and children; iii) to the poor width of the track and unsuitability for large vehicles iv) to the lack of visibility out of the access track onto the pavement and the busy Main Road; v) to the disruption caused by horse boxes and lorries and trailers for delivery of hay and removal of dung in close proximity to village residences vi) to the contamination of field water run off draining into the ditch along the rear of the residences and feeding into the balancing pond and Itchen Navigation; vii) to the cumulative impact of previous enterprises, ref. the recent Kiln Lane application 15/00716/FUL; viii) to the equestrian use being for commercial purposes. Councillors were concerned that Policy DM11 could not be used as the new LPP2 had not yet been adopted and objection relied on Policy RT11 in the old plan. Cllr Acton advised that the Inspector's Report relating to the grant of application

15/00716/FUL had expressed concern about any precedent that decision might have stating that every development must be considered on its own merits. It was noted that a former application for conversion of a cow shed at the Hazardous Waste Management HQ site, had been rejected without such qualification and this might be used in the objection. See Item 15. for Council decision.

A parishioner raised concern ref. Minute 2291 Item 7 on potential housing development in the field behind The Old Forge Restaurant. Cllr Acton advised that the Parish Council wasn't aware of any planning application, the field was outside of the settlement boundary and any challenge to this would be defended at the LPP2 Inspector's Hearings in July.

A parishioner advised that the works vehicles for the new Greenacres Drive Open Space were parking on the verges and only the digger was using the access from Oakwood Park.

To follow-up with Susan Lord and request vehicles do not park on the verges and preferably use Oakwood Park recreation ground	Cllr Jones	asap
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A parishioner asked about Minute 2291 Item 7 ref. and writing to the WCC Environment Dept and the Environment Agency. Cllr Jones sought clarification of the suspected breach and further identification of the land. The parishioner advised he would try and forward a plan and the concern was that modification of the flood plain system could impact on the flow upstream in the village.

To draft letter	Clerk/Cllr Jones	19 July
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The Open Session closed.

8. Casual Vacancy – to fill the current vacancy by Co-option

Two parishioners were interested: Chris Andrews and Lesley Moody. After some discussion, Cllr Rodford proposed Lesley Moody, seconded by Cllr Kelly and agreed for co-option onto the Council.

To inform both parties and follow-through with administration	Clerk	asap
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9. County Councillor's Report

None received.

10. District Councillor's Report

None received.

11. Standing Orders, Financial Regulations, Assets Register, Insurance, Subscriptions, Complaints Procedure, Freedom of Information, Procedure for dealing with the Press

All matters had been reviewed at the 2016 February Finance and Administration Committee meeting. It was agreed to reconsider subscriptions at the 2017/18 Budget meeting.

All documents were agreed as reviewed and adopted.

12. Dates of Meetings – to agree dates for 2016/17

A list of Parish Council meetings and free dates for use by Committees or Working Parties had been distributed. The dates were agreed by Council, except for 20 December which would not be required. The Annual Assembly was agreed for 2 May, in the Bianchi Room.

To confirm dates with OVHC for bookings	Clerk	19 July
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13. Review of Committee Structures, Allocation of Responsibilities, Representatives

The Committee terms of reference and responsibilities had been reviewed at the February Finance and Administration Committee meeting. It was agreed all Councillors would serve on all Committees, excepting Cllr Kelly who would not serve on Planning and Highways.

Finance and Administration Committee:

Staff matters:

Cllr Kelly (C)

Cllrs Kelly, Jones, Stirrup

Recreation and Amenities:

Allotments:

Cllr Barton Briddon

Otterbourne Common:

Cllr Stirrup

Play and Youth Facilities:

Cllr Rodford

Sports Pavilion:

Cllr Stansbury, Cllr Rodford

Planning and Highways Committee:

Lengthsman:

Cllr Jones (C)

Footpaths and Rights of Way:

Cllrs Romero and Barton-Briddon

Cllr Stirrup

Representatives to various bodies

Otterbourne Allotments Association:

Cllr Barton-Briddon

Otterbourne Village Hall Committee:

Cllr Acton, Cllr Stirrup

Otterbourne Conservation Group:

Cllr Stansbury

Parish Police Partnership:

Cllr Acton

Winchester Air Group:

Dr K Smith

Winchester Passenger Transport Group:

Planning & Highways Committee

Winchester Action on Climate Change:

Planning & Highways Committee

SOCCT:

Cllr Kelly

Patient Participation Group:

Mrs Mary Davis

Other Responsibilities

Website:

Cllr Stirrup

Neighbourhood Watch:

Mrs K Mantell

Tree Warden:

Planning & Highways Committee

Elderfield:

Cllr Acton

To update details for Councillors and website	Clerk	19 July
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14. Report of Representatives to Various Bodies

A village Neighbourhood Watch co-ordinator was still sought to take over from Kathy Mantell.

15. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached.

Case No. 16/00686/FUL. Land East of Main Road. See discussion at Item 7. Council agreed to lodge objection and request that if the officer was minded to approve, the application should be considered by Committee and a condition imposed for personal use only.

Case No. 16/01065/TPO. Melrose, Park Lane. Cllr Romero had attended. It was noted that the trees were within Otterbourne Wood and The Woodland Trust should be a consultee.

To submit comment on both applications	Clerk	Due dates
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b) Highways – to report on Lengthsman’s visit 11 May.

Cllr Romero advised that the Lengthsman had completed all of his jobs to satisfaction.

Cllr Rodford advised that there was a tree on the edge of the Cranbourne Drive public car park overhanging the fence line of ‘Bryterlata’.

To advise for works by either Taurus or next Lengthsman visit	Cllr Jones	19 July
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c) Cycle Stands – to discuss request for cycle stands at the village hall and Oakwood Park.

A request had been made via a Website feedback form. There was no provision in the budget, but the Clerk had made some initial enquiries regarding cost. Council agreed in principle that it could be possible to install one set of stands this year and one next year and to approach the Village Hall Committee for their thoughts before progressing to proposal.

To draft letter to OVHC and respond to resident	Clerk	19 July
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16. Report of Recreation and Amenities

a) Oakwood Park Recreation Ground

i) General – Proposal for expenditure up to £150 for installation of a dog bin at Jubilee Path. The Clerk was still awaiting response from WCC for agreement to the position. Proposed by Cllr Jones to take forward pending WCC approval; seconded by Cllr Rodford and agreed.

To forward with WCC	Clerk	19 July
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ii) Otterbourne Sports Club – to discuss the Club’s request to terminate the lease and to consider village wide consultation on future use of the ground and pavilion.

Taken after Item 17.

iii) Youth Facilities – Proposal for expenditure up to £150 plus installation for 2nd litter bin. The Clerk had received quotations for several types of bins. There was concern that a fox had started to spill the contents from the current bin which was unlidded. It was thought that two small 75 litre lidded, black wheelie bins might best suit the site.

To contact Wayne and Sue Dunlop to find out their thoughts and if they approve to take forward the order	Clerk	asap
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iv) Pavilion – ratification of expenditure for £152.15 for replacement of boiler thermostat. Proposed by Cllr Rodford, seconded Cllr Acton and agreed by Council.

b) Common – to receive update on cost for potential creation of natural verge with wildflowers. One quotation had been received and a second requested. Cllr Stirrup advised that the cost of the work from the first quotation had been unexpected and exceeded his assessment of anticipated value to the community. Cllr Stansbury was in agreement. It was proposed to take forward the initial idea of leaving the western border uncut to longer grass to see what species might develop.

To meet with the WCC Landscape Team on site to advise the area to be left uncut	Cllrs Stirrup and Stansbury	19 July
To advise the Conservation Group	Cllr Stansbury	19 July
To contact Rick Smith at WCC	Cllr Stirrup	19 July

17. Report of the Finance and Administration Committee**a) Parish Accounts and Cheques for Payment**

As attached. The first half year's Precept had been received plus rental from the Allotments and White Horse PH footpath. The 6 month funds had been re-invested at 0.8%.

b) Internal Audit – to receive Internal Auditor's report

The audit report was read aloud by the Finance Chair. There were no matters raised for the attention of the Council. Two points to aid the Clerk had been noted and attended to.

The Annual Return had been posted to BDO for External Audit. The Notice for Right of Inspection would be placed on the notice boards and website 13 June.

To post Notice for Right of Inspection	Clerk	13 June
To obtain quotation for next 3 year's internal audit	Clerk	19 July

c) Investment of funds – to approve motion for submission to NALC to take forward collective investment opportunity for smaller Parish Councils.

'This Council is aware that all Parish Councils are able to determine to which bank they may give their custom and there would be no intention to change this. However, it is apparent that the diversity of banks being used by smaller Parish Councils does not present the best means of achieving best service or investment opportunity. Smaller Parish Councils frequently roll over reserve funds in the tens of thousands and represent stable investors both in the short and long term. However, it is apparent that some banks offer a Parish Council investment rate which is lower than offered to a business or a private customer. This Council therefore requests that NALC works towards endorsing a national bank which it would recommend for use by smaller Parish Councils: one which recognises the opportunity to gain the collective sum offered by them and which in turn would provide a dedicated contact and incentive rate for investment'.

Motion proposed by Cllr Jones, seconded by Cllr Rodford and resolved by Council for submission to HALC to consider taking forward to NALC.

- 16. a) ii) Otterbourne Sports Club – to discuss the Club's request to terminate the lease and to consider village wide consultation on future use of the ground and pavilion.**
- Cllrs Jones, Kelly and Stirrup had met with the Club's Chairman, Stuart Munro on 16 May. The Councillors advised that the best possible arrangement had been made and negotiation successfully concluded on both sides. The proposal put to Council was that the final year's rent would be waived in recognition of the Club's longstanding association and not to cause financial burden to the Club or its Officials. The Club would agree to pay the rent to the end of the season and utility bills up to 31 May assuming its early termination at this date; to arrange for removal of the container in the car park, the dug outs, goal posts, nets and posts; to leave the contents of the pavilion owned by the Club (except items as agreed) in order for the pavilion to remain in working order. Councillors were given 3 clear days to respond to the arrangement. Council wished the Club's members and officials well in the future. The Clerk advised that the ongoing cost associated with the recreation ground and pavilion (excluding play park and youth facilities) would equate to approximately £5 per household per annum without income from a tenant to offset. Several requests for use of the ground had been received, in particular for junior and youth football teams. It was agreed that the current arrangement with The Lakewood Youth Football Club which had played with permission of the Otterbourne Football Club could continue on an interim basis over the summer months and the Clerk would make enquiries regarding the Health and Safety aspects. Councillors agreed that consultation with the village was required and it was hoped that dialogue would start with a stand at the Jalopy event 26 June and could extend to leafleting the whole parish.

To email all Councillors with the negotiation details. Pending approval by majority, to draft letter to Otterbourne Football Club on terms of termination for agreement	Clerk Clerk	asap after 3 clear days
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18. Risk Assessment and Management

To make Risk Assessment of the pavilion prior to use by outside events.

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

Rotary Walk via Oakwood Park and use of Pavilion on 12 June 10 am – 3.30 pm.

Cllrs Stansbury and Jones had agreed to manage the opening and closing of the pavilion.

Jalopy Event at Oakwood Park Recreation Ground on 26 June.

Cllr Jones agreed to correspond with the PCC Event Committee on access to the pavilion.

Working Party meeting 21 June.

20. Date of next Parish Council meeting

19 July 2016 at 7.30 pm in the Bianchi Room.

Finance and Administration Committee 17 May 2016

a) Parish Accounts and Cheques for Payment

	£ Current Statement	£ Last Statement
Lloyds Treasurers	42,756.60	15,913.35
Lloyds 12 month Investment a/c to 10/02/17 @ 1.15 %	25,455.79	25,455.79
Lloyds 6 month Investment a/c to 28/10/16 @ 0.8%	<u>11,546.13</u>	<u>11,500.00</u>
Total Balance	79,758.52	52,869.14

Cheques for payment from Lloyds account 17 May 2016

3059	Mrs J Ayre – salary April	£ 808.22
3060	Mrs J Ayre – travel, office, 1/4ly telephone/www	£ 160.46
3061	Vita Play Ltd – play park cleaning and repairs	£2165.04
3062	Dek Graphics and Print Ltd	£ 147.16
3063	Merdon Ltd – pavilion boiler thermostat	£ 152.15
3064	HCC – street lighting 6 month invoice	£ 577.26
3065	Chubb Fire and Security – pavilion burglar alarm	£ 171.47
3066	John K Murray – internal audit	<u>£ 180.00</u>
		£4361.76

Planning and Highways Committee 17 May 2016

Application and Closing Date for Comments

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| Case No. 16/00742/LDP | 2 Ivy Cottages, Boyatt Lane, Otterbourne
Conversion of an attic space to a bedroom
No comment |
| Case No. 16/00686/FUL
26 May | Land East of Main Road, Otterbourne
Change of use of agricultural land to a pony paddock and the erection of a stable block with associated hard standing and access track Objection on grounds of loss of amenity to users of the footpath and residences; access track and highway access onto Main Road. |
| Case No. 16/01065/TPO
10 June | Melrose, Park Lane, Otterbourne
Cut back overhanging branches in line with garden perimeter
Comment: the trees overhanging the resident's garden are within Otterbourne Wood. The Woodland Trust which owns the woodland should be a consultee. |

Decisions

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| Case No. 16/00131/FUL | The Dell, Park Lane, Otterbourne
Removal of existing roof and demolition of attached garage and utility. Erection of new first floor and side extension. Removal of static caravan and replacement with car port.
Application refused |
| Case No. 16/00709/NMA | Bourne House, Grange Drive, Otterbourne
Amendment to PP 15/02478/FUL. Change of one velux window to above stairwell from width 55 cm to 114 cm, height to remain at 70 cm. Accept non material minor amendment |

Compton and Shawford Parish

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| Case No. 15/02427//OUT | Brendoncare Enterprises Ltd
Construction of a 62 bed care home for the elderly containing
40 single rooms and 11 doubt nursing units plus a villa of 4 double nursing units on the former Captain Barnard Public House and part of the rear garden of Calvi (OUTLINE – considering access, appearance, layout and scale) (Re-submission, ref Consented Case No 12/01298/OUT)
Permission granted |
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