

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 20 MAY 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2179

Present: Cllrs Jones, Reeves, Acton; Doherty; Kelly; Stirrup; Barton-Briddon; Stansbury

In attendance: District Cllr Mike Southgate; Ron Emery; Clerk

1. Election of Chairperson

Cllr Jones was proposed by Cllr Doherty; seconded by Cllr Reeves and approved unanimously by Council. Declaration of Acceptance of Office signed.

2. Election of Vice-Chair

Cllr Acton was proposed by Cllr Doherty; seconded by Cllr Reeves and approved unanimously by Council. Declaration of Acceptance of Office signed.

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

3. Declaration of Interest: Cllr Doherty declared interest as a SOCCT Trustee.

4. Apologies for Absence: PCSO Michelle Wilkinson; Kathy Mantell.
Council had received the resignation of Stephen Young. 'Vacancy for a Councillor' notices were on the notice boards and WCC had been informed.

To place notice in parish magazine	Cllr Acton	asap
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5. Minutes of the Meeting:

To approve the Minutes of the Parish Council meeting 15 April 2014

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

To record accuracy of the Minutes of the Annual Assembly 12 May 2014

Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Stirrup; seconded Cllr Barton-Briddon. Agreed to present to the Annual Assembly 2015.

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

A list of points and actions taken had been distributed. All points had been actioned or would be reported on during the meeting except as follows:

9. Kissing gate: Southern Water had agreed to remove the gate to allow disabled access.
10. Website: ongoing for setting up under a new host name, to be confirmed.
12. a) Letter to the new C&S Chairman, Cllr Adrian Walmsley had been actioned.

7. Police Report

A report detailing incidents from 31/03/14 to 20/05/14 had been received: 7 occasions of theft of large quantities of food from Budgens; 1 theft of a bicycle from a shed.

8. Open Session for Parishioners

A report from Ron Emery advised that several parishioners had made complaint about the trees and verge along Boyatt Lane adjacent to the allotments needing cutting back.

To contact HCC Highways and request cut back	Cllr Jones	asap
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9. County Councillor's Report

None received. Following requests at the Annual Assembly, Cllr Jones had requested help from Cllr Bailey with renewal of white lines on the highways at Boyatt Lane, Waterworks Road, Brooklyn Close. Also with help for installation of a red strip at the new crossing point at Williams Garage. Cllr Southgate advised that he had asked for a safety check from EBC regarding the width of the narrowed highway.

10. District Councillor's Report

SOCCT: Cllr Southgate thanked the Parish Council for its donation. A request was made for notification of the decision re the permissive path and land hole for the new MUGA.

Common: This remained for the third year on a G5 schedule of 4 cuts per year: June-October. Complaints had been received regarding the length of the grass and bunds; a first cut in June was too late; the common was the only Open Space area in this part of the village and was unusable for play and recreation purposes. Cllr Southgate was asked to report back to WCC on Council's dissatisfaction.

Cranbourne Drive: HCC had produced plans for installation of double yellow lines from Main Road around the bend past the village hall entrance on the northern side of the road and a mix of double yellow lines and restricted single yellow line over the same distance on the southern side. The restriction precluded parking during a 1 hour period am and pm at school drop off/collection times to prevent the ongoing bottleneck in this area and improve sight lines for drivers and parents/children. Vehicles currently parking on the roadside would be able to use the free car park. It was not possible to have a 20 mph sign installed to slow vehicles. The plans would go out for consultation and, depending upon response, may need to go to committee. See Agenda Item 17 b) iii) for Council decision.

To email Cllr Southgate/SOCCT regarding youth facilities
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Cllr Reeves

15 July

11. Report of Representatives to various bodiesAllotments

Ron Emery advised that the litter bin was being emptied on weekly basis and there was a sign on top advising proper use. CCTV cameras had been installed to prevent recurrence of thefts.

Air Matters

Keith Smith advised that the next Consultative Meeting was on 27 June. Steve Brine MP was becoming involved in discussions about aircraft routing over Winchester which was not currently following Government guidelines. A follow up report to the Lasham Gliding letter March 2014 was received. The privately owned operator TAG Farnborough Airport had 20,000 aircraft movements/year. TAG had put in for controlled air space extending into the Itchen Valley. It was considered the impact would not affect Winchester at the moment and the effort to control routing and channels could be positive. It was important to maintain dialogue and become part of the discussions for the future. An update on Southampton Airport was received. Plans for the extended runways had been agreed by the Consultative Committee. The starter blocks being installed would enable aircraft to take off with more fuel to reach further destinations. This was not considered detrimental and could help the operators' long term profitability for routes. The Chairman gave thanks for the update.

12. Standing Orders, Financial Regulations, Assets Register, Insurance – to adopt for 2014/15

The Standing Orders, Assets Register and Insurance had been reviewed at the February 2014 Finance and Administration Committee meeting and were adopted for 2014/15. The new NALC 2014 Model Financial Regulations had been received and emailed to all Councillors prior to the meeting with suggested amendments for review. All amendments were agreed and the Financial Regulations were adopted for 2014/15. Review of the Council's subscriptions, complaints procedure, dealing with the press/media, handling requests under

the Freedom of Information Act and Data Protection Act had been undertaken at the February 2014 Finance and Administration Committee and were approved to go forward for 2014/15.

To email copy of Standing Orders and Financial Regulations to all Councillors and place on the website.	Clerk/ Cllr Stirrup	15 July
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13. Date of Meetings – to agree dates for 2014/15

A list of all Parish Council meeting dates and free dates for use by Committees or Working Parties had been distributed. The dates were agreed by Council. It was agreed to retain the Annual Assembly on separate date in May, held in the Bianchi Room.

To confirm dates with OVHC for bookings	Clerk	15 July
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14. Appointment of Committees and Representatives

The Committee terms of reference and responsibilities had been reviewed at the February 2014 Finance and Administration Committee meeting. It was agreed all Councillors would serve on all Committees, excepting Cllr Kelly.

Finance and Administration Committee:

Staff matters:

Cllr Kelly (C)
Cllrs Kelly, Jones, Stirrup

Recreation and Amenities Committee:

Allotments:

Otterbourne Common:

Play and Youth Facilities:

Otterbourne Sports Club:

Sports Pavilion:

Cllr Reeves (C)
Cllr Barton Briddon
Cllr Stirrup
Cllr Reeves
Cllr Reeves
Cllr Reeves

Planning and Highways Committee:

Lengthsman:

Footpaths and Rights of Way:

Minerals and Waste Services:

Cllr Jones (C)
Cllr Barton-Briddon
Cllr Stirrup
Cllr Acton

Representatives to various bodies

Otterbourne Sports Club:

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Parish Police Partnership:

Winchester Air Group:

Winchester Passenger Transport Group:

Winchester Action on Climate Change:

Hampshire Waste Services Liaison Group:

Sparrowgrove and Oakwood Copse Conservation Trust:

Cllr Reeves
Cllr Barton-Briddon
Cllr Acton
Cllr Stansbury
Cllr Acton
Mr K Smith
Planning & Highways Committee
Planning & Highways Committee
Cllr Acton
Cllr Doherty /Mrs P Wrightson

Other Responsibilities

Website:

Neighbourhood Watch:

Tree Warden:

Elderfield:

Cllr Stirrup
Mrs K Mantell
Planning & Highways Committee
Cllr Acton

To update details for Councillors and website	Clerk	15 July
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15. Report of the Finance and Administration Committeea) Parish Accounts and Cheques for Payment

As attached. The first half year's Precept had been received plus the rental amount from the Allotments. Following closure of the Co-operative investment account, it was agreed the current account should also be closed. An old Lengthsman account would be closed. A request for information had been made following the Annual Assembly in connection with reserves held and the increase in the precept. A response had been provided which had satisfied the parishioner's request.

To close both accounts	Clerk	15 July
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b) Internal Audit – to receive Internal Auditor's report

The audit took place on 7 May and the report had been emailed to all Councillors. The Annual Return had been signed with no findings or requirements and this had been sent off for External Audit. The Notice for Right of Inspection had been posted on the notice boards.

16. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) Youth Facilities Project

– to receive update: the Certificate of Lawful Development had been received from WCC. There had not been any condition attached for colour of equipment, but it was agreed this should be green to match the existing swings and youth shelter and to be in harmony with the woodland setting. A site meeting with the proposed project manager, Nick Adams, had taken place and he had confirmed availability for an autumn installation timeframe.

– to receive quotations and agree on final quotation for the project.

All Councillors had received a report prior to the meeting detailing the three suppliers and their quotations. The recommendation from the Chair was for Kompan UK to receive the contract as it provided best quotation price for the preferred type of equipment determined from the consultation. Kompan UK quotation to be approved: Proposed by Cllr Reeves, seconded Cllr Jones and agreed unanimously by full Council.

To advise suppliers of Council decision.	Clerk	30 May
To issue letter of intent to Kompan UK with hold on quotation price and order, pending outcome of the Veolia Trust grant.	Clerk	30 May

– Proposal for expenditure on the project comprising £11,858 from Otterbourne Parish Council reserves and Open Space fund; £15,000 from Compton & Shawford Parish Council transfer of Open Space fund; balance of funds required from an application to Veolia Trust.

To complete grant application and submit by 30 May	Clerk	30 May
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b) Parish Benches – update on the consultation and report from Handyman

16 comments had been received and the Handyman had assessed the work. It was agreed to assess different recycled plastic benches in the locality for possible suppliers. Also to contact the supplier of the slats for the Old Deeds bench to determine if customised replacement plastic slats would be possible for the existing concrete frame.

To assess bench on Wharf Hill, Winchester	Cllr Jones	15 July
To contact supplier of slats for Old Deeds bench	Cllr Acton	15 July
To forward project and report	Cllr Doherty	15 July

c) Dog bins – to receive update on the audit.

A working party was set up to assess the bins and compile report. A number of complaints had been received about fouling on the Cranbourne Drive open space area and at the back of the fences at the recreation ground. It was agreed to initiate an anti-dog fouling campaign with funds set aside in the 2014/15 budget. The possibility of aerosol can spraying would be investigated; further posters; dual bin stickers.

To take forward as working party	Cllrs Jones Stirrup, Reeves	15 July
To contact the Dog Warden and ask about aerosol spraying	Cllr Acton	15 July

d) Open Spaces Areas – to receive update on Greenacres amenity land and access to it.

The creation of permissive access from the recreation ground to the land had been suspended pending response from Southern Water. Cllr Acton had contacted Stuart Dunbar-Dempsey to advise that Council would be considering i) whether it wished to have the land transferred to parish ownership with transfer of the maintenance money ii) what would be the best way to improve the land, working alongside the Environment Agency and the Greenacres Drive Management Committee who undertook maintenance of the watercourse.

To consider future of the land for the parish	All Cllrs	15 July
To co-ordinate Councillor's site visit to investigate potential	Cllr Acton	15 July
To Agenda for July PC meeting	Clerk	10 July

17. **Report of the Planning and Highways Committee**

a) Applications and Decisions – as attached.

b) Highways

i) Village Design Statement – to receive report on progress with the update of statements. Cllr Acton had spoken to Steve Opacic and was undertaking cross-referencing of the VDS statements with WCC Local Plan Part 1. A report would be prepared in due course outlining changes and updates required. The LPP2 was expected for adoption in 2015 and the VDS would be assessed further after this.

To continue with cross-referencing work	Cllr Acton	15 July
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ii) Lengthsman Scheme – to receive report on visit by new Lengthsman.

The Lengthsman had visited with an assistant and both had worked for one day, 13 hours equivalent. The work had been checked and was a good standard, but not better than the previous Lengthsman. The amount of work achieved was considered unacceptably poor in relation to 13 hours of work time and in comparison to the amount achieved by the previous Lengthsman. Additionally, the new Lengthsman had no facility to remove any vegetation from site other than to waste recycling which entailed further charge.

To report back to lead parishes accordingly	Clerk	asap
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iii) Cranbourne Drive yellow lines – Councillors reviewed the HCC plans and agreed they should go forward for public consultation.

c) War Memorial

– to notify application for WCC Small Grants Scheme for work to the lettering.

A grant for £500 had been applied for as a contribution towards cleaning the lettering.

– Proposal for expenditure of up to £1,238 for box hedging and lettering work.

The Portland stone bollards were now in place and the Working Party required release of funds for planting the box hedging and cleaning the lettering. It was agreed that the lettering work would be a priority if the WCC grant was unsuccessful. Proposed by Cllr Doherty, seconded Cllr Acton and agreed by Council.

To take forward project for box hedging and lettering	Cllr Jones	15 July
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18. Risk Assessment and Management

The nut on the play park springer had been replaced and the warning sign removed.

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

A Working Party was scheduled for 17 June in the Bianchi Room at 7.30 pm.

20. Date of next Parish Council meeting

15 July 2014 in the John and Betty Mobbs Room of the Village Hall.

Report of the Finance Committee 20 May 2014a) Parish Accounts stand as follows

	£	£
	Current Statement Balance	Last Statement
Lloyds Treasurers	32,263.90	16,359.66
Co-operative Bank Current Account	0.75	0.75
Co-operative Investment a/c 12 mth	-	25,000.00
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	-
Lloyds Investment a/c 3 mth to 17/05/14 @ 0.6%	<u>10,947.25</u>	<u>10,947.25</u>
Total Balance	68,211.90	52,307.66

Cheques for payment from Lloyds account 20 May 2014

2828	Southern Water - recreation ground standpipes	13.64
2829	Mrs J Ayre – salary April	768.02
2830	Mrs J Ayre – office, travel, 1/4ly telephone and internet	150.90
2831	John Murray – internal auditor’s fee	180.00
2832	Dek Graphics – printing account	11.34
2833	HCC – street lighting ½ yearly	433.57
2834	Mrs J Ayre – reimbursement of OS location plan for youth facilities project	16.79
2835	British Gas – annual service and gas safety certificate pavilion boiler	250.59
2836	Chubb – annual service pavilion security alarm	171.47
2827	Petty Cash	50.00
2828	Sparrowgrove and Oakwood Copse Conservation Trust (£137 payment)	400.00
2829	HMRC – tax and NI for employee and NI employer Apr-June	<u>95.46</u>
		2541.78

Planning Matters at 20 May 2014Applications

Case No. 14/00763/LDC
5 May

Sandhill Farm, Poles Lane, Otterbourne
Commencement of development in relation to planning permission 11/00427/FUL. Certificate of Lawfulness. This application may affect the setting of a Public Right of Way.
No comment submitted

Case No. 14/00829/LDP
29 April

Otterbourne Parish Council
Extension of tarmac pad and 2 no new goal/basketball ends at Oakwood Park Recreation Ground

Decisions

Case No. 14/00829/LDP

Otterbourne Parish Council
Extension of tarmac pad and 2 no new goal/basketball ends at Oakwood Park Recreation Ground
Certificate of Lawful Development issued.