

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 15 APRIL 2012 6.30 PM**

2024

Present: Cllrs Oldham (Chair); Acton; Whitcher; Barton-Briddon; Doherty; Kelly;

In attendance: Mr R Emery; Mrs P Wrightson; District Cllr G Beckett;
Mr D Stirrup; Mr M Pechtaykis; Mr R Reeves; Mr A Markham; 1 Parishioner; Clerk

1. **Declaration of Interest:** None received.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** Cllr Jones; District Cllr J Warwick; County Cllr C Bailey.
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 20 March 2012
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Kelly; seconded Cllr Doherty and approved and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
 6. Police Report: the items of 1 theft from vehicle and 1 report of non-dwelling burglary to be added to the Report given at the 20 March meeting.

12 a) i) Welcome sign for Oakwood Park Recreation Ground

To advise Clerk for Order	Cllr Acton	15 May
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12 a) iii) Play and Youth area Inspection Report.

To advise Clerk of remedial works required for instruction	Cllr Whitcher	15 May
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12 e) Elderfield Cricket Pitch

To follow up with Cricket Club regarding site entrance	Cllr Acton	15 May
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16. Risk Assessment

To look at H&S issues with Contractors	Cllr Kelly/Clerk	15 May
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6. **Police Report**
None received.

7. **Open Session for Parishioners**
There were no questions raised.

8. **Co-option of a Councillor – Mr David Stirrup**
Proposed by Cllr Barton-Briddon, seconded Cllr Acton and co-opted onto the Council.

To receive signed forms and follow through with WCC	Clerk	asap
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9. Report of the Planning and Highways Committee

a) Applications and Decisions

As attached. Items of note: Application by Nairana, had been refused by WCC, but was being taken to Appeal. Application received for a Day Nursery at Penarth House was supported.

b) Proposal for expenditure of £833 plus VAT for new village gateway signs on approaches from Poles Lane, Main Road, Kiln Lane and Otterbourne Hill reading ‘Otterbourne please drive carefully through our village’.

Proposed by Cllr Oldham, seconded Cllr Doherty and approved by Council.

To instruct WCC with the works	Clerk	15 May
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c) Lengthsman Project – to sign Contract of Appointment and Associate Parish Contracts
Contracts approved and signed.

To send contract to Lengthsman and return duplicate copies to Associates pending receipt of signed HCC Contract	Clerk	asap
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d) WCC District Plan Core Strategy 1

The Council would respond to Core Strategy 2 when due. Possible grants to produce a Neighbourhood Plan would be investigated.

e) Old Churchyard Kiln Lane – update on layby

Nine responses to the poster asking for information from local residents on the use and size of the lay-by had been sent to HCC Highways. Further responses were anticipated and would be forwarded.

f) Other Highway matters

30 mph Roundels: agreed with HCC and awaiting date for works.

Staggered Safety Railings: agreed by HCC for the path from Meadowcroft Close to Main Road exiting opposite Williams Garage. The path from Waterworks Road to Main Road was still being investigated by HCC as the gap was wider than usual.

Collapsing manhole cover on Poles Lane roundabout – had been fixed.

10. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground - update

Pavilion: painting of the ramp edges by Redlynch (the same contractor as the ball court lines) was on hold until after the work to the youth facilities wall had been undertaken.

Youth Facilities Area: Ball Court Lines: on hold as above. Retaining Wall: specifications for a block wall option would be investigated.

To arrange meeting with WCC for R&A Committee	Clerk	15 May
To discuss various options with WCC for agreement on specifications to be drawn up	R&A Cttee	15 May

b) Common

i) update on works to trees and bund

Tree Works by WCC: a date for works was awaited.

Bund Works: works to the bund had started. Two reports of vehicles being driven through the bund on Chapel Lane had been received and it would be necessary to also place wooden posts in this area.

ii) Proposal for Expenditure of up to £360 plus VAT for new boundary posts
Proposed by Cllr Acton, seconded Cllr Doherty and approved by Council.

To c/f to May Agenda: discussion regarding type of posts and number required.	Clerk	15 May
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c) Amenities

Maintenance Work on Parish Benches: the bench outside Old Deeds had been repaired using mixture of timber and reformed plastic. The bench would be evaluated over a period of time before reformed plastic was used on other benches.

d) Elderfield Cricket Pitch

The Cricket Club had agreed to provide details of costs for an application for planning permission for access from Kiln Lane.

To c/f to May Agenda: to receive details of costs	Clerk	15 May
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11. Report of the Finance and Administration Committee

a) Parish Accounts, cheques for payment and confirmation of bank statements

As attached. Cllr Kelly approved the reconciliation of the accounts with bank statements.

b) Co-operative Investment account – to recommend reinvestment of funds apportioned into 12 month and 3 month terms.

Recommendation agreed by Council for £15,000 to be reinvested for 12 months and the remainder for a 3 month term.

To send off instruction to the Co-operative Bank	Clerk	asap
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c) Parish Clerk – to recommend scale point increment in salary

Recommendation agreed by Council to commence 1 April.

d) Annual Audit – to approve 2011/12 accounts to go forward for Section 2 Statement 1

Council approved the unaudited accounts as presented to the meeting and at the Annual Assembly to go forward for completion of the Annual Audit.

To complete Annual Audit for Internal Auditor and Audit Commission	Clerk	24 May
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12. Jubilee Projects

i) Path: Cllr Oldham had been in discussion with Clancy Docwra regarding the path which would be all-weather and made of compacted path gravel. Cllr Oldham agreed to take this project to completion after leaving the Council. It was hoped completion would be mid-summer. A further grant might be sought to undertake alterations to the kissing gate to increase the width permitting wheelchair access.

To forward path construction	Cllr Oldham	ongoing
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ii) Oak tree: The tree had arrived and been potted into compost. The Tree Warden had met with Chris Williams to determine two options for planting position. Potential dates were being examined for an event to include the Scouts.

To take forward dates and planning for event	Cllr Acton	ongoing
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13. Report of Representatives to Various Bodies

None received at the meeting. An email report from Keith Smith, WAG Representative, included a Southampton Airport Advisory Notice. Essential upgrade works to the Instrument Landing System were to occur over a two week period commencing 16 April. During the work aircraft might follow a slightly unusual landing path when approaching from the north in poor weather conditions.

14. Risk Assessment and Management

Play Area: a plank at the top of the large climbing frame had been reported as slightly raised.

To instruct Handyman with refixing	Clerk	asap
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15. Any other business from Councillors

None arising.

16. Date of next meeting

15 May 2012 at 7.30 pm in the Bianchi Room of the Village Hall.

Planning Matters for Consideration in April 2012

Applications and Closing Dates for Comments

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| Case No. 12/00429/FUL
13 April | 17 Coles Mede, Otterbourne
Amendment to permitted permission for 11/02627/FUL;
reposition of double garage. No comment |
| Case No. 12/00548/FUL
17 April | 11 Coles Mede, Otterbourne
Demolition of conservatory to side; erection of two
storey side extension Objection lodged: building form and
overdevelopment of the site |
| Case No. 12/00650/FUL
19 April | Penarth House, Otterbourne Hill, Otterbourne
Change of use from office to children's day nursery.
Support for the proposal |
| Case No. PLAN/KK/WRE016
30 April | Hampshire County Council for Otterbourne Primary School
Supply, deliver and erect one double modular temporary
classroom to provide two extra general teaching spaces
No comment |

Decisions

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| Case No. 12/00120/FUL | 149 Pitmore Road, Eastleigh
First floor extension with a new roof line, loft conversion and
new front porch Application refused |
| Case No. 12/00082/FUL | Touchwood, Copse Close, Otterbourne
Amendment to permission 11/00891/FUL: additional central
dormer to front to match the two approved.
Application permitted |
| Case No. 12/00354/FUL | 6 Greenacres Drive, Otterbourne
Front and rear single storey extensions. Application permitted |

Report of the Finance Committee 17 April 2012a) Parish Accounts stand as follows

	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	7,553.82	8,577.69
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment A/c 3 months to 27/04 @ 1.53%	<u>35,251.33</u>	<u>35,118.55</u>
Total Balance	42,805.75	43,696.84

Cheques for payment on 17 April 2012 from Lloyds TSB Treasurer's Account

2575	HCC Street Lighting – October to March	416.26 (31/3/12)
2576	WCC Dog bins – January to March	295.00 (31/3/12)
2577	OCS Cannon – recreation ground maintenance March	61.73 (31/3/12)
2578	PCC – additional contribution approved at 20/3/12 meeting	60.00 (31/3/12)
2579	Mrs M Gaines – bus shelter cleaning March	106.98
2580	Mrs J Ayre – salary March	691.55
2581	Mrs J Ayre – reimbursement of office, travel, 1/4ly telephone	163.00
2582	OVHC – village hall hire April to June	60.00
2583	Cranbury Estates Ltd – Kickabout annual rental	1.00
2584	HALC – annual subscription including NALC Levy	369.00
2585	WCC – annual play area inspection fee	45.00
2586	Monster Play – swing seat replacement	852.00
2587	Reformed Plastics – plastic wood for Old Deeds bench	120.00
2588	WCC – bund replacement on Chapel Lane and Red Lane	420.00
2589	2590 Open Spaces Society – annual subscription	40.00
2590	Petty Cash	50.00
2591	Post Office Counter Services	<u>97.20</u>
		3848.72