

MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING
15 APRIL 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL

2170

Present: Cllrs: Jones (Chair); Stirrup; Doherty; Barton-Briddon; Stansbury; Reeves;

In attendance: R Emery; Clerk

- 1. Declaration of Interest:** Cllr Doherty advised that she had become a Director of SOCCT.
- 2. Correspondence:** Correspondence Folder passed to members for circulation. It was agreed that the circulation folder would cease after April. Letters would be brought to the attention of Council by the Clerk and/or Councillors responsible for their response and action.
- 3. Apologies for Absence:** Cllr Acton; Cllr Kelly; Cllr Young; PCSO Michelle Wilkinson.
- 4. Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 18 March 2014
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Stirrup, seconded Cllr Barton-Briddon, approved by Council and signed.
- 5. Police Report**
PCSO Michelle Wilkinson had submitted a report detailing incidents from 18/03/14 to 15/04/14: five reports of theft: an excavator, a pedal cycle and three occasions of stealing goods from a shop. Investigations into all incidents were continuing.
- 6. Open Session for Parishioners**
There were no reports received.
- 7. County Councillor's Report**
There was no report received.
- 8. District Councillor's Report**
There was no report received.
- 9. Report of Representatives to Various Bodies**
Allotments Association
Cllr Jones declared interest as an allotment holder.
The Clerk had been advised that the light at the allotments gate (No 1 Park Lane) would be replaced as part of the PFI replacement scheme currently underway in the village. WCC had advised the bin had not been emptied as it was full of allotments waste, including vegetation, stones and glass which made it too heavy for the disposal team. Ron Emery was thanked for undertaking removal of the undesirable waste and WCC had been informed that the bin was in order for next collection round. Ron Emery agreed to place a notice at the bin advising allotment holders about restricted items and the matter would be raised at the AGM on 25 April.

To ensure matter is raised at the AGM and work with Ron Emery to place a notice at the bin.	Cllr Jones	25 April
---	------------	----------

Footpaths and Rights of Way

Otterbourne Hill footpath: Cllr Stirrup had met with an officer from HCC regarding concerns raised about the metal railings and ground condition. HCC had agreed to replace any damaged railings and repair the HCC footpath where needed.

Stoney Chute footpath: Cllrs Stirrup and Jones assessed this as requiring care during use, but not dangerous. WCC would be informed if it deteriorated further.

Jubilee path: Cllr Stirrup had met with Simon Ward from Southern Water to investigate widening the kissing gate to allow access for motorised wheelchairs. Mr Ward had agreed to find out if it would be possible to simply remove the gate.

Permissive Path from Recreation Ground to Greenacres Amenity Land: Cllr Stirrup discussed the proposal with Mr Ward who agreed to try and determine the status of the current investigation.

To monitor and follow through as required for report to Council	Cllr Stirrup	20 May
---	--------------	--------

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

All points had been actioned or would be reported on during the meeting except the following:

Website: the HCC site was still causing concerns. It was agreed that Cllr Stirrup should examine the new website option and commence use as detailed in the 2014/15 budget.

To report back to Council on progress of the new website	Cllr Stirrup	20 May
--	--------------	--------

11. Report of the Finance and Administration Committee

a) Parish Accounts – cheques for payment, reconciliation, bank statements, analysis.

Cllr Kelly had approved the reconciliation with bank statements. The end of year analysis showed expenditure had finalised under budget largely due to the following items having sums provisioned, but not utilised: legal fees, play/youth area maintenance, Jubilee path maintenance, pavilion maintenance, youth facilities project, new dog and litter bins. Income had finalised under estimated provision due to funds not being drawn from reserves to balance the budget and the open space fund for the youth facilities project. The following amounts as agreed would be c/f to 2014/15: youth facilities project £9,448 (plus open spaces fund); War Memorial contributions £1,238; HCC War Memorial grant £300; reduction in Reserves to balance the 2014/15 budget £3,000. Balance remaining unallocated at end of year in the Lloyds Treasurer's account £921.

b) External Audit – to approve 2013/14 accounts to go forward for Annual Return Section 1
– to approve 2013/14 Annual Return Section 2 Statements 1-9

All Councillors had received the end of year accounts and reconciliation, together with a copy of the completed Annual Return Section 1. Proposed by Cllr Jones, seconded Cllr Stirrup and approved by Council for signing by the Chairman. All Councillors had received a copy of the Annual Return Section 2 Statements 1-9. The Finance and Administration Committee had addressed all statements in depth at the meeting 25 February 2014. All statements were affirmed by full Council. Proposed by Cllr Jones, seconded Cllr Stirrup and approved by Council for signing by the Chairman. The accounts would be presented for internal audit on 5 May before external audit.

To report back to Council after Internal Audit	Clerk	20 May
To place Notice of Audit and Right of Inspection on notice boards	Clerk	05 May
To place end of year accounts on the website	Cllr Stirrup	20 May

12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities

Youth Facilities – update on the project and to determine size and position of the new MUGA. Two site meetings had taken place. The final quotation from Kompan was required with details of the ground work and retaining wall specifications. The court had been agreed as full size 30 m x 15 m. The best position to fit the available space was agreed as extending to both east and west. The eastern extension entailed closure of one of the permissive footpaths through Oakwood Copse which was agreeable to SOCCT. Excavated soil from the site would be deposited in the adjoining land hole as agreed by SOCCT. Application for the Certificate of Lawful Development had been made. Compton & Shawford Parish Council had requested WCC to transfer £15,000 of its Open Space fund to Otterbourne, with potential for a further £5,000 depending on availability.

To clarify and receive final quotation from Kompan	Cllr Reeves	28 April
To present quotations and finance projection for project	Cllr Reeves	14 May
To commence Veolia application	Cllr Reeves/Clerk	20 May
To write letter of thanks to C&S Chair	Cllr Jones	20 May

ii) Football Pitch and Pavilion.

A complaint had been received that the new dugouts were remaining in position between games. Cllr Young had requested the Club to remove the dugouts as per the agreement.

b) SOCCT – proposal for expenditure (£137) of £400.00 towards upkeep of the woodlands. Proposed by Cllr Jones, seconded Cllr Reeves and approved by Council. Cllr Doherty did not take part in the voting.

To issue in May cheques for payment	Clerk	20 May
-------------------------------------	-------	--------

c) Parish Benches – update report

Cllr Doherty had completed an audit with Mrs Wrightson. The report proposed the following: to replace the Bourne Close bench and the bench next to the bus stop at the reservoir with new benches; to remove one bench from Cranbourne Drive for use as a replacement for the bench badly deteriorated on top of the reservoir; to replace the slats on the bench half way up Otterbourne Hill. Households in the vicinity of the benches concerned would be surveyed to gather views and laminated notices would be placed on the benches concerned.

To forward surveys	Cllr Doherty	20 May
To contact Bryan and ask for him to report to Cllr Doherty ref feasibility of moving Cranbourne Drive bench to reservoir and replacing slats to Otterbourne Hill bench	Clerk	20 May

d) Common – additional item

A complaint had been received regarding the lights surrounding The Otter PH and also use of the common by a coach party as an extended drinking area. The Clerk had advised Councillors Stirrup, Jones and Acton. The resident had been advised by the Clerk to check with WCC whether planning permission was required for the lights and to wait and see if the coach party using the common was a one-off.

e) Dog Bins – additional item

A dog bin audit was required to determine the way forward to reduce the costs of emptying in 2014/15. Cllr Stansbury advised that Mrs Wrightson might agree to help with the audit.

To approach Mrs Wrightson to assist in the audit	Cllr Stansbury	20 May
--	----------------	--------

f) Open Space verge alongside Rose Cottage – additional item

Cllr Jones advised that he wished to plant some of the Poppy seeds provided by WCC in this area. The seeds had been dispatched by WCC.

To plant seeds when received	Cllr Jones	
------------------------------	------------	--

13. Report of the Planning and Highways Committeea) Planning Applications and Decisions – as attached
6 Brooklyn Close – agreed to submit No Comment.

To submit comment to WCC	Clerk	25 April
--------------------------	-------	----------

b) Highwaysi) New PFI street lighting programme

Reports had been received of the new street lights causing concern by light infiltrating bedrooms. Parishioners were encouraged to contact HCC on telephone 0845 603 5633.

ii) Crossing point on Main Road opposite Meadowcroft Close exit and Williams Garage
This had been completed including red road markings to either side of the pinch point. It was decided a further red strip at the crossing point would not add any benefit.

iii) Cycle Hoops at Otterbourne Hill

Following the new cycle path improvement, HCC had advised it would install some cycle hoops at the eastern bus shelter.

iv) War Memorial – ratification of expenditure of £253.30 + VAT for Portland Stone bollards
Four additional bollards had been assessed as required to add to the 12 already ordered. Proposed by Cllr Jones, seconded Cllr Barton-Briddon and approved by Council. The Poppy seeds would be disbursed by the tree at the War Memorial in addition to f) above. Cllr Jones and the Working Party had dug out the roots of the conifers removed in readiness for the slab work and planting of the box hedging.

14. Annual Assembly – 7.30 pm Monday 12 May 2014 in the Village Hall. Items for inclusion to be received by 26 April: Cllrs Stansbury and Jones for War Memorial; Cllr Doherty for parish benches; Cllr Reeves for Youth Facilities project; Cllr Barton-Briddon for Lengthman.

To submit contributions to Cllr Jones for inclusion	All Cllrs	26 April
---	-----------	----------

15. Risk Assessment and Management

Play Park: Cllr Reeves reported that he had not been able to attend to the bolt on the see saw which had sheared off. It was considered safe for use, but ongoing needed attending to.

To try and attend to bolt	Cllr Jones	asap
---------------------------	------------	------

16. Any other business from Councillors – none received.**17. Date of next Parish Council meeting** – 20 May 2014 commencing 7.30 pm

Report of the Finance Committee 15 April 2014

a) Parish Accounts stand as follows

	£	£
	Current Statement Balance	Last Statement
Lloyds Treasurers	16,359.66	18,464.90
Co-operative Bank Current Account	0.75	0.75
Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %	25,000.00	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	<u>52,307.66</u>	54,412.90

Cheques for payment from Lloyds account 15 April 2014

2823 Royal Mail – PO Box	£ 313.01
2824 Mrs J Ayre – salary March	£ 765.98
2825 Mrs J Ayre – office and travel expenses	£ 81.90
2826 DEK Graphics – printing account	£ 14.62
2827 Hampshire ALC – annual subscription (incl NALC levy £70)	<u>£ 380.00</u>
	£1555.51

Planning Matters at 15 April 2014

Applications

Case No. 14/00630/FUL 25 April	6 Brooklyn Close, Otterbourne Single storey side extension to replace existing single storey extension and integrate garage as living space. No comment
-----------------------------------	---

Decisions

Case No. 14/00097/FUL	Otterbourne Grange Ltd Single storey side extension comprising 12 bedrooms with wetrooms, bathroom with conservatory, a nursing station and alterations. Application permitted.
Case No. 13/02558/HCS	R&W Wet Waste Transfer Station Poles lane, Otterbourne Retrospective and proposed variations to vary site layout of existing planning permission no 07/01815/HCC and 10/02625/HCC and associated conditions. Application to include minor associated development to improve safety to operational efficiency.

Appeals

Case No. 14/00015/REF	11 Meadowcroft Close, Otterbourne 3 no Monterey Pine to fell (T1, T5 and T6) Inspectorate Reference: APP/TPO/L1765/3768
-----------------------	---