

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 15 MAY 2012 AT 7.30 PM**

2024

The Annual Meeting of the Parish Council was postponed to 17 July 2012 due to the low numbers of Councillors present.

Present: Cllrs Acton (Acting Chair); Witcher; Doherty; Jones

In attendance: County Cllr C Bailey (to Item 9) Mr R Emery; 4 Parishioners; Clerk

- 1. Declaration of Interest:** None received.
- 2. Correspondence:** Folder passed to members for circulation during the month.
- 3. Apologies for Absence:** Cllrs Kelly, Barton-Briddon, Stirrup;
PCSO Michelle Gay; District Cllr J Warwick; District Cllr M Southgate.
- 4. Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 17 April 2012
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Doherty; seconded Cllr Witcher and approved and signed.
To record as accurate the Minutes of the Annual Assembly 17 April 2012
Minutes previously distributed to Councillors. Agreed as an accurate record by Cllrs Doherty and Acton to go forward to Parishioners at the 2012 Annual Assembly for approval.
- 5. Action Points and Matters arising on the Minutes and not discussed elsewhere**
All matters had been actioned or would be discussed during the meeting.
- 6. Police Report**
For the period 20/03/12 until 15/05/12: 3 criminal damage reports; 6 theft reports (4 from commercial premises).
- 7. Open Session for Parishioners**
There were no questions raised.
- 8. Co-option of two Councillors**
Three applicants: Richard Reeves, Mike Pechkaytis and Richard Stansbury were put forward. Richard Reeves and Richard Stansbury were co-opted onto the Council by voting procedure.

To receive signed forms and follow through with WCC	Clerk	asap
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- 9. County Councillor's Report (taken early after Item 5)**
As attached.
- 10. District Councillor's Report**
As attached. Note was made of the new website for reporting matters to WCC – My Council www.mycouncilservices.com.
- 11. Report of the Finance and Administration Committee**
 - a) Parish Accounts and Cheques for Payment
As attached. The first half year Precept of £15,138 had been received. The Allotment rentals of £724.45 had been received.

b) To approve and sign the Annual Return

The Annual Return Section 2 Annual Governance Statement had been approved by Council at the 20 March meeting. Section 1 Accounting Statements had been approved at the 17 April meeting. The completed Return and all documentation relating to it had been compiled and was approved by Council and signed off by the Chairman and Clerk. Statutory notices for Parishioner's right to inspection had been posted on Notice boards.

To send off Annual Return after completion of Internal Audit	Clerk	30 June
To provide annual accounts for webmaster	Clerk	19 June

c) Contractors – Health and Safety Risk Assessment

This would be taken forward during the month and reported at the July meeting.

To assess H&S for Contractors working for the Parish Council	Clerk/Cllr Jones	17 July
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12. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

Play Park and Youth Facilities: to receive Remedial Works Report following Annual Inspection. A lengthy schedule of works had been drawn up. The Handyman would be instructed to undertake minor works. Lappset and Monster Play had been contacted to determine the way forward relating to concerns for other pieces of equipment.

Grass: rabbit scratchings had been noted again and the Handyman would be instructed to fill divots.

Sleeper Wall: WCC had not provided help with drawing-up specifications for a block wall to replace the sleeper wall. They had given a web-site for a 'Terrafirma' block wall which would be considered.

Pavilion and Football Pitch: The dugouts had been removed. Requests for the goal mouths and roller to be removed had been made. The goal mouths would be secured at the rear of the pavilion; the roller was not possible to store at another point.

Complaints: a number of complaints had been received regarding use of the ground and these would be considered carefully in the near future.

Welcome Sign: approval was pending decision on style and consistency in signage.

Bollard: Proposal for expenditure of £75 for replacement boundary post: Proposed Cllr Whitcher, seconded Cllr Jones and approved.

To meet with Handyman for instruction of minor Remedial Works and filling rabbit scratchings.	Cllr Acton	17 July
To take forward meetings for Remedial Works with Equipment Suppliers	Cllr Acton	17 July
To take forward investigation for Sleeper Wall options	Cllr Acton	17 July
To take forward consideration of Complaints	Cllr Acton	17 July
To take forward welcome sign for approval	Cllr Acton	17 July
To instruct works for bollard replacement	Clerk	asap

b) Common – to receive reports on posts required for Chapel Lane

Instruction for eleven driven-in posts had been given for work to the sum of £300 and the work had been completed.

c) Open Spaces Area – to receive report on Greenacres Drive Amenity Land

The area had been dedicated as part of the 1997 Planning Agreement for the second phase of the development. It was held on a 21 year holding by the developer (6 years left to run) for further potential development. The land was damp and not suitable for additional sports facilities and the footpath from the Recreation Ground was currently inaccessible. Possible use of this potential extension of the recreation ground would be explored in the near future.

d) Elderfield Cricket Pitch

The Cricket Club had not provided detailed costings for an application for planning permission for access to the Cricket Pitch from Kiln Lane. Council agreed the final date for receiving this should be the July meeting or reassessment of use of the funds for other areas would be needed.

To follow up with Cricket Club and advise costings	Cllr Acton	17 July
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13. Report of the Planning and Highways Committee

a) Applications and Decisions

As attached. Of particular note: ‘Nairana’ – a response to the Applicant’s Appeal Grounds had been made to the Planning Inspectorate. It addressed concerns with regard the VDS, the land level and retention of remaining trees.

b) Lengthsman Scheme – update on works completed in the village

The Lengthsman had completed work on the footpaths and cut-through paths to restore widths along the lower part of the village from Sparrowgrove to Poles Lane roundabout. The amount of work proposed had been greater than realistically achieved, but this area of the village was notably improved and further work financed from the Precept would be considered in the future to supplement the scheme. The Lengthsman would visit again after rotation with the other Parishes during early August to work on other parts of the village.

c) Highways – to receive report on various works requested to pavements and verges

Work to sweep and clear the pavements along Poles Lane and Norlands Drive had been made. The wide verges along Main Road at Oakwood Avenue and Coles Mede roundabout had been requested for clearing back further towards fence/hedge line as the width of grass mown had become noticeably reduced. A meeting had been requested with HCC to inspect the work done by the Lengthsman and establish Highways responsibility for future maintenance.

To follow up with Neil Broadbent re Safety Barriers and Lengthsman’s work	Cllr Jones	17 July
To follow up with WCC re work to the verges and pavement	Cllr Jones	17 July

14. Report of Representatives to various bodies

Allotments

The gate off Chapel Lane was in need of replacement. The Allotment Association would find a contractor to undertake the works and advise if funds were needed.

Southampton Airport

The ILS upgrade had been postponed due to bad weather and the existing ILS equipment had been returned to service. The upgrade would continue in August. It was still important to register complaints regarding aircraft noise or deviation from flight paths.

15. Jubilee Projects

Path to Itchen Navigation: Southern Water had agreed to clear the side vegetation which would allow the path to dry out. Clancy Docwra had agreed to lay the gravel as supplied by the Parish Council. A proposal for an opening ceremony and a plaque would be considered. There was potential to widen the kissing gate to allow wheelchair access by moving the wooden (non-concreted) posts and a further grant from HCC could be explored to enable this. It was hoped Dick Oldham would continue with follow up to completion of works.

Proposal for Expenditure up to £800 from the Parish Council plus Countryside Access Grant of £1,385 and HCC Community Grant of £500. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council.

Oak Tree on the Common: A date of 21 July had been set when the Scouts were able to attend. Refreshments for the Scouts was being investigated. Two positions for the tree had been identified and WCC and the Tree Warden would be consulted for decision. A plaque would be arranged together with plaques for the other two memorial trees. It was proposed to ask one or more well-known local residents to undertake the planting. The Otter Public House and Local Residents were planning further celebratory activities on the day.

Proposal for Expenditure up to £700 proposed by Cllr Jones, seconded Cllr Doherty and approved by Council.

To progress Jubilee Oak Tree Project and report	Cllr Acton	17 July
To receive report from Dick Oldham for Jubilee Path	Clerk	17 July

16. Risk Assessment and Management

Items already noted in the Minutes:

Play Park and Youth Facilities Inspection Report
Health & Safety for Contractors

17. Any other business from Councillors

Use of the Recreation Ground by a local fitness operator had been requested for up to 12 persons once a week on a Tuesday morning. The activities would take place along the eastern edge of the ground and there would be no music. Cllr Acton agreed to investigate the operator's requirements and determine the potential client base, with report to Councillors for a decision on whether to allow over a trial period and make charge.

To contact Operator and report back to Councillors	Cllr Acton	asap
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18. Date of next meeting

17 July 2012 commencing at 7.30 pm in the John and Betty Mobbs Room of the Village Hall. A Working Party of member to both Recreation and Amenities Committee and Planning and Highways Committee was planned for 19 June in the Bianchi Room of the Village Hall. It was hoped that all new Councillors might be able to attend.

Finance Committee Report 15 May 2012

a) **Parish Accounts stand as follows**

	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	19,938.37	7,553.82
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 2.156%	15,000.00	
Co-operative Investment a/c 3 mth to 27/07/12 @ 1.53%	<u>20,385.91</u>	<u>35,251.33</u>
Total Balance	55,324.88	42,805.75

Cheques for payment on 15 May 2012 from Lloyds TSB Treasurer's Account

2593	Mrs J Ayre – salary April	721.94
2594	Mrs J Ayre – reimbursement of office and travel	116.50
2595	Southern Water – Oakwood Park standpipes Oct-Dec	13.55
2596	MJT Decorating Ltd – relocation of SLR sign	96.00
2597	CPRE – annual subscription	29.00
2598	Chubb – pavilion security annual maintenance service	171.47
2599	British Gas – pavilion boiler annual maintenance service	216.97
2600	Mrs M Gaines – bus shelter cleaning April	106.98
2601	CPRE – Itchen Navigation walk event	<u>6.00</u>
		1478.41

Planning Matters for Consideration in May 2012

Applications and Closing Dates for Comments

Case No. 12/00973/TPO
26 May 2012

5 Oakwood Close, Otterbourne
1 no Conifer fell.

Comment: Concern regarding loss of a substantial tree. Request for WCC to visit and determine.

Case No. 12/00854/FUL
22 May

Cedar Lodge, 143 Pitmore Road, Eastleigh
1 no detached dwelling

Comment: Objection with request for determination by Committee

Case No. 12/00946/FUL
24 May

89 Cranbourne Drive, Otterbourne
Sun lounge extension

Decisions

Case No. 09/02505/FUL

Applewood Cottage, 1 Park Lane, Otterbourne
Raise roof of garage to create games guest room,
convert ground floor to gym and store

Application refused.

Case No. 12/00429/FUL

17 Coles Mede, Otterbourne
Amendment to permitted permission for 11/02627/FUL.
Reposition of double garage. **Application permitted.**

Appeals and Closing Dates for Comments

Case No. 11/02987/FUL
4 May

Nairana, Main Road, Otterbourne
Planning Inspectorate Ref: APP/L1765/A/12/2172873/NWF
Demolition of existing dwelling and erection of 1 no four
bedroom and 1 no two bedroom detached dwellings with
associated parking and landscaping

Comment submitted. Concerns raised in VDS have been ignored. Concern regarding the level of the house in relation to the neighbouring property and at the village gateway.

Report from County Councillor Charlotte Bailey

Congratulations to Mike Southgate on his election as a City Councillor. I look forward to working with him.

Drainage

The flooding problems near the church and school are still not resolved. The jetting lorry came and cleared the pipes of debris but it is clear that the water is not reaching the drainage system along the main road. It is thought that the numerous other services along the main road have chopped the drainage pipe. It is proposed to dig up the road from the gully to the main road and thread a new pipe between the services. Unfortunate as the road has not been resurfaced long but hopefully will solve the problem.

Lengthsman scheme

I was part of the interview panel for our Parish Lengthsman and Chris Sparkes was appointed. He has experience of working with Parish Councils and has started well in Otterbourne clearing pavements.

Otterbourne FootPath 12

Thank you to local residents who alerted me and another County Cllr to works being carried out near the footpath at grange Drive. The signs put up were removed and the works done inspected to make sure they did not impinge on the footpath.

Kiln Lane

Investigations are still ongoing about possible encroachment in Kiln Lane. Both Legal and Highways officers have met this week and will keep the Parish Council informed.

Community Speedwatch

I have had talks with PC Emily Robins who has taken over the Community Speedwatch brief and she is keen to get parishes to help each other in sharing speed guns and expertise. Do contact her to discuss possibilities.

School Places Plan

Winchester schools have been feeling the pressure of their success. This September 74 more places will be provided throughout the Winchester town area by expanding 5 of the schools. Otterbourne school has an intake of up to 30 children and will not be asked to expand further, ensuring that the children continue to benefit from a good education. There is a consultation on the Winchester provision of places on <http://www3.hants.gov.uk/winchesterprimaryplaces> and the closing date to return your comments is Friday 15 June.

County Councillor Grants

Grants are once again available for community projects. Contact me or go to the HCC website.

Music Hub for Hampshire

The Arts Council has recognised the high quality of music making produced by HCC's Music Service and that department will be the Lead Partner in Hampshire's Music Education Hub. Andrew Lloyd Webber will be the hub champion. The Hub will ensure that many thousands of our pupils will have the chance to participate in a wide range of excellent musical performances. As an example about 500 Hampshire children will travel to Birmingham in the summer to perform in the National Festival of Music for Youth. These include the Hampshire County Youth Band, The Hampshire String Quartet, Hampshire Taiko - Japanese drums, Basingstoke Area Youth Wind Orchestra, North East Hampshire String Orchestra, The Award Scheme Saxophone, Quartet, and County Bands Percussion Ensemble.

Report to Otterbourne Parish Council 15th May 2012

1. Winchester City Council Election Results 2012

The make up of the council following the District Elections is

Independent = 1

Labour = 2

Liberal Democrat = 25

Conservative = 29

2. Guidance by Hampshire Constabulary on unauthorised encampment on land

To note the contents of the attached letter –this summarises the action the police are advised to follow in response to the unauthorised occupation of land within the area of Hampshire Constabulary.

3. Reporting to Winchester City Council –My Council Services

A new website for reporting all sorts of incidents is being trialed by Winchester City Council. The website can be found on www.mycouncilservices.com and you will need to register the first time you use this. The site can be used to report anything from abandoned vehicles, fly tipping, litter, and missed bins to pests, potholes and problems with public conveniences.

Alternatively these reports may be directed by telephone either to WCC Customer Services on 01962 840222 to the Neighbourhood Wardens on 0800 389 6274.

4. Winchester City Council -Small Grants Scheme 2012

The deadline for the first round of grant applications was 4th May 2012 however the deadline for second round of applications for amounts up to £500 is 7th September 2012. Suggestions for applications include improving access to services, the wellbeing of older persons and reducing the carbon footprint. The application form may be downloaded via the WCC website: www.winchester.gov.uk/smallgrants

5. Best of British –Any Questions?

The line up for the opening event of the Best of British festival taking place on May 25th will be Michael Grade, Lindsey Hilsum, Martin Bell (ex foreign affairs BBC) and Peter Sissons. Tickets are priced at £10 are on sale from the Theatre Royal box office 01962 840440. People are asked to submit their questions about British broadcasting in advance via the Festival website: www.bestofbritishfestival.com/ask-question

Cllrs Mike Southgate and Jan Warwick May 2012