

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, MONDAY 15 JULY 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Stafford (C); Stirrup; Calliste; Reese; Rodford; Hawkins

In attendance: County Cllr Jan Warwick (from 8.45 pm); District Cllr Hannah Williams; District Cllr Brian Laming; Ron Emery; 2 Parishioners, Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Moody. Cllr Warwick for late arrival. Cllr Williams had tendered her resignation on the Parish Council and the Chairman thanked her for her past work.
3. **Minutes of Meetings** – to approve the Minutes of the Parish Council meeting 21 May 2019. The Minutes had been circulated with the Agenda and were taken as read: proposed by Cllr Stirrup; seconded Cllr Reese, agreed as a true record and signed by the Chairman.
4. **Action Points and Matters arising from Minutes**
All matters had been actioned or would be addressed in the meeting except as follows:
9. Thornden School re. cycling on the pavement: Cllr Stafford had written to the Headteacher and received response that the matter would be addressed with pupils before the end of the summer term and also at commencement of the new autumn term.
13. b) i) Shared speed sign and 2019 schedule: the Lead Clerk had advised the new battery and charger had been ordered and the sign was ready for continuance of the schedule.
11. c) Parish benches – Cllr Stafford had attended to the last bench cleaning on Poles Lane. The contract for cleaning the bus shelters and notice boards had been extended to include the benches. Grass & Grounds had been asked to blow grass cuttings away from street amenities. From the Annual Assembly Minutes
The Clerk had written to the Methodist Church re. security of Elderfield and the rear of the site had since been secured with fencing.
5. **County Councillor’s Report (taken after Item 14)**
Report at end of the Minutes. Cllr Stirrup made request for the two white line lengths on north side of Boyatt Lane to be joined in order to restrict parking along the whole length. Cllr Reese asked if the new date for top dressing of Greenacres Drive could be advised as it had been scheduled for March. Cllr Rodford asked if the wooden fence on Otterbourne Hill could be checked for soundness. Cllr Warwick agreed to forward and advise in due course. The Chairman thanked Cllr Warwick for all of her past work and support as District Councillor.
6. **District Councillor’s Report**
Report at end of the Minutes. Eastleigh Local Plan: Cllr Stafford advised he was arranging a meeting with John Lauwreys, Chairman of ADD, to include the County and District Councillors.
7. **Local Crime Report**
The latest figures available for May were 7 incidents reported within Otterbourne village: 2 anti-social behaviour; 1 drugs related; 4 violent/sexual offences; and within 1 mile of the village boundary: 1 criminal damage; 1 other theft; 1 burglary.

8. Open Session for Parishioners – meeting closed by Chairman for this item

A parishioner raised the recent Beer Festival held by The Otter PH regarding noise generated until 2 am. Cllr Stirrup advised this was understood to be from a neighbouring house.

9. Vacancy for a Councillor

Following the resignation of Cllr Williams, the statutory notice had been published and after 14 working days if a by-election had not been called the Council could co-opt a new member at the September meeting. There were currently two applicants, but more could come forward and the decision would be determined by vote.

To update Chairman before 21 September on applicants and to Agenda	Clerk	15 Sept
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10. Review of Committees and Responsibilities

A new Schedule had been circulated to all Councillors prior to the meeting and was agreed.

To update on the website	Cllr Stirrup	asap
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11. Report of Representatives to Various Bodies

Allotments: Ron Emery advised that a complaint had been received about the number of bonfires. He had spoken with the resident and suggested burning might be agreed for evening times only. The matter would be kept under review and raised at the next Committee meeting. Footpath 11 needed cutting back and the trees on Boyatt Lane verge were obstructing the footpath. Cllr Hawkins advised both of these matters were on the Lengthsman's worksheet as priorities. SOCCT: provision of new notice boards with educational information was being investigated. Twyford PPG: a new representative was required.

To advertise position on the notice boards and in the parish news	Clerk	asap
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12. Report of the Planning and Highways Committeea) Planning

Applications and Decisions – Schedule with Comments at end of the Minutes. A further application had been received for Change of Use at Richmond House, Otterbourne.

To forward to all Councillors for comment by due date	Cllr Rodford	4 Aug
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b) Highways

i) Speed Sign – to receive update on proposal to purchase new speed sign for the village. A report from Cllrs Rodford and Stafford was received. Both Durley and Upham Parish Councils had purchased the Evolis sign. It was agreed the mobile battery option vs solar was the most practical for manoeuvrability between sites. Total cost, estimated £1,752 plus VAT including four batteries was well within the budget provision. The Evolis sign was agreed in principle for purchase, pending authorisation from HCC and quotes from a contractor for movement.

To arrange site meeting and forward for proposal in September	Cllr Rodford	asap
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ii) Lengthsman – to receive worksheet for the 24 July visit

Cllr Hawkins had put together a full worksheet with priorities to clear overhanging vegetation obstructing signs and footpaths.

To submit worksheet to clerk for forwarding to Lengthsman	Cllr Hawkins	16 July
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c) Community Project

i) to receive update on 'Otterbourne in Bloom'.

Cllr Stafford reported in Cllr Moody's absence. Initial meetings had been held with Councillors and some Parishioners and support gained to forward the idea. The next phase included identifying the scope of the undertaking, including areas to be improved such as entry points to the village and key points within; investigating potential sponsors (up to 20 local business concerns); and identifying where assistance could be obtained such as the Conservation group, Allotments Association, Village Hall Committee, St Matthew's Church group, Wednesday Conservation Group, WI and Gardening Club. An initial clear-up of the proposed areas would be needed and volunteers would be sought from within the village and the Wednesday Conservation Club. The project needed to be sustainable and with potential for improvement over future years. Council agreed a letter drop to all households, contacting the Wednesday Conservation Group and approaching potential sponsors with further discussion on way forward in September.

To write letter for households, contact Wednesday Conservation Group and approach sponsors.	Cllrs Moody/ Stafford	20 Aug
To Agenda item for 17 September	Clerk	12 Sept

ii) Village involvement in 75th Anniversary of VE Day on 8 May 2020.

This was broadly envisaged as participation by the village and its community groups, the church, school, village hall and potentially local businesses in research and educational aspects and to initiate and take part in social events. It was agreed that Cllr Stafford would seek volunteers from within the village who might wish to lead on this project and to include it in the household letter drop planned for the summer.

To write letter for households	Cllr Stafford	20 Aug
To Agenda item for 17 September	Clerk	12 Sept

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

i) General – proposal for expenditure of £245 plus VAT for seven replacement posts. Proposed by Cllr Rodford, seconded Cllr Reese and agreed by Council.

To instruct with the work.	Clerk	asap
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ii) Play Park and Youth Facilities

– to receive annual safety inspection report and action report.

There were no high risk items in the inspection report. The signs on the gates had been attended to and a new gate spring ordered. Cllrs Reese and Calliste had arranged to meet on site to prepare the action report of other matters for the Clerk's attention.

To obtain quotations for the work as advised.	Clerk	asap
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– to discuss options for CCTV installation and potential for grant support.

Cllrs Reese and Calliste had arranged to meet on site with a CCTV contractor to explore potential sites and gain an overview of costs.

To report back to Council by email to determine if feasible	Cllrs Reese/Calliste	asap
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iii) Colden Common Football Club

– to note decision taken prior to the meeting re. youth team and Sunday play.

The Club had been approached by an existing under 16's youth team wanting to join a senior club and they had asked for the Parish Council's agreement for the youth team to play seven matches on Sundays at Oakwood Park. Council had considered the matter and refused the request. When the various options for the recreation ground and pavilion tenancy had been considered it was evident Sunday play was not agreeable to local residents and several youth teams had been rejected because of this. Whilst Councillors would like to encourage youth football, it was important to balance the use of the recreation ground and needs of all residents.

– to discuss proposed request for increase in car parking onto Southern Water field.

Council agreed its preferred option was for the Club to explore and use various other car parking facilities and areas in the village, rather than to extend the car park into the field. The item was first to be decided by Southern Water prior to any further consideration by Council.

– to discuss the offer of goalposts for the practice area.

The Club was proposing to replace its current goal posts, following which they would be stored off the pitch between matches. In the interim, the netting had been removed when not in use as a safety precaution. Council agreed that one of the current goal posts would be a useful addition for residents on the east side of practice area. It was agreed not to site the second goal post on the west side as this could cause a football hazard for the Play Park.

To notify the Club, accepting offer of one goal post as above. To ask for removal of the second from the ground, together with the former old goal post which was no longer stable.	Cllr Stafford	20 Aug
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iv) Pavilion

– to receive report on fire safety inspection and update on exterior door quotes.

Cllr Stansbury was not present to report. The Clerk reported that the inspections were in hand and the door quotes being obtained.

To forward and report at the September meeting	Cllr Stansbury	20 Aug
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– to receive update on proposal for exterior AED cabinet and grant application status. District Cllr Williams agreed to examine options for grant funding.

To liaise with Cllr Williams and report to September meeting	Cllr Rodford	17 Sept
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– to discuss request from CCFC for alterations to increase storage space.

The Club had made request to increase the size of the two cupboards in the 'Away' changing room. Council agreed the request with caveat that the work would be carried out by the Club to a professional standard and it would be returned to the original size and condition at the end of the tenancy at no cost to the Parish Council if so wished.

To write to CCFC with agreement and caveat	Cllr Stafford	asap
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b) Common

– proposal for expenditure of up to £178 for replacement posts.

Cllr Stirrup reported that only one post was needed for security, but they would improve the overall appearance of the common. Proposed Cllr Reese, seconded Cllr Rodford and agreed.

To instruct with the work	Clerk	asap
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– report on The Otter PH Beer Festival and proposed event for September.
Cllr Stirrup reported that one complaint had been received after the Beer Festival about the picnic tables not being removed promptly. The Landlord of The Otter had advised that a Gin Festival was being proposed in September for which picnic tables would not be used. Cllr Stirrup had advised the Landlord to obtain consent from WCC for any matters connected with use of the common, prior to informing the Parish Council further.

c) Amenities

– to approve the parish benches cleaning contract.

Mr Webster had agreed to increase his contract to include cleaning the parish benches in rotation with the notice boards and the bus shelters. Council approved the increase in the annual contract price which would be funded from the parish benches maintenance budget.

– to receive update on the proposed listing of the War Memorial.

Cllr Stansbury was not present to report.

To c/f the item for September meeting	Clerk	12 Sept
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14. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts, Reconciliation, Quarterly Budget Analysis

The financial statement and payments and receipts had been circulated with the Agenda and was noted. The accounts and reconciliation had been approved by the Finance Chair. Funds remaining in the Lengthsman's account had been transferred to the Lead Parish. The first quarter budget analysis was presented and income and expenditure was progressing in line with provision. Individual items with provision set aside and as yet unused were highlighted.

b) Notice of Electors Rights for Inspection of Accounts

This was on the notice boards and website from 17 June to 26 July.

c) Website and Communication – to receive proposals.

Cllr Calliste reported that work to refresh the website was progressing well. It was proposed to move the website from the existing host platform and set up a new account in the Parish Council's name. Under the new Content Management System (CMS) it would be possible to manage and access the content within the website at different authorised levels. Archived material would be independent of the website system and held in the cloud. A new email alert system was also proposed using mailchimp. Cllr Stirrup and the Clerk requested further information on the proposed changes to address any concerns.

To update Cllr Stirrup and the Clerk on proposals	Cllr Calliste	20 Aug
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15. Risk Assessment and Management. Nothing reported.

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

NHS 'Leigh House' event on Sunday 21 July. This had been agreed by Council within the parameters of use between 11.30-17.30 for 35-60 people as a family event. There would not be alcohol on sale, any music would be kept to a reasonable level and bouncy castles/inflatables were not permitted. The pavilion had been agreed for use by CCFC.

To undertake risk assessment of the ground before and after	Cllr Reese	21 July
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Cllr Rodford advised there was a consultation in September by the Police and Crime Commissioner for any matters the Council may wish to raise.

17. Date of next Parish Council meeting – Tuesday 17 September commencing 7.30 pm.
Meeting closed at 9.05 pm

Schedule of Planning Applications and Decisions

Planning Applications

- Case No. 19/01222/FUL
22 July
Old Deeds, Main Road, Otterbourne
Replacement of existing bungalow with 4 no 3 bedroom semi-detached houses with cycle and bin storage, vehicular access and landscaping.
Comment: The site lends itself to further development, but the proposal is considered over-development. It would be more appropriate for site density to be two x 2 or 3 bedroom homes which would enable more outside space and reduce the pressure on the existing trees/root protection areas and infrastructure, such as sewers and drains. The lower density would also reduce the number of vehicles from 8 to 4 to enable a good turning area on site. This is important as the access road to the site, Cranbury Close, is routinely utilised for parking by residents of the neighbouring properties and the road is almost permanently reduced to single car width. The current proposal is not supported, but development of the site would be supported with reduced density of two x 2 or 3 bed dwellings.
- Case No. 19/01158/TPO
9 July
39 Oakwood Avenue, Otterbourne
Sycamore (T1) - remove 3 limbs towards house.
Sycamore (T2, T3) - reduce over garden by 2m.
Comment: no concern, but to limit pruning to only branches 150 mm diameter in order to ensure the long term health of the tree.
- Case No. 19/01093/TPO
Oakwood Lodge, Oakwood Close, Otterbourne
Carry out works as outlined in attached survey. **No comment**
- Case No. 19/01380/FUL
5 August
Change of Use of ground and first floors to Beauty Salon and alterations to fenestration. **To be determined.**

Decisions

- Case No: 19/00794/FUL
Roselea, Highbridge Road, Highbridge
Equestrian use of part of the land for keeping and grazing of horses for private use including: access track, turning area for the towed horse-box, 3 stables and storage/tack room, proposed larger stable with adjoining covered hay-store, aquifer inspection chamber.
(all Retrospective) **Application permitted**
- Case No. 19/00516/FUL
Riverside, Highbridge Road, Eastleigh
Variation of condition 2 of planning permission (16/01993/FUL) to allow siting of additional single mobile home and replacement utility building. **Application permitted**

Schedule of Parish Accounts, Payments and Receipts

<u>Parish Council Bank Statements at 30/06/19</u>	£
Lloyds Treasurer's account	13,113.98
Lloyds 6 month investment account at 1% to 28/10/19	10,000.00
Lloyds 12 month investment account at 1.25% to 25/03/2020	<u>26,190.99</u>
Total	49,304.97
<u>Lengthsman Bank Statement at 30/06/19</u>	
Balance transferred to Colden Common PC as Scheme Administrator	0
<u>June Payments and Receipts</u>	
Parish Council cheque payments totalled	0
Parish Council online banking payments totalled	2,126.32
Lengthsman payments totalled	864.00
Lengthsman transfer to Lead Parish	981.35
<u>July Payments and Receipts</u>	
Parish Council cheque payments totalled	345.69
Parish Council online banking payments totalled	1,402.08

A copy of the Payments and Receipts Schedule may be requested from the Clerk.

**OTTERBOURNE PARISH COUNCIL
COMMITTEES, RESPONSIBILITIES, REPRESENTATIVES**

Council Members

Kevin Stafford (Chairman); David Stirrup (Vice-Chair); Joel Calliste; Carol Hawkins; Lesley Moody; Katherine Reese; Tracy Rodford; Richard Stansbury

Committee Members and Responsibilities

The Chairman and Vice-Chair shall be ex-officio members of every Committee

Finance, Administration and Staff Committee

All Councillors are involved for Finance matters

Staff Matters:

Website:

Cllr Moody (Chair)

Cllr Moody and Cllr Stirrup

Cllr Stirrup and Cllr Calliste

Planning and Highways Committee

All Councillors are involved for Planning matters

Highways:

Lengthsman:

Street Amenities:

Footpaths and Rights of Way:

Cllr Rodford (Chair)

Cllr Rodford and Cllr Hawkins

Cllr Hawkins

Cllr Calliste

Cllr Hawkins

Recreation and Amenities Committee

Play Park and Youth Facilities:

Sports Pavilion:

Football Club:

Common:

Cllr Reese (Chair)

Cllr Reese and Cllr Calliste

Cllr Stansbury and Cllr Moody

Cllr Stafford and Cllr Moody

Cllr Stirrup

Representatives to Various Bodies reporting to Council and Other Responsibilities

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Otterbourne School:

Twyford Patient Participation Group:

Winchester Passenger Transport Group:

Winchester Action on Climate Change:

Sparrowgrove and Oakwood Copse Conservation Trust:

Parish Police Partnership:

Neighbourhood Watch:

Tree Warden:

Otterbourne in Bloom

75th Anniversary V.E Day Celebrations

Cllr Stafford and Mr R Emery

Cllr Stirrup

Cllr Stansbury and Mrs V Etteridge

Cllr Stafford

Planning & Highways Committee

Dist Cllr Williams

Dist Cllr Williams

Cllr Rodford

Mr J Romero

Mr D Cox

Cllr Moody

15/07/2019

**Hampshire County Council Report
Cllr Jan Warwick July 2019**

Locally

I am still waiting for the **CIL funding** decision from Winchester City Council following my application to funding the zebra crossing outside the Nisa store on Main Rd. I have also asked HCC officers to scope speed reduction options on the approach to the crossing point from the south.

I have supported the **Friends of Otterbourne School** with a grant of £500 towards the purchase of a new interactive white board.

Poles Lane Hampshire Police's safety unit will continue to deploy the mobile speed detection unit at both the 30mph zone (east end) and at the national speed limit length (west end)

Traffic engineers have also been asked to review the lines on the recently resurfaced **Boyatt Lane**.

The first official Hampshire day took place at a special ceremony at the great hall in Winchester. The Lord-Lieutenant of Hampshire, Nigel Atkinson, hosted the event on Monday July 15 - the feast day of St Swithun - the patron saint of Winchester Cathedral. July 15 is now designated as 'Hampshire Day' to provide an annual opportunity for people across the county to share in celebrating Hampshire's rich history, its traditions, and diverse culture.

Protecting Wildlife in the Verges Many verges across Hampshire offer a vital refuge for rare species of plants and other wildlife. Rural grass verges are cut once a year, usually during summer, with the cutting of some verges is timed to allow rare species to flower and seed. Almost 200 of these verges are home to bees, butterflies and moths that rely on flower rich grassland to provide a source of nectar and pollen. Protected species (such as orchids, Cudweed, Tower Mustard, glow worms and Lychnis moth caterpillars) need to remain uncut throughout their flowering and seeding seasons, so they can survive and reproduce. Protected areas are cut in April and/or late September, depending on the species present.

Surface Dressing helps protect the road surface by providing a waterproof seal to prevent potholes and restore any lost skid resistance. Surface dressing treatments are applied when the road is dry. It is a quick process with most sites taking less than a day to complete. A thin layer of new stone chippings improves skid resistance and also reduces the risk of aquaplaning. The road is swept to remove loose chippings as soon as possible after treatment and before the road markings are repainted. Issues that relate to surface dressing operations can be addressed by the Customer Contact Centre on 0300 555 1388.

Thinking about volunteering at Sir Harold Hillier Gardens? The gardens are an unrivalled collection of trees and shrubs set in 180 acres near Romsey, in Hampshire. If you have a few hours to spare on a regular basis then please do consider volunteering. There are opportunities both inside and outside and no previous experience is required. For further information is available from the Volunteer Co-ordinator on 01794 369305

Ofsted have graded **Hampshire County Council's Children's Service** as outstanding in all areas. The service received the top score for overall effectiveness, the impact of leaders on social work practices, for children who need help and protection, and those in care and care leavers. The report found that social workers are highly skilled at building meaningful relationships with children. It also highlighted the council's political and corporate support as well as financial investment. Hampshire's response to vulnerable young people at risk of exploitation is described as highly effective.

District Councillors' Report July 2019

M3 Diversions

There were road closures between Junctions 3 and 4, from 10pm on Friday 28 June to 5am on Monday 1 July, as the work was complex and required full road closures. We will continue to work with the Parishes and residents to make sure that the impact of these is minimal and that Highways England are aware of the impact they have on Parishioners lives. We have been working with HCC to arrange a meeting about the M3 diversions that will impact our communities when the work on the smart motorway commences - no date has been set as yet as it has proved difficult to get a date.

Eastleigh Local Plan

Cllr Lucille Thompson Leader of Winchester City council has written to Eastleigh in relation to the proposed development stating that the change of administration has not changed WCC view on the development. We are bound by the Government to find 'common ground' but that is not the same as agreement. The City Council will be reaching out to Parish Councils affected and to organisations like ADD to ensure that they are properly represented.

Waste and Recycling

Over the last few weeks Cllr Lynda Murphy has been working hard With Cllr Lucille Thompson to ensure that the problems that resulted because of the ending of the contract with East Hampshire and the short term contract with BIFFA had been rectified. Key members of Council Staff have been working with Councillors to ensure that the service we get is the one the people of the district deserve. The issues have been resolved and any waste backlogs have been cleared.

On the issues of recycling many parishioners will have received a leaflet informing them about the new glass recycling collection that will go live in October. They will have been informed that there may be a change to their collection days of a result. There will be two more communications about this issue to ensure people are ready for the kerbside recycling.

Our drive as a District Council is to reduce waste and increase recycling and this has been an issue with rates for recycling dropping over the last 8 years. There has also been an increase in fly tipping and the impact that this causes to communities. If you see fly tipping use the your Gov app and report it. Or go to the City Council Website to report issues.

Otterbourne

Cllr Williams has been working with residents in Sparrowgrove who have had issues with parking and since the new road resurface have had lines replaced residents want yellow lines in key areas. Cllr Williams will continue to monitor the situation working with Southern House and WCC to ensure that the right measures are put in place. Cllr Bell and Williams have been working with the Enforcement department to try and get the caravan in the field off Waterworks Road removed. It should be removed by the end of August, we will continue to monitor this situation. Cllr Williams and Laming have been working with residents on Boyatt Lane and issues relating to parking, we are continuing to work with officers and monitoring the situation.