

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 2104**  
**OTTERBOURNE VILLAGE HALL – 16 APRIL 2013 AT 6.30 PM**

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

**In attendance:** Mr R Emery; Mr S Young (to item 7); 2 Parishioners; Clerk

1. **Declaration of Interest:** None received
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** Mrs K Mantell; District Cllr M Southgate; District Cllr J Warwick

**4. Minutes of the Meeting**

To approve the Minutes of the Parish Council Meeting 19 March 2013

Minutes previously distributed to all Councillors. Proposed as an accurate record by Cllr Doherty; seconded Cllr Barton-Briddon and approved for signing by the Chair.

**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 except the following.

To follow-up with Elderfield for village litter pick and report	Cllr Acton	21 May
To advise on progress of Sponder's Mede garden waste	Cllr Stansbury	21 May
To follow-up with residents of Cranbourne Drive	Cllr Jones	21 May
To liaise with PCSO regarding dog fouling penalty notices	Cllr Acton	ongoing
To liaise with residents regarding Knotweed	Cllr Acton/Cllr Jones	21 May
To contact residents confirming details for Emergency Plan	Cllr Jones	21 May
To Agenda donation to PCC for St Matthew's Church turret	Clerk	21 May

**6. Open Session for Parishioners**

A parishioner raised concern regarding the potential development of land east of Main Road south of The Old Forge restaurant. The concern involved loss of countryside as a visual amenity to the village, wildlife habitat and wildlife destruction. The Chair advised that a Parish Survey would be undertaken to establish whether the village wanted further development and a Public Meeting would be held prior to Parish Council comment regarding any application which might be received from WCC.

**7. Co-option of a Councillor – Mr Stephen Young**

Proposed by Cllr Acton, seconded Cllr Barton-Briddon and unanimously agreed.

To provide Acceptance of Office and Code of Conduct forms	Clerk	asap
To send signed forms to WCC	Clerk	asap

**8. Report of the Finance and Administration Committee**

a) Parish accounts, cheques for payment, reconciliation and bank statements

The reconciliation and bank statements were approved by the Finance Chair.

b) Reallocation of budget for 2013/14 reducing £1,000 from Planning and Highways budget and reallocating to Recreation and Amenities (item 10 a) refers

Quotations for the pavilion exterior painting and maintenance had been received in excess of budget allowed. The reallocation had been agreed by the Planning and Highways Chair.

Proposed Cllr Acton, seconded Cllr Barton-Bridson and approved by Council.

c) External Audit –

i) to approve 2012/13 accounts to go forward for Section 1 of the Annual Return.

The end of year accounts and reconciliation had previously been distributed to all Councillors. Council approved the unaudited accounts and reconciliation to go forward for completion of Section 1 of the Annual Return.

To complete annual audit with Internal Auditor	Clerk	07 May
To provide annual accounts for webmaster	Clerk	21 May

ii) to approve 2012/13 Section 2 Statements 1-9 of the Annual Return

The Finance Committee had addressed Statements 2-9 at the Finance Committee Meeting 11 February 2013 and recommended approval. Full Council approval was received that all Statements 1-9 had been met. The Annual Return was completed and signed off by the Chairman and Clerk.

To send off Annual Return after completion of Internal Audit	Clerk	30 June
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d) Village Survey – to approve funding of a village survey of up to £1,450 from reserves not called upon in the 2012/13 budget, pending outcome of a grant application to Awards to All  
The undertaking of a village survey followed an approach by a landowner in March 2013 for potential development in the village. The item had not received any budget set aside for 2013/14. An amount from short-term reserves had not been required for the 2012/13 budget and it was proposed to utilize this. Proposed by Cllr Kelly, seconded Cllr Acton and approved by Council.

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

a) Application and Decisions – as attached.

b) Lengthsman Scheme – to approve extension of Otterbourne as Lead Parish, pending approval by another parish to undertake the Lead for Year 2 of the Scheme.

It had been anticipated that another Parish would be taking on the Lead, but negotiations with their Clerk had fallen through due to personal reasons. The Clerk would make new approach to Associate Parishes to request one of them to undertake the Lead. Council agreed to sign the Contracts with the Lengthsman and HCC in order to progress the Scheme in readiness for commencement 1 May.

To follow-up with Associate Parishes	Clerk	asap
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**10. Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

*Proposal for expenditure of up to £1,950+VAT for pavilion exterior painting and maintenance.*

Three quotations had been received, all of which had exceeded expectation of costs. An amount of £1000 had been reallocated from the Planning and Highways hedge/tree budget in order to cover the additional cost. A further look at costs and quotations would be made.

The work was required within dates when the pavilion was not in use by the Club or PCC: 18 May – 23 June. Proposed by Cllr Acton, seconded Cllr Doherty and approved by Council. A complaint had been received about the dug-outs not being removed and that a second grass roller had been sited on the ground.

To look at costs and quotations again including electricity box repairs.	Cllr Acton	asap
To meet with Club Chairman and raise matters.	Cllr Acton/Cllr Jones	21 May

b) Open Spaces

WCC was still undertaking the legal transfer of the land. Southern Water was establishing ownership of its land. Options would be discussed with Southern Water regarding a linking path from the open space to the recreation ground. Several letters of concern had been received from local residents.

To progress with WCC and SW	Cllr Acton/Cllr Stirrup	ongoing
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c) Otterbourne Common

The bund on Red Lane had been repaired. A meeting with Biffa regarding refuse vehicle movement along Chapel Lane had been arranged to reduce damage to the bund. A report of several posts requiring replacement/reinstatement was received. Concern had been raised regarding the amount of dog fouling on the Common, particularly in relation to holding a village event. A concern regarding parking in front of the notice boards on Boyatt Lane had been raised by a Parishioner as it caused obstruction of view from Chapel Lane exit.

To report on meeting with Biffa	Cllr Stirrup	21 May
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d) Elderfield Cricket Pitch

This was progressing and would soon be ready for submission to HCC Highways.

**11. Report of Representatives to various bodies**

Allotments Association

The annual rents had been received and remitted to the Clerk.

To bank the rent cheque	Clerk	asap
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**12. Risk Assessment and Management**

A report was made about a leaning fence panel at the exit of the footpath from Meadowcroft Close to Main Road.

To call on householder and advise	Cllr Reeves	21 May
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**13. Any other business**

The Chairman called a working party for Tuesday 23 April at 7.30 pm. Room to be advised.

To request a village hall room and advise the Chairman	Clerk	asap
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**14. Date of next meeting**

21 May 2013 at 7.30 pm in the Bianchi Room of the village hall.

**Report of the Finance Committee 16 April 2013**

<b>a) <u>Parish Accounts stand as follows</u></b>	£	£
	Current Statement Balance	Last Statement
<b>Lloyds TSB Treasurers</b>	<b>10428.73</b>	11,140.81
<b>Co-operative Bank Current Account</b>	<b>0.60</b>	0.60
<b>Co-operative Investment a/c 12 mth to 26/04/13 @ 2.156%</b>	<b>15,000.00</b>	15,000.00
<b>Co-operative Investment a/c 3 mth to 25/04/13 @ 0.593%</b>	<b><u>20,596.32</u></b>	<u>20,462.13</u>
<b>Total Balance</b>	<b>46025.65</b>	46603.54

**Cheques for payment 16 April 2013 from Lloyds TSB Treasurer's Account**

2713	Mrs J Ayre – salary March	715.94
2714	Mrs J Ayre – office, travel, telephone expenses	116.98
2715	OVHC – hall hire April, May, June	60.00
2716	HALC – annual subscription (incl NALC)	380.00
2717	Cranbury Estates – kickabout rental	1.00
2718	The Print Room	120.70
2719	Southern Water – sports field standpipes	12.79
2720	MJT Decorating Ltd – SLR sign movement	96.00
2721	Davis Tree Care	250.00
2722	Snap Surveys Ltd	<u>276.00</u>
		2029.41

**Planning Matters for Consideration 16 April 2013**

Applications and WCC Closing Dates for Comment

Case No. 13/00367/FUL 8 April	Midanbury, Park Lane, Otterbourne Single storey front and side extension to provide garage and additional room with front porch addition. <b>No comment</b>
Case No. 13/00431/FUL 16 April	Bracken, Park Lane, Otterbourne Change of use of garage to ancillary accommodation, first floor extension above garage, roof extension and loft conversion with roof lights and addition of front porch. <b>No comment.</b>
Case No. 13/00511/FUL 22 April	11 Coles Mede, Otterbourne Removal of existing conservatory glazing and roof and replace with new roof, windows, doors and timber cladding. <b>No comment</b>
Case No. 13/00742/TPO 17 May	11 Meadowcroft Close, Otterbourne, 1 no Monterey Pine reduce crown by up to 2 m. 1 no Monterey Pine fell.

Decisions

Case No. 12/02430/FUL	Nairana, Main Road, Otterbourne Construction of a replacement dwelling. <b>Application permitted.</b>
Case No. 13/00037/FUL	Hilbre, Park Lane, Otterbourne Demolition of existing garage, two storey side extension and second storey rear and side extension, new dormer windows and roof lights. <b>Application permitted</b>