

**MINUTES OF THE ANNUAL MEETING OF  
OTTERBOURNE PARISH COUNCIL, 16 MAY 2017 AT 7.30 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

**Present:** Cllrs Jones, Kelly; Stirrup; Barton-Briddon; Stansbury; Moody

**In attendance:** 1 Parishioner, Clerk

**1. Election of Chair and Vice-Chair**

Cllr Jones was proposed as Chair by Cllr Stirrup seconded by Cllr Barton-Briddon and approved unanimously by Council. The Declaration of Office was signed. Cllr Stirrup was proposed as Vice-Chair by Cllr Jones, seconded Cllr Moody and approved unanimously.

The Chairman advised that John Romero and Mary Acton had resigned from the Council and both were thanked for their work and support over the years.

**2. Declaration of Interest:** None

**3. Apologies for Absence:** Cllr Tracy Rodford. County Cllr Jan Warwick; District Cllrs Brian Laming, Eleanor Bell, Jan Warwick.

**4. Minutes of the Meeting:**

- to approve the Minutes of the Parish Council meeting 18 April 2017. Proposed by Cllr Kelly, seconded Cllr Moody and approved by Council.
- to record accuracy of the Minutes of the Annual Assembly 2 May 2017. Council agreed the accuracy to be presented to the Annual Assembly 2018 for approval.
- to approve Planning Committee Minutes 14 September 2016. Amendment to Minute reference 2331 noting approval of the Minutes as ‘14 October 2016’. Amendment and Minutes proposed by Cllr Stirrup, seconded Cllr Moody and approved.

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

All matters had been actioned or would be addressed in the meeting except:  
4.12.a) ii) Cllr Jones expressed concern about the height of the newly installed barrier.

To follow up with OCS	Cllr Jones	asap
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**Annual Assembly Action Points:**

Oak trees felled by Southern Water – SW had agreed to remove the tree trunks from the Greenacres Open Space.

Paramedic Vehicle: Cllr Jones had telephoned the Controller and the Clerk had emailed that there was no restriction to parking by the church, reservoir or car parks as appropriate.  
Land off Itchen Navigation in private ownership – HCC Wildlife Trust had been advised about the risk and disrepair of structures surrounding the pond. The Forestry Commission had advised it ensured the trees had been given a good start and had inspected early on during the planting contract. However, once the trees were established it was up to the landowner to manage and they did not intend to take any action.

**6. Crime Report**

The figures for March were reported as: 3 incidents anti-social behaviour; 2 public disorder and 1 theft from Williams garage. A report had been received of four attempted burglaries to household garages during April and May in Cranbourne Drive and Coles Mede and a bicycle had been stolen from Shawford Station.

**7. Open Session for Parishioners**

A parishioner reported that Representatives involved in the fight against proposed development for 6,000 new dwellings would be attending the Colden Common Annual meeting. Cllr Jones advised Otterbourne had sent a letter of support and added it could be more difficult to defend than the Gladman application. He confirmed the Parish Council would be attending the Gladman Appeal to speak on 1 August.  
The Open Session closed.

**8. County Councillor's Report**

A report from the new County Cllr Jan Warwick had been received.

**9. District Councillor's Report**

None received.

**10. Casual Vacancy – to fill the current vacancy by Co-option**

A previous Councillor, Hannah Williams had expressed interest in re-joining the Council. After some discussion, Cllr Jones proposed, seconded by Cllr Stansbury and agreed for co-option onto the Council.

To inform Mrs Williams and follow-through with administration	Clerk	asap
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**11. Review and adoption of Standing Orders, Financial Regulations, Insurance and Assets Register, Subscriptions and all other Governing Documents and Procedures**

Council addressed the requirements under Standing Orders items i) to xix). All matters had been reviewed at the 2017 March Finance and Administration Committee meeting. All documents were agreed as reviewed and adopted.

**12. Dates of Meetings – to agree dates for 2017/18**

A list of Parish Council meetings and free dates for use by Committees or Working Parties had been distributed and were agreed and the Annual Assembly 1 May, in the Bianchi Room.

To confirm dates with OVHC for bookings	Clerk	18 July
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**13. Review and appointment of Committees, Councillor Responsibilities, Representatives**

The Committee terms of reference and responsibilities had been reviewed at the March Finance and Administration Committee meeting. It was agreed all Councillors would serve on all Committees, excepting Cllr Kelly who opted not to serve on Planning and Highways.

**Finance and Administration Committee:**

Staff matters:

Cllr Kelly (C)

Cllrs Kelly, Jones, Stirrup

**Recreation and Amenities:**

Allotments:

Cllr Barton Briddon

Otterbourne Common:

Cllr Stirrup

Play and Youth Facilities:

Cllr Rodford

Sports Pavilion:

Cllr Stansbury, Cllr Rodford

**Planning and Highways Committee:**

Cllr Jones (C)

Lengthsman:

Cllr Moody/Cllr Barton-Briddon

Footpaths and Rights of Way:

Cllr Stirrup

**Representatives to various bodies**

Otterbourne Allotments Association:	Cllr Barton Briddon
Otterbourne Village Hall Committee:	Cllr Stirrup
Otterbourne Conservation Group:	Cllr Stansbury
Parish Police Partnership:	
Winchester Passenger Transport Group:	Planning & Highways Committee
Winchester Action on Climate Change:	Planning & Highways Committee
SOCCT:	Cllr Williams
Patient Participation Group:	Mrs Mary Davis

**Other Responsibilities**

Website:	Cllr Stirrup
Neighbourhood Watch:	Mr John Romero
Tree Warden:	Planning & Highways Committee
Elderfield:	Cllr Rodford

To update details for Councillors and website	Clerk	18 July
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**14. Report of Representatives to Various Bodies**

Neighbourhood Watch: Mr Romero had advised the network needed increasing to reach more residents by email on newly reported matters and he would organise posters.

Sparrowgrove and Oakwood Copse Community Trust: Mrs Doherty had prepared posters for the notice boards advising £7,000 was urgently needed for maintenance. Council agreed the woodland copses were highly valued by parishioners and an increase to the £250 set aside in the budget would be appropriate. The Clerk would check the accounts and email all Councillors to consider and agree a £1,000 donation.

To email all Councillors and if agreed to Agenda ratification for the 18 July meeting.	Clerk/ All Cllrs	asap
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**15. Report of the Planning and Highways Committee**

a) Applications and Decisions – as attached at the end of the Minutes.

To submit comment on both applications	Clerk	Due dates
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b) Neighbourhood Plan – discussion

Councillors agreed it was important to consider in light of the Gladman Appeal and a good time to ask for residents' involvement. However, it was also very expensive, circa £22,000 for essential help from Planning Aid; and would take up to three years. Also the WCC Local Plan had been adopted. It was agreed to defer decision after the Gladman Appeal 1 August.

To Agenda for September	Clerk	19 Sept
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c) Highways – to receive report on the Lengthsman's visit 10 May.

The new Lengthsman had worked well and Cllr Jones was pleased with the results.

**16. Report of Recreation and Amenities**

a) Oakwood Park Recreation Ground

i) General – update on proposed footpath linking to Greenacres Open Space.

Cllrs Jones and Stirrup had met with the WCC Ecology Officer and the Environment Dept did not consider walkers in the nature reserve would impact on the floodplain. Dialogue would continue with Southern Water about the proposed footpath between the fence and hedge along the western edge of the solar array.

To continue dialogue with Southern Water and residents	Cllr Jones	18 July
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Information on the footpath leading southwards from the Greenacres Open Space which had been blocked by a fence had been sent to WCC to determine if they were responsible for following up with the resident.

ii) Play Park and Youth Facilities – to receive annual independent safety inspection report. The report did not show any high level risk items or matters for urgent attention. There were a number of minor and medium items for which quotes would be obtained.

To put forward list for quotation	Clerk	18 July
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iii) Pavilion and Sports Pitch Use

Tecnico Coaching – discussion and proposal to approve use of the grounds and pavilion for youth football training and matches: 3 evenings a week 6pm-8pm, Saturday mornings 9am-12 noon and for Easter and Summer holiday sessions.

Two meetings had been held with Tecnico. They proposed to operate as the Otterbourne Youth Football Club and intended leafleting areas of the village and school to determine the level of interest. It was considered a good option for use, but there was concern about the number of vehicle movements through the residential area should the Club grow to full potential as Tecnico hoped. There was also concern that the pavilion was not sufficiently risk assessed and prepared for the number of children proposed in the holiday sessions. It was agreed to limit the offer for maximum use as follows: two evenings a week for one 2 hour session 6pm – 8 pm; Saturday mornings one 2 hour session; no holiday sessions. Maximum area to be used no greater than one adult football pitch with good access for walkers around the eastern boundary. This would be dependent on feedback received from any leafleting and there being sufficient interest from the village to support the use.

To draft letter to Tecnico setting out as above	Clerk	asap
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Croquet Club Use – a decision on this was deferred.

To advise Croquet Club of deferred decision	Clerk	asap
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b) Common – request by Otterbourne Brass for a one day outdoor summer concert in August. Otterbourne Brass had requested use of the Common as a one day summer concert venue. WCC had not raised any concerns. Councillors welcomed the idea as a village event.

To email agreement for use with request for final plans	Clerk	asap
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Dead/dying Oak tree on northern section of common.

Cllr Stirrup raised concern that the oak tree could be a risk to children walking to school along the path below and climbing the tree. The clerk advised this had been reported to WCC on previous occasions and it had been inspected.

To request site meeting for Councillors with the WCC Arboricultural Officer	Clerk	asap
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**17. Report of the Finance and Administration Committee**a) Parish Accounts, Payments and Receipts

Internet payments totalled £4,571.93. Cheque payments totalled £382.49

All payments were approved. A copy of the Schedule is available by request from the Clerk.

b) Internal Audit – to receive Internal Auditor’s report.

The audit report was presented by the Finance Chair. There were no matters raised on the accounts. A point raised about the Planning Committee Minutes 14 September – see Agenda Item 4 had been attended to. The Annual Return had been posted to BDO for External Audit. The Notice for Right of Inspection would be placed on the notice boards and website.

To post Notice for Right of Inspection	Clerk	3 July
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**18. Risk Assessment and Management:** No items reported.**19. Notification of events and to raise new items for the next meeting**

Rotary Walk via Oakwood Park and use of Pavilion on 11 June 10 am – 3.30 pm.

Jalopy Event at Oakwood Park Recreation Ground on 25 June.

**20. Date of next Parish Council meeting:** 18 July 2016 at 7.30 pm in the Bianchi Room.**Parish Accounts, Payments and Receipts 16 May 2017**

	Current Statement £	Last Statement £
<b>Lloyds Treasurers</b>	<b>30,060.95</b>	12,433.62
<b>Lloyds 12 month Investment a/c to 12/02/18 @ 0.9 %</b>	<b>25,749.33</b>	25,749.33
<b>Lloyds 6 month Investment a/c to 30/06/17 @ 0.8%</b>	<b>11,592.44</b>	11,592.44
<b>Total Balance</b>	<b>67,402.72</b>	49,775.39

**Planning Applications**

Case No. 17/00753/LIS  
24 May

The Moat House, Kiln Lane, Otterbourne  
Installation of 2 no. Velux windows to the southeast  
elevation (within the curtilage of a listed building)

**No comment**

Case No. 17/00684/HOU  
4 May

3 Coles Mede, Otterbourne

Proposed two storey side and rear extension. **No comment**

**Decisions**

Case No. 17/00163/FUL

Melrose, Park Lane, Otterbourne

Replacement dwelling, following demolition of existing  
dwelling. **Application permitted**

Case No. 17/00225/OUT

Land at Coles Mede, Otterbourne

Demolition of existing garage block and associate  
hardstanding and construction of 6 no. affordable dwellings  
(2 no. 3 bedroom houses, 2 no. 2 bedroom houses, 2 no. 1  
bedroom flats) with associated landscaping (OUTLINE  
PLANNING) **Permission granted**

## County Councillor Report (Winchester Downlands) to

### Otterbourne Parish Council May 2017

#### Hampshire County Council Elections (4<sup>th</sup> May 2017)

Following the County Council elections of the 78 seats on the County Council, the Conservatives won 56 seats, the Liberal Democrats won 19, Labour won 2, and the Community Campaign (Hart) won one. Details of the Conservative Administration (i.e. the names of the Leader, Deputy and Executive Members will be announced this week.)

In Winchester Downlands 7204 votes were cast with a 50% turnout as follows:

Election Candidate	Party	Votes	%	
<a href="#">Jan Warwick</a>	Conservatives	3524	49%	<b>Elected</b>
Eleanor Bell	Liberal Democrats	3087	43%	Not elected
Catherine Mary Hutchinson	Labour	304	4%	Not elected
Max Priesemann	Green Party	289	4%	Not elected

#### City of Winchester Transport Study

Many of you will have noticed the traffic monitoring equipment on all roads to and from Winchester. We are collecting data to inform the Traffic and Transport Strategy for the future of the City. This is an important collaboration between the City and County Councils and will provide essential information as the City Council commissions major developments (e.g. Central Winchester, Station Approach and Bar End Leisure Park). Further information and public consultation will follow over the coming months.

#### Walk to School Week

Hampshire County Council is encouraging parents and carers to leave the car at home this Walk to School Week (15-19 May) and join the 94,000 Hampshire pupils already signed up to walk to school for the week.

#### And talking about walking...

Have a look at the wonderful walks outlined on the Hampshire County Website across the county. Walks are graded by location, distance and route.

<https://www.hants.gov.uk/thingstodo/countryside/walking>

**Cllr Jan Warwick**  
**Hampshire County Councillor**  
**Winchester Downlands**  
**07712 695431**