

**MINUTES OF THE MEETING OF  
OTTERBOURNE PARISH COUNCIL, 17 NOVEMBER 2015 AT 7.30 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2267

**Present:** Cllrs Jones, Stirrup; Kelly; Acton; Rodford; Barton-Briddon; Stansbury; Romero

**In attendance:** 1 Parishioner; Clerk

1. **Declaration of Interest:** Declared at Item 13.c) by Cllrs Stansbury and Barton-Briddon.
2. **Vacancy for a Councillor**  
Cllr Sandra Brabham had resigned due to other commitments. The vacancy had been posted on the website and notice boards.
3. **Apologies for Absence:** County Cllr Phil Bailey; District Cllr Jan Warwick; Mrs K Mantell; Mr R Emery; PCSO Michelle Wilkinson.
4. **Minutes of the Meeting:**  
To approve Minutes of the Parish Council meeting 15 September 2015  
One correction noted: Item 1 should read 'Declared at Item 11 c).  
Minutes previously distributed to Councillors. Proposed by Cllr Stirrup; seconded Cllr Rodford, approved by Council and signed.  
To approve Minutes of the Finance and Administration Committee meeting 9 November 2015  
Minutes previously distributed to Councillors. Proposed by Cllr Stirrup; seconded Cllr Stansbury, approved by Council and signed.
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:  
5. Cllr Jones and Cllr Acton had contacted the Woodland Trust regarding the tent in Otterbourne Woods and the visitor had moved on.  
10. b) ii) Cllr Jones had purchased the daffodil bulbs for planting.  
11. a) i) Cllr Jones and the Clerk had received quotes for the HR barrier and installation which were being assessed.
6. **Elderfield Report**  
A report had not been received. It was understood that three service-users who had been the cause of some anti-social behaviour had moved on. Service Users were increasingly being referred by Social Services and formal assessment procedures had to be followed before moving on. Notification had been received that social media reports had identified some recent problems: it was alleged that a school child had been approached and there had been use of the bus shelters for drinking. Cllrs Acton, Romero and Rodford had arranged a meeting with the Project Manager and amongst other matters would raise these issues.
7. **Police Report**  
A report detailing incidents from 15/09/15 to 17/11/15 had been received: one report of theft from a commercial premises; one report of burglary from a property; several reports of anti-social behaviour by youths; one report of criminal damage to a parked vehicle; one report of burglary to a garage; one report of theft to five parked vehicles; one report of assault to a child by two Rottweiler dogs.

**8. Open Session for Parishioners**

A Parishioner asked for an update on the Hydroponics project at Elderfield. Cllr Acton responded that she was uncertain about the Hydroponics, but the Food up Front project was underway. The parishioner reported that fallen leaves on Otterbourne Hill footpath and cycle path required clearing. Cllr Jones responded that this was in hand as per the District Councillors report. The parishioner made comment regarding Agenda Item 13a)ii) that there should not be too much emphasis on football; it was important to keep options flexible for use as a recreation ground. Cllr Jones thanked the Parishioner for her input.

**9. County Councillor's Report**

Cllr Bailey had advised that there were not any particular matters for report.

**10. District Councillor's Report**

As attached. It was noted that Cllr Warwick had requested leaf clearance on Otterbourne Hill and Poles Lane from the mini roundabout to the M3 flyover. A request would be made for Otterbourne Hill to be a priority as it was a major route for schoolchildren and the Yellow Dot nursery. Cllr Jones also noted that the leaves by the pelican crossing on Main Road behind the barriers needed clearing.

To request priority and additional area for clearance	Cllr Jones	asap
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**11. Report of Representatives to Various Bodies**

Cllr Jones reported. David Ingram had sent notification that the final draft of the Memorandum of Understanding had been signed by David Lees, Managing Director for Southampton International Airport and Cllr Frank Pearson, the current WCC Portfolio Holder for Environment, Health and Wellbeing which included transport.

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

a) Applications and Decisions – as attached.

Veolia Environmental Services: Variation of Condition 8 to enable operation of the Waste Transfer Station on Bank Holidays. Despite the Parish Council's objection, HCC, WCC, Highways and the Environment Agency had given support and the application had been granted. Green Otter Recycling, Four Dell Farm, Poles Lane: Cllr Jones had been informed that an application for a new digestive system would be received shortly.

New Dementia Care Centre at land adjacent to Penarth House, Otterbourne Hill: Cllrs Jones and Stirrup had met with Brendoncare representatives on 5 October. Public access to the open space behind the care home was being explored via The Otter PH car park. The main driveway to the care home was being considered via a field gate beyond the current driveway into Penarth House. It was anticipated works would commence in about a year.

Highbridge Road: Unauthorised development had been reported to WCC Enforcement.

b) Highways – to receive any matters

Excessive mud on Cranbourne Drive from vehicles leaving the field gate adjacent the Kickabout had been reported. The Cranbury Estate had advised that it would examine putting down a firmer base at the access to prevent mud being trailed out in the future. The grills outside The Old Parsonage Nursing Home and further up Main Road had been cleared of silt. The Clerk had thanked Mrs Stansfield for reporting that a camera survey had been made of the drains in Sponder's Mede and Main Road with one tree root removed. Southern Water had also undertaken a camera survey of Oakwood Avenue and Kiln Lane. The Lengthsman had visited and some concern had been expressed about receiving value for money. It was agreed that key to the next visit would be more contact with the Lengthsman and Councillors on the work day.

Cllr Stirrup reported that Footpath No 4 which had been inaccessible due to waterlogging was now passable.

To forward comments to Lengthsman Co-ordinator	Clerk	15 Dec
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### 13. Report of the Recreation and Amenities Committee

#### a) Oakwood Park Recreation Ground

##### i) Pavilion – update on boiler

Cllr Stansbury advised that the contractors, Merdon, had contacted Hamworthy and further adjustment of the boiler had occurred. No problems had been reported since.

##### ii) Football Club – to discuss renewed request for additional infrastructure including: fixed barriers on two further sides, additional floodlights and fixed stand.

Cllrs Jones and Stansbury had met with Club officials on 13 November. The Club had advised that their success in the League required upgrade of the facilities at Oakwood Park in order to progress. It was understood that if the facilities were not upgraded, then the Club could be compromised in terms of future viability or it might need to look for another home ground. Council was informed of the 30 year history of the Club at Oakwood Park and the financial implications which might result from its leaving. Discussion was strongly towards the need to ensure the balance for all users and the ambiance to remain as a recreation ground for the village. A vote taken was unanimous against the requests.

To draft letter for the Chairman to Chairman of Football Club	Clerk/Cllr Jones	asap
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#### b) Common – feedback from Conservation Group on designated areas for wildflowers.

Councillors had met with Conservation Group members and agreed in principle that an area left long for wildflowers to develop was positive. Concern was raised about the area suggested on the Conservation Group map which appeared to stretch as far as the large Oak tree. It was suggested a meeting on site should take place to stake out the area and WCC would be contacted thereafter regarding the grass cutting.

To arrange meeting to stake out the area	Cllrs Stansbury/Stirrup	15 Mar
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##### – feedback on grass cutting

It was noted by Cllr Stirrup that the Common had received the increased designated 9 cuts by WCC, but that on the last two occasions this had only been the side areas. It appeared that the common was cut by two separate teams which were not co-ordinated.

To contact WCC to determine the schedule of cutting	Clerk	15 Mar
To follow up with WCC ref. inspection of the smaller Oak Tree	Clerk	15 Dec

#### c) Open Spaces Areas – to discuss revised plans received for Coles Mede garage development.

Cllr Jones reported that he had attended a meeting with Peter North (Footsteps Living) and Phil Larby (resident of Coles Mede). Some headway had been made in relation to the proposed development. The application for the village green was proceeding, but Footsteps Living had proposed that following development it would register the area. A small play area on the green was also proposed with a maintenance contribution to the Parish Council. It was noted that facilities for children's play in the central part of the village had been identified as deficient in the WCC Open Spaces Scheme.

d) Amenities

– to update on parish bench installation

Seven parish benches had been installed. Feedback from residents had been positive for the design. A letter had been received from Mrs Warne thanking the Council for dedicating the bench on the Common to her late husband Michael Warne. All past dedications on replacement benches had also been retained.

– Proposal for expenditure up to £235 to re-stain one bus shelter

Cllr Jones advised that the outside of the two bus shelters on Otterbourne Hill needed staining. The Clerk would obtain quotation and if above the agreed sum would email Councillors.

To receive quotes for above and agree as necessary	Clerk	15 Dec
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**14. Report of the Finance and Administration Committee**

a) Parish Accounts and Cheques for Payment – as attached.

It was noted that £11,500 from the Treasure's account had been reinvested for 6 months.

b) Budget and Precept for 2016/17 – Proposal for approval of Budget at £35,183 and Precept of £34,232 (based on CTS grant of £951) equal to £49.04 per household per annum at Band D; representing a 3.5% increase on 2015/16 equal to £1.59 per household per annum.

All Councillors had received the budget prior to the meeting and unanimously approved the Budget and Precept. It was noted that the CTS grant and Tax Base figures were still awaited from WCC and the Precept would either be reviewed or confirmed for submission when these were known.

To Agenda for 19 January meeting	Clerk	14 Jan
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**15 Risk Assessment and Management**

Play Park: Cllr Jones had replaced a pin that held the spring bolt to prevent the gate self-closing and the required closing time had been checked and was satisfactory.

Youth Facilities: 5% retention of contract had been held because Kompan had not fulfilled its final requirements with regard completion and handover. Several follow-ups to Kompan had been made. Cllr Rodford confirmed inspections were ongoing and the only matters noted were Kompan's outstanding issues: two final bolts and spraying of the MUGA base.

To follow up with Kompan again with final date for completion	Clerk	14 Jan
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**16. Notification of events and to raise new items for the next meeting**

Two Consultations were notified requiring response before the January meeting:

i) The Local Government Boundary Commission for England had published its Draft Recommendations on the future electoral arrangements for Hampshire County Council with closing date 11 January 2016.

ii) WCC had published its Pre Submission Consultation for the Winchester District Local Plan Part 2 Development Management and Site Allocations with closing date 21 December 2015. The Clerk was asked to follow-up with Oliver's Battery Parish Council and Badger Farm Parish Council in relation to the Winchester City Council Boundary Review ward name.

To email information and links to all Councillors.	Clerk	asap
Comments for submission on both consultations to the Chairman by email	All Councillors	30 Nov
To follow-up on ward name	Clerk	14 Jan

**17. Date of next Parish Council meeting:** 19 January 2016 commencing 7.30 pm in the Bianchi Room.

**Planning and Highways Committee 17 November 2015**

Application and Closing Date for Comments

Case No. 15/02145/LDP 23 October	The Annex, 9 Bourne Close, Otterbourne Use of Annex for short term letting. <b>No comment</b>
Case No. 15/02136/FUL 30 October	Nairana, Main Road, Otterbourne Detached garage/store RESUBMISSION OF 15/01366/FUL <b>No comment</b>
Case No. 15/02171/FUL 3 November	3B Poles Lane, Otterbourne Garden Room attached to Kitchen . <b>No comment</b>
Case No. 15/02359/FUL 23 November	Durlston, Waterworks Road, Otterbourne The Annex, Replacement porch and extension of the roof over the porch. Loft conversion including front and rear facign dormers and construction of gable ends. <b>No comment</b>
Case No. 15/02299/HCS 6 November 09/02391/HCS for	Veolia Environmental Services Variation of Condition 2 of Planning Permission replacement of green waste transfer bay

Decisions

Case No. 15/00787/FUL	Hunters Moon, Poles Lane, Otterbourne Proposed wooden garage with concrete floor <b>Application permitted</b>
Case No. 15/01915/TPO	Brendoncare, The Old Parsonage, Main Road, Otterbourne T1, T2, T4, T5 (Lime), T4 (Holm Oak) to crown lift 5 m above ground level T6 (Silver Birch) to crown lift over highways to give 5.5 m clearance <b>Application permitted</b>
Case No. 15/01857/FUL	Drove House, Main Road, Otterbourne Construct detached garage with office above <b>Application withdrawn</b>
Case No. 15/02299/HCS 09/02391/HCS	Veolia Environmental Services, Poles Lane, Otterbourne Variation of Condition 2 of Planning Permission for replacement of green waste transfer bay <b>Application withdrawn</b>
WCC Ref: 15/02090/HCS HCC Ref: Plan/PM/WR018	Veolia Environmental Services Led, Otterbourne Variation of Condition 8 of planning permission 10/02645/HC to enable operation of the Waste Transfer Station on Bank Holidays. <b>Application permitted</b>



Finance and Administration Committee 17 November 2015

	£ Current Statement	£ Last Statement
<b>Lloyds Treasurers</b>	<b>25,904.46</b>	42,663.91
<b>Lloyds Investment a/c to 10/02/16 @ 1.1 %</b>	<b>25,237.50</b>	25,237.50
<b>Lloyds Investment a/c to 10/02/16 @ 0.8%</b>	<b><u>11,500.00</u></b>	<u>0</u>
<b>Total Balance</b>	<b><u>62,641.96</u></b>	67,871.41

Cheques at Interim payment from Lloyds account 20 October 2015

2987	Mrs J Ayre – salary September	£ 792.78
2988	Mrs J Ayre – office, travel, 1/4ly broadband/telephone September	£ 164.16
2989	Glasdon UK Ltd – parish benches	£ 7,591.83
2990	Greenbarnes Ltd – posts for notice board	£ 284.98
2891	DEK Graphics – copying September	£ 30.17
2892	OCS Cannon – recreation ground maintenance Aug, Sept + additional work	£ 1,107.59
2993	Blake Davis Tree Care – tree works to Open Spaces	£ 270.00
2994	SOCCT – S137 donation for copse maintenance	£ 250.00
2995	OVHC – hall hire for meetings October-December	£ 100.00
2996	Mr R L Webster – bus shelter/notice board cleaning	£ 56.25
2997	Cllr W Jones – expenses reimbursement	£ 42.99
2998	Petty Cash	£ 100.00
2999	James Acton – reimbursement for wreath for war memorial	£ 25.00
3000	HCC – street lighting	£ 469.12
3001	Southern Water – allotments and recreation ground	<u>£ 215.17</u>
		£11,500.04

Cheques for payment from Lloyds account 17 November 2015

3002	Mrs J Ayre – Salary October	£ 792.78
3003	Mrs J Ayre – office and travel	£ 70.20
3004	OCS Cannon – recreation ground additional grass work	£ 642.00
3005	Taylor and Son – bench removal/installation and notice board post installation	£ 1,120.00
3006	HCC – youth facility signs	£ 93.60
3007	Information Commissioner – annual data protection registration	£ 35.00
3008	Cllr W Jones – reimbursement for expenses	£ 85.84
3009	Mr R L Webster – bus shelter and notice board cleaning	<u>£ 56.25</u>
		£ 2,895.67

**District Report to Hursley Parish Council  
Tuesday 17<sup>th</sup> November 2015**

### **1. Leaf Clearance**

The autumn leaf clearance programme began last week. This programme covers a number of priority roads across the district where there have been significant problems with the accumulation of leaves in previous seasons. Each of these roads will get three visits during the autumn period. The priority areas in Otterbourne and the Hill (including the cycle lane) and Poles Lane from the mini-roundabout to the flyover.

All other roads in the district will be covered by normal road sweeping schedules with differing frequencies depending upon the location.

Officers will be carrying out checks of leaf clearance works but if you have any particular concerns regarding leaf fall in your area during November and December we now have an **emergency leaf clearing squad** to deal with blocked gullies or particularly slippery areas. If you require urgent leaf clearance then call the Customer Service Centre on **0300 300 0013** or report via the WCC website or mobile phone App.

### **2. Fieldfare Grants**

Rural businesses and communities can now bid for a share of a £1.6million fund. Grants are available for projects that meet the aims of Fieldfare's Local Development Strategy. We want to hear from you if your project will:

- Create jobs
- Increase farm or forestry productivity / efficiency
- Develop new markets
- Increase visitor spend in the area or
- Provide an essential rural service.

Further details about Fieldfare LEADER can be found at [www.Fieldfareleader.org.uk](http://www.Fieldfareleader.org.uk)

For more information please contact Ken Brown, Programme Manager on 01962 848 588 or [kbrown@winchester.gov.uk](mailto:kbrown@winchester.gov.uk)

### **3. Devolution Update**

The outcome of the Hampshire's and IOW's devolution bid is likely to be announced at the Chancellor's autumn statement on 25<sup>th</sup> November. It has been suggested devolved authorities will be able to keep business rate taxes in place of the present government support grant system. This would be an incentive to encourage businesses to start up, relocate or remain in the area.