

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1928**  
**OTTERBOURNE VILLAGE HALL – 18 JANUARY 2011 7.30 PM**

**Present:** Cllrs Oldham (Chairman); Hudson; Tabor; Barton-Briddon; Acton; Doherty; Kelly; Clerk  
**In attendance:** District Cllr E Bell (from 8 pm); Mrs P Cole; Mr R Emery; Mrs J Mounter;  
 Mrs P Wrightson; Mr W Jones; PC Kevin Hurcock; PCSO Gavin Cooper

1. **Declaration of Interest:** None received.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** County Cllr Charlotte Bailey. Cllr Granger had tendered his resignation since last meeting and the Chairman thanked him for his work and contribution.
4. **Minutes of the Meeting**  
To approve the Minutes of the Parish Council meeting 16 November 2010  
 Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Barton-Briddon, seconded Cllr Oldham and approved.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere**  
 All points had been actioned or would be reported on during the meeting except:
  9. To consider a ‘20 is Plenty’ sign for Boyatt Lane. Council agreed a request should be made.
  14. To advise Clerk of village areas for consideration of new tree planting. Council made two suggestions: Cranbourne Drive open space and Otterbourne Common.
  16. To respond to HCC on mobile library service consultation. Cllr Acton had progressed this. No specific community groups had been identified for a library meeting place. The current arrangement of one meeting place at Coles Mede would remain. Further consultation ending in February was taking place and changes expected in June. Better advertising was required.
  16. To email all Councillors about becoming a SOCCT Trustee/Committee member. The Chairman had offered which was agreed by Council. SOCCT was considering Cllr Oldham’s appointment as a Trustee. It was noted that Committee membership was open to all and working parties took place on the 1<sup>st</sup> Sunday of the month at 11 am.

9. To issue letter of request for sign to HCC	Clerk	15/03/11
14. To advise Conservation Group if bid is successful	Clerk	
16. To advertise in the Parish magazine/Annual Assembly notice and Parish boards at end of consultation period	Cllr Oldham/ Clerk	18/04/11

6. **Police Report**  
 PC Kevin Hurcock was welcomed to the community as the new beat officer. Five incidents were reported for the period 16/11/10 to 18/01/11: two thefts and three suspicious incidents. Parishioners should be discouraged from using unregistered tradesmen which could lead to fly tipping and increased cold calling. Any vehicles obstructing roads and footpaths should be reported on the 0845 0454545 number. There had been a search of Oakwood Copse during the w/c 10 January in connection with the Georgina Edmonds murder enquiry. Cllr Oldham thanked SOCCT and Otterbourne Sports Club for their help in accommodating this.

**7. County Councillor's Report**

Report attached after the meeting.

**8. District Councillor's Report**

There was no report received.

**9. Open Session for Parishioners**

Mr Jones asked about the drain by Sparrowgrove bus shelter which had been full of tarmac after the resurfacing. Council was unaware of the problem. Mr Jones agreed to report the matter on the HCC website.

**10. Co-option of a Councillor: Mr William Jones**

Mr Jones had lived in Otterbourne for 28 years and had received the information on becoming a Councillor. Proposed Cllr Oldham, seconded Cllr Hudson and unanimously approved.

To follow through with WCC	Clerk	asap
To issue further new Councillor information to Cllr Jones	Clerk	asap

**11. Standing Orders – to approve Standing Orders for Parish Council meetings**

The Chairman and Clerk had studied the new NALC Model Standing Orders. Some items required specific entries to relate them to Otterbourne Parish Council. The Chairman had entered his recommendations.

To email Standing Orders with amendments to all Cllrs	Clerk	15/03/11
To c/f to Agenda for next meeting	Clerk	15/03/11

**12. Localism Bill – to approve amendments proposed by HALC**

The Hampshire Association of Local Councils had issued recommendations for amendments to the new Localism Bill. These included items on co-opted Councillors which, if not amended, would adversely affect Otterbourne. All Councillors had been copied on the document prior to the meeting and approved the amendments.

To email approval of recommendations to HALC	Clerk	asap
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**13. Report of the Finance Committee**a) Appointment of New Chair

Vacant after the resignation of Cllr Andrews. Cllr Kelly was appointed the new Chairman.

b) Parish accounts and cheques for payment

As attached.

c) 1/4ly expenditure analysis, reconciliation, approval of bank statements

Concern was raised at the number of items over budget. Two particular items were noted: the emptying fees for the five dog bins had increased considerably and Parishioners would be advised to use public waste bins instead of purchasing further new dog bins; cleaning and repairs for the bus shelters was high due to vandalism at the Old Deeds shelter. Clean bus shelters were considered an important requirement, but this item would be considered again at the Finance meeting in November. The reconciliation and bank statements were approved.

d) Finance Committee meeting: 7 February 2011 at 7.30 pm to review the effectiveness of the Internal Audit and other financial matters.

#### 14. Report of the Amenities and Recreation Committee

1930

##### a) Appointment of new Chair

Vacant after the resignation of Cllr Granger. Cllr Tabor was appointed the new Chairman.

##### b) Oakwood Park Recreation Ground

###### i) Freehold Purchase – to update on status

The purchase was progressing well and should be concluded soon. Funds had been moved from the investment account and were standing ready in the Co-operative current account.

###### ii) Play Park – to update on negotiations re problems with tarmac and wetpour

After the November meeting, an improved offer had been received from Lappset. A meeting had been held on site on 6 December with Graham Furie (Lappset's Operational Manager). The meeting was very positive. Andy Hickman from WCC had been consulted. Although further movement could not be guaranteed, the offer met the repair requirements and would go a long way to ensuring a much stronger base. All Councillors had been informed of the new remedial works offer and had agreed to the A&R Committee's recommendation for accepting it as the best way forward. Work would start in the Spring when the ground was in a good state for repairs to take place.

###### ii) Annual Inspection (new Agenda item)

The annual Health and Safety Inspection of the Play Park was scheduled for 7 February 2011.

###### iii) New Welcome Sign and Directional Signs - Proposal for expenditure up to £500 plus VAT.

Cllr Granger had been progressing three quotations for: a new freestanding welcome sign, a directional sign to be fixed to lamp column no 7 at the T junction of Oakwood Avenue, a possible second directional sign to be freestanding at the access road entrance. The quotation from Allspeed Signs was proposed by Cllr Oldham, seconded by Cllr Acton and approved by Council. Instruction would not proceed until approval from WCC had been received for the directional sign to be placed on the lamp column and that the sign met WCC specifications.

To follow through with WCC re approval	Clerk	18/02/11
To place instruction with Allspeed Signs once received	Clerk	18/02/11

###### iv) Ratification of expenditure for emergency plumbing and electrical work to the pavilion

On 30 December one of the pipes in the pavilion roof had sprung a leak. Emergency plumbing from Alpha Plumbing had been arranged on 31 December. Flooding and damage to the electrical system had occurred plus a small amount of damage to the ceiling around a light fitting. An estimate of repairs had been received and agreed under Standing Orders. Repairs had taken place and the pavilion use had not been interrupted. In addition to repairs, the plumber had reported that none of the 3 tanks had a proper cover, the lagging of the first tank was in very poor condition and the others were not perfect. Proper lagging would minimise condensation as well as giving frost protection. The plumber advised covers and lagging for the tanks to prevent the soft overhead insulation mat sagging with damp which could prevent the ballcock functioning properly. A quotation from Alpha Plumbing was obtained for top covers and lagging of the 3 tanks for £275 plus VAT.

To email Councillors with Quotation for comment/approval	Clerk	asap
To receive total costs of repair to determine insurance claim	Clerk	asap

##### b) Elderfield Cricket Pitch

###### i) Ratification of expenditure for LHT legal fees and costs to value of £3,400 plus VAT

Councillors had been advised and agreed a proposal for expenditure for £4,000 including VAT to be sent to Blake Laphorn solicitors as guarantee of payment for Langley House

Trust's legal fees. Colin Angus was progressing negotiations on the Lease. An email had since been received stating legal fees of £4,000 plus VAT. There were also extra costs identified for land measured fees of £450 and valuation fees. The total fees were therefore estimated at closer to £5,000 plus VAT and a second instalment to the £3,400 plus VAT would likely be required in March/April to cover this. Councillors were concerned at the increase, but committed to the project. Finance from reserves was planned to be set aside. Proposed by Cllr Tabor, seconded Cllr Oldham and approved by Council.

#### 15. **Report of the Planning and Highways Committee**

Cllr Hudson advised her decision to stand down as Chair at the May meeting and invited Councillors to consider taking up the position.

##### a) Applications and Decisions

As attached.

##### b) HCC Winter Services – to update on grit bins provision

Council agreed an application for three more grit bins should be made according to the previously agreed schedule. It was noted that if grit was used for private drives, the bins might not be refilled or even be removed. A notice on the bins would be considered to deter this.

To request three further grit bins as per agreed schedule	Clerk	asap
To consider Notice for each grit bin advising non private use	Cllr Tabor	18/02/11
To monitor levels of grit and report to Clerk for reorder	Cllr Tabor	

##### c) Easement over Otterbourne Common (additional Agenda item)

New Councillors were updated on a matter dating from 2005 in relation to unlawful parking on the Common by residents and the general public on the gravel area opposite The Otter Public House. A request had been made at that time for a vehicular easement to one of the cottages which had not been progressed by the resident. Legal advice had been sought in 2005 relating to the gravel area closure and easement and the Clerk advised Council to give consideration to this. Council decided to defer the matter until it was formally raised by the resident again.

#### 16. **Representatives to Various Bodies**

##### Neighbourhood Watch

A Police Safer Neighbourhood meeting was taking place in the Village Hall on 24 January.

##### Air Traffic

A report had been copied to all Councillors. The Chairman of the Airport Consultative Committee would be standing down. At the recent Stakeholder meeting, the idea of preferred routing over Winchester was raised again by WAG and it was hoped faster progress might be made. A system of reporting had been established for when the ILS landing system was non operational such that members were informed about overflying of the villages.

##### Tree Warden

An officer from WCC would be inspecting the trees on the Common in due course.

#### 17. **Risk Assessment and Management** - No reports received.

#### 18. **Any other business from Councillors**

Elderfield: the new Project Manager was Lynne Hill who would be attending a meeting soon.  
Poles Lane: a resident had received advice from HCC that the cats eyes which were removed during the resurfacing, would be replaced.

19. **Date of next meeting** – 15 March commencing 7.30 pm

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**Report of the Finance Committee 18 January 2011**

Parish Accounts stand as follows

	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers</b>	<b>3,810.67</b>	9,296.76
<b>Bank of Ireland No 6 Children's Play Area transferred to Lloyds TSB Treasurer's a/c</b>	<b>Closed</b>	
<b>Lloyds TSB Guaranteed Investment Account 3 months to 20 March @ 0.80% gross</b>	<b>35,423.27</b>	35,352.76
<b>Co-operative 3 month Investment Account transferred to Co-operative Current Account</b>	<b>Closed</b>	25,207.77
<b>Co-operative Bank Current Account</b>	<b><u>25,241.61</u></b>	<u>          </u>
<b>Total Balance</b>	<b>64,475.55</b>	69,857.29

Cheques at interim payment on 21 December 2010 from Lloyds TSB Treasurer's Account

2408	Mrs M Gaines – bus shelter cleaning November	106.98
2409	Mrs J Ayre – salary November	612.30
2410	Mrs J Ayre – reimbursement of office/travel November	171.85
2411	Connaught Gas Compliance Service – part for pavilion boiler	23.50
2412	Cannon – Recreation Ground maintenance October	502.22
2413	Cancelled	
2414	Mrs J Mounter – reimbursement for N/Watch new sign overlays	22.00
2415	Blake Laphorn – guarantee of undertaking LHT cricket legal fees	4000.00
2416	Mr B Foot – handyman works as per invoice	287.32
2417	Goadsby – negotiation fee for recreation ground	<u>470.00</u>
		6196.17

Cheques for payment on 18 January 2011 from Lloyds TSB Treasurer's Account

2418	Mrs M Gaines – bus shelter cleaning December	106.98
2419	Mrs J Ayre – salary December	612.30
2420	Mrs J Ayre – reimbursement of office/travel December	81.80
2421	OVHC – Parish Hall hire for Jan/Feb/March	60.00
2422	Petty Cash	50.00
2423	PCC – Annual Statutory contribution to church costs	440.00
2424	PCC – Annual donation S137 to costs for parish magazine publication	120.00
2425	Conservation Group – Annual donation S137 to old churchyard maintenance	100.00
2426	WCC – 1/4ly dog bin emptying fee July-September	295.00
2427	Alpha Plumbing – emergency repairs to the pavilion	265.08

2428 Cannon – recreation ground maintenance December

231.24  
2362.40

## Planning Matters for Consideration for December 2010

### Applications and Closing Dates for Comment

- |                                      |   |
|--------------------------------------|---|
| Case No. 10/02916TPO<br>17 December  | 40 Cranbourne Drive, Otterbourne<br>1 no Oak reduce back branches to clear 5 m from Drove House property<br><b>No comment</b>   |
| Case No. 10/02856/FUL<br>21 December | The Beeches, Norlands Drive, Otterbourne<br>Demolition of existing garage, two storey side extension and new pitched roof over existing rear flat roofs, new porch and detached garage.<br><b>No objection or comment</b> |
| Case No. 10/02883/FUL<br>28 December | Westholme, Park Lane, Otterbourne<br>UPVC garden room <b>No objection or comment</b>  |
| Case No. 10/03014/TPO<br>4 January   | Old Deeds, Main Road, Otterbourne<br>1 no Oak reduce branches overhanging Drove House by 5m <b>No comment</b>   |

### Decisions

- |                       |   |
|-----------------------|---|
| Case No. 10/02412/FUL | Woodcutters, Poles Lane, Otterbourne<br>Dormer to garage, first floor side extension and single storey rear extension<br><b>Application permitted</b>   |
| Case No. 10/02208/FUL | Riverside, Highbridge Road, Highbridge<br>Change of Use of agricultural land to private Gypsy site for one family, siting of one mobile home and one touring caravan <b>Application permitted</b>   |
| Case No. 10/02682/FUL | 4 Oakwood Close, Otterbourne<br>Existing garage and carport demolished and replaced with one and two storey extensions to side of dwelling <b>Application permitted</b>   |
| Case No. WR018        | Veolia Environmental Services<br>Transfer Plant, Poles Lane, Otterbourne<br>Variation of Condition 2 of planning permission 09/02391/HCS to enable the erection of a replacement green waste transfer bay<br><b>Application permitted</b> |
| Case No. 10/02809/TPO | 6A Sparrowgrove, Otterbourne<br>Remove 1 Ash 40% of lower over-extended limb. <b>Application permitted</b>  |
| Case No. 10/02208/FUL | Riverside, Highbridge Road, Eastleigh<br>Change of use of agricultural land to private Gypsy site for one family siting of one mobile home and one touring caravan <b>Application permitted</b>   |
| Case No. 10/00018/ENF | Woodlands Park, Poles Lane, Otterbourne<br>Without planning permission the erection of a two storey building<br><b>Appeal dismissed</b>   |

**Planning Matters for Consideration 18 January 2011**

Applications and Closing Dates for Comment

- |                                     |   |
|-------------------------------------|---|
| Case No. 10/03090/FUL<br>4 February | Tanglewood, Boyatt Lane, Otterbourne<br>Front and rear single storey estensions<br><b>No comment</b>  |
| Case No. 10/03115/FUL<br>3 February | Lundy, Otterbourne Road, Compton<br>Construction of 4 houses (2x2 bed and 2 x 3 bed) with revised<br>access, parking, bins and bike stores<br><b>Comment for C&amp;S. No comment from Otterbourne</b> |

Decisions

- |                       |  |
|-----------------------|--|
| Case No. 10/02654/FUL | 13 Coles Mede, Otterbourne<br>Single storey side and rear extension. <b>Application permitted</b>  |
| Case No. 10/02856/FUL | The Beeches, Norlands Drive, Otterbourne<br>Demolition of existing garage, two storey side extension and<br>new pitched roof over existing rear flat roofs, new porch and<br>detached garage. <b>Application permitted</b> |
| Case No. 10/03014/TPO | Old Deeds, Main Road, Otterbourne<br>1 no Oak reduce branches overhanging Drove House by 5 m.<br><b>Application permitted</b>  |

**Report from County Councillor Charlotte Bailey  
18 January 2011**

**Mobile Library Proposals**

The proposals for the revised mobile library service have been published and out of a the current 843 stops only 340 will continue. This will have an impact on users in Otterbourne. It is proposed that there will only be one stop for the whole of the village. This will be at Coles Mead and the stops at the top of the hill and in Waterworks Road will no longer happen if the proposals are accepted. The County is still open for discussion on the proposed stops and if the Parish Council want to make comments or any further suggestions please let me know so that I can put them forward to the Executive Member.

**Highways**

I and other Winchester County Councillors met with the Director of Environment at the County to discuss general concerns which are also raised with us by some Parish Councils. We discussed how to make sure that requests for maintenance, traffic management, or drainage etc are clearly available so that any progress can be tracked. Currently there are many different lists in different formats and it is sometimes frustrating that no indication is given on priority apart from for the current year's work. Rationalisation of these lists is currently being undertaken which should make clearer all the work which has been requested. I think it would be helpful for the Parish Council to send me a list of priority works so I can champion your top choices.

**Boyatt Lane**

At the request of residents, Neil Broadbent (HCC) and I agreed a list of maintenance improvements on and around Boyatt Lane. This includes replacing signs, pothole repair and white lining.

**Main Road**

I have been pressing for repair work to be done between Poles Lane roundabout and the bottom of the hill. The road is subsiding near Rose Cottage and even more potholes are appearing. This is down for work to be done.

**Winter gritting**

Generally the County's response to this winter's bad weather has been well organised and timely. Forecasting was good, all the Priority 1 routes were gritted in plenty of time and the priority 2 and Community routes were also kept reasonably clear. The only difficulty was the installation of the new grit bins which were caught out by the snow and have only now been installed. Requests are still being accepted for new grit bins and there are many bins waiting at the depot. The new bins have a phone number inside the lid so residents can ask for refills when needed. I hope the Parish have taken up the offer for free shovels too.

Eight of my Parish Councils have already asked for extra bins. Please let Chris Wilson at HCC know if you need any more and copy the request to me to me.

**Footpaths**

Countryside officers are keen to have parish priorities for maintenance of paths. I am happy to arrange meetings so that you can discuss what is possible. The County is always interested in new ideas to improve access to the countryside. The small grants scheme provides 50% of funding and often Parishes provide some of their 50% through volunteer time.