

**MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING
18 MARCH 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2162

Present: Jones (Chair); Acton; Kelly; Doherty; Young; Barton-Briddon; Stansbury; Reeves;

In attendance: County Cllr P Bailey, District Cllr M Southgate, Mrs P Wrightson; R Emery; Ms Lynne Hill, Elderfield Project Manager; Clerk

1. **Declaration of Interest:** There was none.
2. **Correspondence:** Correspondence Folder passed to members for circulation.
3. **Apologies for Absence:** Cllr Stirrup; District Cllr Jan Warwick; PCSO Michelle Wilkinson.
4. **Minutes of the Meeting**

To approve the Minutes of the Parish Council meeting 21 January 2014
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Kelly, seconded Cllr Barton-Briddon, approved by Council and signed.

To approve the Minutes of Finance & Administration Committee meeting 25 February 2014
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Young, seconded Cllr Reeves, approved by Council and signed.
5. **Elderfield Report**

A meeting on 14 March had taken place between Steve Brine MP, District Councillors, Local Police, Neighbourhood Services and Parish Councillors to discuss current issues and how these were being managed. Comments and reports from the village had been taken on board. There was now a weekly liaison with police and a greater proactive approach: more activities for service users, three new allotments on site, produce for sale. Current residency was still for 3 months. The recent restriction on entry for service users with alcohol problems had been lifted. Residents causing problems would be moved on, although this had to be according to housing law. Current funding continued to March 2015 when it was hoped to secure new funding to enable provision of longer residence. The land at the rear might become a wildflower meadow.
6. **Police Report**

PCSO Michelle Wilkinson had submitted a report detailing incidents from 21/01/14 to 18/03/14: two reports of anti-social behaviour/vehicle nuisance, one report of criminal damage, one report of theft from commercial premises. Many calls of suspicious behaviour had been received and although most had been genuine behaviour, residents were encouraged to continue reports on the 101 number.
7. **Open Session for Parishioners**

There were no reports received.
8. **County Councillor's Report**

Kiln Lane Parking: HCC had established that the new 'Polite Notice' sign was legally placed on the owner's wall. Parking was permitted, but care should be taken not to obstruct access to the offices. The CCTV was legally in place to prevent unlawful behaviour. Public Transport Consultation: HCC provided £4.7 million of subsidies to local transport, but needed to cut

back by a quarter and consultation was underway. Flooding: additional work on the highways, disposing of polluted sandbags, etc was expected to impact on the 2014/15 budget for highway maintenance. This included work to the Poles Lane ditches which was currently cancelled. Infill of potholes and patching had been undertaken in Otterbourne and Poles Lane. Cllr Young noted that repairs to Otterbourne Hill never lasted long due to the water flow and it needed reassessment by Highways for a long-term solution.

9. District Councillor's Report

As attached. Additional items of note: the water flow under the bridge on Main Road at Williams Garage appeared partially blocked. Cllr Bailey agreed to check whether this was a HCC or Environment Agency concern.

10. Report of Representatives to Various Bodies

Allotments Association: the AGM was on 25 April. Request to use hose pipes had been made. Council concurred with the Association's view not to support hosepipe use as it could involve higher rents in the future. The waiting list had been re-examined and stood at 14. Despite previous reports by the Clerk, the allotment bin was still being missed. The faulty streetlamp had been attended to, but was still not working.

To make further report of bin to be on the collection round	Clerk	asap
To check light will be part of current PFI replacement scheme	Clerk	asap

Air: A letter had been received from Lasham Gliding advising that changes proposed at Farnborough airport would result in much greater use of Hampshire airspace. Keith Smith had been advised and had passed the matter to the Winchester Air Group to investigate.

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

A list of points and actions taken had been distributed. All points had been actioned or would be reported on during the meeting.

12. Report of the Finance and Administration Committee

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

Reinvestment of Funds – to approve 12 month investment with Lloyds from 26/04/2014. It had been agreed at the F&A Committee meeting to transfer the funds to Lloyds Bank for a 12 month term. *Proposed by Cllr Kelly, seconded Cllr Jones and approved by Council.*

To move Co-operative investment to Lloyds for a further 12 month term	Clerk	26 April
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b) Matters arising from the F&A Committee meeting 25 February 2014 – to approve changes to Standing Orders and Complaints procedure as advised.

Changes to the Complaints Procedure had been emailed to all Councillors. HALC had been consulted regarding amendment to Standing Order 9. Both documents approved by Council.

c) Governing Documents – to adopt Code of Conduct, Standing Orders, Financial Regulations, Publication Scheme, Planning Protocol, Investment Strategy, Complaints Procedure, Press and Media Policy, Recruitment Procedure, Terms of Reference for Committees.

All documents had been discussed and agreed for approval. *Proposed by Cllr Jones, seconded Cllr Kelly and unanimously adopted.*

To place updated documents on the website.	Clerk/Cllr Stirrup	15 April
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d) Employee Matters – to note salary scales for 2014/15
It was noted that the Clerk's salary for 2014/15 was Scale 25 plus 2 RFO points.

e) Frequency of Council Elections – Parish and Public consultation
It had been agreed at the F&A Committee meeting to respond to the consultation by due date 14 March for retaining the current system and this had been actioned.

f) Action points from the Committee Minutes not covered under Parish Council Agenda Insurance – the clerk would obtain quotations for 2014/15 via brokers by September.
Risk Assessment – emergency details for access to the office and files had been lodged with the Chairman of F&A Committee and Chairman of Parish Council.

13. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) General

Grounds Maintenance contract – Proposal to retain contract with Cannon for 2014/15. Cannon had advised it was maintaining the 2013/14 contract price which had proved competitive against four quotations in 2013/14. *Proposed by Cllr Young, seconded Cllr Reeves and approved by Council.*

To instruct Cannon with the contract	Clerk	asap
To email schedule of works to Cllrs Reeves and Young	Clerk	asap

Jalopy Event – To approve full application for Jalopy Event on 29 June 2014.
Proposed by Cllr Jones, seconded Cllr Young and unanimously approved.

To advise organisers of the event	Clerk	asap
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ii) Play Park and Youth Facilities

Youth Facilities – update on the project.

The Open Spaces contribution was still under consideration by Compton & Shawford Parish Council. The initial application to Veolia had been approved. A site meeting was required to determine a number of points relating to SOCCT land, groundwork specifications and equipment. The quotations in hand needed further clarification and a third quotation sought. The April PC meeting was an important deadline for Council to have all information to make decisions for taking forward the full Veolia application.

To arrange site meeting	Cllr Reeves	asap
To clarify quotations in hand and seek third quotation	Cllr Reeves	15 April

Play Park - to approve annual safety inspection contractor as N W Adams.
Proposed by Cllr Reeves, seconded Cllr Jones and approved by Council. The Schedule of Weekly Inspection Checks for 2013/14 had been received by the Clerk.

To instruct N W Adams with the contract	Clerk	15 April
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iii) Football Pitch and Pavilion.

A letter had been received from the Football Club requesting a new league to play on Sunday mornings commencing 2014 season. Council was concerned about the impact on local

residents and wider use of the ground, parking, deterioration of the pitch. It was agreed unanimously that the contract permitting youth matches on Sunday mornings should not be extended and no adult matches should be played on Sunday mornings.

To draft letter to the Football Club	Clerk	asap
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b) Common – improvement to cycle path and Red Lane maintenance.

The new cycle path and footpath link to Red Lane had been completed well. HCC had also resurfaced Red Lane with hoggin; it was acknowledged that this was a one-off gesture with no further responsibility for HCC to maintain Red Lane. A resident had requested a sign ‘access to properties only’ to deter vehicles and parking. Council considered that the present signs: a Bylaw notice and a HCC no through road with a no access sign beneath was sufficient.

c) Open Spaces/Amenity Land – update on Greenacres amenity land.

The documentation about transfer of the land from Devine Homes to WCC had been received. No further information from Southern Water about its ownership of the strip of land bordering the properties had been received. It was agreed a site meeting between the Parish Council and WCC Open Space Officer was needed to determine WCC view relating to use of/ management of the Open Space for which they had already received maintenance moneys.

To contact WCC Open Space Officer for site meeting	Cllr Acton	15 April
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d) Parish Benches – update report.

A check of the audit was required and a survey of local residents’ views about position and use of benches being proposed for replacement.

To take forward	Cllr Doherty	15 April
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e) HCC Bus and Community Transport – Parish and Public Consultation

Otterbourne was served well by bus transport and cuts were unlikely due to the importance of the route. A need for Community transport had not been identified. Council agreed that it was not necessary to take part in the consultation.

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

a) Applications and Decisions - as attached. Additional items of note:

Case No. 13/02103/FUL Hazardous Waste Management Ltd, Kiln Lane. Construction of extension, associated parking and landscaping. Application approved. The Chairman thanked Cllr Acton for representing Otterbourne with a forceful case.

b) Village Design Statement

The VDS had been based upon the WCC Local Plan 2006. WCC had now adopted the 2013 Local Plan Part 1 which retained some of the 2006 policies, but others had been amended. The VDS guidelines needed checking and re-drafting to ensure the VDS complied for use as a planning document. Steve Opacic had advised it was not necessary to produce a new VDS, but to issue a Schedule of Amendments. At the end of Local Plan Part 2, the VDS would need reassessing again.

To take forward VDS amendments	Cllr Acton	15 April
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c) Highways – update on works

i) Lengthsman Scheme.

HCC had confirmed the Scheme would continue for 2014/15. The Lead Parish had contacted all Associates for instruction regarding the current Lengthsman. It was agreed his work needed monitoring, but overall the Lengthsman did a good job. Proposed to remain with current Lengthsman: Cllr Barton-Briddon, seconded Cllr Jones and approved by Council.

To advise Lead Parish of the Lengthsman Scheme	Clerk	asap
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ii) Crossing point on Main Road between Williams Garage and Meadowcroft Close footpath. Construction of the dropped kerbs had commenced. It was noted the works would also create a pinch point in the highway.

d) War Memorial –

Ratification of expenditure of £273.60 for reclamation slabs. *Proposed by Cllr Doherty, seconded Cllr Barton-Briddon and approved by Council.* BAM Nuttalls Ltd had volunteered the labour free of charge.

Ratification of expenditure £1,210 for 12 Portland stone bollards. *Proposed by Cllr Barton-Briddon, seconded Cllr Stansbury and approved by Council.* Concern was expressed regarding the continued use of the area by the refuse vehicles and future damage.

To arrange site meeting with Biffa for Chair to discuss	Clerk/Cllr Jones	asap
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15. Risk Assessment and Management

Play Park: a report had been received regarding a bolt on the see-saw. The see-saw had been isolated from use until the matter could be attended to.

Play Park: it was noted that the bins were very full at present.

To assess/attend to/instruct on see-saw	Cllr Reeves	asap
To advise volunteer litter picker to attend to bin	Clerk	asap

16. Any other business

Patient Participation Group

Cllr Doherty had attended the recent meeting. Posters had been prepared to gather information on local community groups and services and create a central resource site.

To display posters on notice boards	Clerk	asap
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Speed Limit Restriction Sign

Cllr Reeves offered the Council full-time use of a new SLRS free of charge from a company undertaking trials. It was agreed to continue with the shared parish SLRS scheme and to examine using the new SRS alongside.

To assess contractual/insurance requirements	Clerk	15 April
To advise on potential position	Cllr Barton-Briddon/Cllr Reeves	15 April

17. Date of next meeting: 15 April 2014 commencing 7.30 pm

Report of the Finance Committee 18 March 2014

a) **Parish Accounts stand as follows**

	£	£
	Current Statement Balance	Last Statement
Lloyds Treasurers	18,464.90	19,363.32
Co-operative Bank Current Account	0.75	0.75
Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %	25,000.00	25,000.00
Lloyds Investment a/c 3 mth to 17/05/14 @ 0.6%	<u>10,947.25</u>	<u>10,947.25</u>
Total Balance	54,412.90	55,311.32

Interim Cheques paid from Lloyds account 25 February 2014

2803	Romsey Reclamation – War Memorial slabs	£ 273.60
2804	Mrs J Ayre – salary January	£ 765.78
2805	Mrs J Ayre – office, travel and 1/4ly telephone expenses	£ 147.85
2806	WCC – dog bins Oct-Dec	£ 295.00
2807	The Print Room – copying/printing	£ 3.60
2808	OVHC – hire of parish hall	£ 60.00
2809	Portland Stone Ltd – war memorial refurbishment	£ 540.00
2810	Cancelled	
2811	Portland Stone Ltd – war memorial refurbishment	<u>£ 912.00</u>
		£2997.83

Cheques for payment from Lloyds account 18 March 2014

2812	Mrs J Ayre – salary February	£ 765.98
2813	Mrs J Ayre – office and travel expenses	£ 74.10
2814	HMRC – 1/4ly tax and NI submission for employee and employer	£ 110.70
2815	Cranbury Estates – kickabout rental	£ 1.00
2816	The Print Room – box of print paper and monthly account	£ 27.55
2817	Shaw and Sons – payments and receipts accounts book	£ 25.14
2818	Cancelled	
2819	MJT Decorating – SLRS movement	£ 96.00
2820	Cllr W Jones – expenses reimbursement	£ 66.50
2821	Portland Stone – war memorial refurbishment	£ 304.00
2822	WCC – Certificate of Lawful Development – Youth Facilities Project	<u>£ 48.75</u>
		£1519.72

Planning Matters at 18 March 2014Applications

Case No. 14/00027/LIS
12 February

Cherry Tree Cottage, Main Road, Otterbuorne
Replace 3 no external single glazed timber framed
doors with double timber framed doors
No comment

Case No. 14/00097/FUL
27 February

Otterbourne Grange Ltd, Pitmore Road,
Single storey side extension, comprising 12 bedrooms
with wetrooms, bathrooms, conservatory, a nursing
station and internal alterations.
No comment

Case No. 14/00347/TPO
12 March

Drove House, Main Road, Otterbourne
4 no Pine trees to fell
No comment

Decisions

Case No. 13/02489/TPO

11 Meadowcroft Close, Otterbourne
3 no Monterey Pine to fell (T1, T5 and T6)
Application refused

Case No. 14/00027/LIS

Cherry Tree Cottage, Main Road, Otterbuorne
Replace 3 no external single glazed timber framed
doors with double timber framed doors
Application refused

Winchester District Councillors Report

Local

Storm Damage - Otterbourne appears to have escaped rather lightly from flood damage compared to our neighbours at Hursley and Twyford. Jan and Mike regularly checked water levels around Bourne Close, Williams Garage, and Greenacres Drive. We visited residents in the Bourne Close area to re-assure them and check whether they needed sand bags or other help. We were also able to provide assistance to clear the underpass link for children walking to Thornden School from Otterbourne which is just outside our area.

Most Highway blockages from trees etc were dealt with as soon as possible with the resources available. Attention is now being turned to lessons learned and recovery. Parish Councils are encouraged to participate in feedback concerning what went right and wrong. One of the issues which has emerged is keeping the drainage channel along Poles Lane clear from winter debris. This carries away a high proportion of water from Hursley and the surrounding fields but it then gets constricted as it flows through Otterbourne with consequential concerns.

Cycle Routes - The small extension to the cycle way at the top of Otterbourne Hill should be complete shortly. Mike in his role as Cycling Champion is trying to push forward a few schemes which don't require major infrastructure work such as the changes to the cycle routes through Otterbourne. The Cycle Group has lent its support for some form of traffic light control at the Bushfield roundabout HCC to assist cyclists, motorists and the P+R buses. WCC traffic officers are now pursuing this option with HCC.

General

Frequency of City Council Elections - a paper has recently been circulated by the City Council we are happy to take any questions relating to this.

2014/15 Council Tax - The City Council has agreed to freeze its portion of Council tax for a fifth year in a row. This includes up to a £100,000 flood relief for communities and businesses affected by the floods. This has been achieved by transformations in ways of working whilst maintaining expenditure on essential services including the voluntary sector. The Council was also working to make Winchester one of the first 'Living Wage' Cities.

Culture, Innovation and the Winchester Economy - Over 120 delegates from the cultural and creative industries in the Winchester District attended a conference on 28th February organised by Winchester City Council to launch this new strategy. This aims to realise Winchester's ambition to be a vibrant centre for contemporary culture and creative enterprise in the UK, whilst consolidating the District's reputation as a world-class heritage destination.

RPLC - Winchester University have now offered a partnership including possibilities of land and funding but only for a site near Bar End where they already have facilities. Officers are now evaluating options for both North Walls and Bar End.

Museum Trust - Mike Southgate has been appointed as one of the founding interim trustees for the new Museum Trust being created by HCC and WCC to run their joint museums and in partnership with some other local authorities.

S106 Open Space Money - has been released for a skate park at North Walls.

District Councillors Jan Warwick and Mike Southgate 17/03/14.