

MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1885
OTTERBOURNE VILLAGE HALL – 18 MAY 2010 AT 6.30 PM

Present: Cllrs Oldham (Chairman); Hudson; Barton-Briddon; Andrews; Tabor

In attendance: County Cllr C Bailey; Mrs P Cole; Mrs J Mounter; Mr M Warne;
Mr R Emery; PC Mark Smith; Mrs M Acton; Clerk

1. Election of Chairman and Vice-Chair

Cllr Oldham was proposed as Chairman by Cllr Tabor, seconded by Cllr Barton-Briddon and approved unanimously by Council. Cllr Hudson was proposed as Vice-Chair by Cllr Andrews, seconded Cllr Barton-Briddon and approved unanimously by Council. New Declarations of Office were signed.

2. Declaration of Interest:

There was none.

3. Correspondence: Correspondence Folder 2 passed to members for circulation.

4. Apologies for Absence: Cllr P Granger; District Cllr G Beckett; District Cllr E Bell

5. Minutes of the Meeting:

a) To approve the Minutes of the Parish Council meeting 20 April 2010

Minutes previously distributed to Councillors. Proposed as accurate by Cllr Andrews; seconded Cllr Tabor, approved by Council and signed.

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

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

11. b) Community Emergency Plan

To report back to Council on update	Cllr Oldham	20 July
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6 a. Police Report

A police report had been received and previously distributed. Figures for the Parish since 20/04/10 to-date were as follows: 1 non dwelling burglary, 1 road rage minor assault, 2 criminal damages of parliamentary signs, 2 thefts from a commercial premises. There were also 2 reports of suspicious activities and cold calling. A speed gun would be operated in Main Road on occasions.

7. Open Session for Parishioners County

There were no questions.

8. Co-option of a Councillor

Mrs Mary Acton had applied to join the Council. Mrs Acton was a longstanding resident of Otterbourne and had worked previously in Local Authority. Proposed by Cllr Oldham, seconded Cllr Hudson and agreed by Council.

9. Election of Committees

Planning and Highways: Cllr Hudson (C); Cllr Barton-Briddon; Cllr Tabor

Amenities and Recreation: Cllr Granger (C); Cllr Tabor

Finance: Cllr Andrews (C); Cllr Granger

The Chairman and Vice-Chairman shall be ex-officio members of every Committee

10. Appointment of Representatives to various bodies

Winchester Air Group:	Mr K Smith
Otterbourne Village Hall Committee:	Mr M H Warne
Otterbourne Conservation Group:	Mr M H Warne (C); Mrs P Cole
Otterbourne Sports Club:	Cllr Tabor
Otterbourne Allotments Association:	Cllr Barton-Briddon
Sparrowgrove and Oakwood Copse Conservation Trust:	Mrs P Wrightson
Neighbourhood Watch:	Mrs J Mounter

11. Specific Responsibilities

Planning and Highways Policy:	Cllr Hudson
Community Planning and VDS:	Cllr Hudson
Street Furniture and Highway Maintenance:	Cllr Barton-Briddon
Street Lighting:	Cllr Barton-Briddon
Children's Play Area and Youth Facilities:	Cllr Tabor
Parish Police Partnership:	Cllr Hudson
Hampshire Waste Services Liaison Group:	Cllr Oldham; County Cllr C Bailey; Mrs P Cole
Footpaths and Rights of Way:	Cllr Oldham; Otterbourne Conservation Group
Public Transport Representative:	Cllr Acton
Otterbourne Common:	Cllr Barton-Briddon
Tree Warden:	Mrs P Wrightson
Parish Website:	Mr P Weir
Climate Change:	Cllr Tabor

To update details for Councillors and website	Clerk	asap
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12. Report of the Finance Committeea) Parish Accounts and Cheques for Payment

As attached.

b) To receive the Report of the Internal Auditor

The internal audit had taken place on 25 April by John Murray, Chartered Public Finance Accountant for y/e 31/3/2010 and the comments from his report were read to the meeting. The Auditor wished to see the Clerk's Contract of Employment and Petty Cash Book next year. The Clerk had compiled a list of items to take to the auditor for 2011. The auditor was pleased that the Standing Orders were reviewed annually. He considered that Risk Assessment was looked at seriously and risk minimised to funds by spreading investment between banks. The effectiveness of internal audit review had been completed. The Fidelity Guarantee cover of the insurance policy was more than adequate. A copy of the report was in the correspondence file.

c) To approve the Annual Return for the External Auditor

The Annual Return Section 1 Accounting Statements had been completed by the Clerk and all documentation relating to it had been compiled. Section 2 Annual Governance Statement had been addressed by the Finance Committee at the 08 March 2010 Meeting. The Finance Chairman advised all items had been dealt with and recommended approval by Council. Section 4 had been signed by the Internal Auditor including all requirements relating to Internal Control Objective. The Annual Return was approved by Council for signing off by the Chairman, Cllr Oldham.

To send off Annual Return	Clerk	30 June
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d) To approve Insurance Quotation for Assets, Public Liability and Fidelity Guarantee

The insurance renewal due 1 June 2010 had been received at £2579.74 which was a slight reduction on the previous year. Assets had been 3% index linked and the premium had received a 5% reduction for 3 year tie-in. It included the new youth swings and SLR sign. Council approved renewal.

To pay insurance premium and update assets register	Clerk	01 June
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e) Proposal for annual expenditure of £125 plus VAT for services of Royal Mail PO Box

The internal auditor had made reference to this system of mail delivery which was endorsed by HALC as best practice. It consisted of a single constant PO Box address with one forward street address, providing greater continuity and security of mail at changeover of Clerk. The Clerk's address would remain the delivery address and registered office of the Parish Council. Proposed Cllr Hudson, seconded Cllr Andrews and approved by Council.

To initiate process	Clerk	21 Sept
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13. Report of the Amenities and Recreation Committee

a) Proposal for expenditure of up to £460 plus VAT for tree works at Recreation Ground

A tree surgeon had made assessment of the Oak tree at the entrance by the HR barrier. It was unbalanced due to previous lopping of limbs, had long branches extending towards the south and split and dead branches high up. Two quotations had been received from NP Tree Surgeons: reducing hazardous limbs £280; to crown reduce and shape tree £460. Council considered the tree required a proper reduction which would last for up to 10 years. Proposed by Cllr Andrews, seconded Cllr Tabor and approved by Council.

To instruct NP Tree Surgeons	Clerk	asap
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b) To approve rent review for the Sports Club as set out in the Lease Agreement

Councillors Granger, Tabor and the Clerk had assessed the Lease review clause and agreed that the formula for rental review would be a 2.5% increase for 2010/11 commencing on 1 July. The review would take place annually from that date. Proposed by Cllr Andrews, seconded Cllr Tabor and approved by Council.

To write to Sports Club with 1 month's notice of review	Clerk	1 June
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14. Report of the Planning and Highways Committeea) Applications and Decisions

As attached.

Cllr Hudson reported that Compton & Shawford Parish Council had advised a new concern at Four Dell Farm regarding clearing of woodland and creation of additional hard standing. WCC Enforcement had been informed. The situation would be monitored.

b) Community Action Minibus – proposal for pensioners’ outing

A sum of £70 had been allocated in the 2010/11 Precept for up to two outings to be arranged. Enquiries would be made for a group or person to take the project on.

15. Report of Representatives to Various BodiesOtterbourne Village Hall Committee

Michael Warne advised that the Variety Show was being staged on four nights from 11th – 19th June and was to be recommended.

16. Risk Assessment and Management

The Clerk would continue following through with the Sports Club to remove the old floodlight stanchions and fencing in the corner by the bore hole of the Recreation Ground.

17. Any other business from Councillors

Cllr Oldham had received a request from the Otterbourne and Allbrook Beavers for a donation towards a new colours flag. An S137 donation could be considered.

To place on Agenda for July	Clerk	20 July
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18. Date of next meeting: 20 July 2010 at 7.30 pm in the Village Hall.

OTTERBOURNE PARISH COUNCIL
18 May 2010
Report of the Finance Committee

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers	18,538.63	6,471.77
Bank of Ireland No 6 Children's Play Area	51.53	51.53
Lloyds TSB Guaranteed Investment Account 3 months to 18 June @ 0.80% gross	35,138.99	35,069.81
Co-operative Bank Guaranteed Reserve 3 months to 12 August @ 0.375% gross	<u>25,160.96</u>	<u>25,143.33</u>
Total Balance	78,890.11	66,736.44

Cheques for payment on 18 May 2010 from Lloyds TSB Treasurers Account

2325	HMRC – additional payment for NI 2009/10 year	8.36
2326	Monster Play Systems – swing	3360.34
2327	Southern Water – allotments and pavilion standpipes	27.95
2328	M Gaines – bus shelter cleaning April	106.98
2329	Mrs J Ayre – salary April	613.50
2330	Mrs J Ayre - office allowance and travel expenses	89.00
2331	HMRC – 1/4ly tax and NI for employee and employer	198.32
2332	Petty Cash	50.00
2333	John Murray – internal audit fee	150.00
2334	Taurus Garden Services – Cranbourne Dr maintenance	450.00
2335	Winchester City Council – 1/4ly dog bin Jan-Mar 2010	186.00
2336	Open Spaces Society – subscription	40.00
2337	Local Council Review – subscription	13.50
2338	Cannon – Recreation ground maintenance April	231.24
2339	Connaught – gas boiler contract and safety record pavilion	192.70
2340	Chubb Electronic Security Ltd – pavilion alarm contract	<u>167.90</u>
		5885.79

OTTERBOURNE PARISH COUNCIL
Planning Matters for Consideration at the Parish Council meeting on 18 May 2010

Applications and Closing Dates for Comment

Case No. 10/00336/FUL 2 May	33 Greenacres Drive, Otterbourne Open sided porch on front elevation No comment
Case No. 10/00282/FUL 3 May	The Otter, Boyatt Lane, Otterbourne Change of Use of outbuildings to residential annex accommodation No comment
Case No. 10/00657/FUL 14 May	13 Oakwood Avenue, Otterbourne Single storey rear/side extension No comment
Case No. 10/00712/FUL Case No. 10/00838/LIS 21 May	Moat Cottage, Kiln Lane, Otterbourne Two storey extension to south elevation, addition of covered loggia walkway, replacement of existing windows, creation of new window openings No comment
Case No. PLAN/JD/WR215 01 June	Four Dell Farm, Otterbourne Variation of Conditions 2 and 3 of Planning permission 08/02657/HCS to allow processing of gypsum from waste plasterboard and provide for the intake of liquid waste to help in the wood composting process Request refusal, but that if Conditions 2 and 3 are extended to include waste plasterboard, it is very important that the tonnage maximum of 32,000 tonnes per year of material imported to the site should remain.

Decisions

Case No. 10/00164/FUL	Manor House Barn, Kiln Lane, Otterbourne Construction of single storey studio linked to existing property and provision of an external decked area. Application permitted
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