

**MINUTES OF THE ANNUAL MEETING OF  
OTTERBOURNE PARISH COUNCIL, 18 SEPTEMBER 2018 AT 7.45 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

**Present:** Cllrs Jones; Stirrup; Stansbury; Rodford, Williams.

**In attendance:** County Cllr Jan Warwick; District Cllrs Jan Warwick, Eleanor Bell, Brian Laming, Ron Emery; Carole Sawyers, Chief Executive Officer Brendoncare; Three officials of Colden Common Football Club; 9 Parishioners; Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Moody, Cllr Reese
3. **Minutes of the Meeting:**  
– to approve the Minutes of the Parish Council meeting 17 July 2018. Proposed by Cllr Rodford; seconded Cllr Stirrup and approved by Council.
4. **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:
  7. Highways England: had been invited to give a talk at the 18 September meeting, but had had to cancel due to the speaker being unwell.
  9. Boyatt Lane clearing of nettles: this had been reported to WCC as the Lengthsman had not been able to complete this task within his time.
  - 11.a) i) Shared Access Telecom: the item had been deferred to the November Agenda.
  11. b) SSE Claim for damaged cable on the Common: The Clerk had investigated with HCC and SSE. The Parish Council’s insurance company had advised the claim be passed to the Contractor to pursue with his insurance company.
  11. b) Five new trees on the common: WCC had been advised of their poor condition.

To c/f items 7. And 11. a) i) above for November Agenda	Clerk	20 Nov
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**11a) Planning Applications and Decisions**

Plans to redevelop The Old Parsonage (Item taken early see 11a for remainder of item). Carole Sawyers gave a brief talk on the history of The Old Parsonage and the Brendoncare Charity. The Old Parsonage was a listed building and had been a care home for up to 27 residents since 1987. The building was no longer fit for purpose and all residents had moved to the new Brendoncare home at Otterbourne Hill. There were also 22 housing with care apartments on the site which needed continued service. The plans involved demolishing and rebuilding the extension to the listed building to create 12 new apartments, plus 4 more in the listed building. It was believed all apartments would be for the over 65 age group. The plans had been shared with local residents and early comments had been addressed as far as possible, but it was important to retain some features for saleability and recovery of development costs. The plans had been sent to WCC and were awaiting registration. Questions from parishioners were received relating to the height of the new building and site level in relation to neighbouring properties; the use of the attic space instead of creating a third floor; the inclusion of balconies which caused concern relating to overlooking of neighbouring gardens, car parking provision to avoid overspill of cars into the cul-de-sac and the age restriction for purchase. Mrs Sawyers advised the footprint and height of the new building was almost the same as the existing building. The apartments had

not been built into the attic using velux style windows as it was considered casement windows and balconies were important features for residents who might have mobility problems and be unable to otherwise easily access outside space. There were no allocated car parking spaces for any of the properties, but it was thought 16 new spaces had been incorporated into the plans which complied with the WCC requirements. The age restriction for purchase would be confirmed as either over 65 or 55 years. Mrs Sawyers was thanked for attending.

- 12 a) ii)** Proposal to grant new lease for Colden Common Football Club: 7 year tenancy of the pavilion with rights to use the sports pitch and training area for Men's 1<sup>st</sup>, 2<sup>nd</sup> and Veteran's teams. (Item taken early – see 12 a) ii) for remainder of item). Councillors Jones, Stirrup and Rodford had received the draft Lease with initial amendments prior to the meeting. The following was confirmed with the Club officials. In the 7 year term, there would be a 1 year break point, in addition to the 3 year break, in order to receive feedback from residents and resolve any concerns. Up to 50 matches per annum would be permitted, with no more than three matches per week, on Saturday pm and up to two evening matches. Use of the training area would be permitted for up to two evenings per week. The goals, dugouts, rope or other temporary barriers and advertising would be removed after each match and stored away. One green container would be permitted in the approved position. Community use of the pavilion for up to 12 occasions was agreed provided it did not interfere with the Club's use and recompense was made for services used. A question regarding the rental review was raised, but agreed to remain as in the lease. A risk assessment of the pavilion and playing areas had been undertaken and it was agreed the term and occupation would not commence until the following items had been completed: the pavilion gas water heater replaced and a new Landlord's certificate and EPC received; electrical and other items attended to; a new security alarm installed. The pitch and training area had to be in a safe and reasonable condition for play. OCS had been consulted and the Club offered to help with labour if the Parish Council supplied topsoil and grass seed. There were no other items raised. Council agreed unanimously to grant and sign the lease to Colden Common Football Club.

To instruct for drawing up and signing.	Clerk	20 Nov
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**5. Crime Report**

The figures for July were reported as 8 incidents: 2 anti-social behaviour, 1 criminal damage, 3 other theft, 1 vehicle crime, 1 violence and sexual offence.

**6. Open Session for Parishioners**

A parishioner asked whether there could be an additional bench at the recreation ground near to the drop post area.

To note for consideration at the 2019/20 budget meeting	Clerk	6 Nov
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**7. County Councillor's Report**

A report had been received as attached at the end of the Minutes.

**8. District Councillor's Report**

A report had been received as attached at the end of the Minutes.

## 9. Report of Representatives to Various Bodies

### Allotments Association

There were seven people on the waiting list. The Bishopstoke Cubs would be visiting to take part in supervised activities. There had been an exceptional amount of water used over the dry summer. The trees on Chapel Lane were overgrown and up to the height of the overhead wires and light. Two more sets of keys to the drop posts were requested.

To note trees for consideration at the 2019/20 budget if not attended to in 2018/19.	Clerk	9 Nov
To pass on two more sets of keys.	Cllr Stirrup	20 Nov

### Elderfield

Three Councillors had attended the 60<sup>th</sup> birthday celebration of Elderfield. Funding for a further two years had been secured. Four more residents had completed the programme and two had moved on.

### Otterbourne Village Hall Committee

Following residents' concerns about damage to the highway verges, Cllr Stirrup had asked the Committee if they would request the organisers of large events to appoint a parking marshal. The Committee declined advising it was not its responsibility.

### Sparrowgrove and Oakwood Copse Conservation Trust (SOCCT)

Cllr Williams advised a large Oak tree on the western boundary needed substantial work and requested access via the recreation ground

## 10. Vacancy for a Councillor

Two vacancies still existed and there were three parishioners interested.

To c/f item to November Agenda	Clerk	20 Nov
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## 11. Report of the Planning and Highways Committee

### a) Planning

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

The Old Parsonage – see Agenda after Item 4. Comment would be made when the application was received from WCC.

Several consultations on the new WCC Local Plan to 2036 closed on 21 September.

ii) Community Asset registration - to report on WCC's feedback.

Footpath across land east of Main Road: WCC had considered the nomination, but had not accepted that the footpath could be registered as a Community Asset because use of the land was limited to the Public Right of Way. While the remainder of the land constituted an attractive countryside setting, visual amenity did not constitute 'current use' in the context of Section 95 of the Localism Act 2011.

Kickabout: this was still being assessed by WCC as to whether it would be accepted.

Plans had shown that half was privately registered land and the other half was unregistered land linked to the Cranbourne Drive Open Space under the S106 which was formed when the Cranbourne Drive development was built.

To forward with WCC	Clerk	20 Nov
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### b) Highways

i) Speed Restriction signs – update

Council decided to carry forward this item to the November meeting.

To c/f for November Agenda	Clerk	20 Nov
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ii Village Traffic Survey – to report on response findings.

Cllr Williams advised that there had been a very good response of about one third of households in the village. Final numbers would be confirmed and input of the data was still in progress, but some consistency was evident regarding comments about a crossing by the Nisa store, narrow pavement areas in some parts of the village and traffic driving too fast.

To continue input and report at November meeting	Cllr Williams	20 Nov
To Agenda for November	Clerk	20 Nov

## 12. Report of Recreation and Amenities

a) Oakwood Park Recreation Ground

i) General – Updated Rules and Guidelines for Use of the Recreation Ground.

These were approved unanimously by Council.

To place on website and recreation ground notice board	Cllr Stirrup/Clerk	20 Nov
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ii) Pavilion and Sports Pitch

See Item taken earlier in the meeting after Agenda Item 4.

Proposal for expenditure of up to £10,000 (£200 for shared legal costs; £200 for an Energy Performance Certificate; £7,000 to supply and install new gas water heater and safety cut off; £700 to supply and install new security alarm; up to £1,900 for electrical and other landlord repairs to pavilion and pitch. Quotations for the items had been obtained and advised to Councillors with the Agenda. Proposal by Cllr Rodford, seconded Cllr Williams and agreed by Council.

To arrange for the work with agreed contractors	Cllr Stansbury	asap
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iii) Play Park – Proposal for expenditure of £1,690 for wetpour edging repairs.

The edging to the activity tower and see-saw had opened up in the dry weather and it was considered it would not close sufficiently again to give a good edge. Proposed by Cllr Rodford, seconded Cllr Stansbury and approved by Council.

To instruct with the work	Clerk	20 Nov
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b) Common

It was decided that the labour cost of instructing a contractor to re-seed the earth banks would be high and not worthwhile without rain. A number of replacement posts were needed and a quotation had been obtained. A quotation for a replacement sign for 'Red Lane' had been obtained, but it was agreed the change in wording was not significant enough for the cost involved.

To take forward common bund seeding	Cllrs Stirrup and Jones	
To receive quotation for posts and instruct	Clerk	

c) Footpaths – update on footpath from Otterbourne School to Cranbourne Drive.

Ownership and maintenance of the footpath was still unresolved. HCC Children's Services had agreed to contribute £500 towards repair, but without liability for future costs. It was agreed the Parish Council would contribute the remaining £300 as a matter of urgency to attend to the current repairs, but it accepted no liability for future costs. It was agreed to write to HCC to ask for the footpath to be adopted and to write to the School's Board of Governors to request their support.

To instruct with the repair work	Clerk	20 Nov
To write to HCC and School Board of Governors	Clerk	20 Nov

### 13. Report of the Finance and Administration Committee

#### a) Parish Accounts, Payments and Receipts, Quarterly Budget Analysis

<u>Parish Council Bank Statements at 30/08/18</u>	£
Lloyds Treasurers account	23,045.11
Lloyds 12 month account (to 25/03/19 at 0.8%)	<u>25,982.00</u>
Total	49,027.11

August: Cheque payments totalled £100; Internet Payments totalled £1,822.07.

September: there were no cheque payments; Internet Payments totalled 3,458.61.

Copies of the schedules are available from the Clerk. The second half precept £18,803 had been received into the Treasurer's account 13/09/18 (not recorded in the statement above).

It was agreed that as the costs for the pavilion were known and the second half Precept had been received, reinvestment of £11,250 would be appropriate for a 3 month fixed term.

The budget analysis at half year was presented to Councillors. Individual items were assessed. Expenditure against provision was on track for 50% completion and Receipts were mostly completed.

To instruct reinvestment for 3 month fixed term	Clerk	asap
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Lengthsman's Account Bank Statement at 30/08/18 £ 9,957.35.

August: Lengthsman Payment £1,152.00. September: Lengthsman Payment £1,440.00.

#### b) External Audit – completion of audit report.

The external audit had been returned without any recommendations and confirmed that information in Sections 1 and 2 of the annual Governance and Accountability Return was in accordance with Proper Practices and no other matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met. Copies of the Conclusion of Audit Notice had been posted on the notice boards and website.

#### c) Finance Committee meeting - to set the budget for 2019/20.

Proposed for 6 November at 7.30 pm in the Village Hall. Councillors were asked to assess their areas and items of responsibility and new projects they may wish and advise at the Working Party meeting on 16 October.

To assess areas and items of responsibility for budgeting	All Councillors	30 Oct
To prepare draft budget	Clerk/Clr Moody	

#### d) Parish Insurance

The insurance for 2019/20 was due 1 October and the new premium received at £1,897.07 was based on a £250 excess, index linking and reduction for long term agreement. It was noted that Fidelity Guarantee at £150,000 was sufficient to cover Council requirements. Council agreed the premium for payment.

To instruct and pay premium	Clerk	30 Sept
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**14. Risk Assessment and Management**

HR barrier – this had been straightened by OCS, but further damage had occurred by it being forced inwards in order to open without authorisation. OCS had agreed to undertake the additional repair work free of charge.

To draft letter to all residents whose properties border the recreation ground re. permissive pedestrian access and vehicular access	Clerk	20 Nov
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**15. Notification of events and to raise new items for the next meeting.**

Working Party meeting 16 October 2018

**16. Date of next Parish Council meeting – 20 November 2018 commencing 7.30 pm.****Planning Applications**

Case No. 18/01977/TPO

40 Cranbourne Drive, Otterbourne

1 No.Oak spp to remove the 7 No. lateral limbs back to the fork on the northern bow. On the south-western bow lever arm towards the garage tip reduce by 1.5m back to best pruning points. Major deadwood the canopy

**No comment**

Case No. 18/01470/TPO

Hecton Cottage, Main Road, Otterbourne

No 1 Maple: Reduce the crown to previous reduction points (approx 3 meters) to prevent tree from coming into contact with the house; No1 Beech : Reduce the crown to previous reduction points (approx 2 meters) to prevent tree from coming into contact with the house. **No comment**

**County Councillor Jan Warwick (Winchester Downlands)****Parish Council Report September 2018****Local issues**

Crossing Count (pedestrians vs vehicles) opposite the Nisa Store due to take place in early September

Southern House –100 space extension to car park –work on schedule to complete mid October. Busier on residential roads now schools back.

Poles Lane (East end) emergency drain clearance took place on Sunday 26<sup>th</sup> August

Conveyance of land (pathway) adjacent to car park escalated to Executive Member for Children's Services (Schools)

**M27 junction 4 to 11 Smart Motorway - Preparation Work**

Between September 2018 and January 2019, contractors working on behalf of Highways England will be carrying out works in the carriageway hard shoulder and verges in preparation for the installation of the temporary traffic management. Traffic management including narrow lanes will remain in place thereafter. Some of the hard shoulder preparation works will need to be undertaken during nighttime lane closures because of their proximity to the carriageway.

The hard shoulder preparations will take place from September 2018 to January 2019, on specific sections of the M27 between junctions 4 (M3 Interchange) and 11 (Fareham). The works will be carried out during a series of night time lane closures with a maximum of 2 of the lanes being closed, meaning there will always be one lane open, from 22:00hrs to 06:00hrs the following morning.

This preparatory work will allow them to install traffic management, before the main construction work starts this winter 2018/2019.

Likely weekend dates for closure are:

28<sup>th</sup> September to 1<sup>st</sup> October 2018

26<sup>th</sup> to 29<sup>th</sup> April 2019

18 to 21<sup>st</sup> October 2019

**County Councillor Grants**

My County Councillor grant is now open for applications for projects within the Downlands Division.

## **District Councillor Report September 2018**

**Houses of Multiple Occupancy (HMO)** licensing powers to come into force in October. Currently, mandatory licensing of HMO's only applies in buildings of 3 or more storeys but as from 1<sup>st</sup> October 2018, all privately rented properties in multiple occupation with 5 or more residents who are not from the same household, will require licenses. This comes after the government passed legislation, which requires HMO Landlords to apply for a licence by 1<sup>st</sup> October 2018, and failure to do so will be a criminal offence. The council is keen to monitor local HMO's and the new legislation allows them to control the rise in HMOs having already taken steps to reduce HMO's in both Winnall and Stanmore through Article Four Directions

Details of the Local Plan and Planning Enforcement Briefing for Parish Councils on 2<sup>nd</sup> and 8<sup>th</sup> October have been emailed to Parish Clerks.

### **Winnovation (Winchester's Dragon's Den)**

This is a one off grant opportunity for community activities or projects awarded to shortlisted applications on the afternoon and evening of Thursday 1<sup>st</sup> November. Applications for funding up to £4000 are invited for community projects that are innovative, engaging and will benefit local residents. For further information please contact Melissa Fletcher on 01962 848492 or email [mfletcher@winchester.gov.uk](mailto:mfletcher@winchester.gov.uk)

This grant will not fund replacement equipment, retrospective projects, general running costs, and profit making events or individuals.

The online application form can be found at <https://winchester.flexigrant.com/startapplication.aspx?id=3126&farea=1089>

### **Parish Update Evenings**

Details of the recent Planning enforcement review and the local plan refresh update briefings hosted by Planning Consultant Peter Learner have been arranged for Parishes Councillors on the evenings of 2<sup>nd</sup> (Guildhall Winchester) and 8<sup>th</sup> October (Bishops Waltham) and sent to Parish Clerks. Please contact Sue Langford on [slangford@winchester.gov.uk](mailto:slangford@winchester.gov.uk) for further details.

**Cllrs Bell, Laming and Warwick**