

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 18 NOVEMBER 2008 AT 7.30 PM**

Present: Cllrs Oldham (Chairman); Hudson; Surridge; Barton-Briddon; Phillips; Williams; Zebedee; Andrews.

In attendance: County Cllr C Bailey; District Cllr E Bell; Mike Ansell; PC Emma Port; Mrs P Cole; Mrs P Wrightson; Clerk.

1. **Declaration of Interest:** Item 13 a) Cllr Oldham whose residence backs onto Oakwood Copse. Item 13 a) Cllr Williams who is a Director of SOCCT.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** District Cllr G Beckett; Cllr Stafford had resigned on 12 November and a Vacancy of a Councillor notice had been placed on all notice boards.
4. **Minutes of the Meeting:**
Parish Council meeting 21 October 2008 previously circulated to Councillors. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Zebedee, approved and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere:**
All points had been actioned or would be reported on except the following:
 - i) 13. c) Parish Plan – review update Cllr Stafford had agreed to undertake the review, but it would need reallocation to another Councillor. To be referred to next meeting.
 - ii) 16. Other Items The Community Picnic was discussed. It was agreed that there were several annual events of similar nature although none on the Common. The idea of a community picnic at the recreation ground to mark the opening of the new children’s play area was supported and would be considered.

Action	By Whom	By When
Parish Plan – review update on next Agenda	Clerk	16 December

6. **Police Report.**
Twelve incidents reported since last meeting: one non-dwelling burglary; one dangerous driving and one drink driving incident; two public order offences; two rowdy behaviour reports; two suspicious persons reports and three thefts from a business premises.
7. **Report from Elderfield**
Mike Ansell, Project Manager for Elderfield addressed the meeting. At present there were 19 residents out of a maximum number of 22: 4 had been resident for over 20 years; 15 might stay for up to 2 years. An invitation was extended to Councillors to attend any of the regular residents’ meetings; Mr Ansell would forward the dates to the Clerk. The Management was always trying to increase contacts with the Community. Recent successes by residents included excellent attendance on numeracy and literacy courses. The last Parish Police Report was discussed. Mr Ansell advised that residents had complained regarding infringement of privacy and lack of recourse to reply to matters placed in the public domain. This had been followed through and resolved regarding future Police reports. A question arose from a Parishioner as to whether it was policy to move on residents if they caused trouble in the community. Mr Ansell replied that this occurred if breach of conditions or significant problems arose. Cllr Phillips noted that at it would be important to meet the four long-term residents at the

meetings and engage them more in the village.

1769

8. **County Councillor's Report**

Report copied to all Councillors as attached. The R&W Appeal was discussed. Cllr Hudson requested that a letter be sent to the Inspectorate and Hazel Blears MP to inform them of Otterbourne's extreme disappointment in the granting of the Appeal and concern at the planning and appeals procedure. Cllr Phillips suggested a joint meeting with County, District and MP, but County Cllr Bailey advised that these tiers of Government were aware of concerns and acted within planning guidelines. It was agreed that the letter to Hazel Blears MP would be more beneficial to help influence future planning law.

Action	By Whom	By When
Draft letter for Chairman to send	Cllr Hudson	16 December

9. **District Councillor's Report**

Report copied to all Councillors as attached. Further item noted regarding Hursley Parish Council setting aside a sum to cover the Speed Limit Reminder Sign. Compton had replied very positively also. Twyford would be approached again before details of Parishes were submitted to HCC for pilot scheme.

10. **Open Session for Parishioners**

A question was raised regarding the number of retrospective planning applications received. Councillors advised that Enforcement was always informed of any known unauthorised building but that retrospective applications frequently followed and were often permitted under planning guidelines. The vehicle capacity of Main Road was queried. Councillors advised that HCC had been approached previously and guidelines permitted greater capacity than at present. A report was received about the Oak trees on Poles Lane. One had been subject to fungal rot and had been heavily pollarded. The fungus had returned and the Oaks would be closely watched. The sapling by the bench at Bourne Close required removal.

Action	By Whom	By When
Request WCC remove sapling at Bourne Cl	Clerk	16 December

11. **Standing Orders – to discuss change to Standing Orders relating to opening of mail**

The Chairman had produced a paper copied to all Councillors setting out that there should not be any opt out clause within Standing Orders and that all mail received at the Registered Office, except that marked with a privacy caveat, should be opened by the Clerk. The Chairman had proposed new wording and this was approved unanimously.

Action	By Whom	By When
To include new Standing Order as agreed and circulate to all Councillors	Clerk	16 December

12. **Report of the Finance Committee**

a) Parish Accounts and Cheques for Payment

As attached.

b) Old Church Yard, Kiln Lane – proposal to spend £100 on maintenance work

Requested by the Conservation Group. Proposed Cllr Hudson, seconded Cllr Phillips and approved by Council.

c) Otterbourne, Compton & Shawford and Silkstead Association – to approve decision for donation of £250 in support of OCASSA

Following legal advice and further consideration, Council agreed 5:2 in favour with 1 abstention, the sum of £250 as an S137 donation towards the general aims of OCASSA without membership of the Association. Proposed Cllr Andrews, seconded Cllr Phillips and approved. This cancelled and replaced Minute Item 1750 14 b).

Action	By Whom	By When
Send letter and cheque for £250 to OCASSA	Clerk	16 December

d) Report of the Finance Committee meeting 10 November

The Minutes of the Meeting and Precept proposal had been copied to all Councillors. £31,498 of overhead expenditure was proposed offset by forecast income of £5,173 to give Precept requirement of £26,325. Additional expenditure of £23,340 was proposed mostly by reducing reserves and applying for grants.

e) Parish Precept – proposal to recommend precept of £26,325 for 2009/10

Cllr Andrews recommended the Precept to Council representing a decrease of 0.01% on 2008/09. Proposed Cllr Surridge, seconded Cllr Hudson and approved by Council.

Action	By Whom	By When
To inform WCC of Precept requirement	Clerk	16 December

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

a) Sparrowgrove and Oakwood Copse Conservation Trust – proposal to grant £5,000 to SOCCT for purchase of the woodlands

After some discussion Council agreed 5:0 in favour with 3 abstentions (2 Declarations of Interest) that the ownership of the woodlands was important to Otterbourne and a donation under S137 should be made in order to secure it for the future. Proposed Cllr Hudson, seconded Cllr Zebedee and approved by Council.

Action	By Whom	By When
Send letter and cheque for £5,000 to SOCCT	Clerk	16 December

b) Youth Football Team for Oakwood Park (additional Item)

Council had been approached by Lakeside Youth Football Club regarding the possibility of playing at the Recreation Ground on Sunday mornings at 11 am. The Youth Team would comprise U13s and wished to host seven matches per season plus cup matches. Council was concerned regarding the views of local residents, but viewed sport for young people as positive to encourage. Cllr Zebedee had spoken to the Youth Team Leader who had advised that interested U13s from Otterbourne would be encouraged to join. Council agreed that if the proposal was to be furthered the Sports Club would need to give agreement and undertake line marking and organisation. There was concern that the request to use the second pitch could conflict with the new children's play area which might require high safety fencing along the length fronting the pitch. The possibility of using a short pitch would be examined, also the Sports Club's consideration of the first pitch being used and the Health and Safety fencing requirements of the play area.

Action	By Whom	By When
To contact Lappset re H&S requirements and possible costs involved in high fencing.	Clerk	16 December
To contact Sports Club regarding use of the current first pitch for the Youth Club.	Cllr Zebedee	16 December
To respond to Youth Club Team with concerns and consideration for next season.	Cllr Zebedee	16 December

c) Cricket Club (additional item)

Top of the Hill Cricket Club was considering sharing its current pitch at Elderfield with Eastleigh and Otterbourne Cricket Club. The more active use had been agreed in principle by Elderfield subject to considerations about funding, amenities and access.

d) New Children's Play Area (additional item)

Councillors had met with Lappset's Contract Manager on site. A few last details had been discussed. Commencement of works had been agreed after February 2009.

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

a) Applications and Decisions

As attached. Cllr Phillips announced his decision to stand down as Chairman due to work commitments, but would remain on the Planning Committee. Council was asked to consider his replacement.

Action	By Whom	By When
To contact Compton & Shawford for its decision regarding Woodlands Park.	Clerk	asap
To inform Clerk of any comments for WCC	Planning Cttee	Due dates

b) Sandbags – to consider proposal to purchase and store 1000 qty sandbags

The proposal had arisen from the Community Emergency Plan in response to flooding contingency for the village. An estimate of £500 had been received. Council was concerned regarding moving and dry storage of the bags, together with sand requirements and storage for filling. Agreed item would be deferred, but considered again if any Councillor wished to take it forward.

Action	By Whom	By When
To place on Agenda if requested.	Clerk	16 December

15. **Report of Representatives to various bodies**

Transport: Cllr Zebedee had attended the Annual Meeting of Transport Representatives on 15 November and a report was in the Correspondence file.

16. **Risk Assessment and Management**

Concern regarding tree roots having damaged the footpath by the new street light by Otterbourne School. Concern regarding the trees on the same footpath blocking light.

Action	By Whom	By When
To approach HCC regarding reinstatement	Clerk	16 December

To ask Taurus to cut back trees	Clerk	16 December
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17. **Any other business from Councillors.** None reported.
18. **Date of next meeting:** 16 December 2008

OTTERBOURNE PARISH COUNCIL
18 NOVEMBER 008
Report of the Finance Committee

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers a/c 1074401	12,879.78	54,072.59
Bank of Ireland No 1 Open Spaces	3,966.73	24,056.73
Bank of Ireland No 2 Deposit	18,417.35	31,317.35
Bank of Ireland No 3 Clerks Gratuity	Closed	982.50
Bank of Ireland No 5 Reserve	Closed	16,141.26
Bank of Ireland No 6 Children's Play Area	27,854.46	27,540.91
Co-operative Bank Guaranteed Reserve (3 month)	<u>40,000.00</u>	
Total Balance	103,118.32	

b) Cheques for Payment from Lloyds TSB Account

2132	Otterbourne Parish Council – to open Co-op account	£	40,000.00 (21.10.08)
2133	OVHC – PC Meeting, Finance Meeting N/Watch Meeting	£	60.00
2134	Jean Mounter – Expenses for Neighbourhood Watch	£	53.65
2135	Cllr S Hudson – Travel Expenses	£	7.90
2136	HCC – Internet Server annual payment	£	119.85
2137	HCC – Computer paper	£	26.53
2138	Cannon – Recreation Ground maintenance	£	112.80
2139	Mrs M Gaines – Bus shelter cleaning October	£	106.98
2140	Mrs J Ayre – Salary October	£	591.50
2141	Mrs J Ayre – office and travel expenses October	£	98.60
2142	Otterbourne Conservation Gp – churchyard maintenance	£	100.00
2143	OCASSA – S137 donation	£	250.00
2144	Information Commissioner – Data Protection registration	£	<u>35.00</u>
		£	1562.81

OTTERBOURNE PARISH COUNCIL
Planning Matters for Consideration at the Meeting on 18 November 2008

Comments for consideration by the Parish Council may be made at the Open Session for Parishioners or sent to the Clerk by 6 pm date of Meeting.

Applications and Closing Dates for Comments

Case No 08/02527/FUL 4 December	2 The Firs, Main Road, Otterbourne Conversion of double garage to habitable accommodation
Case No: 08/02521/TPO 4 December	Oakwood Copse, Sparrowgrove, Otterbourne Hazel trees – cut down to ground level to encourage growth
Initial consultation	Highbridge Farm, Highbridge Lane, Highbridge Change of Use of centre section of agricultural building to extend existing carpenters workshop (retrospective).
Case No: 08/02493/FUL 8 December	Woodlands Park, Poles Lane, Otterbourne Retention and alterations of existing building to provide office, gymnasium and storage area to main dwelling. (Compton & Shawford Parish)

Decisions

Case No: 08/01983/FUL	South Central Ambulance Service Increased generator plant and LPG fuel tank enclosure Application permitted
Case No: 08/02059/FUL	5 Chapel Lane, Otterbourne Single storey rear extension Application permitted
Case No: 08/02246/FUL	Otterbourne Parish Council, Oakwood Park Recreation Ground Replacement of children's play area and equipment to include increased fenced play area and installation of climbing frame. Application permitted

Appeals

Ref No: W01029/04	Coillteach, Park Lane, Otterbourne Detached double garage Appeal allowed
Ref No: W00532/14 Appeal Ref: 08/00113/REF	Highwood Residential, The Captain Barnard, Otterbourne Rd Construction of 57-bed care home for the elderly and 4 detached dwellings for private occupation. Inspectorate Reference: APP/L1765/A/08/2086862/NWF

Report to Otterbourne Parish Council

18 November 2008

from District Councillor Eleanor Bell 18 November 2008

Over 55s Information Day, Discovery Centre, Wednesday 22 October

Every imaginable service to the elderly was represented at this well attended event, organised by WCC. The intention is to organise similar events each year, and for anyone who is elderly or has elderly dependents, there was much of interest and information.

WCC Rural Planning seminar at South Lynch, Standon – Friday 24 October

The purpose of this extremely interesting seminar organised by WCC for Councillors and Planning officers was to provide background understanding to inform planning decisions. Speakers from the Banking sector, NFU and Equestrian outlined the effect of the current economic crisis on farming, the possible future for livestock, dairy and arable farming, horticulture and sustainable food supplies, and the preferred approaches to equine management. The seminar concluded with a tour of South Lynch farm estate.

Out of Hours ISG / Major Outdoor Events ISG

Informal Scrutiny Groups scrutinise matters identified for review and take evidence from officers and expert witnesses in order to formulate recommendations for improvement. I have served on the above ISGs over a number of months. The first has scrutinised the OOH service offered by WCC Environmental team as compared with other local councils. Findings: there is good provision in terms of a central contact centre, and goodwill on the part of senior officers in emergencies, but the ISG group has recommended improvements to services with regard to building control, environmental health, trees (TPOs) and stray dogs.

The second has scrutinised matters relating to large scale outdoor events, such as Winchester Passion, Hat Fair, motocross, rock festivals etc. Issues include public safety, noise control, ground security, traffic management. Recommendations include revised guidance to organisers, attendance by officers, licensing and fee structures.

Both ISGs were reported to **Environment Scrutiny Panel on Tuesday 11 November** together with updates on Streetscene issues and Southampton Airport – all are available on WCC website under committee papers.

Southampton Airport – WCC and WAG – report to Environment Panel 11 November 2008

Members of WAG were disappointed at the bland content of the report following representations to the Panel in January and April of last year. Robin Tice spoke for WAG during public participation. I asked for strengthening of the recommendations and this was approved. WCC have committed to keeping WAG informed of SIA meetings attended by WCC, seeking input beforehand and forwarding minutes etc. They have also committed to organising regular meetings with the Airport and WAG (next 17 December), and to continue to seek direct membership for WAG on the EBC Airport Consultative Committee.

A new Environmental Team Manager, Dave Ingram, started at WCC on 7 October and he will pick up the Airport brief. He and Head of Environmental Services Robert Heathcock are in no doubt as to the importance of this liaison for WAG and have given their assurance that it will be pursued vigorously.

Papers are available on WCC website under Committees – however, to date Minutes and Revised Airport report are not yet available.

Planning matters:

Captain Barnard Appeal – deadline for further comment to Planning Inspector was 17 November. We now await the outcome of the appeal.

Four Dell Farm

We have verbal advice from Mr Venn of an impending application to HCC for processing of waste wood into woodchips/ compost. A proposed application for B2/B8 general industrial use for the eastern (AJ Blake) part of the site has been withdrawn.

Oakwood Copse – application to undertake hazel coppicing by Mike Bilcliffe (Southern Water)

Charlotte Bailey's report when she has sent it through to me.