

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1858
OTTERBOURNE VILLAGE HALL – 19 JANUARY 2010 AT 7.30 PM**

Present: Cllr Oldham (Chairman); Hudson; Barton-Briddon; Granger; Clerk

In attendance: Mr M Warne; Mrs P Cole; Mrs P Wrightson; Mr N Tabor;

Ms M Godwin, Project Manager Elderfield; Area Manager LHT;

From 8.30 pm: County Cllr C Bailey; Cllr E Bell; Mr K Smith

1. **Declaration of Interest:** None received.

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

3. **Apologies for Absence:** Cllrs Andrews; Weir; Phillips; Taylor

4. **Minutes of the Meeting**

To approve the Minutes of the Planning Committee meeting 3 December 2009

Minutes previously circulated to Councillors. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Oldham, approved and signed.

To approve the Minutes of the Parish Council meeting 17 November 2009

Minutes previously circulated to Councillors. Proposed as accurate by Cllr Oldham, seconded Cllr Hudson, 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 during the meeting except for the following:

5) Parking at entrance to Cranbourne Drive

The white lines had been extended 6 feet by HCC. Reports received that access to the entrance was still difficult.

| Action | By Whom | By When |
|---|---------|----------|
| To request HCC Highways extend the white lines as far as the public car park entrance | Clerk | 16 March |

6) Attendance dates for Police at Parish Council meetings

The Clerk had advised the meetings of: March, July, September and November.

Pedestrian Crossing

Cllr Oldham had been in contact with Ruth Olczyk of HCC. The crossing survey had been postponed due to adverse weather and rescheduled for after Easter at the beginning of the school Summer Term.

13b) Volunteer Litter Pickers for the Recreation Ground

One volunteer had come forward. Advertising would continue for more.

Speed Limit Restriction Sign

Installation was delayed due to adverse weather. Scheduled first for Hursley Parish.

6. **Police Report**

For the period 15/12/09 to 18/01/10 one reported crime: criminal damage to a bus shelter. Also two reports of rowdy and inconsiderate behaviour, one incident of drunk and incapable, one report of a suspicious person. The dates for the Police Surgeries in the Parish had been received: Village Hall Car Park: 19 January and 2 March; Brambridge Garden Centre 6 March, all at 2.00 to 3.30 p.m.

7. **County Councillor's Report** 1859
None received.

8. **District Councillor's Report**
Cllr Bell's report as attached.

9. **Open Session for Parishioners**
A report that the millennium sign required cleaning

| Action | By Whom | By When |
|--|---------|----------|
| To request the handyman to undertake works | Clerk | 16 March |

Reorganisation had taken place at Rights of Way and Alison Perry, Senior Countryside Ranger, Queen Elizabeth County Park, Petersfield was now responsible for the Parish.

10. **Co-option of a Councillor**
Nick Tabor, a resident of Cranbourne Drive for many years, had applied to join the Parish Council. There were no matters raised. Proposed by Cllr Hudson, seconded Cllr Barton-Briddon and agreed unanimously by Council.

| Action | By Whom | By When |
|----------------------------------|---------|---------|
| To finalise forms and procedures | Clerk | asap |

11. **National Association of Local Councils (NALC) – discussion about membership**
An email from the Hampshire Association of Local Councils (HALC) had been received expressing concern at the level of service from NALC and value for money of subscription to it. A survey would follow to determine the level of support to remain within membership. A letter from NALC had also been received expressing its concern and reasons for remaining within membership. All Councillors had been copied on the email and letter. Cllr Hudson had reviewed further consultation papers from NALC and made a report to Council proposing that Otterbourne should consider supporting any proposal from HALC to leave NALC membership. There was some discussion. Proposal by Cllr Hudson to support HALC, seconded Cllr Oldham and agreed.

| Action | By Whom | By When |
|---|-------------|---------------------|
| To complete HALC survey in support of any proposal to leave NALC membership | Cllr Hudson | due date for return |

12. **Report of the Finance Committee**

a) Parish accounts and cheques for payment
As attached.

b) Approval of Quarterly reconciliation and bank statements by Finance Chairman
Cllr Oldham confirmed that Cllr Andrews had approved these prior to the meeting.

c) Quarterly analysis of expenditure
All Councillors had received a copy of the spreadsheet. Projected expenditure exceeded provision by £4,478. The expenditure included £10,199 for the refurbishment of the pavilion and £880 for white lining the car park. Funds of £3000 and £1000 respectively had been set aside from Reserves in 2009/10 for these projects. Projected income was £2672 below expected.

d) External Auditor's Report and recommendations

The External Audit had been received back and all Councillors had received a copy of the Report. Otterbourne had been selected as one of 5% for an Intermediate (in-depth) Audit. One matter of concern had been raised: 'that the Council has not carried out a review of the effectiveness of its system of Internal Audit. This review should be carried out annually'. The Finance Committee had carried out a review of the Parish Council's internal procedures including risk assessment, standing orders, assets and insurance and banking arrangements. It had reviewed points noted in the 2008/09 Internal Audit. It had not reviewed, as detailed in the Governance and Accountability for Local Councils Guide 2008, whether the Internal Audit met the prescribed standards, the systems used in the Internal Audit or the effectiveness of the Internal Audit in meeting the needs of the Council. This was a new requirement introduced in 2008/09. A Finance Meeting would be called to undertake the review for 2009/10.

13. Report of the Planning and Highways Committee

a) Applications and Decisions

As attached.

Cllr Hudson noted that several Decisions received from WCC were in line with the views and comments made by the Parish Council.

b) Parish Lengthsman – discussion about participation in future pilot scheme

Although being the originator of the idea to reintroduce a Lengthsman Scheme within Hampshire, Otterbourne Parish had not been selected as part of the first pilot study. Cllr Hudson suggested that the Parish Council write to HCC and request that it be involved in any further study or scheme in 2011/12 when the first pilot was due to conclude. All Councillors agreed.

| Action | By Whom | By When |
|--|-------------|----------|
| To draft letter for Clerk to send to HCC | Cllr Hudson | 16 March |

c) Highway concerns (additional Item)

Broken bollards – One along the Common/Main Road. Two along Red Lane. Two smaller ones along Chapel Lane. One HCC bollard noted by St Matthew's Church.

Bus Shelter opposite the White Horse PH – the front panel had been totally removed and a quotation was being prepared by the Handyman for reinstatement.

Main Road Highway Surface – this had been badly damaged between the two mini roundabouts of Coles Mede and Kiln Lane.

| Action | By Whom | By When |
|--|-------------|----------|
| To obtain quotation for new/repair to bollards. | Clerk | 16 March |
| To report bollard by the Church to HCC. | Clerk | asap |
| To examine the bus shelter and advise Clerk if a front panel is required | All Cllrs | asap |
| To make survey of Main Road highway and report to HCC | Cllr Oldham | asap |

14. Report of the Amenities and Recreation Committee**1861**

Cllr Weir had submitted a report copied to all Councillors.

The pavilion alarm had sounded on 2 January and Cllr Weir had attended, but no theft or damage was evident. The football club had been informed.

An approach by Southern Water asked whether the Parish Council was still interested in negotiating for the freehold purchase of the Recreation Ground. Council agreed to respond that it was still interested and would respond further following consultation with Parishioners at a public meeting on 16 February. A volunteer Councillor was sought to take the matter forward.

| Action | By Whom | By When |
|--|----------------|----------------|
| To respond to Southern Water | Clerk | asap |
| To examine valuation report and lease and report back to Council | Cllr Granger | 10 February |
| To issue Notice of Extraordinary Meeting | Clerk | 10 February |

a) Youth Facilities – Proposal for expenditure of £2860 plus VAT on set of swings and safety surface matting

Three quotations had been received from suppliers: Monster Play, Lappset UK and Wicksteed Leisure. Cllrs Weir and Oldham had conducted a site visit to establish best position. Council approved the recommended proposal to purchase the swings from Monster Play as previous suppliers of the youth facilities equipment. Proposed by Cllr Oldham, seconded Cllr Barton-Briddon and agreed by Council. The works would start in early Spring, ground permitting.

| Action | By Whom | By When |
|--|----------------|----------------|
| To respond to all suppliers advising outcome and instruct Monster Play re start date | Clerk | asap |

b) Elderfield Cricket Pitch – update on discussions

Cllr Oldham had been in contact with WCC for pre-planning advice and determined that the proposal would be in line with the SE Plan. It was suggested that any structure should be in the style of a pavilion. It was advised that HCC Highways should be consulted regarding traffic concerns and line of sight from the proposed entrance off Kiln Lane. Cllr Oldham had written to the Methodist Church regarding the proposed permissive path along the boundary of Elderfield and was in correspondence with Colin Angus of LHT regarding the proposals. A Public Meeting to consult Parishioners about the proposal for the new cricket ground was agreed by Councillors to take place on 16 February in the Village Hall.

| Action | By Whom | By When |
|---|----------------|----------------|
| To issue Notice of Extraordinary Meeting | Clerk | 10 February |
| To supply Mrs P Wrightson with 40 copies of Notice for distribution to local households | Clerk | 31 January |
| To inform Otterbourne School of meeting | Cllr Oldham | 10 February |

15. Representatives to various bodies**1862**Otterbourne Village Hall Committee (OVHC)

The contract for the kitchen had been signed to the value of approximately £32,000. Work would commence soon and was due to be completed in early February. OVHC had raised £2000 of funds from users of the village hall and a bid for £19,000 of funds for capital equipment had been made to Project LEADER. The outcome was awaited.

Air Transport

The AGM of the Winchester Air Group (WAG) had taken place on 18 January. It had been an active year. WAG had taken up a seat on the Southampton Airport Consultative Committee which along with WCC meant that the Winchester District was represented by two seats. WAG and the Parish Council had submitted representation on the BAA Noise Action Plan Consultation. A Continuous Decent Approach trial to monitor noise from aircraft would be conducted in the Spring and Summer. Aircraft approach is currently 2nm from the airport and trials of 5nm approach will take place which could bring benefits to Otterbourne and Winchester.

Tree Warden

Ivan Gurdler from WCC had advised that the oak trees in the Parish were not the type to be affected by a new disease causing sudden oak death. The AGM of SOCCT was due to be held soon, but the date was unknown.

| Action | By Whom | By When |
|---|---------|---------|
| To contact SOCCT and request notification of AGM to Parish Council's Representative | Clerk | asap |

16. Risk Assessment

The Sports Club's fencing was still remaining in the far corner of the Recreation Ground. The Annual Inspection of the Play Park and Youth Facilities had been notified and Council agreed both should take place.

| Action | By Whom | By When |
|--|---------|---------|
| To contact Sports Club to remove fencing | Clerk | asap |
| To confirm request to WCC Inspectors | Clerk | asap |

17. Any other business

The Kebab van previously stationed in the Church lay-by had moved on. The ownership of the access road leading to Otterbourne School and St Matthew's Church Community Room was unknown. Otterbourne School Children's Council had requested consideration for a recycling point in the village. Cllr Oldham would respond that although one would be liked, it was unknown where a position could be found. An assessment of the oak tree at the entrance to the Recreation Ground was required.

| Action | By Whom | By When |
|---|-------------|-------------|
| To request assessment of Oak tree by Chris Williams | Clerk | 16 February |
| To reply to Otterbourne School regarding recycling proposal | Cllr Oldham | 16 February |

189. Date of Next Meeting: 16 March 2010 at 7.30 pm

OTTERBOURNE PARISH COUNCIL
19 JANUARY 2010
Report of the Finance Committee

| <u>Parish Accounts stand as follows</u> | £ | £ |
|--|-------------------------|---------------------------|
| | Current Balance | Last Statement Balance |
| Lloyds TSB Treasurers a/c 1074401 | 11,434.88 | 14,839.68 |
| Bank of Ireland No 6 Children's Play Area | 51.53 | 51.53 |
| Lloyds TSB Guaranteed Investment Account | 35,069.81 | 35,000.00 |
| 3 months to 18 March @ 0.80% gross | | |
| Co-operative Bank Guaranteed Reserve | <u>25,143.33</u> | <u>25,111.68</u> |
| 3 months to 12 February @ 0.28% gross | | |
| Total Balance | 71,699.55 | 75002.89 |

Interim Cheques signed on 17 December 2009 from Lloyds TSB Account

| | | |
|------|--|----------------|
| 2280 | M Gaines – bus shelter cleaning November | 106.98 |
| 2281 | Mrs J Ayre – salary November | 613.08 |
| 2282 | Mrs J Ayre - office allowance/travel exps Nov | 86.60 |
| 2283 | Cannon – Recreation Ground maintenance Oct/Nov | 645.96 |
| 2284 | Audit Commission – External Audit | 460.00 |
| 2285 | HMRC – Tax and NI employee/er Oct/Nov/Dec | 199.96 |
| 2286 | Taurus Garden Services – maintenance Cranbourne Drive | 180.00 |
| 2287 | Cancelled | |
| 2288 | Petty Cash | 100.00 |
| 2289 | PCC – S137 towards publishing costs for Parish magazine | 120.00 |
| 2290 | PCC – statutory contribution towards churchyard maintenance | 440.00 |
| 2291 | Langley House Trust – S137 for war memorial grass cutting | 170.00 |
| 2292 | HCC – Server for website | 119.60 |
| 2293 | Cllr R Oldham – reimbursement of Chairman's expenses | 18.97 |
| 2294 | HCC – street lighting annual energy costs £159.57 plus annual maintenance and replacement light £866.38 | <u>1025.95</u> |
| | | 4287.10 |

Cheques signed on 19 January 2010 from Lloyds TSB Account

| | | |
|------|--|----------------|
| 2295 | M Gaines – bus shelter cleaning December | 106.98 |
| 2296 | Mrs J Ayre – salary December | 613.08 |
| 2297 | Mrs J Ayre - office allowance/1/4telephone/travel exps Dec | 166.85 |
| 2298 | OVHC – S137 grant towards kitchen replacement | 500.00 |
| 2299 | OVHC – Parish Hall hire Jan/Feb/Mar | 60.00 |
| 2300 | HCC – County Supplies: annual bus shelter cleaning materials and stationery order | 75.59 |
| 2301 | Connaught Gas – pavilion gas pipe works | <u>1151.50</u> |
| | | 2704.00 |

Planning Matters for Consideration in December 2009

Applications and Closing Dates for Comment

- | | |
|---|--|
| Case No: 0902184/FUL 16 December | Wood Sorrell, Main Road, Otterbourne Residential development for 2 no two bed and 2 no three bed dwellings with associated parking landscaping Comment: to support the development |
| Case No: 09/02241/FUL 17 December | Land at Otterbourne Farm, Kiln Lane, Otterbourne Change of use of land for equestrian and erection of stable block with associated planting and minor alterations to access Comment: to request application is determined by Committee |
| PLAN/PC/WR018 16 December 2009 | Veolia ES Hampshire Ltd Alterations and change of use of existing Materials Recycling Facility building to use for storage of WEEE and hazardous waste and alterations to existing Waste Transfer Station to provision of new external transfer bays and relocation of food waste compactor units at Otterbourne Waste Transfer Station, Poles Lane, Otterbourne SO21 2EA (see additional Notice) Comment: to not raise objection, but to closely monitor development and impact at the site. |
| Case No: 09/01982/FUL 7 January 2010 | Land Accessed at side of The Birches, Poles Lane proposed retention of two 20 ft containers (Retrospective) Comment: to request application is determined by Committee |
| Case No: 09/02293/FUL 4 January 2010 | 9 Meadowcroft Close, Otterbourne Proposed single storey front and side extension with elevational alterations (RESUBMISSION) Comment: to request application is determined by Committee |
| <u>Decisions</u> | |
| Case No: 09/01727/FUL | Highways, Main Road, Otterbourne Roof alterations and side extension to garage to provide additional accommodation Application permitted |
| Case No: 09/00043/REF | Dean Croft, Poles Lane, Otterbourne The construction of three buildings Appeal by informal hearing decision date 23.11.2009 Ref: APP/L1765/C/09/2099146 Appeal dismissed |

OTTERBOURNE PARISH COUNCIL

Planning Matters for Consideration at the meeting on 19 January 2010

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. Further information may be gained from: www.winchester.gov.uk following the link to online planning applications.

Applications and Closing Dates for Comment

| | |
|-------------------------------------|--|
| Case No. 09/02532/FUL 20 January | Williams Garage, Main Road, Otterbourne Use of land for additional parking and associated improvements (RETROSPECTIVE SUBMISSION) OPC Planning Committee continues in support of this application. It is pleased that the Resubmission includes a study of Flood Risk |
| Case No. 09/02318/FUL 20 January | Cedar Lodge, 143 Pitmore Road, Eastleigh Amendment to condition no. 3 of permission W2136/01 to reduce obscure glass in rear dormer windows to half. No further comment to add on the amendment to Condition of Permission |

Decisions

| | |
|-----------------------|---|
| Case No. 09/02184/FUL | Land adjacent to Wood Sorrell, Main Road, Otterbourne Residential development for 2 no two bed and 2 no three bed dwellings with associated parking and landscaping Application Refused |
| Case No. 09/02391/HCS | Veolia ES Hampshire Ltd Alterations and change of use of existing Materials Recycling Facility building to use for storage of WEEE and hazardous waste and alterations to existing Waste Transfer Station to provision of new external transfer bays and relocation of food waste compactor units WCC: that no objection be raised. Application to be determined by HCC. |
| Case No: 09/01982/FUL | Land Accessed at side of The Birches, Poles Lane proposed retention of two 20 ft containers (Retrospective) Application Refused |
| Case No: 09/02241/FUL | Land at Otterbourne Farm, Kiln Lane, Otterbourne Change of use of land for equestrian and erection of stable block with associated planting and minor alterations to access Application Withdrawn |

Report from District Councillor Eleanor Bell 19 January 2010

St Cross Rail Bridge works – road closure January to April 2010

Network Rail is upgrading the track from Southampton to Nuneaton to take larger freight container trains. Work started with the Southampton rail tunnel and is moving northwards, entailing lowering of track through tunnels and raising of bridges such as St Cross. Traffic and through bus routes have been diverted via Bar End or Badger Farm Rd /Romsey Rd. Communication before the event from Network Rail was dire. A public meeting tonight has been called by Network Rail for the second tranche of works to Andover Road bridge.

Winchester Strategic Partnership Transport Sub group – 18 January 2010

This group brings together representatives of WCC, HCC, transport operators, businesses, WinACC (Winchester Action on Climate Change) and SusTrans (Sustainable Transport). Discussion covered High Street improvements, Winchester Town Access Plan, Cycle routes, Business travel plans, Community Transport, Park & Ride, 20mph speed limit, and the Transport Contributions database.

Winchester District Passenger Transport Forum – 11 December 2009

The main business of this meeting for Parish Councillors was a presentation by the Commercial Director of Stagecoach Bus on the 'Design and Development of Bus Services' and by HCC on Planning Local Bus Services, plus a robust question and answer session after. HCC confirmed they are not reducing the bus budget this year whereas many local authorities are. Stagecoach indicated that limited Sunday services might be reintroduced given popularity of Sunday trading and farmers' markets. Both speakers and other officers stayed behind to discuss specific local issues with county and ward councillors.

Hampshire Local Transport Plan 2011: Stakeholder consultation – WCC PHD 251

WCC consulted members on the City Council's response to the HCC consultation which sets out local demographics, strategic transport challenges for the county, key challenges facing South Hampshire, and potential options and scenarios. The full Local Transport Plan document plus Winchester's response is available on the WCC website under Council & Democracy>Decision Making>Portfolio Holders>DecisionNotices2009-10

Planning Design Training for Members and Officers – 1 December 2009

A very stimulating session led by a locally based architect and designer. What is local distinctiveness? How do you recognise it? How do you promote and preserve it? Physical and metaphysical parameters of context. Heady stuff. Hopefully we will see evidence of these insights in forthcoming decisions, especially related to conservation.

Reporting problems by telephone and online

Both the HCC and WCC websites have facilities for reporting specific issues on line – pot holes and blocked drains (HCC), graffiti, litter and flytipping (WCC). Both Councils have single point of contact telephone numbers – HCC 0845 603 5638 and WCC 01962 840222 – and problems can be reported and passed on through them. The WCC number is also a switchboard and calls can be put through to an officer, the HCC number is not, but the Contact Us tab on the website lists a series of numbers. An easy independent approach to this is www.fixmystreet.com which has a brilliant track record of getting things done. They pass the problem on to the relevant council and report back when it is sorted. Others can view if their problem has already been reported and for how long

Planning Enforcement Appeals – Dean Croft and Meadowside, Poles Lane, Otterbourne

The appeal against Enforcement measures taken by WCC at Dean Croft was dismissed by the Inspector. A second appeal against Enforcement measures at Meadowside will be considered by the Inspector at an Informal hearing on 9th February at 10.00am in St Giles Room Colebrook Street.