

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 19 MARCH 2019 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Stirrup (C); Stansbury; Williams, Moody, Stafford, Lavin.

In attendance: 8 Parishioners, Clerk

1. **To receive the resignation of Cllr Jones as Chairman and elect Acting Chairman**
Cllr Stirrup was unanimously elected as Acting Chair until the Annual Meeting of the Council. Cllr Jones was thanked for his service as Chairman for the past seven years.
2. **Declaration of Interest:** None.
3. **Apologies for Absence:** Cllr Rodford; County and District Cllr Jan Warwick; District Cllr Brian Laming; District Cllr Eleanor Bell
4. **Minutes of the Meeting:**
To approve the Minutes of Parish Council meeting 15 January 2018.
To approve the Minutes of the Finance and Administration Committee 19 February 2019
To approve the Minutes of the Planning Committee meeting 11 March 2019
All Minutes had been circulated with the Agenda. They were agreed without amendment and the Chairman signed them as a true and accurate record.
5. **Action Points and Matters arising on the Minutes not discussed elsewhere:**
All matters had been actioned or would be addressed in the meeting.
6. **Parish Council elections**
Notices advising parishioners of the 2 May election date and how to stand for the parish council elections were on the website and notice boards.
7. **Elderfield Report**
Langley House Trust had written to advise that they had not been able to obtain ongoing funding to support the Pathways to Change programme and without sustainable funding they proposed to close Elderfield.
8. **Local Crime Report**
The latest figures available for January were seven incidents reported: 3 violent/sexual offenses; 1 burglary; 1 drug related; 1 shop lifting; 1 criminal damage.
9. **Open Session for Parishioners**
A parishioner asked if the Parish Council could look at improving communication with residents which he felt was lacking in regard to granting the lease to Colden Common Football Club for use of the sports pavilion and football pitch. The Chairman advised that this matter had been reported in the Minutes and Parish News for the past two years, being publicised via the website, notice boards and parish magazine. Consultation had also occurred at the 2017 and 2018 Jalopy events and at the Annual Village Assemblies. These methods were the recognised way for the Parish Council to publicise matters and offered a range of media to suit differing abilities and preferences. Cllr Williams advised that some neighbouring parishes had recently introduced a Facebook and an email system and it was agreed to find out about this and continue to improve communication.

A Parishioner asked why the Parish Council had decided to let the pavilion to another men's football club, given past experience from the former tenancy. The Chairman advised that over the two year period a number of options had been considered, such as use by the community and smaller clubs, but these had not been viable because of the poor financial return and lack of responsibility for maintenance of the pavilion and pitch. A sports club business had also been examined, but this had been discounted because of its proposed growth and the associated traffic movements. Colden Common Football Club had been selected from four men's clubs that had come forward. It had been financially viable, willing to take on the lease and responsibility for the pavilion and pitch and wanted to engage with the community. During negotiation, the particular problems of parking and bad language had been raised. The Chairman pointed out that the lease just agreed had a break point in it which could be enforced if it was felt that the football club was not abiding by the terms of the lease. The Club was aware of resident concerns and would work to address anything arising.

A Parishioner commented on the speed of cars using the access road to the recreation ground with a request for additional speed bumps and it was agreed to look at this.

A Parishioner asked about additional road markings at the T junction of Oakwood Avenue and the Chairman advised that County Cllr Jan Warwick was already looking at whether this could be implemented.

A Parishioner advised that cycling on the pavements seemed to be increasing and although it was generally accepted this might occur by children to and from school, it was happening at all times of the day. Cllr Williams agreed to approach the Headteacher of Thornden School to check on the advice cyclists had been given.

A Parishioner asked if the Lengthsman could clear the gullies of mud, leaves and litter by the cul-de-sac of The Old Parsonage. Cllr Williams noted this for the next visit.

A Parishioner advised that WCC had placed eight orange notices about the Gladman planning application in various parts of the village to notify residents.

To approach Thornden Head Teacher for cyclist information	Cllr Williams	16 Apr
To look at neighbouring parish websites and see options for communication improvement	All Cllrs	16 Apr

10. County Councillor's Report

As attached.

11. District Councillor's Report

As attached.

12. Report of Representatives to Various Bodies

Allotments

Ron Emery had reported that he had not been able to find any evidence of bad materials being burnt on bonfires, but he would put up notices and mention it at the AGM. He advised that the garage/store would need brickwork attention next year.

To note for the 2020/21 Budget	Clerk	16 Apr
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Twyford Patient Participation Group

Carol Hawkins had agreed to be the formal representative for the village.

Otterbourne Village Hall Committee

Cllr Stirrup advised that the Committee was obtaining further quotes for the extension.

13. Report of the Planning and Highways Committeea) Planning

i) Applications and Decisions – as attached

The Parish Council had submitted an objection to the Gladman planning application. The final date for submission of comments to WCC by parishioners was 27 March.

b) Highways

i) Shared Parish Speed Sign – to agree costs and schedule for 2019/20.

Colden Common and Twyford parishes had both left the scheme for 2019/20.

Hursley parish had advised it wished to continue with Otterbourne for 2019/20.

Badger Farm parish had advised it wished to join the scheme and was approaching HCC to sign the agreement and agree sites. The schedule would be drawn up with three parishes.

Council agreed the number of Otterbourne movements should remain at seven as budgeted, plus the shared costs for the new battery charger and one new battery.

To advise Hursley and Badger Farm parishes and contractor MJT	Clerk	asap
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ii) Otterbourne Speed Sign – to receive update on different options.

Cllrs Williams and Rodford had visited neighbouring parishes to assess their speed signs. The sign at Durley appeared to have the most potential in its ability to record maximum speed/average speed and in one/both traffic directions and to obtain data which would prove useful to the police and highways. Further work was necessary to determine cost of purchase, maintenance and movement arrangements.

To continue assessment and present report to Council	Cllrs Rodford/Williams	16 Apr
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iii) Parking restrictions – Boyatt Lane, Waterworks Road, Sparrowgrove

Boyatt Lane: Cllr Stirrup had met with a HCC officer and agreed extension of the white lines to restrict parking and enable free movement of the traffic. ‘Keep Clear’ white road markings at the Otterbourne Hill/Boyatt Lane junction were agreed to improve access.

Waterworks Road, Sparrowgrove: County Cllr Jan Warwick had met with a HCC officer and agreed white line restrictions at the junctions of roads and around resident access points. A sign to restrict parking on Waterworks Road was also being pursued.

14. Report of the Recreation and Amenitiesa) Oakwood Park Recreation Ground

i) General

To approve maintenance contract with OCS for 2019/20.

Proposed by Cllr Moody, seconded Cllr Stansbury and agreed.

To instruct OCS	Clerk	asap
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To approve update of Rules and Guidance for Use of the Ground.

It was agreed to incorporate CCFC onto this document for placing on the website.

To forward to Cllr Stirrup for the website	Clerk	16 Apr
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ii) Youth Facilities and Play Park

To approve Annual Safety Inspection provider, receipt of parish weekly inspection schedule, expenditure for various play park maintenance items.

Cllr Donnelly had inspected and maintained the parish weekly inspection schedule for 2018/19 which had been submitted to the Clerk. Council agreed Nick Adams, a local RPII inspector for the annual safety inspection in May and also £180 for expenditure on various items of play park maintenance.

To instruct Nick Adams	Clerk	16 Apr
To place order and instruct the maintenance contractor	Clerk	16 Apr

iii) Colden Common Football Club (CCFC)

To update on alcohol licence application.

The alcohol licence application as amended had been granted by the sub-committee. This was only for the bar and reception area of the pavilion. CCFC had agreed the maximum capacity of the reception area with Hampshire Fire and Rescue as 50 persons.

To discuss potential for a defibrillator on the exterior wall of the pavilion.

CCFC had received a grant for a defibrillator and had asked the Parish Council if it would be interested in providing a cabinet for the outside wall of the pavilion to share use with the community. Council agreed to defer for report from Cllr Rodford.

To Agenda for 16 April PC meeting	Clerk	16 Apr
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- b) Amenities – to approve bus shelter and notice board cleaning contract for 2019-2021. Council agreed the appointment of Mr Webster for a further two years.

To issue letter to Mr Webster	Clerk	31 Mar
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c) Open Spaces – to receive maintenance quotations and agree contractor.

Four contractors, including Taurus Garden Services who had held the contract for many years, had received the specification and plan of the area and had met with Cllr Rodford and the Clerk on site. Councillors had received the quotations and report with the Agenda. Grass and Grounds had provided a very competitive quote and were proposed by Cllr Moody, seconded by Cllr Williams and agreed.

To instruct Grass and Grounds and advise other Contractors	Clerk	31 Mar
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d) Common

i) Red Lane: proposal for new sign £140 plus VAT and to discuss surface condition.

The quotation from HCC for a new sign saying ‘No Access/No Parking’ was agreed. Brendoncare had responded to the Clerk’s letter and offered a contribution and it was agreed to request 50% of the cost. As the construction work at Brendoncare had been completed and the issue of its postcode and website directions had been resolved, it was agreed the four potholes along the lane that had reformed from heavy vehicles turning might be infilled. A quotation would be obtained and a further contribution from Brendoncare sought towards this. Two larger potholes had developed at the two access points to ‘Otter’s Rest’ and it was agreed this work was outside of the Parish Council’s responsibility to repair as they were on the easement created by the developer to the property and did not affect public use of the lane. Similar easement agreements existed in other parts of the common and the property owners had undertaken work to improve their access with the approval of the Parish Council.

To request 50% contribution from Brendoncare to the sign	Clerk	16April
To obtain quotation for infilling the potholes and seek further contribution from Brendoncare for repair.	Cllr Stirrup/ Clerk	16 Apr
To draft letter to the residents of 'Otter's Rest'	Clerk	16Apr

ii) Common west side: to discuss protection of the area in front of the reservoir gates. It had been previously agreed not to replace the posts in this area as they were continuously knocked down. Cllrs Stafford and Stansbury advised that they could utilise logs from another area to protect the grass and this would be tried.

To arrange for/undertake the work	Cllrs Stafford/Stansbury	16 Apr
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15. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts- see Statement at the end of the Minutes.

b) Matters agreed at the F&A Committee meeting 19 February

All matters were unanimously approved and adopted.

c) Investment accounts – to approve 12 month reinvestment.

Proposed by Cllr Moody, seconded Cllr Stansbury and agreed to reinvest for a further 12 months with Lloyds.

d) Shared Lengthsman Lead Parish 2019/20

Otterbourne and Crawley parishes had led the scheme for 2018/19. HCC had not yet confirmed the scheme from 1 May 2019, but it was expected to continue and Colden Common parish had agreed to take over as Lead Parish for 2019/20.

e) Chairman's Allowance – S137 grant of £100 towards the SOCCT Easter Egg Hunt.

Proposed by Cllr Stirrup, seconded by Cllr Moody and agreed by Council.

f) Freedom of Information – to report on request made by a resident.

A request for the CCFC Lease had been made and the Clerk had sought advice from HCC Legal Services who had pointed out that when the Lease was registered with Land Registry it would become a public document and would therefore not be considered exempt from the Freedom of Information Act.

g) HCC Legal Services – the terms of business and rates for using HCC Legal Services as per their General Retainer were agreed.

To reinvest 12 month account	Clerk	25Mar
To work with Colden Common for handover of Lengthsman scheme	Clerk	1 May
To provide Lease for FOI requests	Clerk	Asap
To confirm agreement to HCC Legal Service	Clerk	16 Apr

16. Risk Assessment and Management

Nothing raised.

17. Notification of events and to raise new items for the next meeting

Annual Assembly – 7 May 2019 commencing 7.30 pm. No speaker was proposed.

To arrange for printing of notification slip and for Councillors to deliver to all households	Clerk/all Councillors	16 Apr
To email past reports to Councillors	Clerk	16Apr

18. Date of next Parish Council meeting – 16 April 2019 commencing 7.30 pm

Meeting closed 8.50 pm.

Planning Applications

Case no. 19/00035/TPO	2 Chapel Lane, Otterbourne Selective thinning of a group of trees in poor health to allow space for more dominant trees to develop. T1,T2,T4,T5 Oak fell; T3 Birch fell; G1 Holly fell. Objection raised : no apparent reason to fell as the trees appear healthy, part of protected woodland and not infringing on property.
Case No. 19/00091/HOU 21 February	4 Meadowcroft Close, Otterbourne Two storey rear extension and garage conversion. No comment
Case No. 19/00213/HOU 25 February	11 Oakwood Avenue, Otterbourne Single storey rear/side kitchen extension. No comment
Case No. 19/00212/HOU 11 March	Wren Cottage, Main Road, Otterbourne New oak framed garage. No comment
Case No. 19/00233/OUT 14 March	Land east of Main Road, Otterbourne Outline planning application for the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Main Road. All matters reserved except for means of access. Objection raised: outside of settlement boundary; against MTRA status of WCC Local Plan; important village flood plain; loss of footpath amenity; unsustainable for local services, school and doctor's surgery; highway congestion
Case No. 19/00405/HOU 4 April	Hill Cottage, 23 Chapel Lane, Otterbourne Single storey rear extension
Case No. 19/00478/HOU 12 April	Little Hampden, Copse Close, Otterbourne Front and rear single storey extensions

Planning Committee

Case No. 18/02063/FUL and LIS	The Old Parsonage Care Home, Otterbourne Refurbishment and re-development to provide 16 No. close care apartments with associated welfare and staff facilities. The proposals include the demolition of the 1980's additions, the erection of a new 2.5 storey building with single storey wing to the rear of the site and the re-ordering of the listed building. Comment on Revised Plans: concern raised re. number of balconies and windows overlooking and loss of privacy to neighbouring properties, insufficient car spaces, site access.
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Planning Decisions

Case No. PLAN/DS/WR018	Veolia Waste Transfer Station, Poles Lane, Otterbourne Twonew water storage tanks and fire house plant room. Permission granted
Case No. 19/00091/HOU	4 Meadowcroft Close, Otterbourne Two storey rear extension and garage conversion. Permission granted
Case No. 19/00213/HOU	11 Oakwood Avenue, Otterbourne Single storey rear/side kitchen extension. Permission granted

Parish Accounts, Payments and Receipts Statement**Bank Statements Parish Council at 28/02/19**

	£	
Lloyds Treasurer's account		17,994.26
Lloyds 3 month investment account matured 10/01/19 (held in Treasurer's a/c)		0
Lloyds 12 month investment account (to 25/03/19 at 0.8%)		<u>25,982.00</u>
		43,976.26

Bank Statements Lengthsman's Account at 28/02/19

		3,045.35
Cheque payment for February totalled		0
Parish Council online banking payments for February totalled		1,584.49
Lengthsman payments for February totalled		864.00
Cheque payments for March totalled		3,280.00
Parish Council online banking payments for March totalled		2,472.18
Lengthsman payments for March totalled		1,752.00

A copy of the Payments and Receipts Schedule may be requested from the Clerk.

Hampshire County Council Report March 2019

Schools: More than 98% Hampshire pupils got their preferred choice of secondary school this week. The County Council received 14,351 on-time applications this year – an increase of 370 applications compared to the number received for places in September 2018.

Pupils who did not secure a place at one of their chosen schools have been allocated a place at a school near to where they live, with available spaces. Parents have the right to appeal in these situations and their child's name will be added to the waiting list for their preferred schools. Places do become available if parents change their mind, or families move home.

The admissions team is now processing primary school applications with offers due to go out to parents on 16 April 2019.

Movement Strategy This month both Hampshire County and Winchester City Councils will consider the Winchester Movement Strategy at their Overview and Scrutiny and Cabinet committees before deciding whether it can be formally adopted. The Strategy aims to reduce congestion and improve air quality in central Winchester by measures such as improving the Park and Ride offer and creating dedicated bus lanes. £500,000 has been committed by Winchester City Council commence some early scoping works. The document can be seen here: <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/winchestermovementstrategy>

Waste Following recent publication of the DEFRA Waste Guidelines Consultation Hampshire County Council has restarted work on the business case for investing in a new materials recycling facility (the Super MRF) to be able to recycle a larger amount of plastic waste including pots, tubs, trays and Tetrapak materials. Options around the business case for an AD plant for food waste will also be included.

Cllr Jan Warwick
Winchester Downlands

District Councillor Report March 2019

Finance

Winchester City Council agreed to freeze council tax for the coming year and approved a capital programme to include:

- £15m allocation to the strategic asset purchase scheme (purchase of assets in the District in support of the Council's Strategy)
- Partnered Home Purchase Scheme
- 1000 new Council homes (including 77 in Stanmore)
- Replacement Doctors Surgery (St Clements in the City Centre)
- Provision of Sport & Leisure Park at Bar End
- New Car Parks at the Dean Alresford and Vaultex at Bar End
- New Coach Park at St Catherine's Park and Ride
- Refurbishment of Coitbury House
- £250,000 energy management projects
- New bins for the glass collection service

Gypsy and Traveller Plan Policy Document safeguarding and allocating sites for traveller accommodation has now been formally approved by the inspector and adopted as part of the Winchester and District Local Plan

Winchester HandyPerson a reminder that the Handyperson service offers small repairs and adaptations at a subsidised rate for those over 60 and or living with a disability. Please call Winchester City Council 01962 848455 for more details.

The City Council is supporting the **National Great British Spring Clean** again this year. We are providing equipment, clothing, advice and disposal of waste to many groups across the District. Residents and parishes are invited to join together to collect rubbish from paths and open spaces during short periods during March and in to April. Please call 0300 300 0013 to arrange.

Cllrs Bell, Laming and Warwick