

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 19 APRIL 2011 AT 6.30 PM**

1948

Present: Cllrs Oldham (Chairman); Tabor; Hudson; Acton; Barton-Briddon; Doherty; Kelly; Clerk
In attendance: District Cllr E Bell; Mrs P Cole; Mrs P Wrightson;

1. **Declaration of Interest:** None received.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** Cllr Jones; District Cllr G Beckett
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council Meeting 15 March 2011
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Doherty; seconded Cllr Barton-Briddon and approved.
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:
Cllr Oldham advised that SOCCT proposed to hold a Public Meeting on 21 June. An AGM date had not yet been set. It was necessary to be a Member of SOCCT to attend the AGM. Membership was open to all and free.
6. **Police Report**
There was no report submitted.
7. **Open Session for Parishioners**
There were no questions.
8. **Report of the Planning and Highways Committee**
 - a) Applications and Decisions
As attached.
The new development on land next to Wood Sorrell had been given the name 1-3 Misselbrook Close by WCC. The developer had telephoned advising he was unhappy with this name. The Clerk advised he should write to the City and Parish Council with concerns.
 - b) Parish Policing Partnership Forum Report
Cllr Doherty had attended a meeting on 30 March. The meeting report had been copied to all Councillors. The Community Speedwatch campaign was discussed. Hursley Parish was considering purchase of a speed gun and had approached Otterbourne to see if there was shared interest. The estimated cost of the gun was £2,500 (total) plus equipment such as visibility vests. Cllr Doherty suggested leafleting households to determine support for the idea. Councillors expressed several concerns: the problem along Main Road was too much heavy vehicle movement rather than speed; a police check some months ago had not given more than a few reports of speeding; recruitment and continued volunteer support for operation. It was agreed the Clerk would find out if the speed restriction sign gave numbers of 'vehicle hits' and to carry forward the item to the May Agenda for further discussion.

To investigate vehicle hits with Blunts and c/f to May Agenda	Clerk	17 May
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9. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Freehold purchase – ratification of £568.75 to cover balance of Southern Water fees
The purchase had been completed on 5 April 2011 and Oakwood Park Recreation Ground had been registered to the Parish Council. The balance of Southern Water's fees were ratified: proposed by Cllr Oldham, seconded Cllr Hudson and approved by Council.

ii) Play Park – Lappset schedule of remedial works

A meeting had been held with Lappset on 6 April and an agreed schedule of work for repairs to the edging and wetpour agreed. Phase 1 commencing 9 May: upgrading concrete edge haunchings and overlaying path surface cracks. Phase 2 commencing 6 June: cutting out edging of the wetpour around the play areas and replacing with a 50 mm band of wetpour flush to concrete edgings.

iii) New Signage – update

An order had been raised for the directional sign and village hall sign.

To progress welcome sign	Cllr Tabor	19 July
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iv) Pavilion – update on boiler repairs and ratification of £50 for ceiling repairs
Installation of the new thermostat had not taken place as due to the age of the boiler it was no longer in supply as a repair part. British Gas had suggested a partial descale around the thermostat to see if it solved the problem. The work would only be charged if successful and this had been agreed. Descale had taken place and the thermostat reading was now correct to temperature, the automatic cut-out of the pilot light had ceased; hot water at correct temperature was being received. It was advised to set funds aside for boiler replacement. The Clerk had found it difficult to find a builder/plasterer to undertake the ceiling repairs. The Sports Club had sourced someone whose fee was £50. This was considered a good price and had been agreed. The ceiling repairs had been completed to satisfaction. An electrician would be found to replace the light. Ratification £50: proposed by Cllr Oldham, seconded Cllr Tabor and approved by Council.

To progress light repair	Clerk	17 May
To note boiler replacement set aside funds required for 2012/13	Clerk	

v) Condition of the ground

A meeting had been held with the Sports Club on 7 April. The condition of the training pitch had deteriorated and reseeded was required. The area was not being used for training until 1 July and works would be scheduled before this time. Rabbit scratchings were continuing to be a problem. The Club was advised that there was a lot of black sock tape being collected as litter and the Club agreed to address this. Work on the hard standing in front of the pavilion and south side touch line will commence at end of May. Part of the ground around this area would be inaccessible during the works, but access to the Itchen Navigation path would remain open at all times. A quotation from Drew Smith who were undertaking the works had been requested to reset the slabs at the rear of the pavilion. The position of the container required to store pitch barriers and poles when not in use was agreed as the grassed area in the south west corner of the car park.

To liaise with the Handyman re seeding of training pitch	Clerk	17 May
To further solution to rabbit problem	and	
To follow up with Drew Smith re pavilion slab reset quotation	Cllr Tabor	

To place notice on Recreation Ground board of forthcoming works closures: play park, training pitch, hard standing works		
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b) Elderfield Cricket Pitch – update on draft lease

A copy of the draft lease had been received. A number of concerns had been raised. A meeting had been held on 8 April with the Cricket Club to go through these. A further site meeting would be held between the Parish Council, Cricket Club and Langley House Trust to address concerns, particularly relating to property boundary. The use of Open Space funds held by WCC was being investigated to cover the legal fees concerned.

To progress use of open space funds	Clerk	17 May
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10. Report of the Finance and Administration Committee

a) Parish accounts, cheques for payment and confirmation of bank statements

Parish accounts and cheques for payment as attached. Cllr Kelly confirmed sight and approval of the bank statements as an accurate record.

b) Parish Clerk – to recommend approval of salary review: increase to LC1 Scale Point 24+1RFO point, salary arrears for RFO point and 2011/12 NALC mileage allowance.

The Finance Committee had reviewed the Clerk’s salary. It had been found that the RFO point had not been awarded on the Clerk’s salary for the past three years. Proposed payment of the arrears: Cllr Tabor, seconded Cllr Hudson and approved by Council. The Clerk had not received an increase to the salary scale point for three years. Proposed to increase the Clerk’s salary to LC1 Scale Point 24+1RFO point from 01/04/11: Cllr Hudson, seconded Cllr Acton and approved by Council. It was also agreed that the Finance Committee would schedule a review of the Clerk’s salary on an annual basis as part of the preparation work to set the Precept. The NALC mileage allowance had increased. Proposed to agree the Clerk’s mileage allowance according to NALC scale from 01/04/11: Cllr Oldham, seconded Cllr Barton-Bridson and approved by Council. The Clerk had calculated the amount set aside as gratuity in lieu of pension to be in excess of requirements. It was agreed that the Internal Auditor would check the figures.

11. Report of Representatives to Various Bodies

Allotments

Cllr Barton-Bridson attended the Allotments AGM on 1 April. Rents had been received for the sum of £429.40. Ron Emery had requested a meeting on site to look at cutting back of the tree branches around the electricity and BT wires and Cllr Barton-Bridson would attend.

12. Risk Assessment and Management

Pavilion slabs: the slabs to the rear of the pavilion were uneven and required resetting.

Rabbit scratchings to the recreation ground: these had been checked and were not serious, but required attendance to halt progression.

Oakwood Avenue bus shelter: a path had been worn down to the lhs of the bus shelter and the rear area was being used as a public lavatory.

Pavilion slabs: as noted under 9.a)v) above	Clerk	asap
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Rabbit scratchings: as noted under 9.a)v) above		
Oakwood Avenue bus shelter: Handyman to either fence off or use natural obstruction to prevent access		

13. Any other business from Councillors.

There was none reported.

14. Date of next meeting

17 May 2011 at 7.30 pm which is also the Annual Meeting of the Parish Council

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OTTERBOURNE PARISH COUNCIL
19 April 2011 Report of the Finance Committee

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers	2,518.95	4,514.96
Lloyds TSB Guaranteed Investment Account 3 months to 21 June @ 0.85% gross	35,499.16	35,423.27
Co-operative Bank Current Account	<u>1,965.05</u>	<u>22,005.05</u>
Total Balance	39,983.16	61,943.28

Cheques at interim payment on 30 March 2011 from Lloyds TSB Treasurer's Account

2442 Blake Laphorn – balance of Southern Water's solicitors legal fees 568.75

Cheques for payment on 19 April 2011 from Lloyds TSB Treasurer's Account

2443 Mrs M Gaines – bus shelter cleaning March	106.98
2444 Mrs J Ayre – salary March	613.50
2445 Mrs J Ayre – backdated salary for RFO payment	597.20
2446 Mrs J Ayre – reimbursement of office and travel expenses	90.80
2447 OVHC – Hall hire April/May/June	60.00
2448 HALC – affiliation fee and NALC levy 2011/12	339.00
2449 Cranbury Estates Ltd – rental kickabout area	1.00
2450 Taurus Garden Services – tree works to Cranbourne Drive path	130.00
2451 WCC – dog bin emptying Oct-Dec 2010	295.00
2452 WCC – Play Park and Youth Facilities inspection report	45.60
2453 NALC – Standing Orders Part 1 publication	35.00
2454 Open Spaces Society – subscription 2011/12	40.00
2455 Mrs J Mounter – Neighbourhood Watch expenses	87.59
2456 Otterbourne Sports Club – payment of ceiling repairs	50.00
2457 Petty Cash	50.00
2458 Southern Water – Pavilion standpipes and Allotments	<u>27.13</u>
	3137.55

OTTERBOURNE PARISH COUNCIL

Planning Matters for Consideration at the Parish Council meeting 19 April 2011

Applications and Closing Dates for Comment

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| Case No. 11/00427/FUL
22 April | Sandhill Farm, Poles Lane, Otterbourne
Replacement cattery and kennels for personal use
(May affect the setting of a Public Right of Way.
Part Retrospective) No comment. |
| Case No. 11/00493/FUL
27 April | 6A Sparrowgrove, Otterbourne, Winchester
Extension to lower courtyard and part removal of
existing retaining walls. Excavation to earth bank and
construction of new retaining walls.
Concern about felling of trees at gateway to Otterbourne
from Compton and Shawford. |
| Case No. 11/00757/FUL
6 May | Yew Tree Cottage, Chapel Lane, Otterbourne
Extension to time limit for implementing planning
permission 08/01836/FUL first floor extension.
No objection. |

Decisions

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| Case No. 10/02883/FUL | Westholme, Park Lane, Otterbourne
Garden room
Application permitted |
| Case No. 11/00028/FUL | Roselea, Highbidge Road, Highbridge
Two storey side and rear extension (Resubmission)
Application permitted |
| Case No. 11/00256/FUL | 3 Oakwood Avenue, Otterbourne
Two storey side extension
Application permitted |
| Case No. 11/00309/FUL | 14 Oakwood Avenue, Otterbourne
Single storey summerhouse incorporating a
garden shed to the rear of the property.
Application permitted |
| Case No. 11/00257/FUL
Case No. 11/00258/LIS | The Chapel House, Highbridge Road, Highbridge
Single-storey brick orangery and brick garden walls to
form pool enclosure Application withdrawn |
| Case No. 11/00331/LIS | The Chapel House, Highbridge Road, Highbridge
Single storey oak frame garage with new driveway |

Not required