

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1819
OTTERBOURNE VILLAGE HALL – 19 MAY AT 7.30 PM**

Present: Cllrs Oldham (Chairman); Weir; Barton-Briddon; Phillips; Taylor

In attendance: County Cllr C Bailey; District Cllr E Bell; Mrs P Cole; Mrs J Mounter;
PC Gavin Cooper; Clerk.

1. Election of Chairman

Cllr Oldham was proposed by Cllr Phillips, seconded by Cllr Barton-Briddon and approved unanimously by Council.

2. Declaration of Interest:

Cllr Oldham made declaration under Item 14 g) that Mrs Oldham was a Governor of Otterbourne School. Cllr Phillips declared that he had previously served as Chairman of the Governors.

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

4. Apologies for Absence: District Cllr G Beckett; Cllr Andrews; Cllr Hudson.
Cllr Zebedee had tendered his resignation due to health concerns. The Chairman thanked Cllr Zebedee for his work for the past six years, in particular with the Sports Club.

5. Minutes of the Meeting:

a) To approve the Minutes of the Parish Council meeting 21 April 2009

Minutes previously circulated to Councillors. Proposed as accurate by Cllr Phillips, seconded Cllr Oldham, approved by Council and signed.

b) To approve the Minutes of the Annual Assembly meeting 21 April 2009 for presentation to Assembly 2010

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

6. 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:

Minutes of Parish Council Meeting 21 April

5i) Website

Cllr Weir was thanked for completing the website. Further updates would take place over the coming weeks.

14. Floodlight Inspection Report

Cllr Weir had followed up with the Sports Club who had committed to ensuring inspection.

| Action | By Whom | By When |
|-------------------------------------|---------|---------|
| To follow up again with Sports Club | Clerk | 20 June |

Minutes of Annual Assembly Meeting 21 April

8. Security of Oakwood Park Recreation Ground

Cllr Oldham had checked the posts and found one to be loose.

| Action | By Whom | By When |
|------------------------------|---------|---------|
| To inform Handyman to secure | Clerk | asap |

7. **Police Report** 1820
Eight incidents reported: 1 road traffic; 3 suspicious reports; 1 theft; 1 rowdy and inconsiderate; 1 criminal damage; 1 non-dwelling burglary.

8. **County Councillor's Report**

As attached. As County Elections were taking place, Cllr Bailey thanked the Parish Council for its good working relationship with her over the past years.

| Action | By Whom | By When |
|--|---------|---------|
| To contact Street Lighting to cut back tree growth by Oakwood Avenue bus shelter | Clerk | 20 June |

9. **District Councillor's Report**

Cllr Bell reported under Planning Agenda Item 16.

10. **Open Session for Parishioners**

Jean Mounter reported concern regarding the possible closure of Netley Recycling Depot which would result in more HGVs being directed to Otterbourne. Also the possible opening of a new unit to receive food waste. Cllr Bailey had emailed Integra for more information but had not received response yet.

| Action | By Whom | By When |
|--|-------------|---------|
| To write to Veolia requesting information on any change in operating procedures and to suggest meeting of liaison group. | Cllr Oldham | 20 June |

11. **Election of Committees**

Vice Chairman: Cllr Hudson would be asked to continue in this and her other roles.

Planning and Highways: Cllr Hudson (C); Cllr Phillips; Cllr Barton-Briddon

Amenities and Recreation: Cllr Weir (C); Cllr Taylor

Finance: Cllr Andrews (C); Cllr Weir

The Chairman and Vice-Chairman shall be ex-officio members of every Committee

There had been no response to the notice advertising the two vacant Councillor positions. Cllr Oldham would approach Otterbourne School to ask if it would be possible to hand out a notice to all parents with their Newsletter.

| Action | By Whom | By When |
|---|-------------|---------|
| To contact Otterbourne School Head with request and liaise with Clerk re printing | Cllr Oldham | 20 June |

12. **Appointment of Representatives to various bodies**

Winchester Air Group:

Otterbourne Sports Club: Cllr Weir

Otterbourne Allotments Association: Cllr Barton-Briddon

Otterbourne Village Hall Committee: Mr M H Warne

Otterbourne Conservation Group: Mr M H Warne

Council for Protection of Rural England: Otterbourne Conservation Group

The Winchester Air Group Vacancy would be advertised to Parishioners.

13. Specific Responsibilities

| | |
|--|---|
| Planning and Highways Policy: | Cllr Hudson |
| Community Planning and VDS: | Cllr Hudson |
| Street Furniture and Highway Maintenance: | Cllr Barton-Briddon |
| Children's Play Area and Youth Facilities: | Cllr Taylor |
| Hampshire Waste Services Liaison Group: | Cllr Phillips; Mrs P Cole |
| Footpaths and Rights of Way: | Cllr Oldham; Otterbourne Conservation Group |
| Public Transport: | Cllr Phillips |
| Tree Warden: | Mrs P Wrightson |
| The Common: | Cllr Barton-Briddon |
| Website: | Cllr Weir |
| SOCCT: | Mrs P Wrightson |
| Neighbourhood Watch: | Mrs J Mounter |

14. Report of the Finance Committeea) Parish Accounts and Cheques for Payment

As attached. Clerk advised that the grant had not yet been received from Veolia, but was expected soon. The last invoice from Lappset would be held for payment pending receipt of the Veolia grant.

| Action | By Whom | By When |
|---|---------|---------|
| To follow up with Veolia regarding receipt of grant and re-assess accounts with Finance Committee for payment of Lappset. | Clerk | 26 May |

b) Minutes of the informal Finance meeting 27 April 2009 to assess financial risks and management in order to meet the external Audit requirements

Minutes previously circulated to Councillors. Proposed as accurate record by Cllr Weir and seconded by Cllr Oldham. All points had been actioned by the Clerk.

c) To amend Standing Orders dated 17 May 1994 and 15 May 2001

The wording for the amendments to the Standing Orders had been copied to all Councillors. Standing Order dated 17 May 1994 proposed for amendment by Cllr Weir, seconded by Cllr Phillips and approved by Council.

Standing order dated 15 May 2001 with additional amendment to increase £300 to £500. Proposed for amendment by Cllr Weir, seconded by Cllr Oldham and approved by Council.

| Action | By Whom | By When |
|---|---------|---------|
| To issue new Standing Orders to all Councillors | Clerk | 20 June |

d) To receive the Report of the Internal Auditor

The internal audit had taken place on 7 May by John Murray, Chartered Public Finance Accountant. The Auditor's comments were read aloud to the Council by Cllr Weir.

| Action | By Whom | By When |
|--|----------------|----------------------|
| To request 'Governance and Accountability in Local Councils – A Practitioners Guide' | Clerk | 20 June |
| To request the new Arnold-Baker's Local Council Administration when available. | Clerk | as soon as available |
| To ensure insurance of items currently being assessed is reflected in new Insurance Policy | Clerk | 31 May |
| To include Finance Committee Minutes in the Minutes binder (backdated to 2008/09) | Clerk | 20 June |

e) To approve the Annual Return for the External Auditor

The Annual Return had been completed by the Clerk including all requirements relating to the Annual Governance Statement. It had been signed by the Internal Auditor including all requirements relating to Internal Controls Objective. It was signed by the Chairman, Cllr Oldham.

| Action | By Whom | By When |
|---------------------------|----------------|----------------|
| To send off Annual Return | Clerk | 30 June |

f) To approve Insurance Quotation from NU for Parish Assets and Public Liability

The insurance renewal due 1 June 2009 had been received at £2,613.00. The BCIS website had been checked for rebuilding costs for the Bill Harris Pavilion and cover was sufficient at £188,512. The War Memorial rebuilding costs had been checked with Roger Drury, the stonemason who had recently undertaken repair works, and an estimated rebuild cost was up to £50,000. The Finance Committee had agreed this figure and the premium reflected this. All new play area equipment, fencing and surfacing had been included. In total the Parish assets had increased 80% on 2008/09. A £300 increase in Premium was considered reasonable and was approved by Council.

| Action | By Whom | By When |
|---|----------------|----------------|
| To pay insurance premium and update Assets Register | Clerk | 01 June |

g) Proposal to make a grant of £200 to Otterbourne Primary School for enhancement of the front reception doors

A letter had been received from the School asking for a grant towards replacing the handles of the doors with bespoke wooden ones. Clerk had approached Internal Auditor and also HALC. Both considered it a source of double taxation and an inappropriate use of S137. Councillors discussed the Proposal and would have liked to support the school, but felt it went against advice. The Proposal did not go forward.

| Action | By Whom | By When |
|--------------------------------|----------------|----------------|
| To write to Otterbourne School | Chairman | 20 June |

15. Report of the Amenities and Recreation Committee

a) Children's Play Area – update on finishing works

The seat and picnic tables had been fitted. Paint had been provided for the reused seats and this would be given to the Handyman. The Handyman had the sign for installation. The litter bin had been installed. The notice board had been ordered. The proposals for improving access to both the large and small slides had been forwarded to Lappset who were assessing the safety implications. A worn area to the base of the climbing frame would be reported to them. The date of 5 June at 4 pm was proposed for an opening ceremony. Local Councillors, grant providers, the press and school children would be invited. A letter from a Parishioner had been received regarding noise and lack of dog notice.

| Action | By Whom | By When |
|---|--------------------|---------|
| To follow up with Lappset re improvement to slides and worn area of climbing frame base | Clerk | asap |
| To liaise regarding opening ceremony arrangements | Chairman/ Clerk | asap |
| To write to Parishioner | Chairman | 20 June |

b) Bill Harris Pavilion – consideration of expenditure for refurbishment of fixtures and fittings to meet Landlord's and Health and Safety requirements

A letter of proposal had been received from the Sports Club with estimate of £17,123 for works required to update the pavilion to current standards. The sum of £6,500 had been requested from the Parish Council. £3,000 had been set aside over the past three years for this purpose. It was acknowledged that very little had been spent on the pavilion over the past 20 years and the Parish Council carried Landlord responsibilities. Cllrs Oldham and Weir had met with the Sports Club to examine the plans which were considered good. The boiler had not been checked for several years and it was agreed to proceed with this. The Parish Council would inform the Sports Club that the request for funds would be considered further. The Club would need to ensure electrical safety of the floodlights and other appliances before any approval of contribution.

| Action | By Whom | By When |
|---|----------|---------|
| To arrange check of gas boiler | Clerk | asap |
| To follow up with Sports Club re floodlights | Clerk | 20 June |
| To write to Sports Club advising electrical checks required and requesting estimates for work | Chairman | 20 June |

c) Use of Elderfield Grounds for Cricket Pitch

Cllr Oldham reported that there was a meeting with LHT in June to progress this.

16. Report of the Planning and Highways Committeea) Applications and Decisions

As attached. The following discussions took place.

Dean Croft: Concern was expressed regarding the proliferation of unlawful buildings on the property's current garden, but it was agreed to make no comment regarding the inclusion of the small field into residential use. Highbridge Farm: Cllr Oldham would write to WCC regarding the applicant's Statement of Support, for using the centre of a barn for carpentry work, which wrongly reflected the Parish Council's view. Another application concerning the external storage of vehicle and equipment had been placed with WCC Legal Dept and the Parish Council were unable to add to their knowledge. It was not requested to go to Committee. The Captain Barnard site – resubmission: The Clerk would write to ensure that the Conditions imposed on the original application at Appeal regarding concerns over foul drainage and surface water would similarly be imposed on any consideration of resubmission.

| Action | By Whom | By When |
|--|-------------|---------|
| To write to WCC re Highbridge Farm | Cllr Oldham | 21 May |
| To write to WCC re The Captain Barnard | Clerk | 28 May |

17. Report of Representatives to various bodies

There were no reports.

18. Risk Assessment and Management

There were no reports.

19. Any other business from Councillors

Cllr Taylor had attended the Winchester District Strategic Partnership consultation on climate change and sustainability. This was aimed at engaging Parish Councils to consider and implement measures to create more sustainable communities. Cllr Taylor agreed to examine the ways in which Otterbourne could become involved and report back to Council in due course.

20. Date of next meeting: 21 July 2009 at 7.30 pm in the Village Hall.

**OTTERBOURNE PARISH COUNCIL
19 MAY 2009
Report of the Finance Committee**

| a) <u>Parish Accounts stand as follows</u> | £ | £ |
|--|-------------------------|---------------------------|
| | Current Balance | Last Statement Balance |
| Lloyds TSB Treasurers a/c 1074401 | 12,043.76 | 59,680.14 |
| Bank of Ireland No 6 Children's Play Area | 51.53 | 28,113.92 |
| Co-operative Bank Guaranteed Reserve (3 mth 6/5/09 at 1.28%) | 40,548.22 | 40,000.00 |
| Co-operative Bank Guaranteed Reserve (3 mth 18/5/09 at 0.87%) | <u>25,000.00</u> | |
| Total Balance | 77,643.51 | |

b) **Cheques for payment from Lloyds TSB Account**

| | |
|---|----------------|
| 2201 Southern Water | 15.53 (2/5/09) |
| 2202 Mr M Gaines | 106.98 |
| 2203 Mrs J Ayre – salary April | 613.08 |
| 2204 Mrs J Ayre – office allowance and expenses | 99.80 |
| 2205 John Murray – internal auditor | 150.00 |
| 2206 Calverton Factors – post and sign for play area | 159.85 |
| 2207 Neptune Outdoor Furniture Ltd – play area | 2822.10 |
| 2208 Taurus Garden Services – Cranbourne Drive hedges and grass | 580.00 |
| 2209 Chubb Electronic Security Ltd | 159.40 |
| 2210 Glasdon UK Ltd – bin for play park | 160.49 |
| 2211 Mrs Jean Mounter – neighbourhood watch expenses Jan-May | 104.15 |
| 2212 BNL/Came & Company – Parish insurance | 2613.00 |
| 2213 Winchester City Council – dog bin emptying | <u>161.20</u> |
| | 7745.58 |

**Report to Otterbourne Parish Council
from County Councillor Charlotte Bailey
2009-05-19**

Highways

The safety fencing has at last been replaced, after nearly a year of chasing. I am still reminding of outstanding repairs and maintenance which need doing. The spring on the hill is scheduled for more permanent action this year, Poles Lane roundabout is due for work, vegetation is to be cut back between the bus stop and Oakwood Road – to name but a few of the repairs needed.

Flashing Speed Light

As you can see this week I arranged a return visit of the flashing sign to Otterbourne, this time on the Main Road. It should move to Otterbourne Road between Grove Road and Southdown.

The parish partnership for using your own sign is getting a step nearer as Colden Common has submitted their sites. The evaluation of the sites will be done by a consultant from Mott Gifford and I am speaking with him tomorrow to keep the pressure on for a speedy resolution. Meanwhile I shall keep asking for the WCC sign to be used here.

Lengthsman

As you know I have been supporting you in the desire for a Parish Lengthsman and was told that a recommendation would be made soon. I alerted the Parish Council to a report which came to the Executive member at HCC. In it the proposal was for two pilot schemes one of which was already allocated. I suggested that Otterbourne put in a bid to be part of the other pilot, and also sent in my own submission on your behalf. We will be considered and I am asking when the decision will be made and what the criteria are. I believe we have a strong bid.

Crossing near the garage

Having been asked for a crossing near the garage, the traffic management department arranged for a highways officer to meet with the parish Council and a member of Otterbourne Governors. Unfortunately our definition of a crossing differed from theirs and we were offered yet another dropped kerb. The County is now clear as to our thoughts on this and Ruth Olczyk will get together all the evidence on speeds and vehicle numbers and pedestrian counts and allocate an officer to us to discuss this.

Captain Barnard Appeal

The appeal was upheld, so there is now permission for the Care Home. Since then there is another application which moves the Care Home further back and has fewer dwellings included. Although the Care Home is for more beds, it is unlikely that there will be serious objections in the light of the Inspector's report.

