

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 19 MAY 2015 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2245

Present: Cllrs Jones, Acton; Kelly; Stirrup; Barton-Briddon; Stansbury; Rodford; Brabham

In attendance: 1 Parishioner; Clerk

1. Election of Chair and Vice-Chair

Cllr Jones was proposed as Chair by Cllr Kelly; seconded by Cllr Acton and approved unanimously by Council. Cllr Stirrup was proposed as Vice-Chair by Cllr Jones, seconded Cllr Acton and approved unanimously by Council.

2. Delivery of Office of Acceptance from all Councillors

All members signed and returned Declaration of Office following the May elections.

Council addressed the requirements under Standing Orders items i) to xix) as detailed in the Minutes.

3. Declaration of Interest: Cllr Rodford declared interest in Item 17. c).

4. Apologies for Absence: Kathy Mantell.

5. Minutes of the Meeting:

To approve the Minutes of the Parish Council meeting 21 April 2015

Minutes previously distributed to Councillors. Proposed by Cllr Barton-Briddon, seconded Cllr Brabham, approved by Council and signed.

To approve the Minutes of the Planning and Highways Committee meeting 6 May 2015

Minutes previously distributed to Councillors. Proposed by Cllr Stirrup, seconded Cllr Rodford, approved by Council and signed.

To record accuracy of the Minutes of the Annual Assembly 11 May 2015

Minutes previously distributed to Councillors. Agreed to present to Annual Assembly 2016

6. Action Points and Matters arising on the Minutes and not discussed elsewhere:

All matters had been actioned or would be addressed in the meeting.

7. Police Report

A report detailing incidents from 21/04/15 to 19/05/15 had been received: two incidents reported: 1 damage to property and 1 theft from a yard.

8. Open Session for Parishioners

Cllr Rodford advised that a further stand of Knotweed had been identified on the Cranbourne Drive verge adjoining her property Rose Cottage. She advised that the recommended time before an area was deemed clear was up to three years. The verge in the meantime was overgrown with weeds and an agreed way forward for maintaining it should be found.

9. Co-option of a Councillor – John Romero

Proposed by Cllr Jones; seconded Cllr Acton, agreed by Council and co-opted.

To inform Cllr Romero and WCC

Clerk

asap

10. County Councillor's Report

None received.

11. District Councillor's Report

None received.

12. Standing Orders, Financial Regulations, Assets Register, Insurance, Subscriptions, Complaints Procedure, Freedom of Information requests, Procedure for dealing with the Press, General Power of Competence – to adopt for 2015/16

All matters had been reviewed at the February Finance and Administration Committee meeting, except for the General Power of Competence. Council noted its qualification for this in elected members, but the Clerk was not qualified. It was agreed to reconsider in 2016/17. All documents were agreed as reviewed and adopted.

13. Dates of Meetings – to agree dates for 2015/16

A list of all Parish Council meeting dates and free dates for use by Committees or Working Parties had been distributed. The dates were agreed by Council. It was agreed to retain the Annual Assembly on separate date, provisional 9 May, held in the Bianchi Room.

To confirm dates with OVHC for bookings	Clerk	21 July
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14. Review of Committee Structures, Allocation of Responsibilities, Representatives

The Committee terms of reference and responsibilities had been reviewed at the February Finance and Administration Committee meeting. It was agreed all Councillors would serve on all Committees, excepting Cllr Kelly.

Finance and Administration Committee:

Staff matters:

Cllr Kelly (C)

Cllrs Kelly, Jones, Stirrup

Recreation and Amenities Committee:

Allotments:

Cllr Barton Briddon

Otterbourne Common:

Cllr Stirrup

Play and Youth Facilities:

Cllrs Rodford and Brabham

Sports Pavilion:

Cllr Stansbury

Planning and Highways Committee:

Lengthsman:

Cllr Jones (C)

Footpaths and Rights of Way:

Cllrs Barton-Briddon and Romero

Cllr Stirrup

Representatives to various bodies

Otterbourne Sports Club:

Cllr Stansbury

Otterbourne Allotments Association:

Cllr Barton-Briddon

Otterbourne Village Hall Committee:

Cllr Acton

Otterbourne Conservation Group:

Cllr Stansbury

Parish Police Partnership:

Cllr Acton

Winchester Air Group:

Dr K Smith

Winchester Passenger Transport Group:

Planning & Highways Committee

Winchester Action on Climate Change:

Planning & Highways Committee

SOCCT:

Cllr Kelly

Patient Participation Group:

Mrs Mary Davis

Other Responsibilities

Website:	Cllr Stirrup
Neighbourhood Watch:	Mrs K Mantell
Tree Warden:	Planning & Highways Committee
Elderfield:	Cllr Acton

To update details for Councillors and website	Clerk	21 July
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15. Report of Representatives to Various Bodies**Air Matters**

A report from Dr Keith Smith had been received in relation to a presentation 5 May at WCC offices. A heat map had been produced providing data from two, three month periods recorded last year of some 4,000 departures of aircraft leaving to the North. Mr Iain McDermott-Paine, Southampton International Airport's Head of Airside and Fire Services had offered to visit a Parish meeting to give explanation of how the airport tries to accommodate communities and their views. Council agreed to take up the offer for the July meeting which would commence at 7.15 pm.

To confirm meeting time and date with Mr McDermott-Paine	Clerk	asap
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16. Report of the Planning and Highways Committeea) **Applications and Decisions** – as attached.

Change of Use to Equestrian Facilities on Kiln Lane: This had been sent as objection with request for determination by Committee if the Case Officer was minded to approve. Cllr Southgate had supported this request.

b) **Highways** – Proposal for expenditure of £120 for three Neighbourhood Watch signs. At the Annual Assembly, PCSO Michelle Wilkinson had noted new signs were needed at Meadowcroft Close and Park Lane. Proposed by Cllr Jones, seconded Cllr Kelly and agreed.

To follow through with PCSO ref. the order	Clerk	21 July
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17. Report of the Recreation and Amenities Committeea) **Oakwood Park Recreation Ground**

i) General – works required to height restriction barrier, drop posts, branch removal. Cllr Jones noted that the HR barrier was difficult to close and would need replacement soon. The drop posts had been damaged by the MUGA works. There was a fallen branch and other branches relating to the tree which needed assessment.

To begin sourcing HR barriers for replacement	Clerk/Cllr Jones	21 July
To speak to TCL ref drop post replacement	Cllr Jones	asap
To instruct Blake Davis with works for the tree	Clerk	asap

ii) **Youth Facilities and Play Park** – update on MUGA installation

The tarmac had been laid and the white lines were scheduled. Landscaping was required and reinstatement of the rutted parts of the ground. The Opening date was discussed and agreed as best option in conjunction with the PCC Jalopy event on 28 June.

To continue to monitor progress of the MUGA	Working Party	21 July
To confirm Opening Date with Dick Oldham and advise Clerk to inform VEOLIA, C&S and others	Cllr Jones and Clerk	asap

The Play Park painting had commenced and notices placed on the boards and site.

iii) Pavilion – ratification of expenditure for £837 for replacement boiler doors
Proposed by Cllr Stansbury, seconded Cllr Jones and agreed.

To follow through with Merdon ref works	Cllr Stansbury	asap
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b) Common – to update on measures to prevent parking on the area to the west
Cllr Stirrup had examined different options. Lavender Cottage had not made any adverse comment. Council considered that by preventing parking in this area it would have unintended consequences and move the problem elsewhere. It was agreed not to take forward any measures at this time.

c) Open Spaces Areas

– to update on Cranbourne Drive verge

Cllr Rodford left the meeting for the discussion. There had been one Knotweed stand identified and this had been treated with a further inspection advised in September. The insurance company had been contacted with reference to an email from Mr Rodford in connection with a weakened boundary wall and public liability. Came & Co had advised that the Parish Council insurance would respond in the event that it was found to be negligent and legally liable for injury or damage arising from any failure of the wall. Maintenance of the verge was discussed. It was agreed that this could not be cut and any spraying to reduce weeds should not harm pets. It was noted some wild flowers were present and one solution could be to manage it over the summer months with digging/leaving in natural state. Cllr Rodford returned to the meeting.

To diarize inspection of verge for September	Clerk	21 July
To meet with Taurus and propose options for verge maintenance	Cllr Jones	21 July

– to update on Oakwood Copse footpath

A site meeting had taken place between SOCCT, the Parish Council and the landowner with reference to developing the ‘middle’ path. The landowner had agreed to help with providing materials and labour to fill in the dip and create a level entry from Waterworks Road. Some widening of the path would also occur with a brush cutter. Work was expected to start in approximately 4 weeks. The barbed wire along a short section of steep gradient was noted as a hazard and Cllr Jones agreed to make request to the landowner to remove it. It was noted from the Annual Assembly that the Countryside Access Board would be incorrect and this would be amended when the new path through the copse had been finalised.

To work with SOCCT and landowner on the new path	Cllrs Jones/Stirrup	asap
To make request to the landowner ref removal of barbed wire	Cllr Jones	
To b/f CAB for amendment when path is finalised	Clerk	

18. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment

As attached. The first half year’s Precept had been received plus the rental from the Allotments and White Horse PH footpath. The long term reinvestment of £25,000 with accrued interest had been actioned to 10/02/16 at 1.1%.

b) Internal Audit – to receive Internal Auditor’s report

The audit report had been received by the Finance Chair and it was confirmed there were no matters to raise for the attention of the Council. The Clerk confirmed the Annual Return had been sent for External Audit. A copy of the Annual Return and signed accounts had been sent to the Internal Auditor. The Notice for Right of Inspection had been placed on notice boards.

19. Risk Assessment and Management

A risk assessment of the Kickabout area in relation to a ball going over the hedge onto a resident’s drive had been made and determined as Low Probability for repeat occurrence and Low Impact for damage resulting. Further high fencing of the area was considered inappropriate for the amount of usage and the residential area.

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

A Working Party was scheduled for 16 June in the Bianchi Room at 7.30 pm.

21. Date of next Parish Council meeting

21 July 2015 at 7.30 pm in the Bianchi Room.

Report of the Planning Committee

Application and Closing Date for Comments

Case No. 15/00554/FUL
23 April

8 Bourne Close, Otterbourne
2 storey extension
No comment

Case No. 15/00716/FUL
11 May

Land west of Otterbourne Farm, Kiln Lane, Otterbourne
Change of Use of land to equestrian and the erection of a stable block 4 x loose boxes, feed store and tack room; associated parking and hardstanding
Objection and request for it to be heard by the WCC Planning Committee

Case No. 15/00835/FUL

Tanglewood, Boyatt Lane, Otterbourne
Single storey rear and side extension and first floor extension within extended pitched roof.
No comment

Decisions

Case No. 15/00696/PNHOU

25 Chapel Lane, Otterbourne
Single storey rear extension
Prior approval not required

Case No. 15/00378/FUL

Lavender Hill Cottage, Boyatt Lane
First floor side extension, new entrance porch and new render
Application permitted

Report of the Finance and Administration Committee**a) Parish Accounts stand as follows**

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	49,616.02	33,305.84
Lloyds Investment a/c to 10/02/16 @ 1.1 %	25,237.50	25,000.00
Lloyds Investment a/c 6 mth to 23/06/15 @ 0.7%	<u>11,500.00</u>	<u>11,500.00</u>
Total Balance	86,353.52	69,805.84

Cheques for payment from Lloyds account 21 April 2015

2942	Mrs J Ayre – salary April	£ 792.78
2943	Mrs J Ayre – office and travel expenses April	£ 185.15
2944	Dek Graphics – printing including Annual Assembly newsletters	£ 69.48
2945	MJT Building and Decorating – SLR movement February and April	£ 120.00
2946	Petty Cash	£ 100.00
2947	Clearway Sport – Knotweed treatment	£ 120.00
2948	WCC – Play Area inspection	£ 37.80
2949	HCC – Street lighting energy and management Oct 2014-Mar 2015	£ 612.29
2950	Chubb – annual Pavilion security alarm maintenance	£ 171.47
2951	Blake Davis – tree works recreation ground	£ 120.00
2952	Littleton Landscapes – nettle spray for recreation ground	£ 15.00
2953	Mr R Webster – bus shelter cleaning 1 st payment	£ 56.25
2954	J K Murray – internal audit fee	£ 180.00
2955	Southern Water – pavilion standpipes	£ 14.71
2956	Winchester and East Hants Neighbourhood Watch – NW signs	<u>£ 120.00</u>
		<u>£2,714.93</u>