

**MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING**  
**19 NOVEMBER 2013 AT 7.30 PM**  
**IN THE BIANCHI ROOM OF THE VILLAGE HALL**

**2144**

**Present:** Cllrs Jones, Acton; Kelly; Doherty; Young; Reeves; Barton-Briddon; Stansbury, Stirrup

**In attendance:** County Cllr Phil Bailey; District Cllr Mike Southgate; District Cllr Jan Warwick; Mrs P Wrightson; R Emery; Ms Lynne Hill, Project Manager Elderfield; Ms Jessica Church, Deputy Project Manager Elderfield; Ms J Brett-Finch, LHT; Clerk

The Chairman made announcement of the passing of Michael Warne who had served on the Parish Council for 16 years, 5 years as Chairman, and was a dedicated member of the Conservation Group. It was agreed to dedicate one of the replacement benches on Otterbourne Common to his name.

1. **Declaration of Interest:** There was none.
2. **Correspondence:** Correspondence Folder passed to members for circulation.
3. **Apologies for Absence:** Mrs K Mantell; PCSO Michelle Wilkinson
4. **Minutes of the Meeting**  
To approve the Minutes of the Parish Council meeting 17 September 2013  
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Barton-Briddon, seconded Cllr Reeves, approved by Council and signed.  
To approve the Minutes of the Finance Committee meeting 13 November 2013  
Minutes with Precept details previously distributed to Councillors. Proposed as an accurate record by Cllr Acton, seconded Cllr Reeves, approved by Council and signed.
5. **Police Report**  
PCSO Michelle Wilkinson had submitted report detailing incidents from 17/09/13 to 19/11/13: two reports of criminal damage and theft from the allotments; several reports of suspicious behaviour found to be non-criminal.
- 6a. **Elderfield Report (new item)**  
The anti-social behaviour of late had calmed down. Villagers were being helpful by reporting any concerns direct to management so they could be quickly resolved. Another litter pick had taken place. Leaf collections would continue over the winter months. One Elderfield resident had offered to help various voluntary members/groups and this was being taken forward. It was hoped to start growing seedlings and saplings under the polytunnels with sales in the springtime. All villagers would be welcomed to the Carol Service on 19 December.
- 6b. **Open Session for Parishioners**  
There were no reports.
7. **County Councillor's Report**  
Cllr Bailey advised there would be bridge repairs to the M3 which may cause noise. The damaged red highway bricks under the M3 bridge on Poles Lane had been reported. Pedestrian crossing on Main Road opposite Williams Garage – minuted at Item 13.b).
8. **District Councillor's Report**  
As attached. Proposed Cycle Route across the Common and parking restrictions around Cranbourne Drive: minuted at Item 13.b).

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

A list of points and actions taken had been distributed. All points had been actioned or would be reported on during the meeting except as follows:

12. b) ii) Play Park tarmac path – it was difficult to find a company prepared to undertake overbanding, but the Clerk was still pursuing.

To pursue tarmac company for overbanding	Clerk	21 Jan
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12. d) Planning Application for access off Kiln Lane for new Cricket Pitch. WCC had advised that it was not possible to withdraw permission: it was specific for this use and would remain in place for 3 years. Council agreed at the Finance Meeting 13 November to request return of the Open Space balance retained with Blake Laphorn.

To write to Blake Laphorn for return of £2,200 held in client a/c	Clerk	21 Jan
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**10. Report of Representatives to Various Bodies**

Allotments Association: following further reports of produce being stolen, the Allotments Association was introducing CCTV to the site.

Conservation Group: an Oak had been planted at Sponder's Mede in memory of Michael Warne and a plaque would be made.

Neighbourhood Watch: Brambridge Garden Centre had been targeted by thieves and two large pots stolen. The police had found a cachet of items dating from 2007 and encouraged anyone who had been burgled since this time to contact them for identification of property.

**11. Report of the Finance and Administration Committee**

a) Parish Accounts and Cheques for Payment – as attached. The second half Precept had been received. The Lloyds 3 mth investment account had been reinvested for further 3 mths.

b) Precept for 2014/15 – Proposal for approval of Precept to be set at £32,302 equating to £49 per household per annum at Band D using 2013/14 tax base. Councillors had received detailed income and expenditure analysis determining Precept figure. This represented an increase of £5 per household per annum on 2013/14. The recent village survey had shown strong support for an increase of 10p per week in the Precept in order to fund new projects. It was noted that funds for a campaign against dog fouling and widening of the Jubilee Path kissing gate had not been included in the Precept figure and these items would be considered for provision when the Council Tax Support grant had been advised by WCC. Proposed by Cllr Kelly, seconded Cllr Stirrup and unanimously agreed.

To follow-up with all Councillors regarding items for further funding pending CTS grant notification.	Clerk/Cllr Kelly	21 Jan
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c) Standing Orders – report on new revised version received from NALC

A new revised version of Standing Orders had been produced by NALC. The document would be reviewed and put forward for adoption at the February Finance meeting.

To review document and Agenda for Finance meeting	Clerk/Cllr Kelly	Feb 2014
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d) External Audit – report on 2012/13 audit completion

Completion of audit by the external auditor occurred on 14 September 2013 for year ending 31 March 2013. There were no matters arising. The notice of Conclusion of Audit and right for inspection by local electors had been placed on the notice boards and website in accordance with Section 14 of the Audit Commission Act 1998.

## 12. Report of the Recreation and Amenities Committee

a) WCC Open Spaces Audit 2014/15 – to agree mapped areas and further needs  
WCC had requested a complete audit of all recreational land, open spaces, woodland and other amenity land, such as allotments. The Clerk had drafted a list and Cllrs Jones and Stirrup would complete the mapping process and draft response letter.

To return to Clerk for submission by 20 December	Cllrs Jones/Stirrup	16 Dec
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### b) Oakwood Park Recreation Ground

#### i) General

- to agree permissive access for rear garden access gates from residences  
Over the years a number of properties had introduced rear garden gates to provide direct access onto the recreation ground. Council agreed the situation should be formalised by writing to all residents advising that the quiet use of these gates for pedestrian access was approved but that access was by permission of the Parish Council and could be withdrawn at any time. A letter drafted by the Clerk was agreed for issue with personalised addresses.

To write to residences bounding the recreation ground	Clerk/Cllr Jones	21 Jan
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- ratification of expenditure £225 for repairs by Handyman

The invoice covered repairs over the past year in connection with the HR barrier, swing brace and other minor work. Proposed by Cllr Jones, seconded Cllr Kelley and approved by Council.

#### ii) Play Park and Youth Facilities

Play Park: damage/potential vandalism had occurred to the turning rings on the activity tower which had frayed into the metal core. They had been removed for safety. The Clerk had contacted Lappset for replacements at cost of £109.88 + £20 carriage + VAT. It was agreed under Standing Orders to order these and ratify cost at next meeting. The floor mat underneath had worn on one side and the potential to extend use by turning it would be investigated.

To order rings from Lappset. To fit rings and examine turning floor mat. To attend to other minor maintenance items with Handyman.	Clerk Cllr Reeves	asap
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A third quotation had been received for re-staining the play park equipment.

To Agenda for January meeting in readiness for 2014 work	Clerk	21 Jan
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Youth Facilities: three quotations for the project had been received from: Monster, Kompan, Greenspan. The last quotation needed further breakdown of groundworks. The Kompan style of equipment had been preferred choice at consultation. It was agreed this would be more suitable in green to fit in with surrounding area. The clerk had made enquiries about the need for further planning permission which was not required, but a Certificate of Lawfulness would be applied for. An 'in principle' agreement from Compton & Shawford Parish Council had been made with regards joint funding of the project from their excess open spaces funds, pending final plans being agreed. A further grant would be applied for from the Entrust foundation.

To liaise with Greenspan for breakdown of quotation	Cllr Reeves	21 Jan
To assess quotations	Cllr Reeves/Clerk	21 Jan
To attend next C&S meeting with quotations and plans	Cllr Reeves	07 Jan
To apply for Certificate of Lawfulness	Clerk	21 Jan
To start application for grant funding from Entrust	Clerk/Cllr Reeves	21 Jan

iii) Football Pitch and Pavilion – to discuss requests from Club relating to east boundary netting, west boundary barrier, dog fouling, pitch maintenance and pavilion east window. Netting: it was agreed, pending feedback from Hampshire Wildlife Trust, that this could be erected at the Club's expense along the Southern Water tree line x2 goal height and x3 goal length to either side; dark in colour and suspended from green painted metal posts. Concern had been raised regarding birds being caught-up in the netting. Final agreement to commence work was dependent upon the Club approaching Hampshire Wildlife Trust and its report with advice for best size of mesh.

West boundary barrier: the Club had asked for this to help prevent dog fouling on the pitch. Council considered that any western boundary barrier should remain a temporary structure and be removed after each match.

Dog fouling: this was foremost of concern to Council for the whole recreation ground and a new campaign would be investigated in 2014.

Pitch maintenance: following an exceptionally dry summer, Council had provided a tonne of topsoil for the Club to fill cracks. The cracks had closed with onset of winter rain. The maintenance contract included spraying along the play park fencing and pitch lines once a year. It was agreed to remove this from the schedule to see if grass growth reduced cracking.

Southern boundary barrier: if this was not required white for a specific reason, the Club would be asked to paint this barrier green.

East window: it was agreed the Club could store the new goals on the end walls and it would erect, at its own expense, a protective grille in keeping with the pavilion over the east window.

To write to the Football Club with matters as discussed	Clerk	asap
To instruct Cannon ref. grass maintenance schedule	Clerk	21 Jan
To advise Council of outcome from Club's talks with HWT for final agreement to netting.	Cllrs Young/Reeves	21 Jan

c) Common

Proposal for expenditure of £250 for 26 replacement boundary markers for the common. Proposed by Cllr Stirrup, seconded Cllr Jones and approved by Council.

d) Open Spaces/Amenity Land

Greenacres Drive – update on transfer of the land to WCC.

WCC had advised that the legal transfer of the land had been completed from the developers. Part of the land was under the control of the Environment Agency. Plans were awaited from WCC before furthering access to it.

To follow-up project with WCC ref. land ownership, maintenance and potential use.	Cllr Acton	ongoing
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**13. Report of the Planning and Highways Committee**

a) Applications and Decisions - as attached.

R&W Wet Waste Transfer Station, Four Dell Farm: a retrospective application had been received. Compton & Shawford PC and Councillors would be contacted for comment.

To refer comment to Clerk for submission	Cllr Jones	due date
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b) Highways

– update on pedestrian crossing on Main Road at Williams Garage

This work was high in the schedule for 2014 at estimated cost to HCC of £10,000.

- update on parking restrictions around village hall and Cranbourne Drive

This work was forecast by end of 2013/14 or early next year.

- WCC proposal to close the link road bisecting the common

A letter had been received from WCC requesting Council's views on closing the link road across the common to traffic and converting it to become part of the national cycle route. Cllr Southgate expressed some concern in relation to an easement to Hilltop Cottages and increased traffic from a new development on Pitmore Lane. Council expressed concern that the road was widely used and important to relieve congestion along Boyatt Lane which the Pitmore Road and the new Brendoncare development would exacerbate. The idea of a one way traffic/two-way cycle route was considered dangerous. It was unanimously agreed that the link road should remain as in current use.

Cllr Jones to write letter of response to WCC	Cllr Jones	asap
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- works to clearing drains and gullies

Hampshire Highways had cleared a number of blocked gullies. A broken pipe between The Old Parsonage and the Bourne had been listed for repair. The gullies on Otterbourne Hill required jetting. Another raft of bulbs had been planted along verges by Cllr and Mrs Jones.

#### c) War Memorial

- update on works for refurbishment

An initial clean had taken place and a second one scheduled for 2014. Work to the stone flags would take place. Contributions from parishioners and local businesses had reached almost £2,000. An insurance claim was being progressed with Biffa regarding several instances of refuse vehicles mounting the newly instated kerbing.

- Ratification of £170 for removal of conifer trees.

The conifer trees had been removed and the area made good for the 2013 ceremony.

Ratification proposed: Cllr Stansbury, seconded Cllr Barton-Bridson and approved by Council.

- Proposal for Expenditure of up to £500 + match funding to mark WW1 commemoration.

Cllr Stansbury was leading research into the history, family and village circumstances of the 30 men listed on the memorial. An exhibition to mark the WW1 Centenary was planned. Proposed by Cllr Stansbury for £300, seconded Cllr Jones and approved by Council with matched funding from WCC to be applied for to cover costs.

To continue refurbishment project	Cllr Jones	ongoing
To forward insurance claim with Biffa	Clerk	asap
To forward WCC grant application	Cllrs Stansbury, Acton; Clerk	1 Dec

#### 14. **Risk Assessment and Management**

The play park turning rings had been reported by a Parishioner and removed: Item 12. a) ii).

#### 15. **Any other business from Councillors**

- A volunteer worker from Elderfield had been welcomed. He had been given H&S information and would be working under supervision of volunteers and the Handyman.
- A number of village events were on notice boards recommended for Councillors to attend.
- Philippa Wrightson was thanked for her help with the audit of the Parish benches and a number of different options from brochures were being considered.
- Cllrs Jones and Acton had visited ProVision. Following results from the village survey the company was investigating provision of a doctor's surgery as part of a new housing scheme. Any forthcoming proposal would be dependent upon community support

#### 16. **Date of next meeting:** 21 January 2014 commencing 7.30 pm

Applications and WCC Closing Dates for Comment

Case No. 13/02103/FUL 5 November	Hazardous Waste Management Ltd, Otterbourne Farm, Kiln Lane, Otterbourne Construction of extension, associated parking and landscaping <b>Objection raised with request for referral to Committee</b>
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Decisions

Case No. 13/02022/TPO	Brooklyn Court, Main Road, Otterbourne 1 no Oak – reduce length of side branches by 2 m reduce and south west limb by 4 m <b>Application permitted</b>
Case No. 13/02222/NMA	11 Coles Mede, Otterbourne Amended description to Planning Permission 13/00511/FUL. <b>Accepted as non-material minor amendment</b>

**Report of the Finance Committee 19 November 2013**

**a) Parish Accounts stand as follows**

	£	£
	Current Statement	Last Statement
<b>Lloyds Treasurers</b>	<b>25,940.53</b>	15,800.53
<b>Co-operative Bank Current Account</b>	<b>0.75</b>	0.75
<b>Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %</b>	<b>25,000.00</b>	25,000.00
<b>Co-operative Investment a/c 3 mth</b>	<b>Closed</b>	
<b>Lloyds Investment a/c 3 mth to 04/02/14 @ 0.85%</b>	<b><u>10,918.01</u></b>	<u>10,918.01</u>
<b>Total Balance</b>	<b><u>61,859.29</u></b>	<u>51,719.29</u>

Interim Cheques paid from Lloyds account 15 October 2013

2764 Mrs J Ayre – salary September	£ 765.98
2765 Mrs J Ayre – expenses for office and travel and 1/4ly telephone/internet	£ 154.35
2766 Southern Water – Recreation Ground standpipes standing charge ½ year	£ 13.62
2767 MJT Decorating Ltd – SLR sign relocation x 2	£ 192.00
2768 Clearway Sport – Knotweed treatment	£ 120.00
2769 BDO – External Audit fee	£ 240.00
2770 British Gas – labour for attending to pilot light	£ 126.00
2771 OVHC – hire of hall for meetings	£ 80.00
2772 Bryan Foot – bus shelter and notice board work, HR barrier, swing frame	£ 614.32
2773 Southern Water – Allotments ½ year	£ 222.69
2774 James Acton – wreath for war memorial	<u>£ 25.00</u>
	<b><u>£2553.96</u></b>

Cheques for payment from Lloyds account 19 November 2014

2775 Davis Tree Care – Laurel hedge removal and War Memorial trees	£1030.00
2776 Mrs J Ayre – salary October	£ 765.98
2777 Mrs J Ayre – expenses for office and travel	£ 67.60
2778 Landscape Design – bulbs	£ 61.20
2779 WCC – dog bin emptying April – September	£ 590.00
2780 HCC – street lighting April – September	£ 481.04
2781 OCS Cannon – recreation ground August and September	<u>£ 503.66</u>
	<b><u>£3499.48</u></b>

Winchester District Councillors Report  
Otterbourne Parish Council meeting 18.11.13

**Museum Merger** – The Council has approved proposals to combine Winchester's Museum service with that of Hampshire County Council. This will create a joint cultural trust (Hampshire Solent Cultural Trust) which will manage jointly both collections and give access to additional funding options. This arrangement should also improve the facilities on offer and to give better access to many of the items held by both authorities.

**South Winchester Park and Ride** – It has been agreed to allow the Park and Ride to be used most Sundays for day time cycling activities. As a result the 'Winchester South Park & Ride Cycle Track' was launched on Sunday 17th November 2013 with an opening ceremony from 10:00am to 12:00noon. We welcomed Andy Hargroves (Winner of Winchester Criterium 2013) to assist with the opening ceremony. Andy rides for Felt/Colbournes/Hargroves and represented GB at European Cyclocross Championships in 2011 and 2012.

**River Park Leisure Centre** –

As part of the consultation programme about the future of River Park Leisure Centre a public exhibition will be held from 1 pm Monday 18<sup>th</sup> November to 2<sup>nd</sup> December at two venues RPLC and the Guildhall. Display panels will outline four options below along with the advantages and disadvantages of each. Visitors will be able to submit their views and staff will be on hand to talk to visitors on Tues 26/Wed 27<sup>th</sup> Nov from 2pm to 8pm at the Guildhall.

1. New Build Bar End
2. New Build at North Walls using tennis courts, artificial pitch, and strip of land
3. New Build at North Walls using tennis courts, artificial pitch and significant part of existing site
4. Refurbishment of existing centre on same footprint

**Christmas Lights and Market** - The Christmas Lights were switched on 14th November The Christmas market will run from 21st November to the 22nd December.

**Hockley Viaduct**

A long term lease has been agreed between WCC and the sustainable transport charity Sustrans to continue the inspection, maintenance, insurance and repair of the viaduct for a period of 40 years. If there are any major repairs required during this time both organisations would be involved in raising the necessary funding.

District Councillors Jan Warwick and Mike Southgate 17.11.2013.