

MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
BIANCHI ROOM, OTTERBOURNE VILLAGE HALL – 20 MAY 2008 AT 7.30 PM

1723

Present: Cllrs Oldham (Chairman); Phillips; Stafford; Williams; Barton-Briddon; Smith; Zebedee; Hudson

In attendance: County Cllr C Bailey; District Cllr E Bell; Mrs P Cole; Clerk

1. **Election of Chairman**

Cllr Richard Oldham was proposed by Cllr Phillips; seconded by Cllr Barton-Briddon. There were no other nominations. Cllr Oldham was elected unanimously as Chairman.

2. **Declaration of Interest:** Cllr Oldham declared interest in Item 16 f) as a member of the Conservation Group Committee.

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

4. **Apologies for Absence:** Cllr Andrews; District Cllr G Beckett

5. **Minutes of the Meeting:**

a) Parish Council 15 April 2008 previously circulated to Councillors. Proposed by Cllr Stafford, seconded Cllr Phillips, approved and signed.

b) Annual Assembly 15 April 2008 previously circulated to Councillors. Content approved as accurate reflection of the meeting for presenting to the Annual Assembly in 2009 for ratification.

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

a) Car Boot Sales at The White Horse Public House

WCC Enforcement officers had approached the Landlord and these had ceased.

b) New Notice Board

A letter dated 30 April had been received from the Conservation Group. The Group made suggestion that the new notice board proposed for opposite The Otter PH might be better positioned on the grass bend of Boyatt Lane and Chapel Lane. It advised that greater potential existed in this position for passers-by to read the board. There was concern regarding the safety of this position. It was agreed Councillors would visit the site and the decision would be deferred to next meeting.

Action	By Whom	By When
To decide on position of board	All Councillors	17 June 2008

c) Elderfield

Chairman announced a meeting had been arranged at Elderfield House with Mike Ansell (Acting Manager), on 12 June at 7.30 pm. A pre-meeting was suggested at 6.30 pm in the Village Hall. Also announced that Elderfield Open Day was scheduled for 3 June from 12.00 pm. All Councillors were welcome.

Action	By Whom	By When
To advise Chairman if attending	All Councillors	02 June 2008
To confirm room in Village Hall	Clerk	asap

7. **Police Report**

A crime report from 14/04/08 to 20/05/08 had been submitted detailing 13 incidents: 1 distraction burglary to dwelling; 1 suspicious person report; 3 rowdy and inconsiderate reports; 1 vehicle related nuisance; 3 commercial burglaries; 1 theft; 2 criminal damages to vehicles; 1 theft from motor vehicle.

Cllr Hudson had attended the Police Parish Partnership Meeting. The importance of Neighbourhood Watch was raised. Otterbourne's participation in this was patchy and undocumented. Council agreed to fund a Village Hall room to host a Neighbourhood Watch meeting. A notice to advertise this could be placed on Parish boards. Cllr Stafford suggested a letter drop at a later date to raise awareness of the meeting.

Action	By Whom	By When
Progress idea: consult and decide upon host and date for meeting	Cllr Hudson	Report back to Council

An email from Inspector Kevin Baxman had been received requesting the Parish's top three priorities in relation to crime and disorder. Jean Mounter would be the village representative when meeting with Sgt Alistair Hibberd.

Action	By Whom	By When
Advise Chairman of three priorities	All Councillors	17 June 2008

8. **County Councillor's Report**

A report was distributed to all Councillors and is attached.

9. **District Councillor's Report**

Cllr Bell will be serving on two WCC Committees: the Environment Committee and Local Economy Committee. Work on two Enforcement cases had taken place.

10. **Open Session for Parishioners**

A request was made for the Police to enforce speed restrictions through the village. A request was made for HCC to clear pavements of stones and debris. A request was made for HCC to put in a drop kerb edging to the new Coles Mede pavement.

11. **Election of Committees**

Vice Chairman: Cllr Phillips was standing down. Cllr Stafford proposed Cllr Hudson; seconded Cllr Phillips and agreed by Council.

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

Amenities and Recreation: Cllr Zebedee (C); Cllr Williams; Cllr Stafford

Finance: Cllr Andrews (C); Cllr Smith

Cllr Hudson made request for Planning and Highways to convene more committee meetings in order to focus on strategic planning, major development control issues and enforcement concerns.

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

Winchester Air Group:	Cllr Smith
WDAPC:	Parish Clerk
Otterbourne Sports Club:	Cllr Zebedee
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
Ampfield Countryside Heritage Trust:	Otterbourne Conservation Group

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

13. **Specific Responsibilities**

Planning and Highways Policy:	Cllr Phillips
Community Planning and VDS:	Cllr Hudson
Street Furniture and Highway Maintenance:	Cllr Barton-Briddon
Recreation Ground and Pavilion:	Cllr Zebedee
Children's Play Area and Youth Facilities:	Cllr Williams
Hampshire Waste Services Liaison Group:	Cllr Phillips; County Cllr Bailey; Mrs P Cole
Footpaths and Rights of Way:	Cllr Oldham; Otterbourne Conservation Group
Public Transport:	Cllr Zebedee (rail and buses); Cllr Smith (air)
Tree Warden:	Mrs P Wrightson
The Common:	Mrs J Bennie
Website:	Mr D Wilkins

14. **Report of the Amenities and Recreation Committee**

a) Freehold Purchase of Recreation Ground

Cllr Zebedee had contacted Peter Hawkey, but no further response had been received.

b) Otterbourne Sports Club New Lease

A meeting between Cllrs Oldham, Zebedee, Stafford and the Clerk had taken place to discuss the amendments requested by the Sports Club. The majority of these had been rejected. Clerk had written to the Solicitors who had written to the Club on 15 May advising that the Lease should be signed without further delay.

c) Children's Play Area

Nothing further was reported.

d) Sparrowgrove and Otterbourne Copse Woodland Purchase

Cllr Williams reported that the purchase had not yet been completed, but it was proceeding well and searches were being undertaken. Sub-committees were being created for different responsibilities for the woodland.

15. **Report of the Planning and Highways Committee**

a) Applications and Decisions

As attached.

Cllr Hudson suggested that more understanding of land ownership in the Parish was needed.

Action	By Whom	By When
Cllr Hudson to contact Clerk with Land Registry requests	Cllr Hudson and Clerk	Ongoing work

Regarding the increase in the number of recent Enforcement Cases, Cllr Hudson requested that the Parish Council write a letter of support to WCC Enforcement Dept. It was agreed that Neil March, Head of Enforcement at WCC should be invited to attend a Parish Council meeting to explain enforcement procedures to Councillors.

Action	By Whom	By When
Letter to WCC Enforcement	Clerk	17 June
Invitation to Neil March to attend a Parish Council Meeting	Clerk	For June or July Parish Meeting

16. Report of the Finance Committee

a) Parish Accounts and Cheques for Payment

As attached.

b) To receive the Report of the Internal Auditor

The internal audit had taken place on 7 May and the Clerk read aloud the Auditor's report to the Meeting. Points arising:

- i) Fidelity Guarantee: This was dealt with under Agenda Item d) below.
- ii) Minutes: The format of the Minutes would change to include sequential numbering of all attachments. Councillors were satisfied with the content of the Minutes.
- iii) Bank of Ireland Accounts: Rate of interest is 4.5% fixed. No % interest advantage is gained for placing all funds into one account. The five separate accounts will remain.
- iv) Pension Arrangements: Council agreed a change to the standard Contract of Employment 19.2 notated as follows: 'in the event that the pension entitlement is not taken up the Council *shall* make payment of a gratuity in accordance with the Regulations in force at the relevant time'.

c) To approve the Annual Return for the External Auditor

The Annual Return had been signed off by the Internal Auditor and Clerk and the Finance Chairman and Chairman had received copies. Council approved the Annual Return for sending to the External Auditor for signature by the Chairman.

Action	By Whom	By When
Send off Annual Return by 30 June	Clerk	31 May 2008

d) To approve Insurance NU Insurance Quotation for Parish Assets and Liability

The insurance renewal had been received and was approved on the following basis:

- i) Fidelity Guarantee: The additional premium to cover the £25,000 shortfall in the insurance was £203. Council assessed risk and agreed not to increase the Fidelity Guarantee for the following reasons: it would be for a short period as a large amount of expenditure was expected on the children's play area by September which would reduce the balance to below £100,000; the finance procedures in place included two Councillors signatures plus Clerk for any transaction and the bank account statements were presented quarterly to the Finance Chairman for approval; any removal of funds over £10,000 would require notification from the Bank re new money laundering laws.
- ii) 5% reduction for 3 year tie-in: Council agreed to approve this option provided that the Clerk confirmed the NU premium rates would not increase annually beyond the index-linking of the assets and additional saving made by the 3 year tie-in.

Action	By Whom	By When
Confirm NU annual premium rates for 3 year tie-in.	Clerk	31 May 2008

- e) Proposal to spend up to £100 for deer fencing at Otterbourne Allotments
A letter from Ron Emery had been received requesting help for funding a self-closing gate. Proposed by Cllr Williams; seconded Cllr Phillips and agreed by Council.

Action	By Whom	By When
Letter to Allotments Assn confirming funding of £100	Clerk	31 May 2008

- f) Proposal to spend £3661 + VAT on bunds and ditches to deter unauthorised vehicle access to the Common and £528 + VAT on two removable posts to permit vehicle access for grass cutting and up to £1000 + VAT on renewing rotted wooden posts
A letter dated 30 April had been received from the Conservation Group. It suggested that the proposed works would be disruptive and visually intrusive and could be avoided if WCC was encouraged to take legal action and enforce eviction of any travellers. Councillors considered the risk of further incursions, associated disruption and cost of clearance outweighed the concerns put forward by the Conservation Group. Quotations received: Serco £4189; Peter Gunter £7084; John White £8860. A detailed specification had been sent to Serco as per the other contractors. The quotation returned was as previously received, but no mention had been made of this referring to or accepting the detailed specification provided by the Parish Council. Council agreed that if Serco confirmed their quotation was for the Parish Council's specification, then the works should proceed as soon as possible. Proposed by Cllr Zebedee; seconded Cllr Oldham and agreed by Council on this basis.

Action	By Whom	By When
Confirm Serco acceptance of Parish specification for quotation price.	Clerk	31 May 2008

17. **Report of Representatives to various bodies**

a) Winchester Air Group

Cllr Smith had submitted a Status Report on Airport Matters copied to all Councillors. A meeting of the Winchester Air Group had been arranged. It was hoped that greater involvement and consultation would result from the Group having formed under a constitution and elected representatives.

18. **Village Design Statement**

The Statutory Consultation had concluded and comments would be considered in conjunction with WCC prior to printing.

Action	By Whom	By When
Consultation with WCC	Cllr Hudson	17 June 2008

19. **Risk Assessment and Management**

Nothing as reported.

20. **Any other business from Councillors**

Cllr Oldham advised that the Countryside Access Boards were progressing well.

21. **Date of next meeting:** 17 June 2008.

OTTERBOURNE PARISH COUNCIL
Planning Matters for Consideration at the Meeting on 20 May 2008

Comments for consideration by the Parish Council may be made at the Open Session for Parishioners or sent to the Clerk by 6 pm date of Meeting.

Applications and Dates for Comments

Case No: 08/00777/FUL 8 Waterworks Road, Otterbourne
Proposed single and 2 storey rear extension and detached single garage.
No comment

Decisions

Case No: 08/00040/OUT Land adjacent to Wood Sorrell, Main Road, Otterbourne
Erection of 2 no four bedroom detached and 2 no two bedroom semi-detached dwellings (OUTLINE – considering layout, scale and means of access)
Application refused

Case No: 08/00572/FUL Southern House, Sparrowgrove, Otterbourne
2 no new flues and extension to 4 no existing flues; refurbishment to lab
Application permitted

Case No: OH1074820 Stroudwood Freight Services Ltd
Unit 4, Four Dell Farm, Poles Lane, Otterbourne
Application for Proposed Vehicle Operating Centre
Application permitted

Case No: 08/00471/FUL The Otter, Boyatt Lane, Otterbourne
Single storey gable end and side extension to existing storage building in car park.
Application permitted

OTTERBOURNE PARISH COUNCIL
20 MAY 2008
Report of the Finance Committee

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers a/c 1074401	6015.02	2776.12
Bank of Ireland No 1 Open Spaces	24565.93	24565.93
Bank of Ireland No 2 Deposit	23764.20	33764.20
Bank of Ireland No 3 Clerks Gratuity	960.30	960.30
Bank of Ireland No 5 Reserve	15775.96	15775.96
Bank of Ireland No 6 Children's Play Area	<u>26728.81</u>	<u>26728.81</u>
Total Balance	<u>97810.22</u>	<u>104571.32</u>
b) <u>Cheques for Payment from Lloyds TSB Account</u>		
2061 OVHC – PC/AA MeetingMay	£ 20.00	
2062 Cancelled		
2063 Southern Water – Recreation Ground Standpipes	£ 16.17	
2064 Southern Water – Allotments	£ 55.22	
2065 WCC – dog bin emptying 01/01/08-31/03/08	£ 161.20	
2066 Chris Williams – tree cutting Sponder's Mede	£ 200.00	
2067 Jim Kimber – Recreation Gd maintenance April	£ 268.96	
2068 Mrs J Ayre – salary April	£ 581.30	
2069 Mrs J Ayre – office and travel expenses April	£ 98.60	
2070 Mrs M Gaines – bus shelters cleaning April	£ 106.98	
2071 J K Murray – internal audit fee	£ 150.00	
2072 WDAPC – annual subscription	<u>£ 15.00</u>	
	£1673.43	
0006 Jim Kimber – Cranbourne Drive maintenance Mar/April	£ 320.00	