

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 20 MARCH 2012 7.30 PM**

**2015**

**Present:** Cllrs Acton (Vice-Chair); Witcher; Barton-Briddon; Doherty; Jones; Kelly;

**In attendance:** County Cllr C Bailey (Item 9 only); District Cllr J Warwick (to Item 13); Mr R Emery; Mrs P Wrightson; 1 Parishioners; Clerk

1. **Declaration of Interest:** None received.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** Cllr Oldham; PCSO Michelle Gay; Ms L Hill.  
The resignation of the Chairman Cllr Oldham had been received to take effect from 18 April 2012.

**4. Minutes of the Meeting**

To approve the Minutes of the Parish Council meeting 17 January 2012

Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Jones; seconded Cllr Doherty and approved and signed.

To approve the Minutes of the Finance and Administration Committee meeting 21 February 2012

Minutes previously distributed to all Councillors. Proposed as an accurate record by Cllr Kelly; seconded Cllr Jones and approved and signed.

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

Parish Council Minutes 17 January: None arising.

Finance Minutes 21 February: All items actioned except the following: Item 3. Cllr Kelly had investigated Business Interruption and Loss of Revenue insurance cover for the pavilion and concluded this was not necessary. The Clerk agreed with the findings.

**6. Police Report**

For the period from 17/01/12 to 20/03/12. 8 incidents: 1 report of theft of lead; 4 reports of suspicious behaviour; 1 report of damage. It was noted that report of the break-in to Williams Garage had not been made.

To follow up with PCSO Michelle Gay	Clerk	17 April
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**7. Elderfield Report**

A report had been received from Ms L Hill, Project Manager, which was read to the meeting. The work of the project was continuing well and training schemes were ongoing to equip service users with skills to obtain employment. In the past six months five service users had successfully moved on into the community. Activities such as dramatic arts and horticulture were flourishing. A new minibus had been obtained.

To request attendance at the July meeting	Clerk	17 April
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**8. Open Session for Parishioners**

There were no questions raised.

**9. County Councillor's Report (taken after Item 12)**

Kiln Lane layby: A letter from the applicant had been received by HCC Legal Dept and a response would be made. The Parish Council was asked to continue to establish past use of the layby. Cllr Bailey was thanked for her input in obtaining a Community Grant for improvement of the access path to the Itchen Navigation. It was asked that the Parish Council also examine improving the gate to ensure disabled access to the improved path.

To re-send notice to Colden Common, Twyford and C&S Clerks	Clerk	asap
To approach the Winchester Extra free newspaper	Clerk	asap
To check notices on footpath	Cllr Jones	asap

**10. District Councillor's Report**

As attached.

**11. Report of the Planning and Highways Committee****a) Applications and Decisions**

As attached. Outstanding applications would be discussed by members of the Planning Committee. WCC Strategic Housing had written with proposal to develop 3 or 4 affordable houses on the garage block and parking area off Bourne Close. At a later date Nick Fisher from WCC wished to attend a meeting to present draft plans.

**b) WCC District Plan Core Strategy 1**

Summary of comments submitted:

Development Strategy and High Quality Environment – Settlement Gaps: This was regarded as a sound policy for villages as it recognised the importance of village identity through the maintenance of Green Gaps and existing settlement boundaries. It was vital to maintain the current village structure within its rural setting and enable development commensurate with its size. The policy recognised the contributions from Parish Plans and VDS and provided room for future developments to meet local needs.

Otterbourne Settlement Accessibility and Connectivity Score: A request had been made to adjust this as there was no longer a petrol station within the village.

Neighbourhood Plans: A separate Planning meeting would be held to discuss these new documents.

**c) Old Churchyard Kiln Lane – update on layby**

HCC had written to the landowner to advise it regarded the layby as highway land. The matter was ongoing between the landowner's solicitors and HCC Legal Dept. A number of notices had been placed around the site and footpath requesting help to gather details of past size and use of the layby. Several responses had been received, more were required. See Item 9 above. A response from the Conservation Group was awaited.

**d) Village Gateway Signs – update on proposals and costs**

WCC had made a second visit to the Parish to confirm requirements and new costings would be received. It was hoped some of the costings would be less than previous.

- e) Speed Issues – update on Community Speedwatch and request for 40 mph limit on Kiln Lane  
 Speedwatch: A response to Marcus Cator of Neighbourhood Performance and Partnerships had been made that Otterbourne would not be taking part in the project. Hursley Parish Council had commenced its Speedwatch and feedback would be used for future consideration.  
 40 mph limit on Kiln Lane: Initial response from Highways was not positive, but a further approach would be made since the new field entrance had been formed.
- f) Highways – update on Safety Railings and 30 mph roundels  
 Safety Railings: Request still being progressed for both footpaths.  
 30 mph roundels: Agreed by HCC on the four main approach roads, but no date confirmed.  
 Spring bulbs: More bulbs were required for planting in the autumn.

To take forward items a) to f)	Cllr Jones	17 April
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- g) Greenacres Drive Agreements  
 Responsibility for maintenance of the stream, pine trees and footpath between Meadowcroft Close and Greenacres Drive was being investigated. The Open Space area beyond Greenacres Drive was also being examined. The Clerk had produced a Summary of the Greenacres 1985 and 1997 development agreements which would be checked by Cllr Jones before approach to the Greenacres Management Company for discussion.

To examine Agreements and Summary and advise	Cllr Jones	17 April
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## 12. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

#### i) Welcome Sign – to approve wording for Order

The wording had been previously agreed by Councillors. There was some discussion as to whether it would be too much for the size of sign.

To request draft from sign company	Clerk	asap
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- ii) Rules of Use (updated March 2012) and Application Form for Events – to approve  
 The updated Rules of Use previously sent to all Councillors was approved by Council.  
 The Application Form for Events previously sent to all Councillors was approved by Council.  
 Applications for two events on 3<sup>rd</sup> June and 1<sup>st</sup> July had received agreement in principle.  
 Detailed Application Forms had been received from both Event Organisers. These were examined by Council and approved.

To forward updated Rules of Use and Application Form for website	Clerk	17 April
To advise both Event Organisers of Council approval	Clerk	asap

#### iii) Height Restriction Barrier

Ratification of Expenditure of £136.80 for emergency repairs following damage by unknown vehicle. Proposed Cllr Acton; seconded Cllr Kelly and approved by Council

#### iv) Play Area – to receive Annual Safety Inspection Report

A few items had been raised, but none of these was considered above a medium risk.

To examine Report findings and raise schedule of works required	Cllr Whitcher	17 April
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## v) Pavilion

Proposal for Expenditure of £225 plus VAT for painting ramp edges yellow. Required as part of Risk Assessment. Proposed by Cllr Acton; seconded Cllr Whitcher and approved by Council.  
 Proposal for Expenditure of £389 plus VAT for carpentry work to fire exit door. The door jambs and sill were rotten. Proposed Cllr Acton; seconded Cllr Barton-Briddon and approved by Council.

To instruct contractors with the works	Clerk	17 April
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## vi) Youth Facilities

Proposal for Expenditure of £225 plus VAT for ball court line repainting. Ongoing maintenance. Proposed by Cllr Acton; seconded Cllr Barton-Briddon and approved by Council.  
 To receive quotations for rear wall. Four quotations had been received for replacement with wooden sleepers. Two quotations had been received for block wall construction. There was some concern regarding the durability of wooden sleepers. Council requested further investigation for block wall specification and quotations before decision.

To determine specification and receive 2 more quotations	Cllr Acton/Clerk	17 April
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## vii) Sports Club

A request had been made by the Club for the two dugouts to remain between matches until end of the season due to the weight of the structures causing a problem with movement. This had been verbally agreed by the Chairman and Chair of Committee on a temporary basis until end of season to enable the problem to be resolved.

To write to Sports Club advising temporary status	Clerk	17 April
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b) Common – update on tree works by WCC

The Tree Warden was thanked for attending the meeting with WCC's Arboriculturist. WCC had sent report of works to be undertaken. The fallen Holly tree on the footpath leading from St Matthew's Church would also be removed.

Bund works: the bund on Red Lane and Chapel Lane had been started, but it was noted that the one on Chapel Lane had already been broken down by a vehicle.

To request WCC to rebuild the bund on Chapel Lane	Clerk	asap
To maintain watch and report further problems	Cllr Barton-Briddon	

c) Amenities

Ratification of Expenditure for £100 plus VAT for purchase of plastic wood for Old Deeds bench. Following vandalism to the bench, a small quantity of plastic wood had been obtained as a trial replacement material to wood. The Handyman had been instructed with the works.  
 Proposed Cllr Acton; seconded Cllr Jones and approved by Council.

d) Elderfield Cricket Pitch – update on status

The Cricket Club had advised that it had been unable to obtain funds for the Planning Application for the site entrance to the ground until the Lease had been signed. However, it was not possible for the Lease to be signed until the site entrance had been approved. A request for help with submitting and funding the Planning Application had been made to the Parish Council. Council agreed in principle pending information on costs. It had been established the costs could be met from the WCC Open Spaces Sports Fund.

To request details of cost from Cricket Club to obtain Planning	Cllr Acton	17 April
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e) Open Spaces – discussion on provision of a Boules Court

This was a potential project from suggestion made in 2006. It was in initial stages of finding a site and dependent upon funding from the WCC Open Spaces Sports Fund. An opportunity had arisen for a site within the grounds of The White Horse PH. This would be open for use by residents separate to use of the pubic house. The possibility would be explored further.

To approach other Public Houses in the village for comment	Cllr Acton	17 April
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**13. Report of the Finance and Administration Committee**a) Parish Accounts and Cheques for Payment

As attached.

b) External Audit – to approve of agreement of Section 2 Statements 2-9 for 2011/12 Audit  
The Finance Committee had addressed the Statements at the Finance Meeting of 21 February and recommended approval. Full Council approval was received. Statement 1 related to end-of-year figures for approval when completed.

c) Graveyard Contribution to St Matthew’s Church – Proposal to increase by £60 for 2011/12

A letter had been received from the PCC requesting an increase in the annual contribution of £440 due to increasing maintenance costs and additional tree works. The Clerk had made enquiries of neighbouring Parishes’ contributions and approached the Internal Auditor for advice. The proposal to increase the contribution to £500 for the 2011/12 year was supported by the information received. The amount in the Precept for 2012/13 had been increased to £480. The Auditor had suggested the PCC provide accounts and quotations in support of any further increase. The matter would be reviewed again at the next Precept meeting in November. Proposed by Cllr Kelly; seconded Cllr Whitcher and approved by Council.

To write to the PCC and advise as above	Clerk	17 April
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d) Lengthsman Project – to sign HCC Contract, approve new bank account and Ratify £100 Loan

The Project was on schedule. The tender work had been completed and review of five contractors would take place on 22 March. A secondary bank account had been set up in the name of ‘Otterbourne Parish Council – Lengthsman’ to keep funds separate. Signatories on the account would be the same as the main account. The Associate Parishes were returning their signed contracts. The contract with HCC had been examined. Three Health & Safety Clauses causing concern had been resolved. One Clause relating to termination of the contract by HCC would be resolved by inclusion in the Lengthsman’s contract. The HCC contract was approved for signing. Ratification of £100 Cash Loan to the Scheme proposed by Cllr Kelly, seconded Cllr Jones and approved by Council. To be repaid when the HCC funds were received.

**14. Jubilee Projects – update on Path and Oak tree planting**

Path: A £500 HCC Community Grant had been received towards improvement of the access path to the Itchen Navigation. Cllr Oldham had agreed to continue with the project after leaving Council and was liaising with Clancy Docwra. The concern about installing a gate that was disabled access friendly was raised again.

Oak Tree: The tree was expected for delivery soon. The Tree Warden would be asked to identify a position on the common. It was agreed to ask the Scouts, Cubs and Beavers to become involved in the planting event. Ron Emery agreed to further the request and ask for ideas.

To email Ron Emery to approach the Scouts, Cubs and Beavers	Clerk	asap
To approach contractor to undertake planting arrangements	Clerk	asap
To request Tree Warden to identify position on the Common	Clerk	asap
To forward event planning	Cllr Acton	asap

**15. Report of Representatives to Various Bodies**

There were no reports.

**16. Risk Assessment and Management**

Cllr Jones raised concern regarding Public Liability insurance and Health and Safety training of contractors engaged by the Parish Council. It was agreed this would be examined.

To examine PL and H&S for contractors	Clerk/Cllr Kelly	17 April
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**17. Any other business**

New Councillors: Cllr Acton had delivered a notice to residents of Otterbourne Hill advising a Councillor was needed from the area. A request for residents to come forward and join the Parish Council would be made in the Annual Newsletter and at the Annual Assembly.

**18. Date of next meeting – 17 April 2012 at 6.30 pm in the Bianchi Room of the Village Hall followed by the annual Assembly at 7.30 pm.**

**Planning Matters for Consideration in March 2012**

Applications and Closing Dates for Comment

Case No. 12/00354/FUL  
27 March

6 Greenacres Drive, Otterbourne  
Front and rear single storey extensions

Case No. 09/02505/FUL  
3 April

Applewood Cottage, 1 Park Lane, Otterbourne  
Amended Plans – Raise roof of garage to create games  
guest room, convert ground floor to gym and store.

Proposal by WCC

Bourne Close, Otterbourne  
Development of garage block to provide three or  
four affordable houses.

Decisions

Case No. 12/00026/FUL

3 Oakwood Close, Otterbourne  
To replace existing wall hung tiles to front  
elevation with rendered finish. **Application permitted**

Case No. 12/0091/FUL

1 Waterworks Road, Otterbourne  
Two storey rear extension, single storey garage to side  
**Application permitted**

**Planning Matters considered in February 2012**

Applications and Closing Dates for Comment

Case No. 12/00091/FUL  
22 February

1 Waterworks Road, Otterbourne  
Two storey rear extension and single storey garage to side  
**No comment**

Case No. 12/00120/FUL  
29 February

149 Pitmore Road, Eastleigh  
First floor extension with a new roof line, loft conversion  
and new front porch. **No comment**

Case No. 12/00082/FUL  
6 March

Touchwood, Copse Close, Otterbourne  
Amendment to permitted permission 11/00891/FUL:  
additional central dormer to front to match the two approved  
**No comment**

Decisions

Case No. 11/02627/FUL

17 Coles Mede, Otterbourne  
Detached double garage. **Application permitted.**

Case No. 11/02846/FUL

26 Oakwood Avenue, Otterbourne  
Rear extension to first floor over existing ground floor extension  
**Application permitted.**

Case No. 11/02231/FUL

11 Oakwood Avenue, Otterbourne  
Inspectorate Reference: APP/L1765/F/11/21658  
First floor front extension. **Appeal allowed.**

Case No. 11/02987/FUL

Nairana, Main Road, Otterbourne  
Demolition of existing dwelling and erection of 1 no four  
bedroom and 1 no 2 bedroom detached dwelling with associated  
parking and landscaping. **Application refused.**

**Otterbourne Parish Council Report of the Finance Committee 20 March 2012**a) **Parish Accounts stand as follows**

	£	£
	Current Statement Balance	Last Statement
<b>Lloyds TSB Treasurers</b>	<b>8,577.69</b>	10,979.67
<b>Lloyds TSB Guaranteed Investment Account</b>	<b>Closed</b>	Closed
<b>Co-operative Bank Current Account</b>	<b>0.60</b>	0.60
<b>Co-operative Investment A/c 3 months to 27/04 @ 1.53%</b>	<b><u>35,251.33</u></b>	<u>35,118.55</u>
<b>Total Balance</b>	<b>43,829.02</b>	46,098.22

**Cheques for payment on 20 March 2012 from Lloyds TSB Treasurer's Account**

2569	Mrs M Gaines – bus shelter cleaning February	106.98
2570	Mrs J Ayre – salary February	691.55
2571	Mrs J Ayre – reimbursement of office, travel, telephone	79.30
2572	Hampshire Wildlife Trust – workshop for Cllr Jones	10.00
2573	WCC – dog bin emptying October-December 2011	295.00
2574	HMRC – Tax and NI for employer and employee Jan-Mar	<u>164.79</u>
		£1347.62

**Interim Cheques paid on 21 February 2012 from Lloyds TSB Treasurer's Account**

2558	OCS Cannon – maintenance Recreation Ground	509.36
2559	Mrs M Gaines – bus shelter cleaning January	106.98
2560	Mrs J Ayre – salary January	691.55
2561	Mrs J Ayre – office, travel expenses	106.60
2562	MJT Decorating Ltd – SLR sign moving	96.00
2563	OVHC – PC and Committee Meeting February and March	40.00
2564	LK Ninnim Engineering Ltd – HR barrier repairs	136.80
2565	Bryan Foot – various handyman works	230.25
2566	Land Registry – to identify land ownership of Otterbourne Hill	5.00
2567	Petty Cash	50.00
2568	Cash – LOAN to Lengthsman Scheme (to be repaid by HCC fund)	<u>100.00</u>
		£2072.54



## Otterbourne Parish Council District Councillor Report 20<sup>th</sup> March 2012

### 1. Council Budget Meeting February 2012

Key Decisions:

1. Under new Government Housing Finance System initial £2m identified to start building council houses from 2013.
2. Full cost review of River Park LC opened in 1974 –either renovate/rebuild with partners. £4m required to maintain building in good operational condition. New build around £15m. Full scoping report has been requested to explore partners to provide best possible leisure facilities for the Winchester District.
3. No increase in Council Tax and WCC councillors have continued the 5% reduction in annual allowances as last year.

### 2. Septic Tank and Source Protection Zones

Press reports early in the summer suggested that registration for septic tanks was soon to become compulsory, surprising and concerning many local people who were unaware of the development. As part of the European Groundwater Directive, homes in the constituency not connected to main sewers will be required to register their tank if they live within a Source Protection Zone SPZ1\* (parts of Shawford, Twyford and Otterbourne fall within a SPZ1). This means if they have a septic tank within 50 metres of a groundwater source and will have to apply for a permit. The Government halted the **general septic tank registration** scheme while it looks at the issue, but guidance from the Environment Agency is that those **within a SPZ1 will need to register**.

\*The Environment Agency website [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) contains links to a groundwater interactive map (use postcode to check SPZ) and further general information. You can also call their customer helpline on 03708 506 506. (If you do look at the interactive map make sure the box to the right of where you enter your postcode is set on "groundwater").

### 3. Winchester City Council: Jubilee Events

[www.bestofbritishfestival.com](http://www.bestofbritishfestival.com)

Guildhall Jubilee Exhibition (25 May to 26 July 2012)

City Museum: Victorian Jubilee 1897 26<sup>th</sup> May 2012 11am-4pm Children 6+

Open Air performance of The Twits 26th May 730pm Inner Close, Winchester Cathedral

The Churchill Letters read by Robert Hardy 31<sup>st</sup> May 6.00pm Guildhall

Queens of Crime (Ruth Rendall and PD James) 1<sup>st</sup> June 6.00pm Guildhall

Diamond Jubilee Concert Bournemouth Symphony Orchestra/Waynflete Singers Sat 2<sup>nd</sup> June 730pm Winchester Cathedral

4. **Queen Elizabeth II Fields.** In celebration of the Jubilee the Fields in Trust are seeking to create a network of permanently protected outdoor recreational spaces across the UK. For further information contact Matt Handley on 0207 7427 2110 or email [matt.handley@fieldsintrust.org](mailto:matt.handley@fieldsintrust.org)

Jan Warwick. 12/03/2012