

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 21 JANUARY 2009 AT 7.30 PM**

1782

Present: Cllrs Oldham (Chairman); Barton-Briddon; Hudson; Zebedee; Andrews

In attendance: County Cllr C Bailey; District Cllr E Bell; PC Richard Matthews; Mrs P Cole; Mrs P Wrightson; Mr P Weir; Clerk.

1. **Declaration of Interest:** None declared.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** District Cllr G Beckett; Cllr Phillips; Cllr Williams; Mr M H Warne
4. **Minutes of the Meeting:**
Parish Council meeting 16 December 2008 previously circulated to Councillors.
Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Zebedee, approved and signed.
5. **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:
 - i) 10. Freedom of Information
The webmaster had passed the website over to the Clerk who was investigating the software and skills required to take on the work.

Action	By Whom	By When
To update website and accounts plus link to the Model Publication Scheme	Clerk or ano webmaster	17 March

- ii) 12 a) Use of Elderfield pitch and facilities for Cricket
Cllr Oldham reported that there was no further information yet.

Action	By Whom	By When
To carry forward to March Agenda	Clerk	11 March

There were no other matters arising.

6. **Police Report**
Five incidents were reported: a suspicious circumstance; a road traffic collision; theft of a motor vehicle from a commercial premises; theft from a commercial premises; making off without payment. Crime figures were reported as low for the area.
7. **County Councillor's Report**
Cllr Bailey reported. Parish Lengthsman: Alison Quant, the Director of Environmental Services had advised that no Parishes in Hampshire currently operated this scheme but further enquiries were being made regarding schemes in neighbouring Counties. Speed Limit Reminder Sign: The application would be submitted when the Parish Partnership had finalised its details. Highways: Work to the double culvert in Poles Lane would commence in February. Amey had advised that all of the drains along Main Road had been cleared during August, but a request had been made to have them re-cleared. The Poles Lane roundabout bollards and central reservation was being closely watched as the frequency and level of damage had increased. Four Dell Farm: the Appeal made by R&W for Use of Land for Storage and Transfer of Waste Materials

Associated with Highway Maintenance Works had been granted. No conditions on the level of HGV day movements had been made; night movements had been restricted to 10, other than on 10 occasions when the maximum number of movements allowed was 40. The Appeal made by R&W for Change of Use from Farmland to Storage of Waste Associated with Highway Maintenance had been dismissed. Two more applications were currently being considered: the Recycling of Wood Materials made by J Venn and the Removal of Condition 2 limiting HGV movements made by AJ Blake.

Recycling: at present HCC was still able to find markets for all of its recycled waste.

8. **District Councillor's Report**

Cllr Bell's report had been copied to all Councillors and is attached.

9. **Open Session for Parishioners**

A Parishioner had written to HCC regarding Four Dell Farm and had received reply which would be placed in the correspondence file. The Hampshire Chronicle had also published a letter sent in. Cllr Hudson commented that alternative methods of objection opposing the increase in HGV traffic movement should be considered.

Mrs P Wrightson reported that WCC had advised the Maple trees adjacent to the Oakwood Avenue bus shelter were considered in poor condition and might require further reduction, at which time replacements should be requested.

A Parishioner asked about furthering the crossing point on Main Road. Cllr Bailey advised that Highways had examined the road, but had found too many entrances for it to be permitted. Also a crossing count had been undertaken at the Coles Mede roundabout but this had not given sufficient numbers for the matter to be furthered. Councillors commented that the number of HGVs and unlawful parking in front of Williams Garage had increased. Also a dropped kerb area for a possible crossing point existed between Williams Garage and Poles Lane roundabout. Cllr Bailey agreed to ask for another crossing count by Williams garage and to ask HCC to examine the matter again.

A Parishioner asked whether the floodlights at the Recreation Ground had been checked. This had been undertaken, but would be requested again this year in conjunction with other matters in the new Sports Club Lease.

Action	By Whom	By When
To attend site meeting with Cllr Bailey and HCC Highways officer	Cllr Oldham or ano Cllr	
To follow up on floodlight check and new requirements in the Sports Club Lease	Clerk	17 March

10. **Vacancy for two Councillors: proposed co-option of Mr P Weir and Mr R Taylor**

Both applicants had received information on the work and responsibilities of a Councillor.

Mr Paul Weir: Proposed by Cllr Barton-Briddon, seconded by Cllr Andrews.

Mr Ricky Taylor: Proposed by Cllr Barton-Briddon, seconded by Cllr Andrews.

Both applicants approved for co-option onto the Council with no objections or abstentions.

Action	By Whom	By When
To follow through with paperwork to WCC	Clerk	asap

11. **Report of the Finance Committee**

a) Parish Accounts and Cheques for Payment

As attached.

b) Reconciliation of Accounts and Approval of Bank Statements

Cllr Andrews approved the accounts reconciliation and 1/4ly Bank Statements.

c) 1/4ly budget analysis

Income received was up against forecast receipts, but it was noted that interest from bank accounts would substantially fall in the last quarter.

Expenditure was above provision due mostly to additional expenditure of £3688 on the Common bunds and ditches (budgeted £2500 from reserves); £3396 for notice boards (budgeted £1500 c/f from 2007); and £5000 donation towards Sparrowgrove and Oakwood Copse Conservation Trust purchase of woodlands(no budget provision).

d) Annual Return y/e 31 March 2008 – notification of approval from Audit Commission

The Annual Return had been approved without recommendation.

Action	By Whom	By When
To place Statutory Notice of Availability for Inspection by Parishioners on notice boards	Clerk	17 March

e) Re-investment of £40,000 in guaranteed investment account for further 3 months

The initial period of investment reached maturity on 6 February. After some discussion regarding accounts with higher interest rates, Council agreed that the sum should be reinvested in the Co-op Bank for a further for 3 months to 6 May.

Action	By Whom	By When
To reinvest the £40,000 for further 3 months.	Clerk	6 February
To investigate alternative accounts with higher interest rates, including the possibility of 12 month investment	Cllr Andrews and Clerk	17 March

f) Ratification of £470 for tree works by Taurus Garden Services to Cranbourne Drive Public Car Park

This was additional work to the contract and required to reduce the tree cover to allow more openness and light to the footpath from the car park to St Matthew's Church and Otterbourne Primary School (Minutes 18 November Item 16.)

Proposed by Cllr Oldham; seconded by Cllr Hudson and approved. Cllr Hudson asked whether the footpath (noted in same Item 16) had received attention. Clerk had reported this to HCC, but the works had not been undertaken.

Action	By Whom	By When
To follow up with HCC re footpath	Clerk	17 March

12. **Report of the Amenities and Recreation Committee**a) Open Spaces – submission to WCC of shortfall in provision within the Parish

WCC had written to request proposals for provision in 2009/10. A letter had been drafted stating possible proposals as: an increase in the equipment for the youth facilities; health and safety improvements to the sports pavilion; freehold purchase of Oakwood Park Recreation Ground; development of a new cricket pitch and facilities at Kiln Lane; development of a boules court at the Village Hall. There were no further suggestions and Council approved the letter for sending.

Action	By Whom	By When
To send off letter to S Dunbar-Dempsey	Clerk	asap

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b) Use of Oakwood Park Recreation Ground by Lakeside Youth Football Team - update
 Cllr Zebedee had informed the Sports Club regarding the proposal for Lakeside Youth Team to share the main pitch. A meeting between Lakeside Team and the Sports Club was scheduled for February.

Action	By Whom	By When
To follow up with the Sports Club and report back to Council	Cllr Zebedee	17 March

c) Dog bin on Waterworks Road – consideration of position

A complaint from a Parishioner had been received regarding the dog bin having been placed in too open a position. The bin had been moved from the footpath at the rear of the Old Forge due to lack of use. A second bin had been requested for the Recreation Ground area by the Dog Warden who had been consulted about its new position. The bin had to be within reasonable distance of the highway for emptying and it had to be away from the woodland for fire risk; Highways land was preferable. The concern regarding view was acknowledged, but the position was agreed as the most practical site. Council commented that reassessment of the bin regarding its use could be made later in the year.

Action	By Whom	By When
To write to Parishioner	Clerk	asap
To bring forward for review in September		16 September

d) Use of Oakwood Park Recreation Ground by Winchester Hash House Harriers

A letter had been received from Mrs Wilson regarding the use of the Recreation Ground and Pavilion for the annual barbeque of the running club as occurred last year. Council had no objections to further use this year.

Action	By Whom	By When
To reply to Mrs Wilson and advise contact details of Sports Club for arrangements.	Clerk	asap

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

a) Applications and Decisions

As attached.

Action	By Whom	By When
To advise Clerk re AJ Blake application for submission to WCC	Cllr Hudson	4 February

A letter from J Venn to Compton & Shawford Parish Council had been copied to Otterbourne addressing concerns about the relationship between Four Dell Farm and C&S Parish Council.

b) Flashing Speed Light - update

Cllr Barton-Briddon had attended a meeting on 29 December with representatives from the other four Parishes and a report had been copied to all Councillors. A further meeting was to be scheduled in February when site positions would be required. Hursley Parish Council had agreed to complete the grant application.

1786

Action	By Whom	By When
To determine site positions for the Speed Light Restriction Sign (SLRS).	Cllr Barton-Briddon	31 January

c) Parish Plan – discussion on taking forward

A report by Cllr Hudson had been copied to all Councillors. A Progress Report had been made in July 2007 by WCC and found 32% of actions implemented. A further update would be made to Dec 2008. Jo Dixon of Community Action Hampshire was being consulted regarding progressing further points. The Greening Campaign was discussed and it was noted that Oliver’s Battery Parish Council had made good developments in this.

14. **Report of representatives to various bodies**

Transport

Mrs Cole had agreed to attend the Annual Parish Transport Meeting on 30 January. A letter from WCC had been received regarding the development of a programme of local transport schemes.

Action	By Whom	By When
To draft responses to WCC for Clerk to send reply	Cllr Zebedee Clerk	28 January

15. **Risk Assessment and Management**

Oakwood Park Recreation Ground floodlight assessment and the footpath from Cranbourne Drive Public Car Park to Otterbourne Primary School noted under Item 9 and 11 f) above. The area surrounding the dumper truck in the corner of the Recreation Ground had deteriorated considerably and the dumper truck appeared unfit to use.

Action	By Whom	By When
To enquire from the Sports Club about the long term intentions for use of the dumper truck and whether it could be removed to another site	Cllr Zebedee	17 March

16. **Any other business**

The white lining of Otterbourne Village Hall and two other Public Car Parks would be carried forward with three quotations to the March meeting.

Action	By Whom	By When
To receive three quotations for white lining the car parks	Clerk	17 March

Cllr Oldham advised that he had attended a meeting at Elderfield with Mark Oaten MP, the prospective MPs Steve Brine and Mike Todd, the Chief Executive of LHT and the Operations Manager Paul Bowes to talk through communication improvements and ideas.

17. **Date of next meeting** : 17 March 2009.

OTTERBOURNE PARISH COUNCIL
20 JANUARY 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	3471.71	3733.71
Bank of Ireland No 1 Open Spaces	4113.86	4113.86
Bank of Ireland No 2 Deposit	19087.55	19087.55
Bank of Ireland No 3 Clerks Gratuity	Closed	Closed
Bank of Ireland No 5 Reserve	Closed	Closed
Bank of Ireland No 6 Children's Play Area	28113.92	28113.92
Co-operative Bank Guaranteed Reserve (3 month)	<u>40000.00</u>	40000.00
Total Balance	94787.04	

b) Cheques for Payment from Lloyds TSB Account

2154	OVHC – PC Meetings Jan/Feb/Mar	£ 60.00
2155	Mrs M Gaines – Bus Shelter cleaning December	£ 106.98
2156	Mrs J Ayre – Salary December	£ 591.50
2157	Mrs J Ayre – Office, tel/www, travel expenses December	£ 163.93
2158	WCC – replacement dog bin for Reservoir	£ 41.13
2159	Ron Emery – 12 cuts of public footpath at Allotments	£ 84.00
2160	Otterbourne PCC – publishing costs parish magazine S137	£ 120.00
2161	Otterbourne PCC – statutory churchyard contribution	£ 440.00
2162	Langley House Trust – grass cutting war memorial S137	£ 170.00
2163	Cannon – Recreation Gd maintenance November	£ 95.45
2164	WCC – moving dog bin	£ 74.66
2165	Audit Commission – annual external audit	£ 327.75
2166	Hampshire ALC – Clerk's training	<u>£ 25.00</u>
		£ 2300.40

Cheques for Payment from Bank of Ireland Open Spaces No 1 Account

12	Taurus Garden Services – hedges to Cranbourne Drive	£490.00 (19.12.08)
13	Taurus Garden Services – tree works to Public Car Park	<u>£470.00</u>
		£960.00

OTTERBOURNE PARISH COUNCIL

Planning Matters for Consideration at the Meeting on 20 January 2009

Applications and Closing Dates for Comments

Case No: 08/02797/FUL Otterbourne Manor, Kiln Lane, Otterbourne
15 January Demolition of existing extension and construction of single
storey rear extension

Comment submitted:

OPC Planning Cttee recognises the special nature of this moated Manor House, Listed Grade II and very rare in Southern England. When the Otterbourne Village Design Statement was under development, the previous owners refused any site visit, and forbade exterior photographs. The VDS Team respected this request.

It was a refreshing change to be welcomed by the new owner, Mr M Berryman and to be given an explanation of the extension applied for, followed by a guided tour of the property.

Liaison with WCC's Conservation Officer has been maintained from the outset. We considered that the proposed South elevation will be improved with a replacement extension, incorporating an extended kitchen, improvement to the Dining Room and restoration of the former decked area. We support this extension rationalisation (including increasing the height of the roof, to produce facilities in keeping with a large historic residence,) while maintaining the integrity of and improving the built quality of this Manor, which is the oldest property in Otterbourne. Application supported.

Case No: 08/02791/FUL Cedar Lodge, 143 Pitmore Road, Eastleigh
14 January Demolish existing conservatory, erect single storey side extension,
porch to front, detached car port and raised timber deck to rear
Comment submitted:

OPC supports the extension and refurbishment of this 2 bedroom detached bungalow. We consider that this development should enhance the amenity of neighbouring properties. Currently there is no on-site car parking, so the construction of a new vehicular entrance, plus 2 open- sided carports will be advantageous. Improvements to the level of the rear garden are supported, and it is very positive that a full tree and shrub survey and planting condition survey have been undertaken.

Case No: 08/02928/TPO
15 January

39 Oakwood Avenue, Otterbourne
Fell 1 no Maple tree on land adjacent to 39 Oakwood Avenue

Comment submitted:

OPC is keen to safeguard mature trees where these are viable and add to amenity. Our Parish Tree Warden was concerned about this loss of a second Maple Tree on land adjacent to the Main Rd (Southbound double Bus Shelter).

However the Maple in question is spindly and is dead/dying, and has shaded the adjacent house with foliage. It further is a risk to the footway and road, and in these circumstances OPC Planning Cttee supports felling, and replanting if appropriate.

Case No PLAN/PC/WR205
4 February

A J Blake, Four Dell Farm, Poles Lane
Variation of Condition 2 of Planning Permission 07/01762/HCS
Removal of limits on vehicle movements
Application to be decided by Hampshire County Council
Case Officer: Mr P Chadwick, The Environment Dept,
Hampshire County Council, The Castle, Winchester, SO23 8UD
To be advised.

Decisions

Case No: 08/02657/HCS

J and G Venn, Four Dell Farm, Poles Lane, Otterbourne
Development and operation of the facility for the
recycling of waste wood and other recycled materials
Objection raised by Winchester City Council
Application to be decided by Hampshire County Council

Case No: 08/02521/TPO

Oakwood Copse, Sparrowgrove, Otterbourne – Mr M Bilcliffe
Hazel trees – cut down to ground level to encourage growth
Application withdrawn

Case No: 08/02676/FUL

Land at Otterbourne Farm, Kiln Lane, Otterbourne
Change of use of barn to B1 office; refurbishment
including replacement roof and bin/cycle store
Application refused

Appeal Decisions

APP/Q1770/C/08/2065088

Land at Four Dell Industrial Park, Poles Lane
Change of Use from agriculture to storage of waste, other
materials and plant associated with highway maintenance
works
**Appeal dismissed and the enforcement notice is upheld
with variations**

APP/Q1770/A/07/2058688

Land at Four Dell Industrial Park, Poles Lane
Use of land for storage and transfer of waste materials
associated with highway maintenance works and ancillary
storage of highway maintenance materials.

Appeal allowed and planning permission granted

Report to Otterbourne Parish Council from District Councillor Eleanor Bell

Hampshire Buildings Preservation Trust (HBPT) – appointment as Board member

I have been appointed to the Board of HBPT, one of three representing District Councils. As such I will be working closely with WCC Culture and Heritage division. I look forward to playing an active role in this organisation which seeks to preserve the built heritage in Hampshire.

WCC Cabinet LDF (Local Development Framework) – Wednesday 28 January 2009

Next in a series of meetings on this important topic to put the reports of WCC Strategic Planning Department before Cabinet members. The meeting is open to the public – start 10.00 am in the Guildhall. Agenda and papers for this meeting are available on the WCC website under Committees – a minute of this and previous meetings should be available within ten days.

WinACC Low Carbon Champions – Introductory meeting 26 January 2009

WCC partner Winchester Action on Climate Change are seeking interested people to train as Low Carbon Champions, who can then disseminate good practice more widely. An Introductory meeting will be held on Monday evening 26 January.

Flashing Speed Signs – Parish partnership meeting 29 December 2008

I attended a meeting of representatives of the five local parishes seeking to purchase a speed limit reminder unit. This has been reported separately by Tricia Caffyn from C&S PC, and is on tonight's agenda. John Brooks, Clerk of Hursley PC has completed the HCC grant application form for the purchase of one unit. A further meeting is scheduled for early February.

WCC Budget meeting for Parish Council Chairs – 10 December 2008

I attended this meeting on behalf of the parish council. The Leader of Council outlined the budget restrictions experienced by WCC currently and the options for efficiency savings. Two controversial decisions (proposals?) coming from this meeting are: that parishes should contribute 50% of costs of public toilets in their parish; and that WCC should pass the precept sum to parishes in two 6-month instalments instead of one lump sum.

Winchester Parish Transport Representatives meeting – Friday 30 January 2009

Planning

Simon Finch, formerly Planning Development Manager for Winchester West has been promoted to the post of **Head of Planning Management** (replacing Fiona Tebbutt).

I have raised a general issue about **planning conditions on applications which are granted under delegated powers**. Even where the case officer is communicative, these do not always adequately address the concerns of residents or parish councils. I have asked a question in Council to clarify the mechanisms in place to govern this – the reply quotes planning regulations and does not address the process. I continue to pursue this point in relation to current applications.

Four Dell Farm - Application to HCC for processing of wood waste – 12 February 2009

WCC Planning department has raised an objection to this application, on grounds of impact on the character of the locality and adverse affects upon good quality agricultural land, the impact of noise and additional HGV activity. The application will be determined by HCC at the Regulatory Committee on Thursday February 12th.

Appeal against WCC refusal of external storage – 10 December 2008

The Inspector's decision has now been received – he found in favour of Bredy / R&W and allowed the Appeal, with certain conditions applied. This means that WCC Enforcement action in respect of this part of the site now lapses, although they will continue to monitor compliance with conditions.

Highbridge Farm

Retrospective application to extend use of agricultural building for B1 light industrial use (barn manufacture) plus B8 external storage. Local residents have expressed concern at the history of other unauthorised uses and generally unsightly nature of the site. There is also concern that an SSSI (Site of Special Scientific Interest) is not being adequately protected.

I have asked the case officer to restrict B1 use to this company and the external storage to wood only. I have also asked for restrictions on hours of business and delivery vehicles.

