

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 21 MAY 2013 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

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

In attendance: County Cllr Phil Bailey; Ron Emery; Dick Oldham; 5 parishioners; Clerk

1. Election of Chairperson

Cllr Jones was proposed by Cllr Doherty; seconded by Cllr Acton and approved unanimously by Council.

2. Election of Vice-Chair

Cllr Acton was proposed by Cllr Kelly; seconded by Cllr Barton-Briddon and approved unanimously by Council.

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

3. Declaration of Interest: There was none.

4. Correspondence: Correspondence Folder passed to members for circulation.

5. Apologies for Absence: Cllr Stansbury; District Cllr Mike Southgate; District Cllr Jan Warwick; PCSO Michelle Wilkinson; Kathy Mantell

6. Minutes of the Meeting:

To approve the Minutes of the Parish Council meeting 16 April 2013

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

To record as accurate the Minutes of the Annual Assembly 16 April 2013

Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Kelly; seconded Cllr Doherty and agreed to take forward to the Annual Assembly 2014.

7. 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:

5. Sponder's Mede: Cllr Jones reported that the garden waste had been removed by residents and an old wheelbarrow had been removed by the Lengthsman.

Emergency Plan: Cllr Jones had updated the contact list and an electronic copy of the Emergency Plan would be updated for the next meeting.

Elderfield: Cllr Acton reported that due to the change in operation of Elderfield, residents were only short stay and recruiting volunteers for a litter pick was difficult. Lynne Hill, the Project Manager would be requested to attend the July meeting to update further.

To invite Project Manager to July meeting	Clerk	18 June
---	-------	---------

Dog Fouling Penalty Notices: Cllr Acton had received feedback from WCC and the PCSO but further work was needed.

To progress Penalty Notices	Cllr Acton	16 July
-----------------------------	------------	---------

8. Police Report

A report detailing 4 incidents from 16/04/13 to 20/05/13 had been received: 1 theft from a motor vehicle; 1 theft from property; 1 dwelling burglary; 1 suspicious behaviour.

9. Open Session for Parishioners

A Parishioner asked whether dog fouling was a particular concern for Otterbourne. Cllr Acton responded that it had been raised by a number of residents, but affected a minority of areas and was not known to be worse than other parishes. The Parishioner asked whether access to the Greenacres open space had been at the request of parishioners. Cllr Jones advised the Parish Council wanted to utilise the asset and open up available facilities as much as possible. The Parishioner expressed concern that a potential footpath along the strip of land, considered by the residents as a stock-gap, would be very close to their rear gardens and patios: it would compromise security by exposing properties to walk-in-thefts and dog fouling problems. Cllr Acton advised that the original drawings detailed a proposed footpath leading from the open space, but this had not been taken forward at the time; it was noted there was direct access from the new Greenacres development, although no car parking facilities at that point. At present there had not been any consultation with residents affected as the position regarding the land and access was still very unclear: WCC was pursuing the transfer of the land from the developer and the maintenance sum for the land had to be explored; Southern Water was establishing ownership of the strip of land before progressing further. Council agreed that discussions with the residents affected would take place when more information was known.

A Parishioner reported that some residents and WCC maintenance team had left grass cuttings and branches along the bank and in the stream which could compromise the water flow.

To write and advise Greenacres Management Company and WCC	Clerk	16 July
---	-------	---------

10. County Councillor's Report

Lengthsman Scheme: feedback on the start of the second year regarding supervision had been mixed: Otterbourne reported no problems. Old Churchyard on Kiln Lane: this was still progressing with HCC legal team. Pedestrian Crossing on Main Road: Cllr Bailey would follow-up to progress.

11. District Councillor's Report

There were no reports or items outstanding.

12. Standing Orders, Financial Regulations, Assets Register, Insurance – to adopt for 2013/14

These had been reviewed at the February 2013 Finance and Administration Committee meeting and were adopted by full Council.

13. Date of Meetings – to agree dates for 2013/14

A list of all Parish Council meeting dates and free dates for use by Committee had been distributed. Council agreed all Parish Council and Committee dates. It was proposed to move

the Annual Assembly to a separate date on the second Monday in May when the Bianchi Room was free for use.

To confirm date with OVHC for regular annual booking	Clerk	18 June
--	-------	---------

14. **Appointment of Committees and Representatives**

Two documents: Guidance for Committees and Responsibilities of Committees had been copied to all Councillors prior to the meeting. It was agreed unanimously that all Councillors would serve on all Committees.

Finance and Administration Committee: Cllr Kelly (C)

Recreation and Amenities Committee: Cllr Reeves (C)

Allotments:	Cllr Barton Briddon
Otterbourne Common:	Cllr Stirrup
Play and Youth Facilities:	Cllr Reeves
Otterbourne Sports Club:	Cllr Young
Otterbourne Cricket Club:	Cllr Acton
Sports Pavilion:	Cllr Young

Planning and Highways Committee: Cllr Jones (C)

Lengthsman:	Cllr Barton-Briddon
Footpaths and Rights of Way:	Cllr Stirrup
Minerals and Waste Services:	Cllr Doherty

Representatives to various bodies

Otterbourne Sports Club:	Cllr Young
Otterbourne Allotments Association:	Cllr Barton-Briddon
Otterbourne Village Hall Committee:	Cllr Acton
Otterbourne Conservation Group:	Cllr Stansbury
Parish Police Partnership:	Cllr Doherty
Winchester Air Group:	Mr K Smith
Winchester Passenger Transport Group:	Planning & Highways Committee
Winchester Action on Climate Change:	Planning & Highways Committee
Hampshire Waste Services Liaison Group:	Cllr Doherty
Sparrowgrove and Oakwood Copse Conservation Trust:	Cllr Doherty (and Mrs P Wrightson tbc)

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	18 June
---	-------	---------

15. **Village Survey – to receive report**

Cllr Acton was thanked for producing the survey and also for collating and inputting all data. Following a trial run, 1300 copies had been distributed and of these 1000-1200 were

considered targeted. Collection boxes on loan from WCC were located in the village shop, village hall and The Otter PH. The survey had been advertised on the notice boards and in the parish magazine. Further notices and a potential reminder to non-responsive households may also be undertaken. 180 responses had been input onto the computer and further batches were awaiting collection and input. A response rate of 50% (500) was required for justification of mandate for planning use. A few concerns had been received about confidentiality and it was assured that when receipt of questionnaire had been ticked, all names and addresses were redacted before input of information onto the computer and at the end of the survey all paper copies would be shredded. There had been a low response rate for requests for the Children's Survey and a smaller print run would be ordered.

To place notice in the Parish magazine and provide for boards	Cllr Acton	
---	------------	--

16. 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. .

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

The audit took place on 9 May and the report was in the Correspondence file for all members. The Annual Return for External Audit had been signed with no findings or requirements. Some advice had been given in the report regarding the need for an established recruitment procedure; the need to distinguish carefully between small contractors and employees; the Localism Act regarding new advice that dispensations were not required to set the Precept.

To draft report on recruitment procedure	Clerk	16 July
To make enquiries of the small contractors ref. self-assessment	Clerk	16 July

c) S137 Donation – to discuss reallocation of the £1,000 donation set aside in the 2013/14 Precept to St Matthew's Church turret appeal

The amount had been set aside specifically for the turret appeal which was understood to have reached the required sum. Following the recent theft of lead from the roof, the PCC had asked if the amount could be reallocated to cover some of the uninsured loss and enable repairs. Proposed Cllr Kelly, seconded Cllr Barton-Briddon and approved by Council.

To issue donation to the PCC	Clerk	18 June
------------------------------	-------	---------

d) Council as an Employer – to receive report

It was agreed that an established procedure was required to handle matters of recruitment, interviewing, appraisals and salary matters for employees. A Sub-Committee comprising Cllrs Kelly, Jones and Stirrup would be set-up to undertake this. Employee Appraisals would be conducted in September/October to enable assessment to take place at the same time as all other Parish overhead expenditure for the Precept meeting. The provisioned amount in the 2013/14 Precept had been agreed for the Clerk/RFO's salary for 2013/14.

17. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park – to receive annual inspection report

The report from N W Adams, a local, qualified RPII provider had been received and was being assessed.

To prepare assessment report with action requirements	Cllr Reeves	18 June
---	-------------	---------

Cllr Jones reported that he had replaced the zip ties to the new gate signs following their removal on several occasions.

Youth Facilities – to receive update on youth facilities project

Two sets of plans with quotations had been received from Monster Play and Kompan and a third would be sought. Consultation would be important to help secure funding and this would take place via responses received from the Children's Survey and a presentation stand at the PCC event on 30 June at the recreation ground. Further consultation to establish specific support would be considered thereafter if necessary. It was noted that Compton & Shawford PC had deferred discussion to its 2 July meeting regarding potential donation.

To contact PCC Event Committee for a presentation stand	Cllr Reeves	asap
To forward third quotation, plans, etc for display	Cllr Reeves	30 June

ii) Football pitch and pavilion – to discuss further works to the pavilion

The dugouts had been removed to behind the pavilion. The painting and decorating and guttering works to the pavilion had been instructed to Diamond Decorating and were scheduled for w/c 17 June. Repairs to the electricity box were still needed. It was agreed the box should be treated as a long-term maintenance requirement and it was anticipated that the current budget would be sufficient to cover the work by SSE. Annual inspections for fire prevention, gas boiler and security alarm would take place in June.

To arrange inspection date with SSE for quotation	Clerk	18 June
To arrange dates for pavilion inspections	Clerk	18 June

iii) General – additional item

No response had been received to the 2 April letter to 29 Oakwood Avenue regarding the trees at the rear of the property. Some area had been cleared, but the vegetation not removed.

To contact residents and discuss forward plan	Cllr Jones	18 June
---	------------	---------

b) Common – to receive any matters arising.

It was noted the grass was very long. The Clerk advised that in 2012/13 the grass cutting schedule had been reduced initially from six to four cuts per year and then increased to five.

To contact WCC and determine cutting schedule for 2013/14 and ask for cut asap	Clerk	asap
--	-------	------

c) Open Spaces Areas

i) to receive update on Greenacres Drive amenity land and access to it.

Item covered under Item 9 above.

To continue to liaise with Southern Water, WCC and residents	Cllr Acton	16 July
--	------------	---------

ii) to receive update on Cranbourne Drive Laurel hedge

Cllr Acton reported that there had not been any sign of Knotweed at present and it was being monitored.

To continue to liaise with residents of Rose Cottage	Cllr Acton	16 July
--	------------	---------

iii) General – additional item

Reports had been received of some Elderfield residents using open space areas in Cranbourne Drive to conceal cans/bottles of drink for consumption at a later point. Cllr Acton had reported the matter to the Project Leader to follow-up on.

d) Elderfield Cricket Pitch – to receive update on progress

The Cricket Club had been emailed for an update at the next meeting.

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

a) Applications and Decisions – as attached.

b) Highways

i) Lengthsman Scheme – to ratify signing of Associate Parish contract for 2013/14

The signing was approved by Council. It was noted that earlier consideration of work for compiling the worksheet was required.

To send contracts to Crawley PC for signing and return	Clerk	18 June
--	-------	---------

ii) General matters – to update on drains and verges

Reports had been received of delivery vehicles using the grass verges. Cllr Jones had contacted the two delivery companies concerned who would issue reminders to their delivery drivers. A number of drains for clearance were still being followed-up.

c) War Memorial to receive update on progress of refurbishment

Three quotations had been sought, but none of the companies was in a position to progress with providing a design statement or quotation.

To forward details of companies which quoted in 2007	Clerk	asap
--	-------	------

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

There was no report.

20. **Village Event – to discuss and agree proposed date and broad details for the event**

The proposed date of 10 August was agreed for an event on the Common. A potential village picnic was proposed with live band music and/or Morris Dancers. The location on the Common would be considered in due course.

To complete the WCC permission forms with aid of Cllr Stirrup	Clerk	18 June
---	-------	---------

21. **Civic Service – to discuss and agree upon the future of the event**

Cllr Jones had advised Compton & Shawford PC that Otterborne was not interested in a religious service, but would like to explore a form of gathering. Compton & Shawford had deferred discussion until its 2 July meeting and Otterbourne would wait for further information. Cllr Jones agreed to advise Hursley PC of its intention.

To email Chair of Hursley PC	Cllr Jones	18 June
------------------------------	------------	---------

22. Risk Assessment and Management

To undertake the tightening of the bolts for the high risk item in the Play Inspection Report and repair ties to the gates	Cllr Reeves	asap
--	-------------	------

23. Any other business

i) Posts on the Common: two white posts had been erected by SSE as protection against stay wires. They were considered of poor quality and unsightly.

To follow up with SSE	Cllr Jones	18 June
-----------------------	------------	---------

ii) A thank you letter from Mrs Gaines was read aloud and had been placed in the correspondence file regarding the recent presentation at the Annual Assembly.

iii) Following agreement with WCC Democratic Services, the Planning Protocol for dealing with comment for applications would revert to its previous format.

To issue Planning Protocol format	Clerk	18 June
-----------------------------------	-------	---------

iv) The Clerk was asked to progress a separate Parish Council email address. It was advised this was in hand and a report would be made for consideration of establishing a PO Box number also.

To draft report for Finance and Administration Chair	Clerk	16 July
--	-------	---------

Meeting closed 9.30 pm.

Report of the Finance Committee 21 May 2013

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	24,307.40	10,428.73
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %	25,000.00	15,000.00
Co-operative Investment a/c 3 mth to 25/04/13 @ 0.56 %	<u>10,949.03</u>	<u>20,596.32</u>
Total Balance	60,257.03	46,025.65

Cheques for Payment

2723	JK Murray – internal audit	£ 165.00
2724	OCS Cannon – recreation ground maintenance March	£ 61.73
2725	Mrs J Ayre – salary April	£ 732.18
2726	Mrs J Ayre – office allowance and travel expenses	£ 92.30
2727	NW Adams – play park annual inspection	£ 69.60
2728	WCC – dog bins Jan-March	£ 295.00
2729	HCC – street lighting Oct- March	£ 433.91
2730	British Gas – pavilion boiler annual inspection	£ 227.82
2731	Chubb Electronic Security – pavilion alarm annual inspection	<u>£ 171.47</u>
		£2249.01

Planning Matters for Consideration 21 May 2013

Applications and WCC Closing Dates for Comment

Case No. 13/00686/FUL 14 May	6 Waterworks Road, Otterbourne Single storey rear extension (Resubmission) No comment
Case No. 13/00716/FUL 22 May	Cedar Lodge, 143 Pitmore Road, Eastleigh 1 no three-bedroom detached dwelling (Resubmission) Objection: drainage – important new dwelling is on mains drainage; considerable amount of vegetation has been removed and planting scheme must be conditioned to enable enforcement
Case No. 13/00798/FUL 24 May	Quest, Poles Lane, Otterbourne First Floor front extension, conversion of existing garage into living accommodation, erection of new detached double garage and single story rear extension and associated alterations. Comment: the extension is close to the neighbour's property
Case No. 13/00742/TPO 17 May	11 Meadowcroft Close, Otterbourne, 1 no Monterey Pine reduce crown by up to 2 m. 1 no Monterey Pine fell. No comment.

Decisions

Case No. 13/00367/FUL	Midanbury, Park Lane, Otterbourne Single storey front and side extension to provide garage and additional room with front porch addition. Application permitted
Case No. 13/00208/TPO	2 Oakwood Close, Otterbourne, 1 no Sequoia – crown lift to 3 m and remove lowest large limb on southern side. 3 no Western Red Cedar – croft lift to 3 m. Application permitted
Case No. 13/00511/FUL	11 Coles Mede, Otterbourne Removal of existing conservatory glazing and roof, replace with New roof, windows, doors and timber cladding. Application permitted