

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 21 MAY 2019 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Stafford (C); Stirrup; Stansbury; Calliste; Rodford; Moody; Williams (from 8.15pm); Hawkins (from Item 4)

In attendance: Ron Emery; Ian Steele +1 (CCFC); 2 Parishioners, Clerk

The Chairman thanked Cllr Stirrup for holding the post of Acting-Chair since February. Cllr Calliste was welcomed to the Council. Cllr Williams welcomed as the new District Councillor. A letter of thanks from former Chairman Will Jones and Mrs Jones was read by Cllr Stirrup during the meeting.

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Reese; County Cllr Jan Warwick.
3. **Vacancy for a Councillor**
 - to co-opt Katherine Reese onto the Council. Proposed by Cllr Rodford, seconded Cllr Stirrup and agreed. Declaration of Office to be received.
 - to co-opt Carol Hawkins onto the Council. Proposed by Cllr Calliste, seconded Cllr Stansbury and agreed. Declaration of Office signed and Cllr Hawkins joined the meeting.
4. **Minutes of Meetings**

The Minutes had been circulated with the Agenda and were taken as read:

 - to approve the Minutes of the Parish Council meeting 16 April 2019. Agreed.
 - to record accuracy of the Minutes of the Annual Assembly 7 May 2019. Agreed.
 - to approve the Minutes of the Annual Parish Council meeting 16 May 2019. Agreed.

The Chairman signed the Minutes as a true and accurate record.
5. **Action Points and Matters arising from Minutes**

All matters had been actioned or would be addressed in the meeting except as follows:

 - 9. Thornden School re. cycling on the pavement advice: Cllr Williams advised response had, had not been received. c/f to 15 July for report.
 - 12. d) War Memorial listing and lettering. Cllr Stansbury reported the cleaning would be undertaken by the team of volunteers. Further information and photos were needed before application to English Heritage for listing. Ongoing report for further progress.
 - 13. b) i) Shared speed sign and 2019 schedule: the Clerk had contacted the Lead Clerk re. purchase of the charger and battery and would check on progress. c/f to 15 July.
 - 11. a) ii) Defibrillator – Cllr Rodford reported this was awaiting advice from District Cllr Williams on a grant application. c/f to 15 July.
 - 11.a) iii) Play Park Inspection Course – Cllr Stafford reported costs involved would have been £250 which was not considered value for money, especially as a recent HALC course had offered good insight and information.
 - 11. c) Parish benches – Cllr Stafford reported he had attended to the bench cleaning. Clerk to obtain quotation for quarterly cleaning. Grass and Grounds to be asked to blow grass cuttings away from the street amenities. c/f to 15 July.

To c/f items for report at 16 July meeting.	Clerk	15 July
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Annual Assembly Action Points

Parking and overgrown verge on Main Road in front of The Old Parsonage – Cllr Rodford advised quotations were being sought for cutting back the verge. Cllr Williams to report on parking concerns c/f to 15 July.

Elderfield closure – Cllr Rodford reported someone from LHT had been living on site and security officers had been attending twice a day. 24 hour CCTV was installed around the house. The gates could not close, but the field behind could not be accessed from the front entrance. Contact details for the Methodist Church were awaited for the Clerk to write with request for ongoing security and potential issues.

To write to Methodist Church and c/f other items to 15 July meeting.	Cllr	asap
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6. County Councillor's Report

As attached. Local items noted included the speed survey having been undertaken close to the Nisa store on Main Road; traffic police monitoring speed along Poles Lane; M3 Smart Motorway public events being held over the summer; street lighting being turned off on residential roads during hours of 1-4 am.

7. Local Crime Report

The latest figures available for March were 10 incidents reported within 1 mile of Otterbourne: 1 burglary; 1 criminal damage and arson; 1 other theft; 2 possession of weapons; 3 public order offences; 1 violent/sexual offence; 1 other. Concern had been raised by a resident to HCC about the impact of the street lighting reductions and response was awaited.

8. Open Session for Parishioners

Nothing raised.

9. Review and adoption of Standing Orders, Financial Regulations and all other Governing Documents, Insurance and Assets Register, Subscriptions, Free Resource S137.

Standing Orders, Financial Regulations, Governing Documents, Insurance and the Assets Register had been reviewed at the Finance and Administration Committee meeting 7 February. No amendments had been received and all documents were adopted. Subscriptions were reported as HALC £459 and CPRE £36. The S137 limit for 2019/20 was £8.12 per electorate (approx. 1200) and grants in the budget were well below this figure.

To update adoption of all Governing Documents on the website	Cllr Stirrup	asap
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10. Dates of Meetings – to agree dates for 2019/20

A list of Parish Council meetings and dates for use by Committees or Working Parties had been circulated with the Agenda. All dates agreed, including the Annual Assembly 5 May.

To update meeting dates on the website and notice boards	Cllr Stirrup/Clerk	asap
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11. Review and appointment of Committees, Councillor Responsibilities, Representatives

The Committee terms of reference had been reviewed at the Finance and Administration Committee meeting 7 February and no amendments were received. Appointments were agreed as the attached Schedule.

To update on the website	Cllr Stirrup	asap
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12. Report of Representatives to Various Bodies

Allotments: Ron Emery advised nine people were on the waiting list. There was concern that small items of rubbish might be being brought onto the allotments for burning.

OVHC: Cllr Stirrup reported that four quotations for the proposed extension ranging from £76k-£134k had been received. OVHC had agreed that even the lowest figure would reduce reserves too far and the extension plans would not be progressed.

13. Report of the Planning and Highways Committeea) Planning

Applications and Decisions – as the attached Schedule.

Additional: Cllr Williams advised that a report had been made to WCC Enforcement to remove the caravan from the meadow land off Waterworks Road.

b) Highways – to receive report on new speed sign for the village.

A report from Cllr Williams had been circulated with the Agenda. It was agreed to obtain a firm quotation, contact HCC Highways, examine a movement strategy and other matters pertaining.

To email Councillors with sign specification	Clerk	asap
To present proposal for purchase	Cllrs Williams/Rodford	15 July

c) Community Project – to discuss an ‘Otterbourne in Bloom’ project.

Council agreed the project suggested by Ruth Bramwell at the Annual Assembly should be progressed. Cllr Moody agreed as Lead Councillor to form a Working Party. Cllr Stafford agreed to contact a parishioner who might give support. Agreed to hold a stall at the Village Fete on 30 June in order to inform and engage wider support.

To notify organiser of Village Fete	Clerk	asap
To organise/delegate responsibility	Cllr Moody	18 June

14. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) General – to discuss and agree use of the ground 21 July from 1-6 pm by NHS group.

The event application form advised the event as comprising 35-60 people with use of the pavilion and ground, with a request for a bouncy castle, music and alcohol (not for sale).

Discussion centred on potential disruption for local residents on a Sunday and quiet time for the ground not being used by CCFC, that it was not a charitable event, gave no benefit to residents and could be classed as social club use of the pavilion. The Chairman asked the parishioner present if he would gain feedback from local residents by 30 May. A vote taken agreed ‘in principle’ use, pending feedback from residents and further information about organisation on the day. Representatives present from CCFC advised their concern about use of the pitch for the event.

To receive feedback and notify Councillors	Clerk	30 May
To take forward or otherwise advise on the NHS event	Cllr Reese	30 May

– to discuss and agree use of the ground for a date in July for a SOCCT event.

A Teddy Bears’ Picnic theme event was agreed as direct benefit and use for the community.

To complete application form/risk assessment	Cllr Williams	18 June
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ii) Colden Common Football Club – to receive feedback on tenancy and plans.

Ian Steele thought the Club had integrated well. Parking problems were being dealt with by notices in the programme and coning-off local areas. Bad language on the pitch had been dealt with by the referees. The Chairman advised the cordoned-off grass area and adjacent the pavilion fire exit door should not be used for parking and asked if other parking was being explored. Mr Steele responded the Club was looking at this. A proposed friendly match against the former Otterbourne FC was planned for 22 June. Training would commence 2 June and try outs from village residents welcomed.

iii) Pavilion – to report on costs for an exterior defibrillator cabinet.

See Item 5. of the Minutes.

b) Common – to report on completion of wildflower seeding project.

Cllr Stirrup reported that turnout had been good for the seeding on the day. The monitoring report had been submitted to WCC. A request to stop grass cutting of the bunds had been made to allow the flowers to grow and seed.

– to discuss and agree use of the common for a beer festival by The Otter Public House.

Cllr Stirrup had spoken with the Landlord. The event was planned on 22 June from noon to closing time within the pub’s premises and garden. The Landlord was concerned some attendees might extend onto the common and had requested a few picnic tables and parasols. WCC, as holders of the Manorial Rights, had given consent. It was agreed to ask that the picnic tables were a reasonable distance from residences and removed afterwards.

To notify The Otter PH	Cllr Stirrup	18 June
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– sapling trees on the common planted by WCC.

A report had been received advising one dead and one very sickly tree. Cllr Stirrup had examined with the Tree Warden and determined both were alive and should be monitored.

– parking restrictions on Boyatt Lane.

Cllr Stirrup reported that the line markings on Boyatt Lane had been reinstated after the top dressing of the road, but they were on the south side and the northern side had extended areas where parking could still continue. Also the ‘keep clear’ markings which had been requested at the junction with Otterbourne Hill had not been included.

15. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts

The financial statement had been circulated with the Agenda and was noted.

b) Section 137 – a £1,500 grant to SOCC. Set aside in the budget and agreed by Council.

16. Risk Assessment and Management

A number of play park issues had been reported including bending of the bow top fencing and removal of nuts and bolts. The junior swing and see-saw had been made safe. Cllr Williams suggested investigating CCTV.

To maintain weekly inspections	Cllrs Reese/Calliste	Ongoing
To forward information on CCTV to Cllrs	Cllr Williams	18 June

17. Notification of events and to raise new items for the next meeting:

Otterbourne Village Fete at Oakwood Park Recreation Ground on 30 June 2019

Working Party meeting on 18 June 2019. The Chairman suggested items for discussion.

18. Date of next Parish Council meeting – Monday 15 July 2019 commencing 7.30 pm.

Meeting closed at 8.45 pm

Statement of Planning Applications and Decisions

Planning Applications

- Case No. 19/00854/FUL Southern Water Services, New Southern House, Sparrowgrove.
New Water Clarification and Filtration building, various single-storey
kiosk buildings and associated works. **No comment**
- Case No: 19/00794/FUL Roselea, Highbridge Road, Highbridge
Equestrian use of part of the land for keeping and grazing of horses for
private use including: access track, turning area for the towed horse-
box, 3 stables and storage/tack room, proposed larger stable with
adjoining covered hay-store, aquifer inspection chamber. (all
Retrospective)
- Case No. 19/00761 OUT Site of former Captain Barnard PH and part rear garden of Calvi.
(NB. this is in Compton) Construction of 62 bed Care Home for the elderly containing 40 single
rooms and 11 double nursing units plus a villa of 4 double nursing units
Re-submission of Consented cases 15/02427/OUT and 12/01298/OUT

Decisions

- Case No. 19/00405/HOU Hill Cottage, 23 Chapel Lane, Otterbourne
Single storey rear extension **Application permitted**
- Case No. 19/00478/HOU Little Hampden, Copse Close, Otterbourne
Front and rear single storey extensions. **Application permitted**

Statement of Parish Accounts, Payments and Receipts

<u>Bank Statements Parish Council at 30/04/19</u>	£
Lloyds Treasurer's account	16,508.52
Lloyds 6 month investment account at 1% to 28/10/19	10,000.00
Lloyds 12 month investment account at 1.25% to 25/03/2020	<u>26,190.99</u>
Total	52,699.51
<u>Lengthsman Bank Statement at 30/04/19</u>	1,509.35
Cheque payments for May totalled	26.00
Parish Council online banking payments for May totalled	1,178.91
Lengthsman online banking payments totalled	864.00

A copy of the Payments and Receipts Schedule may be requested from the Clerk.

**OTTERBOURNE PARISH COUNCIL
COMMITTEES, RESPONSIBILITIES, REPRESENTATIVES**

Council Members

Kevin Stafford (Chairman); David Stirrup (Vice-Chair); Joel Calliste; Carol Hawkins; Lesley Moody; Katherine Reese; Tracy Rodford; Richard Stansbury; Hannah Williams

Committee Members and Responsibilities

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

Finance, Administration and Staff Committee

All Councillors are involved for Finance matters

Staff Matters:

Website:

Cllr Moody (Chair)

Cllr Moody & Cllr Stirrup

Cllr Stirrup & Cllr Calliste

Planning and Highways Committee

All Councillors are involved for Planning matters

Highways:

Lengthsman:

Street Amenities:

Footpaths and Rights of Way:

Cllr Williams (Chair)

Cllr Rodford

Cllr Williams & Cllr Hawkins

Cllr Calliste

Cllr Hawkins

Recreation and Amenities Committee

Play Park and Youth Facilities:

Sports Pavilion:

Football Club:

Common:

Cllr Reese (Chair)

Cllr Reese & Cllr Calliste

Cllr Stansbury

Cllr Rodford & Cllr Stafford

Cllr Stirrup

Representatives to Various Bodies reporting to Council and Other Responsibilities

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Otterbourne School:

Twyford Patient Participation Group:

Winchester Passenger Transport Group:

Winchester Action on Climate Change:

Sparrowgrove and Oakwood Copse Conservation Trust:

Parish Police Partnership:

Neighbourhood Watch:

Tree Warden:

Cllr Stafford and Mr R Emery

Cllr Stirrup

Cllr Stansbury and Mrs V Etteridge

Cllr Stafford

Cllr Hawkins

Planning & Highways Committee

Cllr Williams

Cllr Williams

Cllr Rodford

Mr J Romero

Mr D Cox

Hampshire County Council Report
Cllr Jan Warwick May 2019

Changes at the Top Former RAF pilot and MP, Councillor Keith Mans has been elected as the new County Council Leader and Councillor Charles Choudhary has been elected as Chairman (the Civic Head of Hampshire County Council). It follows the announcement by former Leader, Councillor Roy Perry that he was stepping down from the role after six years.

Climate Change Cabinet a meeting dedicated to considering how Hampshire County Council can reduce its carbon emissions to zero will be arranged over the coming weeks. This will be an opportunity to consider carbon reduction targets across Hampshire -from schools, farms, traffic and transport through to waste and recycling.

Streetlights Hampshire County Council has had a programme of energy reduction around street lighting over recent years with a 50% reduction in consumption and a 66% reduction in carbon emissions since 2010. Although lights have been dimmed in residential areas overnight since 2012 a three-hour switch off between the hours of 0100 and 0400 came into force on 1st April. The decision was supported by the Clear Skies campaign following a public consultation in 2018.

Streetlights are controlled centrally; exclude Principal Routes (A to C class roads), town centres, and roads with traffic calming, subways, crossings and illuminated traffic signs. Hampshire Constabulary were consulted on the proposals and asked to comment on those areas where lights should be left on. However it is early days in the programme and changes can be made as necessary as the streetlights can be individually controlled via a central system.

Use of Large Commercial Vehicles or Trailers at HWRCs Hampshire residents can use a van, pick-up or trailer longer than 1.8m to transport their own household waste for disposal, while restricting use of the sites for commercial purposes from 1st June with a permit. The permit will cost £15 and will be valid for 12 months or 12 visits, and provides access for vans and larger vehicles at any of the 24 HWRCs across Hampshire. Separate arrangements are in place at Hampshire's HWRCs for traders and businesses to dispose of commercial waste on a chargeable basis, depending on the scale and type of waste. All HWRCs have an accessible parking bay for blue badge holders. Blue badge holders will also now require a permit if they wish to use a larger commercial-type vehicle for their household waste. Residents wishing to apply for a permit can do so at: www.hants.gov.uk/wasteandrecycling/recyclingcentres/wastepermits. Information on commercial waste charges for businesses is available at: www.hants.gov.uk/wasteandrecycling/commercialwaste

Safe Crossing for Otterbourne The results of the speed survey that was recently conducted along the Main Rd close to the NISA store indicates that on the northbound approach the 85th percentile speed is 37.9 mph which is way above the maximum threshold. The speed limit is 30 mph which suggest that compliance is poor. I am working with our colleagues at HCC to consider engineering measures in an attempt to bring down the northbound speeds by at least 3mph.

The 85th Percentile speeds on the southbound approach are fine at 32.7 mph.

The application for CIL funding is still in train and I will work with officers and the Executive Member to see if I can secure funding for traffic calming for the northbound approach.

Poles Lane Hampshire Constabulary has agreed to my request to monitor the National Speed Limit stretch along Poles Lane. The Police Van was seen in mid-April and will visit announced on a regular basis.

M3 junctions 9 to 14 Smart Motorway Key Stakeholder Meetings Surveys of the M3 will continue over the summer. A series of public information events are also being planned later in the year to let residents know more about the project and the benefits of the Smart Motorway system. I will update you as soon as I hear more and have met with the new project manager who has recently been assigned to the project.