

MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING
21 JANUARY 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL

2151

Present: Acton (Chair); Kelly; Doherty; Young; Barton-Briddon; Stansbury, Stirrup

In attendance: District Cllr Jan Warwick; Mrs P Wrightson; R Emery; Clerk

1. **Declaration of Interest:** There was none.
2. **Correspondence:** Correspondence Folder passed to members for circulation.
A letter had been added from Sylvia Warne thanking everyone for the donations received in memory of Michael Warne which will be added to the Otterbourne British Legion collection total for 2013. The letter also thanked the Parish Council for its proposed dedication of a new bench on the common.
3. **Apologies for Absence:** Cllr Jones, County Cllr P Bailey, District Cllr M Southgate, PCSO Michelle Wilkinson.
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 19 November 2013
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Doherty, seconded Cllr Acton, approved by Council and signed.
5. **Police Report**
PCSO Michelle Wilkinson had submitted report detailing incidents from 19/11/13 to 21/01/14: two reports of anti-social behaviour, six reports of criminal damage, one report of theft. It was noted that not all of the worrying aspects of the anti-social behaviour had been detailed. Many calls of suspicious behaviour had been received and although most had been genuine behaviour, residents were encouraged to continue reports on the 101 number.
6. **Open Session for Parishioners**
A Parishioner asked about the results of the village survey. Cllr Acton advised the results had been used for response to the WCC Local Plan Part 2 and this was on the Parish website.
A Parishioner asked about the damage to the War Memorial grass. Cllr Acton advised there was an ongoing dispute with Biffa regarding one of its vehicles. It was noted that other vehicles used this area at congested times. The installation of bollards was being considered as part of the war memorial refurbishment project.
A Parishioner asked about the dead tree on Coles Mede green. The Clerk advised this had been reported to WCC some time ago to remove. Cllr Barton-Briddon advised that he had recently followed-up for its removal.
7. **County Councillor's Report**
Cllr Bailey had submitted report. WW1 application for grant: the fund had been oversubscribed. Cllr Bailey had written in support of Otterbourne's grant request to be given in full as it was not a large amount. Speeding: Traffic Police had been out with speed guns and several warnings had been made to drivers. Kiln Lane: the ongoing Enforcement at HWM offices would be followed-up and the Parish Council kept informed (see item 13a).
8. **District Councillor's Report**
As attached. Additional items of note: CIL: Parish Councils would receive 15% of the amount levied which would not be confined to use on open spaces as with the previous

scheme. LHT: a meeting between LHT, Steve Brine MP, Police representatives and the Parish Council was being arranged for 14 March 2013. Purple Flag: part of the City's night time management included volunteer Street Pastors who patrolled all night to care for the homeless on the streets and young people in need. It was advised WCC was looking at sites for a wet unit night shelter including near the Bar End recycling centre and Winnall area.

9. Report of Representatives to Various Bodies

No reports received.

10. 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:

9. ref to 12.b) ii) Tarmac overbanding of play park path: the Clerk had been unable to engage a contractor or WCC. The work would be included with the youth facilities tarmac.

11. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment – as attached.

Return of the £2,200 (allocated to the youth facilities in the 2014/15 budget) held with Blake Laphorn had been received and was included in the Treasurer's account balance.

i) 1/4ly Analysis, Bank Statement reconciliation – to receive and approve.

The analysis detailing monthly expenditure and income had been copied to all Councillors. Expenditure was on budget. Drawing on reserves to balance the budget had not been required. The reconciliation of the bank statement with accounts was approved by Cllr Kelly.

ii) Reinvestment of funds in the Lloyds 3 month investment account from 4 February 2014. It was agreed to reinvest the funds for a further 3 months.

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| To reinvest Lloyds 3 month account for further 3 month term | Clerk | 4 Feb |
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b) CTS Grant and Tax Base – to approve submission of 2014/15 Precept at £32,302 representing 5% increase, an additional £2.29 per household/annum at Band D.

WCC had notified that the CTS Grant had been reduced from £951.84 in 2013/14 to £837.38 for 2014/15, but the Tax Base had increased from 659.60 to 698.06. It was agreed to set the 2014/15 budget at £33,139 to include the Dog Fouling Awareness Campaign and Jubilee path kissing gate improvements and to submit the Precept at £32,302. *Proposed by Cllr Kelly, seconded Cllr Barton-Bridson and unanimously approved.*

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| To submit Precept to WCC. | Clerk | 22 Jan |
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c) Finance Committee meeting – 25 February 2013 at 7.30 pm, Bianchi Room, Village Hall. This would review all governing documents, investments, risk assessment, audit and internal controls. Also address items in the Internal Auditor's letter 20 November 2013 following his meeting with the External Auditors. A copy of letter was in the correspondence file.

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| To prepare information for Councillors and the meeting | Clerk/Cllr Kelly | 20 Feb |
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13. Report of the Planning and Highways Committee (taken early)

a) Applications and Decisions - as attached. Additional items of note.

143 Pitmore Road: representation at the PDC Committee had been made, but this application had been granted. The development was considered less intrusive than the original application and would be on mains drainage.

Hazardous Waste Management: representation at the PDC Committee had been made, including two Parishioner representations, but this had been granted. It increased the offices to almost three times the present size. Landscaping conditions would be carefully monitored for completion. A 'No Parking' sign had been erected at the entrance to the site and CCTV installed which appeared directed towards the layby.

It was noted that there was a current Enforcement still open referring to the original development of the site and this was being taken forward with HCC and WCC.

The new barn on adjacent land had commenced construction. Comment was received that this appeared both very large and visible in the landscape.

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| To monitor the ongoing Enforcement To report 'No Parking' sign to Neil March for investigation | Cllr Jones Clerk | Ongoing asap |
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b) Village Design Statement – to discuss update and setting up of Working Party
It had been noted at the PDC Committee that the VDS preceded the recently adopted WCC Local Plan. It was agreed that the VDS needed updating as soon as possible. A Working Party would be initiated and the Village Survey results utilised.

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| To initiate Working Party and commence update | Cllr Jones/Cllr Acton | 18 Feb |
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c) Naming of new Bourne Close development

WCC had proposed the name 1-3 The Terrace, Bourne Close and this had been approved.

d) Highways

i) Requests for Lengthsman's visit – the primary work would be to clear pavements. No requests were received at the meeting.

ii) Village Drains – a blocked drain near Williams Garage had been resolved. A request had been made to clear the drains on Main Road from St Matthew's Church to Cranbourne drive.

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| To check report/status of two potholes at the top of Otterbourne Hill and at Williams Garage | Clerk | asap |
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Revised Draft Eastleigh Borough Local Plan 2011-2019 – (additional Agenda item)

A response to this consultation had been made with regard two developments proposed on Pitmore Road totalling 50 new dwellings. Concern was noted about traffic congestion along Boyatt Lane and at the Otterbourne Hill junction. To alleviate traffic congestion, a request had been made to resurface the link road across the common and to resurrect the possibility of residents' parking bays on the verge adjacent the allotments using funds raised from the Community Infrastructure Levy.

e) War Memorial – Proposal for expenditure up to £1,000 for box hedging and planting and up to £1,500 for work to stone flags.

£1,000 had been set aside in the 2013/14 budget and a further £2,000 had been received from contributions. Cleaning of the memorial had been undertaken by volunteers and the new kerbstones by Clancy Docwra volunteer workers. Quotations had been received for the box hedging with estimate of £700 excluding planting. Quotations were being finalised for the resetting of the flag stones. *Proposed by Cllr Acton, seconded Cllr Stirrup and approved.*

An application to HCC for a £300 grant towards research for a commemorative event had been submitted and outcome was awaited.

12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities

Update on Youth Facilities: Council was informed that Monster Play (suppliers of the present equipment) had gone into liquidation. It was agreed that the possibility of engaging a project manager to oversee the ground works and equipment installation would be examined. It was agreed a site meeting should be called to establish current status of the project.

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| To call site meeting between Cllrs Reeves, Young, Jones, Doherty, Clerk and any other interested Councillors | Clerk | asap |
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Ratification of £155.86 for replacement turning rings to the activity tower: *Proposed by Cllr Acton, seconded Cllr Young and approved by Council.*

Proposal for expenditure up to £2,590 for cleaning and painting play equipment: three quotations had been received. It was agreed to engage Greenspan in the spring using the 2014/15 budget. *Proposed by Cllr Barton-Briddon, seconded Cllr Stirrup and approved.*

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| To instruct contractors for works in the spring | Clerk | 13 Mar |
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Annual Play Inspection: WCC had offered the services of an inspector as part of its programme. The services of N W Adams had been used in 2013 and it was considered that it would be worthwhile to retain his services for 2014/15.

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| To Agenda for March | Clerk | 13 Mar |
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ii) Football Pitch and Pavilion

Ratification of £126 for repair work to the pavilion boiler: emergency repair works had been required to the pilot light. *Proposed by Cllr Young, seconded Cllr Acton and approved.*

Football Club window protection, netting and other items: The Club had received information from Hampshire Wildlife Trust on the size of netting aperture and requirement for tassels to alert presence to birds. It had approached Southern Water to cut back the trees and received consent for the structure alongside the SW fence. The Club was proceeding with the works as agreed. Southern Water had advised that it would look at the rabbit problem on its land.

b) Common – proposal by WCC to utilise a short length of common along Otterbourne Hill from Boyatt Lane junction south to link the cycle path.

The proposal had been received from HCC with the agreement of WCC. The Parish Council was Landlord of the Common, but WCC held the Manorial Rights enabling utilisation of the common as per Schedule of Maintenance Clause 6. Councillors agreed that to lose any part of the common was regrettable, but that the proposal was worthwhile and would bring benefit to cyclists. Accordingly, Council gave consent for the plan to proceed. It was agreed that some measure of compensation would be considered appropriate for the loss of land and a contribution of £500 would be requested and utilised towards ground works on Red Lane.

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| To inform HCC of agreement to the proposal | Clerk | asap |
| To pursue compensation contribution. | Clerk | asap |

d) Open Spaces/Amenity Land – update on Greenacres amenity land

Follow-ups had been made to WCC who had requested its legal department to forward the documentation.

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| To carry forward as required | Cllr Acton | ongoing |
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e) Parish Benches – audit and replacement of benches in 2014/15 (additional Agenda item)
Cllr Doherty had prepared an audit of the benches and proposed to undertake a survey of local residents regarding the three being put forward for replacement.

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| To Agenda for March PC meeting | Clerk | 13 Mar |
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14. Risk Assessment

No items received.

15. Any other business

Rights of Way: HCC Rights of Way had requested information on which footpaths needing cutting back in 2014/15. Advice confirming which paths had been cut last year was awaited, but pending this, Cllr Stirrup advised submission of Footpaths 2, 3, 5, 9a, 9b and 11.

Annual Assembly newsletter: Cllr Acton advised that this would need input shortly.

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| To submit to HCC Rights of Way | Clerk | 25 Jan |
| To Agenda newsletter for March meeting | Clerk | 13 March |

16. **Date of next meeting:** 18 March 2014 commencing 7.30 pm

Planning Matters 21 January 2014

Received December 2013

Applications

Case No. 13/02489/TPO 11 Meadowcroft Close, Otterbourne
3 no Monterey Pine to fell (T1, T5 and T6)
No objection

Decisions

Case No. 13/02103/FUL Hazardous Waste Management Ltd, Otterbourne Farm,
Kiln Lane, Otterbourne
Construction of extension, associated parking and landscaping
Application permitted by Planning Development Committee

Case No. 13/00716/FUL Cedar Lodge, 143 Pitmore Road, Eastleigh
1 no three bedroom detached dwelling (resubmission)
Application permitted by Planning Development Committee

Received January 2014

None to date

Report of the Finance Committee 21 January 2014

a) Parish Accounts stand as follows

| | £ | £ |
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| | Current Statement Balance | Last Statement |
| Lloyds Treasurers | 23,689.88 | 23,186.17 |
| Co-operative Bank Current Account | 0.75 | 0.75 |
| Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 % | 25,000.00 | 25,000.00 |
| Lloyds Investment a/c 3 mth to 04/02/14 @ 0.85% | <u>10,918.01</u> | <u>10,918.01</u> |
| Total Balance | 59,608.64 | 59,104.93 |

£2,200 as remaining from the Cricket Club Project has been returned from Blake Laphorn and is in the Lloyds current account. This has been allocated to the Youth Facilities Project 2014/15 budget.

Interim Cheques paid from Lloyds account 17 December 2013

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| 2782 Petty Cash | £ 100.00 |
| 2783 Mrs J Ayre – salary November | £ 765.78 |
| 2784 Mrs J Ayre – office and travel expenses | £ 87.10 |
| 2785 HMRC – tax and NI employee + NI employer Oct-Dec | £ 110.90 |
| 2786 HALC – planning framework training event | £ 36.00 |
| 2787 The Print Room – Welcome Pack, Emergency Plan, PC/Finance Minutes | £ 52.60 |
| 2788 A&G Fencing – bollards on common | £ 308.56 |
| 2789 ICO – data protection registration fee | £ 35.00 |
| 2790 OCS Cannon – recreation ground maintenance November | £ 360.72 |
| 2791 Taurus Garden Services | <u>£2910.00</u> |
| | £4766.66 |

Cheques for payment from Lloyds account 21 January 2014

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| 2792 Mrs J Ayre – salary December | £ 765.78 |
| 2793 Mrs J Ayre – office and travel expenses | £ 70.20 |
| 2794 OCS Cannon – recreation ground maintenance December | £ 220.36 |
| 2795 Ludus Leisure Ltd – replacement trapeze rings for play park | £ 155.86 |
| 2796 PCC – St Matthew’s churchyard maintenance | £ 480.00 |
| 2797 PCC – Parish magazine contribution S137 payment | £ 120.00 |
| 2798 Otterbourne Conservation Group – old churchyard maintenance | £ 180.00 |
| 2799 British Gas – pavilion boiler maintenance | £ 126.00 |
| 2800 MJT Building and Decorating Ltd – SLRS x 2 moves | £ 192.00 |
| 2801 C Sparkes – clear footpath, chipper hire, bus shelter/notice board clean | £ 175.00 |
| 2802 Southern Water – allotments Oct-Dec | <u>£ 46.90</u> |
| | £2532.10 |

Winchester District Councillors Report
Otterbourne Parish Council meeting 21.01.14

Canine Waste Management - is out for consultation which may see the dedicated 'red' dog waste bins replaced in some areas by more traditional green dual purpose waste and canine waste. This should improve litter problems in certain areas and will allow for the removal of some of the dog bins already in close proximity to standard refuse bins. This may reduce costs to Parishes as it may remove the need for a separate dedicated dog bin collection service.

Parish Precept Rent Rebate - see December letter from WDALC Chairman Mike Evans. This matter was discussed with Winchester City Council at the Parish Budget meeting on Monday 16 December where the Leader of the City Council confirmed that they will again be passing on Council Tax Support scheme funding for those on benefits in full to Winchester District parish and town councils in 2014/15.

Community Infrastructure Levy (CIL) - The City Council meeting on the 8th of January agreed to adopt the CIL charging schedule incorporating the Council's modifications published in July 2013 and recommendations made by the independent examiners report of October 2013. This will apply to development which is 'first permitted' on or after 7th April 2014.

Hockley Viaduct - The path and cycle way linking Winchester City Centre and the South Park and Ride has now been given a name with local resonance - Viaduct Way.

A large circular bench has been created near Hockley Bridleway Bridge for walkers who are keen to break their journey or admire the surrounding scenery. Two more smaller benches are tucked into the recesses along the Viaduct itself. The signs and benches have all been designed and created from oak and forged steel by Hampshire artist Nicola Henshaw. The images and ideas featured were all inspired by a programme of workshops with local people in July.

The final stage in the Spring will be the creation of three information panels on and around the Viaduct reflecting the key themes behind Nicola's work - railway/viaduct history; the City of Winchester; cycling; flora and fauna, and the Itchen Navigation.

Purple Flag - For the fourth year running Winchester has been awarded 'Purple Flag' status in recognition that it offers visitors an entertaining and safe night out. A Purple Flag is part of a national scheme, led by the Association of Town Centre Management (ATCM), recognising that a town or city is managing its night time experience and overcoming any negative public perceptions that may exist. Winchester has achieved this status as it offers a first class night out for both residents and the city's four million visitors a year.

River Park Leisure Centre - Summaries of the comments received from the leisure centre project exhibition which ran 18 November to 2 December 2013 are now available at <http://www.winchester.gov.uk/sports/leisure-centre-project/exhibition-comments/>. They are available to view in three batches due to the large number received. All the comments have been scanned and personal information redacted.

A presentation was given to Councillors on 11 December 2013, with figures updated to reflect the completed analysis, is also available to view below. Further work and analysis is now being conducted of the various options in light of the comments received.

2014 Bin Collection Notifications - There have been problems with the deliveries of these leaflets and as a result the Contractor Biffa attached a generic information card to each bin before Christmas but the bad weather may have made these unreadable. Biffa have now agreed with WCC to make arrangements to produce and deliver a 2014 waste collection calendar to all properties by the end of January. A full calendar for the year can be downloaded at <http://www.winchester.gov.uk/bins>. Copies can also be posted by telephoning 0300 300 0013.

Museum Trust - Work is progressing to create the Trust to be set up with Hampshire County Council to manage Winchester's museum and other historical collections.

District Councillors Jan Warwick and Mike Southgate 20/1/14.