

**MINUTES OF THE ANNUAL MEETING OF
OTTERBOURNE PARISH COUNCIL, 15 MAY 2018 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Jones, Stirrup; Stansbury; Moody: Rodford, Williams, Reese

In attendance: 1 Parishioner, Ron Emery; Clerk

1. Election of Chair and Vice-Chair

Cllr Jones was proposed as Chair by Cllr Stirrup seconded by Cllr Stansbury and approved unanimously by Council. The Declaration of Office was signed. Cllr Stirrup was proposed as Vice-Chair by Cllr Jones, seconded Cllr Rodford and approved unanimously.

The Chairman advised that Chris Barton-Briddon had decided to resign from the Council and he was thanked for his work and support over the years.

2. Declaration of Interest: None.

3. Apologies for Absence: None received.

4. Minutes of the Meeting:

– to approve the Minutes of the Parish Council meeting 17 April 2018.

Proposed by Cllr Rodford, seconded Cllr Stansbury and approved by Council.

– to record accuracy of the Minutes of the Annual Assembly 1May 2018.

Council agreed the accuracy to be presented to the Annual Assembly 2019 for approval.

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

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

13. the Clerk had found documentation supporting the belief that the footpath between Cranbourne Drive and Otterbourne School/St Matthew's Church was not owned by the Parish Council; the boundary ending at the outside of the low hedge bordering the car park. The footpath condition had been reported to HCC for repair.

6. Crime Report

The figures for March were reported as 10 incidents: 1 theft from a vehicle; 2 public order, 2 assaults; 5 anti-social behaviour.

7. Open Session for Parishioners

A parishioner advised that Highways England would be addressing the Compton & Shawford Annual Parish Council meeting. The Clerk advised there had not been any confirmation received, but enquiries would be made to the Compton & Shawford Clerk.

To email all Councillors with update	Clerk	asap
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8. County Councillor's Report

A report had been received at the Village Annual Assembly.

9. District Councillor's Report

A report had been received at the Village Annual Assembly

10. Vacancy for a Councillor

The Clerk advised that the Vacancy arising from the resignation of Russell Kelly had been publicised and there had not been any application. The vacancy could be filled by co-option if wished. The vacancy arising from the resignation of Chris Barton-Briddon would be publicised on the notice boards and website.

To inform WCC and advertise Vacancy for a Councillor	Clerk/Cllr Stirrup	asap
To place co-option of a Councillor onto the July Agenda.	Clerk	16 July

11. Review and adoption of Standing Orders, Financial Regulations, Insurance and Assets Register, Subscriptions and all other Governing Documents and Procedures

New Model Standing Orders had been received from NALC in April 2018 and the document with summary of changes had been emailed to all Councillors prior to the meeting. Council agreed to adopt the new Model Standing Orders 2018. All other items under Standing Orders 5 (j) i) to xxi) had been reviewed at the 2018 Finance and Administration Committee meeting and were adopted.

To place the new Model Standing Orders on the website	Cllr Stirrup	16 July
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12. Dates of Meetings – to agree dates for 2018/19

A list of Parish Council meetings and dates for use by Committees or Working Parties had been distributed and were agreed and the Annual Assembly 7 May, in the Bianchi Room.

To confirm dates with OVHC for bookings	Clerk	asap
To place meeting dates on the website	Cllr Stirrup	16 July

13. Review and appointment of Committees, Councillor Responsibilities, Representatives

The Committee terms of reference and responsibilities had been reviewed at the February Finance and Administration Committee meeting. It was agreed as follows:

Committee Members and Responsibilities

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

Finance and Administration Committee

All Councillors are involved for Finance matters
Staff Matters:

Cllr Moody (C)

Cllr Moody, Cllr Jones, Cllr Stirrup

Planning and Highways Committee

All Councillors are involved for Planning matters
Highways:
Lengthsman:
Street Amenities:
Footpaths and Rights of Way:

Cllr Williams (C)

Cllr Rodford, Cllr Williams

Cllr Williams, Cllr Rodford

Cllr Reese

Cllr Stirrup

Recreation and Amenities Committee

Play Park and Youth Facilities
Sports Pavilion and Sports Club:
Allotments:
Otterbourne Common:

Cllr Reese (C)

Cllr Reese; Cllr Williams

Cllr Stansbury; Cllr Rodford

Cllr Jones

Cllr Stirrup

Representatives to various bodies

Otterbourne Allotments Association:	Cllr Jones and R Emery
Otterbourne Village Hall Committee:	Cllr Stirrup
Otterbourne Conservation Group:	Cllr Stansbury and Mrs V Etteridge
Parish Police Partnership:	All Councillors
Patient Participation Group:	Cllr Reese
Winchester Passenger Transport Group:	Planning & Highways Committee
Winchester Action on Climate Change:	Cllr Williams
SOCCT:	Cllr Williams

Other Responsibilities

Website:	Cllr Stirrup
Neighbourhood Watch:	Mr J Romero
Tree Warden:	Planning & Highways Committee
Elderfield:	Cllr Rodford

To update details for Councillors and website	Clerk/Cllr Stirrup	16 July
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14. Report of Representatives to Various Bodies

Allotments Association: Ron Emery advised that there were eight people on the waiting list. Notices were being erected to help prevent recent problems with dog poo arising from straying dogs. The allotment rents had been received for the sum of £766.80. Southampton International Airport Consultation on Noise Action Plan 2018-2023. Council agreed to submit the following statement: ‘We welcome the consultation. Having read the draft plan, there appears to be no Noise Preferred Route to the north in recognition of the northern villages to the airport and Otterbourne Parish Council would like to see this incorporated into the Noise Action Plan.’

To submit statement to SIA	Clerk	22 May
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Sparrowgrove and Oakwood Copse Community Trust (SOCCT): Following parishioner reports, it was confirmed that the works carried out in the field off Waterworks Road were in accordance with the planning application. It was noted that large amounts of bread had been placed by someone in the Sparrowgrove copse, possibly to feed wildlife, and this would be discouraged.

15. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached at the end of the Minutes.

To submit comment on applications	Clerk	Due dates
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b) Highways

i) to examine the potential for a second speed restriction sign and other traffic matters. Cllr Jones had examined several different speed restriction signs. Purchase costs were £2,000-£2,700. Operational costs would be high due to the number of battery changes required by an outside contractor. A licence from HCC to display the equipment would be needed. The possibility of joining with another local council would be explored. It was agreed that data collection to record the volume and speed of traffic on Main Road was most important. A speed sign option installed in Durley would be examined.

To report back and update at next PC meeting	Cllrs Jones and Williams	16 July
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A meeting with Steve Brine MP was trying to be arranged in order to discuss various traffic related issues. Cllr Warwick had advised that she was asking HCC Senior Transport Planner, Andy Shaw, to visit the parishes for an update on any works. Council agreed he should be invited to attend the 16 July Parish Council meeting.

To forward request to Cllr Warwick	Clerk	asap
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ii) to receive report on the Lengthsman's May visit.

The Meadowcroft-Main Road cut-through had been completed very well, but the other items had not been completed according to the worksheet priority. It was agreed that to ensure best results, greater supervision on the day would be needed.

16. Report of Recreation and Amenities

a) Oakwood Park Recreation Ground – sports pitch and pavilion use and maintenance. Cllr Moody reported that several options had been assessed and the best was a local men's football club with 1st and 2nd teams playing on Saturdays. The pavilion facilities matched the club's requirements, but the club would need to provide goals, line marking, etc. The club was agreeable to a lease and tenancy, but the rental had not been agreed. Alternative uses for the pavilion were discussed which entailed complete reorganisation and refurbishment of the interior. Cllr Stansbury advised that parts could no longer be found for the boiler which would need replacing if use for the men's football club progressed. Council voted 4:3 in favour of trying to pursue a sports use for the pavilion and pitch, pending the cost of the boiler replacement and club negotiations being favourable. Cllr Stansbury advised the fire exit door had been repaired. A problem with the alarm going off at irregular times had been reported and would be investigated. The fire and safety lighting inspections were being arranged.

To obtain two quotations for a new boiler and forward other inspections.	Cllr Stansbury	asap
To further men's football club option with Councillors	Cllr Moody/Cllr Rodford	asap

Cllr Jones advised that in addition to the events at Agenda item 19, SOCCT had requested use of the pavilion for volunteer workers on the 22 June and this was agreed.

To arrange keys to pavilion for volunteer workers	Cllr Jones	22 June
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b) Common

i) Improvements to earth banks and ditches – update and discussion on wildflower area. The work was scheduled for w/c 21 May and permission had been obtained from WCC to store the vehicles and equipment on the common for a limited time. Cllr Jones advised he had met with a resident and agreed an amendment to the boundary line posts at the gravelled area. The wildflower area was deferred to the September Agenda.

ii) Proposal for expenditure to resurface the unmade access off Boyatt Lane ('Red Lane'). Cllr Stirrup had approached Stepnell for goodwill help with repair of the lane, but the work was beyond its community programme. Two quotations had been sought from local groundworks contractors to scrape off the surface, add more material and compound. It was agreed to instruct Ableman and schedule the work to continue after the improvement work to the common.

i) To run through works and update contractor on site	Cllr Stirrup	start of work
ii) To Agenda wildflower area for September PC meeting	Clerk	16 July
To instruct Ableman and advise other contractor	Clerk	asap

17. Report of the Finance and Administration Committee

- a) Parish Accounts, Payments and Receipts – as attached at end of Minutes.
 b) Bank Mandate – to amend the bank mandate for the new Finance Chair.

It was agreed Russell Kelly would be removed as a signatory and Cllr Lesley Moody added.

To update signatory and mandate changes	Clerk	16 July
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- c) Section 137 – Proposal for expenditure of £1,500 to SOCCT as a donation.
 The expenditure had been budgeted for in 2018/19 towards maintenance of the woodland copses. Proposed by Cllr Stirrup, seconded Cllr Stansbury and agreed.

- d) Electronic Service of summons and Agendas – to discuss introducing for 2018/19.
 All Councillors agreed to this system to replace hand or postal delivery.

18. Risk Assessment and Management: Cllr Reese advised that a number of bees had been seen around the play den in the Play Park.

To examine the play den and resolve or notify for further work	Cllr Jones	asap
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19. Notification of events and to raise new items for the next meeting

- Rotary Walk via Oakwood Park Recreation Ground with use of Pavilion on 10 June 2018
- Jalopy Event at Oakwood Park on 24 June 2018
- Community Family Event 7 July 2018

To arrange keys to pavilion for event organisers	Cllr Stansbury/Cllr Jones	dates
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20. Date of next Parish Council meeting: 16 July 2018 commencing 7.30 pm.**Report of the Finance and Administration Committee****a) Parish Accounts, Payments and Receipts**

Bank Statements at 30/04/18	£
Lloyds Treasurers account	18,859.26
Lloyds 12 month account to 25/3/19	25,982.00
Lloyds 6 month account to 11/7/18	11,250.00
Lloyds 32 day notice account	<u>10,005.38</u>
Total Balance	66,096.64

Internet payments totalled £3,734.94. There were no cheque payments.
 A copy of the Schedule is available by request from the Clerk.

Report of the Highways and Planning Committee – Planning Applications

- Case No. 18/00842/LDP Hillside, Main Road, Otterbourne
Two storey rear extension. **No comment**
- Case No. 18/00712/TPO Otterbourne House, Oakwood Close, Otterbourne
18 Western Red Cedar trees 7-25 – fell and replace with standard Common Beech. Manna Ash – Tree 1 – raise low crown to 2.5m Sycamore – Tree 5 – fell. Beech – tree 29 – reduce branch rubbing wound. Laurel – tree 34 – fell to ground level. Sycamore – tree 36 – remove small dead tree to east. Horse Chestnut – tree 38 – fell to safe height. Oak – tree 41 – remove major deadwood. **No comment**
- Case No. 18/00928/HOU 1 The Firs, Main Road, Otterbourne
Single storey flat roof and pitched roof extensions to provide accessible ground floor accommodation. External alterations to provide level and ramped access. **No comment**
- Case No. 18/00960/HOU 2 Hilltop Cottage, Boyatt Lane, Otterbourne
First floor side extension **No comment**
- Case No. 18/00499/HOU St Mary’s, Main Road, Otterbourne
Extension/Annexe to existing house, demolition of existing double garage and rear lobby to existing house. AMENDED PLANS **Resubmisison of previous comment**
- Decisions**
- Case No. 18/00391/HOU 32 Oakwood Avenue, Otterbourne
Proposed two storey side and rear extension plus single storey part rear extension. Open porch to main entrance. **Application permitted**
- Case No. 18/00468/HOU 31 Oakwood Avenue, Otterbourne
Demolition of an existing attached single storey garage replacement with a new single storey structure containing an Entrance Lobby, additional Bedroom and Utility Room. **Permitted development**
- Case No. 18/00088/HOU 30 Meadowcroft Close, Otterbourne
Replacement of existing 1.95 m high close boarded fence facing Main Road with 2.6 m high close boarded fence. Amended application for 2 m high fence with a 0.6 m trellis above for planting with ivy and honeysuckle in order to maintain the green character of the area. **Application permitted**
- Case No. 18/00174/HOU The Chapel House, Highbridge Road, Highbridge
Single storey pitched roof extension to existing timber framed double car port and garage. **Application permitted**