

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD  
BY REMOTE VIDEO COMMUNICATION TUESDAY 4 MAY 2021 AT 7.00 PM**

**Present:** Cllrs K Stafford (Chairman); J Gilbert; R Stansbury; L Moody; A Reed; M Smith  
E Lansdown-Bridge.

**In attendance:** County Cllr J Warwick (from item 4); District Cllr H Williams; District Cllr E Bell (from item 8); 8 Parishioners; Clerk

**1. Apologies for absence**

District Cllr B Laming; Cllr J Smith;

**2. Welcome**

Cllr Stafford welcomed all to the meeting.

**3. Minutes of the 2018/19 Annual Assembly and Report of the 2019/20 Annual Assembly**

The 2018/19 Minutes had been approved as an accurate record at the Parish Council meeting 21 May 2019. Parishioners H Williams and J Romero as attendees of the 2018/19 meeting raised no comments and the Minutes were approved for signing by the Chairman. The 2019/20 Annual Assembly had been cancelled due to COVID-19 Government restrictions. The Annual Report from the Chairman including the Accounts for 2019/20 had been published via the website and notice boards.

The following reports were read aloud.

**4. Chairman's Report for 2020/21**

Unsurprisingly, a great deal has happened over the last 12 months and the impact of COVID-19 continues to play a huge and disruptive part in our everyday living; sadly, in November our Vice Chair Cllr David Stirrup died following contracting COVID-19; he is sorely missed and our thoughts are with his family. Over the last year we have been able to welcome Cllrs Amber Reed, Joanne Smith and Mark Smith (unrelated) to the Parish Council.

We continue to be well supported by our long serving Clerk/RFO whose input has been invaluable to Parishioners and Councillors throughout a turbulent year as has the incredible support from a raft of willing volunteers who provided help around the community in many ways including: Tree Warden, SOCCT members, the Conservation Group, the Village Hall Committee, Allotment Association, footpaths representative, litter pickers, volunteers to lock and unlock the recreation ground car park, the volunteers with the Scouts, those who produce and deliver the Parish Church magazine and our Neighbourhood Watch contributors. The goodwill shown throughout the last year by friends, neighbours and volunteers towards those amongst us who have found it necessary to "shield at home" during the pandemic has been absolutely fantastic; the simple tasks of shopping, dog walking, collecting medications or just having a socially distanced chat, have ensured that those who otherwise may have been exposed to or contracted the virus have remained safe and well. Our sincere thanks go out to you all.

All Council meetings and Committee meetings have been open to the public and we have continued to operate on-line meetings due to the social distancing requirement. Despite the restrictions imposed by the pandemic we have continued to deal with the issues affecting life

within Otterbourne: opposition to the proposed expansion of Southampton Airport without any noise reduction measures being included, many planning applications; maintaining the fabric of the village through the Lengthsman scheme and other works including the three new flower beds and hosting a socially distanced litter pick of the village, expansion of our website and ensuring its compliance with accessibility requirements, celebrating the 100<sup>th</sup> anniversary of our War Memorial, introducing our new EVOLIS speed sign to gather data and reduce vehicle speed through the village, progressing the work on our proposed crossing point at the NISA store; and input to the WCC Local Plan, to name but a few of the many activities that have occurred throughout the year. The likelihood of any village-wide celebration this year to replace the planned VE Day 75<sup>th</sup> Anniversary from last year is extremely slim however, all things being equal, the Platinum Anniversary of HM The Queen in June 2022 may well be the perfect opportunity for us all finally to get together in celebration – fingers crossed. Further detail on issues around the village follows in the reports from our various committees.

## **5. Report of Planning and Highways**

Councillors have examined and commented on 33 planning applications covering 16 alterations or extensions to existing property, 1 new build, 7 tree reductions or removal, 3 change of use, 4 commercial and 2 others, plus requests for Enforcement Action by WCC. We still await an indication as to what will become of the Elderfield site which currently sits empty apart from live-in security and the major planning issue currently occupying the Parish Council is the WCC Strategic Issues and Options consultation linked to the Local Plan as this will shape the local environment for the next 15 – 20 years. Following on from this, we can anticipate additional planning activity as WCC looks to identify sites to meet housing requirements in the coming year.

Our aspiration for a pedestrian crossing at the NISA store is gaining momentum following the publication of a feasibility report by HCC that set out the measures needed and the worst case associated costs; we were pleased to see that HCC have additionally ring-fenced almost £29k of grant funding to add to the grant already secured from WCC towards the final cost of this important project. The new EVOLIS speed sign along Main Road has been working well and is producing data that we can use in discussions with HCC and the Police on traffic issues; we have begun focussing the sign on gathering traffic/speed data in support of the proposed pedestrian crossing as this too will aid in keeping down the worst case costs of this important project.

Parking problems in the area of Boyatt Lane in particular have continued throughout the last year and HCC have recently reinstated the white lines to push parked traffic back from the junction with Otterbourne Hill and WCC has reinstated the wooden posts at the SW reservoir site. As part of HCC Highways initiative (Op RESILIENCE), Otterbourne Hill has received additional attention to improve drainage and repair potholes; residents are asked to report, online at [www.hants.gov.uk](http://www.hants.gov.uk), any instances of potholes forming as this seems to be a perennial problem.

The village continues to be visited by the Parish Lengthsman and a great deal of work has been carried out clearing pavements and on footpath maintenance, cutting back vegetation on verges, sign cleaning and clearing of gullies etc and we have additionally funded extra work to deal with issues affecting health and safety, particularly on footpaths and to improve the look of the village along Main Road. We will also again be using the Lengthsman scheme to maintain and improve access along the Jubilee Path and to cut back excess vegetation around the recreation ground.

## 6. Report of Recreation and Amenities

The recreation ground continues to be a well-used facility for the village and has been particularly useful in supporting residents in getting outdoors during COVID restrictions during the year. The play park was closed for a period of time in line with Government restrictions, and the football club also had to stop using the ground in line with regulations, although we are now able to look forward to a resumption of some normality as restrictions are eased. Thanks to the generosity of a number of local residents who gave up their free time to help in repainting the children's play area we were able to redirect use of our budget towards other projects that benefit the village. We have continued the weekly health and safety checks of the play park throughout the year and identified the need to replace the path that is suffering from subsidence and cracking; it is expected that this will be completed in the coming financial year. We have also taken steps to tackle the anti-social behaviour issues associated with late night use of the recreation ground car park by installing a chain across the access road to be locked at night, again with assistance from local volunteers. Early signs are encouraging that it is moving late night car visits away from the park. However, the Youth Area continues to be misused by a minority and has been visited on a number of occasions by the local police in response to ASB and COVID breaches.

Our long serving volunteer litter pickers, Cheryl and Steve Ray, are now no longer able to continue in their role and we wish them a happy and long retirement; their support in helping to keep the recreation ground clean and tidy has been outstanding. If there are any villagers able to help with litter picking on a regular or ad hoc basis, please do contact the Parish Clerk.

Some minor acts of vandalism and ASB were dealt with during the year including: removal of graffiti on the pavilion, committing funds for the replacement of a vandalised bench at the village hall and removal of broken glass from the Youth area. We again dressed the village lamp posts with poppies in time for Remembrance and were delighted to be able to contribute Parish funds towards the reinstatement of the lettering on the War Memorial and the placement of a new bench there for passers-by to sit on and reflect. A new bench "in memoriam" to a recently deceased supporter of Colden Common Football Club and what was previously Otterbourne FC has been generously donated and located in front of the pavilion for use by those using the recreation ground. The football club has recently welcomed Steve Davenport as its' new Chairman; we wish him well in his new role and take this opportunity to thank the outgoing chairman, Steve Twamley for his sensitive and pragmatic approach to resolving issues in the early stages of CCFC taking up residence in Otterbourne.

Reports of crime within the village remain relatively high with burglaries and the targeting of cars; new signage is in place at the Cranbourne Drive/School car park to warn users of the need to remove items of interest in their cars from public view. We will shortly be reinstating the car parking bays at both the Cranbourne Drive and recreation ground car parks as well as the disabled bays at the village hall car park. Police "Beat Surgeries" were pretty much suspended due to COVID restrictions but we were able to host one recently at the pavilion on Saturday 3 April which provided residents with an opportunity to discuss their concerns with our "Beat Officers". We have also met separately with our local Beat Officer and PCSO which resulted in a very positive (and visible) commitment by the Police to increase patrolling around the village and to look at ways of bearing down on ASB in and around the recreation ground and key areas of the village where youths have been gathering. All residents are asked to report instances of ASB or COVID breaches via the non-emergency 101 number and the Police website at <http://orlo.uk/SnKmr> so that the police can record what is happening and respond appropriately as the allocation of resources to our Police team is led by the volume of case activity.

## 7. Report of Finance and Administration

Presentation of audited accounts for year ending 31 March 2020 and unaudited accounts for year ending 31 March 2021

The Accounts for 2019/20 had been audited by the external auditor with no matters arising.

### Unaudited accounts for 2020/21

The Accounts for 2020/21 have been signed by Otterbourne Parish Council and the internal audit had taken place on 12 April 2021 with no matters arising. The Annual Return has now been sent for external audit.

The total income for the year was £45,335 (ex VAT of £2,449) and the main items of income were:

- Precept of £40,084 (88.9% of total income)
- Rent from the footpath and pavilion £1,536 (3% of total)
- Allotment rents £825 (2% of total)
- Bank Interest £61 (0.1% of total)
- Grants and other minor receipts £2,829 (6% of total income)

Grants and contributions we received were as follows: from Hampshire County Council Cllr Jan Warwick: £1,000 towards the feasibility survey for the pedestrian crossing on Main Road and £1,193 from Allbrook Parish Council and additional donations arising from a fund raiser held by Otterbourne Village Hall towards the refurbishment of the War Memorial inscriptions.

The total expenditure for the year was £43,224 (ex VAT of £4,199) and the main items were:

- Admin costs which include the clerk's salary, insurance, audit and legal fees, subscriptions and office expenses £16,858 (39% of total expenditure)
- Recreation ground and open spaces £7,052 (16% of total expenditure)
- Amenities which includes street furniture, allotments, war memorial £5,161 (12% of total)
- Highways which includes speed restriction sign, parish street lights and footpaths, additional hedges/verge/tree work, pedestrian crossing feasibility study £12,203 (28% of total)
- Churchyard Maintenance, including the Old Churchyard on Kiln Lane £725 (2% of total)
- Donations £1,225 (3% of total) which were allocated as follows:
  - £25 and £30 towards two War Memorial Remembrance Wreaths
  - £120 towards printing of the parish magazine
  - £800 to SOCCT for maintenance of the Sparrowgrove and Oakwood copses
  - £150 towards the Winchester Citizens Advice Bureau
  - £100 towards the village Easter craft event.

We have not found it necessary to draw on Reserves during 2020/21.

### Spending plans for 2021/2022

When setting our budget for the coming financial year, we assessed all overheads and sought best value wherever possible, without seeking to compromise on services. The budget has been set at £40,710 which is a small increase of 2.1%, equivalent to +£1.17 per household per annum at Band D. Within this budget we have allowed for the following major items of spending:

- Up to £9,000 towards replacing the paths and wetpour of the play park.
- £2,000 towards refurbishment of the car parking bays at the recreation ground and Cranbourne Drive (School car park).
- up to £1,000 towards refurbishment of the village Millennium pictorial sign.
- £2,500 towards additional maintenance of the recreation ground and open spaces cutting back encroaching vegetation around the boundaries.
- Over £1,000 towards a village event.

Our Reserves still remain good at the equivalent of one full Precept which is within the recommended audit requirements: £28,190 is held on deposit as a sinking fund to contribute towards replacement of the more expensive parish assets; £11,000 is held as an emergency fund.

The Finance Committee is also responsible for a number of administrative matters including the appointment and monitoring of the auditor, ensuring that our procedures comply with the relevant regulations and that we in turn comply with our own procedures. To this end we continually review the Council's Standing Orders and Financial Regulations, the insurance of our assets, risk assessments, the internal audit procedures and our banking arrangements. As always, we would welcome suggestions or requests from Parishioners for expenditure to be considered for next year.

The Finance Committee also has responsibility for the parish council website and over the last year we have ensured that it remained responsive to residents requirements and importantly, fully compliant with Government changes to accessibility that came into force in late 2020.

#### 8. Questions from the floor (time restricted)

The County and District Councillors had submitted reports as attached and were present in order to answer questions within their areas of competence.

Q1 An update of the Coles Mede Village Green application was requested. The Chairman responded that the outcome was still awaited from HCC.

Q2 A dog bin on the Itchen Navigation path at Kiln Lane was requested. The Chairman responded that this would be assessed for taking forward.

Q3 It was advised that there was a lot of litter on Otterbourne Hill footpath potentially from schoolchildren walking home. The Chairman responded that this would be evaluated and followed up with the schools if needed.

#### Chairman's Closure

We hope that you have found something of interest within this expanded Annual Report from our Annual Village Assembly. Our website hosts a mass of information across a plethora of topics and is a quick and simple way of seeing what has happened in our village and what is going on in or affecting our community. If you like to keep abreast of what is happening then why not sign up to receive information direct by email using our Mailchimp service – we won't bombard you with "spam" as the system is only used to pass on issues of importance. Why not give it a try and sign up, you can always unsubscribe should it not be right for you: <https://www.otterbourneparishcouncil.org>

Otterbourne remains a wonderful place to live, to raise a family and to work from but it does not maintain itself and we would be delighted to welcome you at our Parish Council meetings and to hopefully see some of you consider helping our community by joining the Parish Council. Please direct, in the first instance, any questions or observations you may have on this report, to Mrs Julie Ayre on Tel: 01962 775481 or email: [clerk.otterbourne@parish.hants.gov.uk](mailto:clerk.otterbourne@parish.hants.gov.uk)

**Meeting closed 7.35 pm.**

## Hampshire County Councillor: Winchester Downlands Cllr Jan Warwick

### Annual Parish Meeting Report 2021

**Facts and Figures** Hampshire's population is **1,376,300** (2018) the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains **5400** miles of roads, 4300 miles pavements, 133,000 streetlights, **481** schools, **45** libraries, **3 Discovery Centres and 1 e-library, 16 care homes with 960 beds for older people, 9 residential homes for children and young people, 24 Household Waste Centres and 5 Country Parks.** Every year 94% of all household waste is diverted from landfill (40% recycled) is burnt for energy and powers 50,000 homes.

**Public Health -Coronavirus (Covid-19)** Hampshire County Council continues to play a significant role supporting vulnerable residents and providing local guidance and information. To date over **32 million people** in the UK have received their first dose of vaccine.

#### HCC approves £2.1 billion spending on local services in 2021/22

Plans for the next financial year focus on the county's ongoing work associated with the pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation.

The budget includes **£13 million** for the maintenance of 5,500 miles of roads and an extra £1.2 million in carbon reduction measures across the County Council. **HCC's four-year capital programme of £744 million is one of the largest in the country.**

<https://www.hants.gov.uk/News/25022021HCCbudgetdecisionFeb2021>

The proposed capital programme includes: • **£68 million** in new and extended school buildings to ensure there is a school place for every child in Hampshire • **£118 million** for structural maintenance and improvement of roads and bridges in Hampshire over the next three years • **£91 million** for integrated transport schemes including over **£18 million** specifically focused on walking and cycling improvements • **£141 million** for major improvement of school and other County Council buildings and land holdings over the next three years • **£33 million** for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls.

**Climate Change** Hampshire County Council has been taking active steps to ensure Hampshire is resilient to climate change and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050.

<https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

**Councillor Grants** I have supported a wide range of local causes across our Division with grants amounting to £32000.

## District Councillor Annual Report

### Facts and Figures

Winchester district covers an area of 250 square miles, with a population of approximately 118,000\* residents. 33 per cent\* (39,000) of district residents live within the town area of Winchester.

### Winchester City Council Achievements

#### Local Response Centre helpline:

Has received nearly 1,000 calls and continues to be a vital resource for residents throughout our district who need a helping hand when they are self-isolating or vulnerable.

#### The Community grants team and Mayor's Office has:

- Distributed over £70,000 in grants to support community projects such as food banks to help local people.
- Given our 113 Local Hero Awards in direct response to community nominations for COVID-19 responses from individuals and groups across the district.

#### Our Economy and Tourism teams are:

- Helping local businesses to get online using the advice from specialist company Digital Islands, and are busy developing an online High Street to maximise the presence of those looking to sell online.
- Supporting safe shopping through our Ambassadors and Marshals programme.
- And the Parking service has seen changes too:
- RingGo pay-by-phone parking (at no extra charge to customers) means that our residents no longer need to handle cash or touch keypads in our car parks.
- Electronic vehicle charging points (EVCPs) are being rolled out across the district (supported by Environmental Health) and in partnership with Hampshire County Council.

#### Our Revenues & Benefits team have:

- Distributing over £3.5 million in financial support to over 1,300 retail, hospitality and leisure businesses which were required to close due to the COVID-19 restrictions.
- Supporting the national trace and test efforts by using council tax records to trace people who are identified by the NHS COVID-19 app as a contact but cannot be traced nationally or by the county. This is in addition to the great work they are already doing in distributing vital grants.
- Dealing with an increase in benefits claims.

#### Environmental Health and Licensing:

- Teams are visiting retailers of all sizes – from supermarkets to corner stores – to ensure COVID-19 Secure measures are in place including messages around 'shopping alone', 'wearing a mask', 'one-way flow' – all to keep infection rates down in our district.
- Supporting taxi drivers in providing safe transportation.
- Our Estates and Facilities teams have been making the most of our assets:
- Organising HM Courts and Tribunal Service's move to facilitate the use of Winchester Guildhall as a 'Nightingale Court' which has already seen 178 cases (and counting...).
- By working in partnership with other agencies and authorities, we've ensured that the A31 kept flowing when the new regulations came into force following our departure from the European Union.

The Strategic Planning team has implemented the consultation for our Local Plan which will have a big impact on the direction of our development work in reflecting the feedback and requirements of our communities.

The Environmental Services team has ensured the continued collection of refuse and recycling throughout COVID-19 tiers and restrictions as well as successfully transitioning to a new contract with a consumer-facing campaign on garden waste. We can all share in the celebration of the sale of over 10,000 brown bins which is generating income to support an improved waste collection service with a strong focus on a more environmentally-friendly service including increased recycling – which aligns with one of our main priorities under the climate emergency action plan.

The Planning team has worked with Winchester Town Forum to produce a new ten year vision for the city. A wide-ranging consultation saw Ecology, Movement, Homes, Lifetimes and Culture emerge as the key themes and they are now working to translate the vision into actions for the next ten years.

Our Head of Programme and Project Office is on track for a late May opening of the Winchester Sport & Leisure Park – despite the challenges of COVID-19. These new facilities will enhance the health and wellbeing offering to residents in our district as well as adding to the attraction to our neighbouring areas.

### **Environmental and Carbon Neutrality Goals**

- From the 1 April 2020 the council's operational buildings have been supplied by 'green tariff' electricity provided from sustainable sources, including wind and solar power. This had the immediate impact of reducing our carbon emissions by 19% with longer term plans to 'on-board' other sites and further reduce our carbon emissions by 40%.
- Installation of 849 square metres of photovoltaic (PV) panels on the new Winchester Sport & Leisure Centre that can generate at least 140,000 kilowatts of green energy a year and feed energy back into the grid if excess power is generated.
- A sustained move to home working for staff in response to the COVID-19 pandemic and measures such as video conferencing adopted to make this approach sustainable for the future.
- Over trees planted during 2020/21.
- The installation of 33 new electric vehicle (EV) charging points on council land.
- New cycle lockers installed at park & ride sites to encourage cycling.
- Adaption of a new Procurement and Contract Management Strategy 2020-25 which requires a minimum of 10% allocated to environmental and social value factors included in the evaluation criteria for tenders.
- Winchester's first Climate Conference took place in October 2020.
- A number of successful grant applications to deliver carbon reduction works in collaboration with partners, including an air source heat pump for the giraffe enclosure at Marwell Zoo.
- Biodiversity Action Plan (BAP) approved by Cabinet in January 2021.
- Major new flood defence installed at Durngate protect the City from Flooding.

Cllr Bell, Laming and Williams

<b>OTTERBOURNE PARISH COUNCIL</b>			
<b><u>PAYMENTS AND RECEIPTS SUMMARY 2020/2021</u></b>			
<b>Audited</b>			<b>Unaudited</b>
<b>Year ending</b>			<b>Year ending</b>
<b>31/03/2020</b>			<b>31/03/2021</b>
<b>£</b>	<b><u>RECEIPTS</u></b>		<b>£</b>
38,255	Precept		40,084
0	Loans		0
379	Interest on Investments		61
781	Allotments		825
1,629	Rentals (footpath and pavilion)		1,536
723	Grants, minor other receipts		2,829
2,790	VAT Repayments		2,449
<b>44,557</b>	<b>TOTAL RECEIPTS</b>		<b>47,784</b>
	<b><u>PAYMENTS</u></b>		
16,645	Administration (insurance, audit, office, clerk, subscriptions)		16,858
2,145	S137 Payments (donations)		1,225
7,141	Recreation Ground and Open Spaces		7,052
1,434	Amenities (street furniture, allotments, war memorial)		5,161
3,609	Highways (speed restriction sign, street lighting, verges)		12,203
0	Planning		0
930	Churchyard Expenses		725
3,261	HCC Lengthsman fees for Shared Parish Scheme		0
2,283	VAT on Payments		4,199
<b>37,448</b>	<b>TOTAL PAYMENTS</b>		<b>47,423</b>
	<b><u>RECEIPTS AND PAYMENTS SUMMARY</u></b>		
<b>Audited</b>			<b>Unaudited</b>
<b>Year ending</b>			<b>Year ending</b>
<b>31/03/2020</b>			<b>31/03/2021</b>
<b>£</b>			<b>£</b>
39,704	Balance as at 01 April		46,813
44,557	Add Total Receipts		47,785
-37,448	Deduct Total Payments		-47,424
<b>46,813</b>	<b>Balance at 31 March 2020</b>		<b>47,174</b>
	<b><u>Represented by:</u></b>		
7,622	Current Account Balance		7,984
39,190	Deposits/Investments		39,190
0	Uncleared Cheques		0
1	Petty Cash in Hand		0
0	Lengthsman account		0
<b>46,813</b>	<b>Balance as at 31 March</b>		<b>47,174</b>
<b>The 2021 Statement of Accounts is unaudited and may be subject to amendment.</b>			
<b>Mrs Julie Ayre, Clerk and Responsible Financial Officer</b>			