

**MINUTES OF THE MEETING OF  
OTTERBOURNE PARISH COUNCIL, TUESDAY 17 SEPTEMBER 7.30 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

**Present:** Cllrs Stafford (C); Stirrup; Moody; Calliste; Reese; Hawkins; Stansbury; Gilbert (from item 9)

**In attendance:** District Cllr Brian Laming; Steve Twamley (Chairman CCFC); 8 Parishioners, Clerk

Cllr Rodford had tendered her resignation on the Parish Council she was thanked for her past work.

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** County Cllr Jan Warwick.
3. **Minutes of Meetings** – to approve the Minutes of the Parish Council meeting 15 July 2019. The Minutes had been circulated with the Agenda and were taken as read. There being no amendments, they were agreed as a true record and signed by the Chairman.
4. **Action Points and Matters arising from Minutes**  
All matters had been actioned or would be addressed in the meeting except as follows:  
13. a) ii) Recreation Ground CCTV – to be discussed at the October Working Party meeting.
5. **County Councillor’s Report**  
Report at end of the Minutes.
6. **District Councillor’s Report**  
Report at end of the Minutes.
7. **Local Crime Report**  
The latest figures available for July were 9 incidents reported within 1 mile of Otterbourne: 1 burglary; 2 criminal damage/arson; 2 vehicle crimes (1 in Compton); 4 violent/sexual offences (1 in Compton).
8. **Open Session for Parishioners – meeting closed by Chairman for this item**  
There were no items raised. The Chairman brought forward an item of request by Colden Common Football Club for use of advertising banners on home match days. A Parishioner raised a question in relation to payment for the advertising and ongoing requests for banners. Cllr Stafford advised that the Parish Council received no remuneration and all advertising would be reviewed on an individual basis. See also Agenda Item 12. a).
9. **Vacancy for a Councillor**  
The statutory notice had been displayed on the notice boards and website. Four expressions of interest had been received generating two applications. Councillors had received information about the two applicants prior to the meeting. For the first position: Cllr Reese proposed James Gilbert, seconded by Cllr Hawkins and agreed by majority vote. There being no proposal to fill the second position, it remained vacant and would be advertised further. Cllr Gilbert signed the Declaration of Office and joined the meeting.

To advise WCC and email Council information to Cllr Gilbert	Clerk	asap
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**10. Report of Representatives to Various Bodies**

Allotments: Ron Emery had advised that the implementation of new rules for restricted burning days and times accompanied by a display of signs appeared to be working and no further residents' complaints had been received. There were occasional parking issues by the Chapel Lane gate and notices had been placed on vehicles to deter.

Twyford Patient Participation Group – an interested resident had received information and been put in contact with a former Representative.

**11. Report of the Planning and Highways Committee**a) Planning

i) Applications and Decisions – Schedule with Comments at end of the Minutes.

ii) EBC Local Plan – update on Inspector's Hearing.

The Plan was being examined by the Inspector before recommendation to the Secretary of State. A number of public meetings were being held between 21 November-31 January at which further statements could be submitted, if notified by 18 October. Action against Destructive Development had asked that Parish Councils co-ordinate their statements in order to cover all topics.

b) Highways

i) Speed Sign – proposal for expenditure of £1,868 plus VAT to purchase an Evolis sign. Four potential sites had been identified for use on Main Road and were awaiting HCC consent. Proposed by Cllr Stirrup, seconded Cllr Moody and agreed for the order to be placed pending HCC consent being received.

ii) M3 upgrade to a Smart Motorway – to receive update.

Cllrs Stafford and Hawkins had attended a meeting with other local parishes, County Cllr Rob Humby and the Traffic Manager for Highways England to discuss the impact of the diversion route on the villages during the upgrade. Concern had been raised about the robustness of the road surfaces and commitment to maintenance, potential structural concern for a number of older properties located close to the highway and the safety of residents and schoolchildren. It was anticipated that 15 planned closures would be needed during the 2020-2022 construction, but traffic congestion could also be expected at peak times from drivers short-cutting through the villages. Public information events were being held including at Otterbourne Village Hall on 27 September 1-7 pm.

iii) Other Matters – cutting back and reports made.

The Lengthsman had attended to overhanging vegetation on Boyatt Lane and Footpath 11 plus cutting back around signs. A number of reports received from residents had been attended to or forwarded to the appropriate authority. The Lengthsman next visited on 26 October. The Tree Warden had offered to compile a Health Check of all trees in the village and it was agreed to discuss this further at the next Working Party meeting.

Cllr Stirrup requested a follow up regarding completing the white lines on Boyatt Lane.

To receive reports and prepare Lengthsman's worksheet	Cllr Hawkins	15 Oct
To contact Tree Warden re. scope of works and report to WP	Cllr Hawkins	15 Oct
To follow up on white lines with Cllr Warwick/HCC	Clerk	15 Oct

c) Community Projects

i) 'Otterbourne in Bloom' – to receive an update on the project.

This had been put forward as an opportunity to engage villagers in a community project. A newsletter had been sent to all households in the village seeking volunteer support and a separate letter had been sent to 20 local businesses seeking financial support through sponsorship. The amount of interest generated had been very poor and without community support the proposed project in current form was considered unsustainable. The

Wednesday Conservation Group had been unable to offer help with tidying up areas and this work was estimated at £200-£700. It was agreed to discuss further at the Working Party meeting regarding decision to forward a reduced scheme and the potential for alternative funding.

ii) Village involvement in 75<sup>th</sup> Anniversary of VE Day – to receive update on the project. The VE Day celebrations were being led Nationwide by SSAFA and information was available on their website. Cllr Stafford had held a meeting with a number of interested local organisations and received commitment to stage a celebratory event on Friday 8<sup>th</sup> May 2020. The intended focus was for village residents aged 75 years and above with a programme of themed events from 14:55-19:00hrs. A WCC Community Grant would be investigated, and with the exception of catering costs there were no fees or costs arising from use of the village hall or any of the groups and organisations involved. Further meetings were planned in early November. Council agreed the proposed way forward for report to the 19 November meeting.

To take forward the project and report to the PC meeting	Cllr Stafford	19 Nov
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iii) Poppy display on lamp posts – to receive proposal and approve HCC Terms of Consent. A donation of approximately 100 large (45cm) plastic poppies had been received from a villager to display on street lamp posts through the village during the period of Remembrance. Permission had been received from HCC and Councillors approved the Terms of Consent. Street lighting approval was awaited. Council thanked the donor who was a village resident and wished to remain anonymous for their generosity which would significantly enhance the look of the village during the period of Remembrance.

To follow up with street lighting for consent	Clerk	15 Oct
To carry forward the project	Cllr Stafford	15 Oct

## 12. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

#### i) Play Park and Youth Facilities

Following the annual safety inspection report a number of items had been attended to. Council agreed ratification of £275 for the work.

#### ii) Colden Common Football Club

– to consider variation to the Lease and Option to Determine.

Complaints from 7 households in the village had been received over the past 8 months from residents of Oakwood Avenue and Greenacres Drive. These included: parking complaints which CCFC had taken measures to control with car sharing, off-site parking and coning; swearing and bad language which the Club had taken measures against with changing room posters and referee control using new FA rules; rubbish accumulation behind the pavilion which had related to goal parts donated to the parish council and a new kitchen replacement; frequency of matches over the summer months, however the Club had not played more than two games per week in accordance with the Lease; goal posts being left on the pitch which were now properly removed after each match; fast, noisy vehicles in neighbouring roads which could not be identified as Club members; alcohol being consumed outside of the pavilion on the Quiz night which was a WCC licensing matter; abusive language after the Quiz night for which an apology had been given by the Club to the resident with whom good relations were now restored. Cllr Stafford advised Council of three options at this point in the Lease i) to do nothing; ii) to notify the Club by 3 October 2019 of its intent to terminate the Lease in January 2020 and then to set about finding new tenants; iii) to make changes to the Lease via a Deed of Variation.

The latter option had been discussed with CCFC and changes put forward which would provide greater control for the Council and make a considerable reduction in the frequency of use. The proposal would take the pitches out of use for the whole of May and June, with no training or friendlies until July, it would reduce the potential number of matches during August to February and offset training nights for matches during March and April. It was also proposed that CCFC would undertake to end training sessions by 8:30pm and ensure a senior committee member was present throughout functions to encourage good behaviour. The Lease would then continue for a further two years at which point a further assessment could be made for the Option to Determine at the end of the third term. Council had received the proposals prior to the meeting and had had opportunity to consider. Cllr Stirrup commented that the Club had made strenuous efforts to work with the Council and had worked hard to address residents' concerns. Cllr Stirrup proposed the Deed of Variation as a way forward; seconded by Cllr Stansbury and agreed unanimously.

To forward the Deed of Variation with agreed changes	Clerk	03 Oct
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– to consider consent under the terms of the Lease for the use of advertising banners. CCFC had submitted a request, in accordance with the lease, to display advertising banners during home matches in respect of: Williams Garage, Contract Options Ltd and The Hampshire FA. The banners would be displayed not earlier than 15 mins before match start and taken down not later than 15 mins after match finish and be of agreed size. Any additional banners would require further consent. Agreement to display, proposed by Cllr Stirrup, seconded Cllr Hawkins and agreed unanimously.

To draft letter to CCFC with agreement	Cllr Stafford	15 Oct
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### iii) Pavilion

– ratification of £250 plus VAT for replacement of pavilion rear door.

Two quotes had been obtained and the work completed satisfactorily. Council agreed the ratification of £250.

– proposal for expenditure of up to £650 plus installation for exterior AED cabinet.

Cllr Stansbury had sourced quotes for two versions of the cabinet: an unlocked one estimated at £295 and a locked one with keypad number release by a 999 call estimated at £475 (both plus installation cost). An article relating to the merits and problems of both versions would be circulated to Councillors and it was agreed to carry forward to the Working Party meeting for further discussion.

To forward article to Councillors	Cllr Stansbury	15 Oct
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b) Open Spaces – ratification of up to £220 for work to the tree by the War Memorial.

Two quotes had been obtained and the work scheduled prior to Remembrance Day.

Council agreed ratification of £220.

### c) Amenities

i) Bus Shelters – ratification of £380 for glass repair to Otterbourne Hill bus shelter.

Council agreed ratification of the £380 for replacement glass.

ii) War Memorial – \$137 proposal for expenditure of £600 to purchase 4 soldier silhouettes.

A request had been received from a resident to purchase the silhouettes for use during the VE Day celebrations and ongoing periods of Remembrance. Proposed by Cllr Moody, seconded Cllr Stirrup and agreed unanimously.

To place order and add to the budget considerations for 2020/21	Clerk	18 Nov
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### 13. Report of the Finance and Administration Committee

#### a) Parish Accounts, Payments and Receipts

The financial statement and payments and receipts had been circulated with the Agenda and were agreed. The second half of the Precept had been received.

b) Proposal for S137 grant of £500 to Action against Destructive Development (ADD). A previous grant of £500 had been made to ADD in 2018 to aid with costs for action against the EBC Local Plan. Council approved moving additional funds to Free Recourse from other areas of the Finance and Administration budget. Proposed by Cllr Moody, seconded by Cllr Stirrup and agreed, with one abstention, and caveat that this would be the final grant to the organisation.

To advise and arrange for payment to ADD and note in budget	Clerk/RFO	15 Oct
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#### c) External Audit

Completion of the audit report had been received from PKF Littlejohn with no recommendations received. The internal auditor has been advised and the Notice for Conclusion of Audit had been posted on the boards and website for requisite period.

#### d) Finance and Administration Committee meeting to set the Budget and Precept for 2020/21

Agreed date: Monday 18 November 2019 in the Bianchi Room at 7.30 pm.

Requests for consideration received to-date:

- i) Winchester Citizens Advice Bureau: request for a grant of £150. Council agreed to carry forward discussion to the Working Party meeting regarding donations to non-parish organisations and to report to the Finance Committee on 18 November for budget consideration.
- ii) play park repainting circa £2,350.
- iii) allotments garage brickwork circa £600
- iv) 75<sup>th</sup> VE Day celebration event
- v) 'Otterbourne in Bloom'
- vi) Neighbourhood Watch signs (proposed by John Romero)

To carry forward considerations for the Budget meeting	Clerk	18 Nov
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#### e) Insurance

Quotations had been sought from four providers: three via Came and Company insurance brokers and independently from Zurich Municipal insurance. The Clerk had assessed the policies and given comparison of cover to the Finance Committee. Council agreed a three year tie-in with Zurich Municipal based on premium and comparative cover.

To instruct and arrange for payment to Zurich	Clerk	30 Sept
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#### f) Committee Matters

Change of Roles: Chair of Planning and Highways: following the resignation of Cllr Rodford, Cllr Hawkins agreed as Chair. The role of Twyford PPG representative: relinquished by Cllr Hawkins. Footpaths and Rights of Way: relinquished by Cllr Hawkins and agreed to return to Cllr Stirrup.

Sphere of Committee Responsibility: A new document for each Committee had been compiled to be used as a guide for Chairs and Members. Council agreed to carry forward and include in the February Finance and Administration Committee meeting.

#### g) New Model Financial Regulations

A new set of Model Financial Regulations had been received from NALC. The RFO was assessing in relation to those adopted by Council. Council agreed to carry forward and include in the February Finance and Administration Committee meeting

h) Website and Parish Communication - to receive website update.

Ownership had been moved to Otterbourne Parish Council's name and there was a centralised email address. It was proposed to remain with the Weebly platform which had a number of options to add content and make design changes. The Mailchimp list had about 50 households signed-up and more residents were expected in time. A new template and other design changes were needed prior to the Mailchimp system being operative and these were in progress.

To continue with the website refresh with Cllr Stirrup	Cllr Calliste	19 Nov
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**14. Risk Assessment and Management.** Nothing reported.

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

Working Party Meeting 15 October.

Otterbourne Trail Run: date to be advised between May and June of 2020. Cllr Reese to report at 19 November meeting.

To Agenda item for report	Clerk	19 Nov
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**17. Date of next Parish Council meeting** – Tuesday 19 November commencing 7.30 pm.  
Meeting closed at 9.05 pm

### **Schedule of Parish Accounts, Payments and Receipts**

<u>Bank Statements Parish Council at 31/08/19</u>	£
Lloyds Treasurer's account	9,054.77
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	45,245.76

#### August Payments

Online Payments Total	£ 3,228.90
Cheque Payments Total	<u>£ 100.00</u>
Total Payments	£ 3,328.90

#### September Payments

Online Payments Total	£ 3,973.27
Cheque Payments Total	<u>£ 0</u>
Total Payments	£ 3,973.27

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

Schedule of Planning Applications and Decisions

Case No. 19/01380/FUL	Richmond House, Main Road, Otterbourne Change of Use of ground and first floors to Beauty Salon and alterations to fenestration. <b>Comment: concern regarding the change of use to Category B2 which we would ask to have restricted to limit future use to beauty salon use only and a request that opening hours on Sunday be limited to 10am to 4pm.</b>
Case No. 19/01479/HOU	36 Oakwood Avenue, Otterbourne Two storey front extension incorporating a porch. Single storey rear extension and detached garage. <b>No comment</b>
Case No. 19/01517/LIS	Manor House Barn, Kiln Lane Otterbourne Construction of single storey studio/extension linked to existing property and provision of an external decked area. <b>No comment.</b>
Case No. 19/01521/HOU	Hillside, Main Road, Otterbourne Part single and part two storey side extension. Conversion of the existing garage into habitable accommodation. New detached garage. <b>No comment</b>
Case No. 19/01738/TPO	Oakwood Lodge, Oakwood Close, Otterbourne Carry out works as outlined in attached report limited to Trees nos. 1, 5, 29, 34. <b>Comment: the information is insufficient to make a proper assessment. The works are not based on arboricultural findings with reason explained. The TPO has not been referenced. The application has been completed by a tree surgeon, not an impartial arboricultural specialist. We would ask the applicant to resubmit the submission, with a reason for the works, and the form filled in properly in order that we and the tree officer can make a proper judgement.</b>
Case No. 19/01733/AVC	Old Forge Restaurant, Main Road, Otterbourne Replacement pole, sign, car park directional sign and fascia. <b>No comment.</b>
Case No. 19/01858/HOU	17 Oakwood Avenue, Otterbourne First floor rear extension <b>No comment.</b>

Planning Decisions

19/00233/OUT	Land east of Main Road, Otterbourne Outline planning application for the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Main Road. All matters reserved except for means of access. <b>Application refused</b>
Case No. 19/01517/LIS	Manor House Barn, Kiln Lane Otterbourne Construction of single storey studio/extension linked to existing property and provision of an external decked area. <b>Application permitted.</b>
Case No. 19/01521/HOU	Hillside, Main Road, Otterbourne Part single and part two storey side extension. Conversion of the existing garage into habitable accommodation. New detached garage. <b>Application permitted</b>
Case No. 19/01380/FUL	Change of Use of ground and first floors to Beauty Salon and alterations to fenestration. <b>Application permitted with conditions.</b>

## Hampshire County Council Report September 2019

### Local Updates

**Otterbourne School** have purchased a much needed interactive white board using £1000 of my Hampshire County Councillor grant

**Eastleigh Local Plan** – Last week Cllr Hawkins and I attended a helpful update session on the examination in public of the Eastleigh local plan by the Action Against Destructive Development. Submission of hearing statements for those who made Reg.19 objections are due in by 18<sup>th</sup> October.

**Highways England** has published their dates for M3 Smart Motorway upgrade including 27<sup>th</sup> September 1300 to 1900 at Otterbourne Village Hall.

### Heritage Open Days 13-22 September

A number of Hampshire County Council sites will open their doors for the Heritage Open Days:

**The Great Hall, Winchester** 20 and 22 September, 1.00-2.30pm

Musicians playing traditional Tudor musical instruments – viols and recorders.

**Hampshire Record Office** – 21 September, tours at 11am and 2pm

Go behind the scenes and discover the work that takes place to preserve Hampshire's documentary heritage.

**Winchester Discovery Centre** – daily, 13 to 22 September inclusive

An informative look at the history behind some of our Hampshire fare and some of the many foods that have become popular across the UK and beyond.

Details on all local Heritage Open Days in Hampshire from 13 to 22 September can be found at [www.heritageopendays.org.uk](http://www.heritageopendays.org.uk)

**Back to School** - All children attending Reception Year to Year 2 are entitled to free school meals and older children may be eligible too. Find out more on [www.hants.gov.uk](http://www.hants.gov.uk) search 'free school meals'

**Highways England** ([highwaysengland.co.uk](http://highwaysengland.co.uk)) updates for major road projects:

M3 Junctions 9 to 14 Smart Motorway – roadside surveys complete, public information sessions start autumn 2019.

M3 Junction 9 improvements (National Significant Infrastructure Project) – statutory public consultation ended August 2019. Development consent sought for 2020 with work due to start in 2021.

**Police and Crime** – Chief Constable, Olivia Pinkney will be attending the Hampshire Police and Crime Panel meeting in public on 4th October to answer questions about policing in Hampshire and IoW.

Cllr Jan Warwick  
Winchester Downlands

## Parish Council Report from District Councillors

There is increased resident concern with the Upgrade to the M3 and Junction 9 improvements. A meeting has finally been arranged with Hampshire County Cllr Humby, Portfolio holder for Roads. In light of the recent accidents on this route we will be asking for additional improvements to be made as well as the mitigation that we have suggested. Each parish council has been asked to nominate a representative.

Since the City Council announced the Climate Emergency we have been working hard to ensure that solving the environmental issues and reducing our Carbon Footprint is our main priority. Last month the City Council installed the first water fountain in the Abbey Gardens and this will allow residents and tourists alike to have access to free water and reduce the need for single use plastic bottles. We have been working on introducing wildflower verges and have a pilot in Water Lane that has been very successful. This is hoping to be extended around the District and we will be working closely with Parish and Town Councils to achieve this. There are a number of big projects in the pipeline and as soon as they are confirmed you will be the first to know.

The Winchester Sports and Leisure Centre is progressing well and since taking charge we have worked on making the centre more sustainable and in line with our environmental aims. We look forward to giving you more reports as it progresses.

A car free day is planned on Sunday 22nd September the City will be closing Middle Brook Street car park and using it as a space for environmental groups to have stalls. There will park and ride buses every 10 mins. We have also been meeting with HCC about a number of Sustainability projects that will benefit the residents of Winchester District and these include buses and bus routes.

Cllrs Williams, Laming and Bell.