

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
15 MARCH 2022 AT 7.30 PM
IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs M Smith (Chair); Gilbert; Stansbury; Moody; King;

In attendance: Ron Emery; 5 Parishioners; David Green and as Cllr Green from Item 9; Clerk

1. **Declaration of Interest:** Cllr Moody for Item 12b)
2. **Apologies for Absence:** Cllrs Reed; Lansdown-Bridge.
The Chair announced the resignation of Cllr Jo Smith and thanked her for her work. County and District Cllr J Warwick; District Cllr H Williams; District Cllr B Laming.
3. **Minutes of Meetings:**
To approve the Minutes of the Parish Council Meeting 18 January 2022.
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were approved as a true record for signing by the Chairman.
To approve the Minutes of the Planning Committee Meeting 8 March 2022.
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were approved as a true record for signing by the Chairman.
4. **Action Points and Matters arising from Minutes**
All items had been actioned or would be reported on in the meeting, except for the following:
 - 12 a) ii) Play Park wetpour repairs – in hand with Cllr Gilbert and Clerk for the spring.
 9. Itchen Navigation concerns – Cllr Reed not in attendance c/f to 19 April
Burning of unknown material Kiln Lane (parishioner report). Cllr Smith had regularly walked the area, but no evidence had been found to make report.
Parishioner had been provided with information to report directly if recurrence.
 - 12 b) Community Payback Scheme – Cllr Reed not in attendance c/f to 19 April.
 - 13 c) ii) Website notice for a ‘20 is Plenty’ campaign volunteer – c/f to 19 April.
 - 14 a) ii) Oakwood Park permanent access road signs– c/f to 19 April.
 - 14 a) iv) Pavilion potential changes by CCFC – Cllrs Smith and Stansbury had met with the Club and considered the proposal to link the kitchen and bar area with an opening through the wall an improvement on the current layout. The Club had been asked to approach Hampshire Fire Services and a structural engineer and to prepare plans. The proposed work would be for the summer out of season.

To c/f matters for report at the 19 April PC meeting	Clerk	19 Apr
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5. **County Councillor’s Report**
Circulated prior to the meeting and as attached.
6. **District Councillors’ Report**
Circulated prior to the meeting and as attached.
7. **Local Crime Report**
7 crimes reported within Otterbourne 18 January–11 March. 3 x theft from a motor vehicle; 2 x dwelling burglaries, 1 x theft miscellaneous (bicycle), 1 x robbery linked to similar incident further south. Operation Calcite and Operation Halfpace had been initiated to monitor shed and dwelling break-ins throughout the District ensuring that all such crimes were ‘revisited’ at a daily management meeting with a view for an officer to make further contact with the aggrieved and ensure that all lines of enquiry were fully investigated.

8. Meeting Closed for the Open Session for Parishioners

Allotments Report from Ron Emery: see item 10.

A Parishioner asked if the Parish Council would follow-up on the long-term parking of commercial vehicles on countryside land off Kiln Lane. Council agreed to make report to WCC Enforcement, pending further information from the Parishioner being received.

To make report in due course	Clerk	19 Apr
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Meeting re-opened.

9. Co-option of a Councillor – David Green

Following posting of the statutory vacancy notices, there had been no call for a bi-election. Mr Green had received all relevant information and his profile had been circulated to Councillors. Proposed by Cllr Moody, seconded by Cllr King and unanimously agreed. The Declaration of Office was signed and Cllr Green joined the meeting.

To action all paperwork with Cllr Green and WCC	Clerk	asap
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10. Report of Representatives to Various Bodies

Allotments: Ron Emery reported that the waiting list had reduced to 11. The increase in rents had been accepted and plot holders reassured about other measures. The new website had been set up and a new Whatsapp group would be formed. Some rents would be received by bank transfer and the Treasurer would update the Clerk in due course. A new quotation that was within budget had been received from a local builder for the garage/store repair and the work instructed. Some minor damage to sheds had occurred and Cllr Smith advised reporting to the police to ensure continued focus on police measures and resources.

OVHC: Cllr Moody reported that the Pantomime had gone really well. The additional £10k grant from Biffa had been applied for and response was awaited.

11. Community Projects and Events

Queen Elizabeth II Platinum Jubilee 2022 – to agree changes to the planned events.

Council agreed that the proposed Tea Party would have been in keeping with the VE Day celebrations, but it would be better to hold events available to the whole village and suitable for all age groups for the Platinum Jubilee. Two events were proposed and agreed as replacement to the Tea Party. Village Fete: this was being planned for 26 June by organisers from St Matthew's Church. Cllrs Reed and King had met with them and would work towards gaining sponsors and helping with plans. Fire Beacon on the Common (north east side): Cllr Smith had been working with Allbrook PC as part of a national event on 2 June. Quotations for the structure were being received and liaison with the Royal Observer Core for a lighting event at 9.15 pm marking the start of the extended Bank Holiday celebrations.

To take forward preparations towards the Village Fete	Cllrs Reed and King	19 Apr
To take forward preparations towards the Beacon	Cllr Smith	19 Apr

12. Report of the Planning and Highways Committeea) Planning

Applications, Decisions and Enforcements – as attached Schedule.

HWM: A follow-up would be made on the Enforcement case which had been closed without notification from WCC about the feedback from its Legal team.

To follow up with WCC	Cllr Smith	19 Apr
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b) Strategic Housing and Economic Land Availability Assessment (SHELAA)

Declaration of Interest received by Cllr Green. See also Planning Minutes 8 March 2022. Councillors felt that the feedback from the Newsletter response forms and the Planning Committee meeting had been worthwhile. WCC had advised the number of houses expected for Otterbourne as 50-60 with emphasis on sustainability to meet the requirements for the Local Plan. Brownfield sites would be considered first and could be included if not already counted within current figures and a percentage of potential ‘windfall’ sites might also be included. Councillors had reassessed all sites. Sites OT02 and OT06 along the Highbridge Road, separate to the village and without access to other local amenities and footpaths had been considered unsustainable for progression; similarly OT09 as the larger site off Kiln Lane. Councillors had looked at the potential for utilising part sites and smaller developments in different parts of the village. OT03 Land East of Main Road had come forward as a strong possibility for about 30 houses (1/3 of numbers) in a development at the northern end of the site with caveat of retaining the public footpath and countryside to the south and potential for public open space. OT08 Land West of Cranbourne Drive was considered possible for a part site of similar number, but concern remained about proximity to the M3, traffic at key times and increasing density of the residential area. OT01 Land at Meadowside and Dean Croft was an option for part site of half numbers with improvement of infrastructure for vehicle and pedestrian access, but concern remained about infill and expansion of the adjacent Compton sites. OT05 Land off Waterworks Road was also considered for a part site of about half numbers to reduce the impact of traffic and overload of the sewer infrastructure, but concern remained about land level and access. OT04 Park Farm raised particular concern regarding access off Kiln Lane, but it was agreed not to discount the site which was favourable in many other respects and could be another strong possibility with access off Main Road.

A further meeting with Jill Lee, Principal Planning Officer at WCC, would be arranged to discuss the various options, see how the above sites would be viewed, the practicalities of limiting site numbers, changes that might be necessary to the settlement boundary, and guidance about WCC’s further assessment of each site.

To forward with WCC	Cllr Smith/all Councillors/Clerk	asap
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c) Boundary Commission 2023 Review of Parliamentary Constituencies – 2nd consultation

Otterbourne, along with C&S, Hursley and other neighbouring parishes were to have been removed from Winchester to the Test Valley Constituency, but all had objected at the 1st consultation and the boundaries had been re-drawn to include all again within Winchester. The 2nd consultation had not changed this and it was unanimously agreed to submit: ‘Otterbourne Parish Council strongly supports the revised plan to include our parish, together with others within our Ward, within the Winchester constituency as it respects our strong geographic and historic ties with the City of Winchester, together with our natural transport corridor of north/south from Winchester’.

To submit the agreed statement online	Clerk	4 Apr
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d) Highways

i) HCC Lengthsman Scheme – to approve 2022/23 contract and funding £200 for the scheme. Proposed by Cllr Moody, seconded by Cllr King and agreed.

To contact administrator with agreement for contract	Clerk	asap
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ii) Otterbourne Spring Clean campaign

The National Spring Clean event ran from 24 March – 10 April. Cllr Moody had prepared posters for the Otterbourne Spring Clean on Saturday 2 April.

To publicise on the website and notice boards	Cllr Lansdown-Bridge/Clerk	asap
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iii) EV charging point in the village – initial discussion

It was noted that at least one point had been provided by Williams garage and a report on any initiative to provide more on parish land was needed.

To c/f to next Agenda and for report	Clerk/ Cllr Lansdown-Bridge	19 Apr
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iv) Village signs – to discuss proposals by Allbrook PC and Compton & Shawford PC.

Allbrook Parish Council had asked whether Otterbourne would agree to use of the back of the ‘Otterbourne please drive carefully through our village’ sign at the south end of the village on Otterbourne Hill for an Allbrook village sign in an endeavour to avoid more posts. Council unanimously agreed.

Compton & Shawford Parish Council had asked whether Otterbourne would be interested in joining their initiative to create a ‘gateway feature’ at the northern end of the village on Main Road. It was agreed that further information and report was required before decision.

To respond to Allbrook PC	Clerk	asap
To follow up with C&S Parish Council	Cllr Lansdown-Bridge	19 Apr

v) Any other matters arising.

Operation Resilience – work would be taking place in May involving closure of Otterbourne Hill on some occasions and HCC had issued letters to residents.

Park Lane – work was progressing and the narrow access route via Chapel Lane would be monitored for any damage rectification required.

Pedestrian Crossing update from the Transport Delivery Team – the design was currently with the Road Safety Audit and Asset Management team for approval, following which and provided the design was agreed, there would be consultation with the Nisa store and local residents who could be affected by the works prior to implementation. If all went well with the approval and consultation process, a forecast start date was spring/ summer of 2022.

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

i) Village Fete – CCFC had already agreed use of the pavilion on 26 June 2022 and Council unanimously agreed use of the ground.

To notify organisers of agreement	Clerk	asap
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ii) Pavilion – to ratify expenditure of £200 for carpentry and £52.50 for Legionella tests. Proposed by Cllr Stansbury, seconded by Cllr King and agreed.

b) Otterbourne Common

The grant had been approved and funds received from WCC. Work has been instructed and would be scheduled in by the contractor in due course.

14. Report of the Finance and Administration Committeea) Parish Accounts, Payments and Receipts, Investments, End of Year Budget Analysis

It was agreed to retain the 32 day notice accounts until interest rates had increased for the 12 and 6 month fixed term options.

The budget to end of year for expenditure including accruals was forecast at -1% on budget and -3% for total payments. For income, the end of year forecast was + 11% on budget and +14% on total income due to CIL funding and other grants being received. Agreed items and amounts to be carried forward to 2022/23.

Platinum Jubilee	£1,353 plus addition up to	£ 3,000
Allotments Garage	if not invoiced by 31 March	£ 670
Play Park Wetpour		£ 1,350
Open Spaces		<u>£ 1,000</u>
Total for c/f allocated Items		£11,189
Anticipated c/f unallocated balance		£ 1,428

b) 2021/22 Audit

The Internal Audit date had been set for 28 April 2022 with John Murray.

c) Employee Matters

Notification of the Local Government Pay Award in relation to the Clerk's salary had been received at 1.75% backdated to 1 April 2021. Proposed by Cllr Moody, seconded Cllr King and agreed.

To implement Pay Award	Cllr Moody/Clerk	asap
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d) s137 Free Resource – to approve grant of £1,000 towards new Biffa application.

A new funding opportunity towards refurbishment of the village hall cloakrooms had come forward from Biffa, dependent upon support from the Parish Council. Proposed by Cllr Moody, seconded Cllr Smith and agreed.

To notify OVHC and make payment when due	Cllr Moody/Clerk	
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e) Allotments Website – ratification of expenditure £180 towards setting up new website. Cllr Lansdown-Bridge had been working with Paul Valteris to set up the allotments website. The cost was for two year hosting of the website. Proposed by Cllr Moody, seconded by Cllr King and agreed.

f) Roles and Responsibilities – update

It was agreed that Cllr Green would join the Planning and Highways Committee and take-up responsibility for Planning Applications, with Strategic Planning retained by Cllr Smith. Cllr Green also agreed to appointment for the Lengthsman responsibility and Cranbourne Drive Open Spaces, jointly undertaken with Cllr Reed.

To notify for update website and provide background information	Clerk	asap
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15. Risk Assessment and Management – no matters notified.

16. Notification of events and to raise new items for the next meeting – no matters notified.

17. Date of next Parish Council meeting – 19 April 2022 at 7.30 pm.

Meeting closed 9.30 pm.

Report of the Planning Applications and Decisions February and March 2022

Planning Applications

- Case No. 21/02926/HOU 25 Waterworks Road, Otterbourne
Single storey rear extension with a flat roof. First floor extension to side elevation above existing ground floor. **No comment.**
- Case No. 21/03035/HOU Woodlands, Park Lane, Otterbourne
Rear Extension, roof addition, front façade alterations and construction of new garage to front of property.
Comment: A substantial residential development on the current, single storey bungalow, but the new work will be in keeping with other dwellings in the road. However, the dwelling borders an ancient woodland and a main path into Otterbourne Woods and the application provides no detail regarding the protection of trees or woodlands. We suggest it should include a professional arboricultural report regarding the survey of, and protection of trees within, the garden and north of the property relating to protection of woodlands. We also note that no ecology information is included to deal with habitat and any possible bat roost potential.
- Case No. 22/00135/HOU 5 Oakwood Close, Otterbourne
Extension to the front of the property including a garage/storage.

Decisions

- Case No. 21/02957/HOU ‘Purbecks’, Norlands Drive, Otterbourne
Extensions and alterations following demolition and site preparation. **Application permitted**

Enforcements

There are currently five open cases in the Parish.

Statement of Parish Accounts and Payments February and March 2022

<u>a) Bank Statements at 28/02/22</u>	£
Lloyds Treasurers account	12,617.27
Investment Accounts	
32 Day Notice Account (formerly 6 month investment a/c)	17,217.41
32 Day Notice Account (formerly 12 month investment a/c)	<u>29,678.49</u>
	59,513.17

Payments from Lloyds Treasurer's Account February 2022

OB Mrs J Ayre – salary and office allowance	£ 992.98
OB NEST – pension contribution by employer and employee	£ 69.75
OB Redlynch Lappset – springer part from July installation	£ 330.00
OB Melon Engineering – speed sign movement	£ 141.67
OB Premier Grounds – lengthsman green waste	£ 28.80
OB JP Carpentry – pavilion referee's door	£ 200.00
3224 OVHC – hall hire for 2 x planning sessions	<u>£ 130.00</u>
	£ 1,893.20

Payments from Treasurer's Account for Charge Card

Biffa – removal of flytip in Cranbourne Drive Public Car Park	£ 17.49
Amazon – black inks x 2	£ 29.66
Otterbourne Foodmarket – materials for SHELAA response boxes	£ 2.84
Post Office – SHELAA Newsletter x 13 distant parish households	<u>£ 8.58</u>
	£ 58.57
<u>Total all Payments February</u>	<u>£ 1,951.77</u>

Payments from Lloyds Treasurer's Account March 2022

OB Mrs J Ayre – salary and office allowance	£ 992.98
OB NEST – pension contribution by employer and employee	£ 84.40
OB Mrs J Ayre – 1/4ly expenses broadband, telephone, travel	£ 81.66
OB HMRC - 1/4ly tax and NI payment for employer and employee	£ 274.38
OB Cranbury Estate – annual rental for 'Kickabout'	£ 1.00
OB Premlex – new battery for pavilion alarm (free call out)	£ 3.60
OB Clever Digital Stuff – Allotments website hosting fee 2 years	£ 180.00
OB Tony Nelson – bus shelter final clean + notice board repair	£ 183.34
OB Royal Mail – annual PO Box fee	£ 378.00
OB WCC – dog bins final quarter	£ 130.00
OB Taylor and Son – bus shelter staining and maintenance	<u>£ 295.00</u>
	£ 2,604.36

Payments from Treasurer's Account for Charge Card

Smartwater Testing – Legionella testing kit pavilion	£ 52.50
Waitrose – bluetack/sellotape for Planning Information Sessions	£ 1.55
B&Q – Bin Bags and Gaffer Tape for Play Park and Youth Facilities	<u>£ 20.40</u>
	£ 74.45

<u>Total Payments March</u>	£ 2,678.81
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**Hampshire County Council Update: Cllr Jan Warwick, Winchester Downlands
March 2022**

Budget HCC approves £2.4 billion spending on local services in 2022/2023

Plans for the next financial year focus on the county's ongoing work following 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 annual council tax charge for a Band D property will be £1,390.86 – an increase of £0.78 per week, equating to 2.99%, of which 1% is for adults' social care. The budget includes £556.2 million of capital expenditure over the next three years to boost jobs, the quality of the environment and to tackle climate change.

The proposed capital programme includes: • £109 million in new and extended school buildings to ensure there is a school place for every child in Hampshire • £136 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years • £109 million for integrated transport schemes including over £50 million specifically focused on walking and cycling improvements • £95 million for major improvement of school and other County Council buildings and land holdings over the next three years following the £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 that took place in 2021-2022

Transport Infrastructure to 2050

Local Transport Plan 4 (LTP4) is set to be consulted upon later this month (from 10th March for 12 weeks). LTP4 will support improved travel choices by focusing on improvements for walking, cycling and public transport as an alternative to the car for the residents of Hampshire. LTP4 recognises the importance of the strategic road network to the economy as well as the need to decarbonise the transport system.

Cllr Jan Warwick
Hampshire County Councillor
Winchester Downlands
Tel: 07712 695431
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District Report March Draft 2022

IMPORTANT NOTICE: COUNCIL TAX REBATE

Support is being offered to some households from the government to help with rising energy costs.

The payments will be made directly to you from your local authority. To be the first to hear from us about this, sign up to manage your council tax online [here](#).

- [Our website updates can be found here](#)
- [Find the full government statement here](#)

CONSTITUENCY BOUNDARY AREAS: HAVE YOUR SAY

The Boundary Commission for England is holding an independent review of all constituency boundaries in England and is inviting you to have your say on its proposals by 4 April.

To view the proposed new constituencies for your area and share your views click [here](#).

You can join one of the 32 public hearings across the country, if you'd prefer to express your view in person.

Find your nearest event [here](#).

BIODIVERSITY IN OUR DISTRICT

To keep our bees buzzing and our wildflowers blooming, we're cutting back on shearing a select amount of road verges in New Alresford and Badger Farm.

Cutting road verges less often can support 700 species of wildflowers and provides nectar for insects, bees and butterflies.

We're not trialling this work near busy junctions and blind corners to reduce risks and worry for drivers.

This is the second year of the pilot scheme, and we're looking to expand into the other areas over the coming months.

[Click here to find out more](#)

SUPPORTING SUSTAINABLE BUSINESSES

If you run a business you're looking to make more sustainable, you can get financial support from the Low Carbon Across the South and East (LoCASE) of up to £10,000.

The LoCASE programme provide match funded grants to help cover the cost of resource efficiency measures for small or medium sized business. Plus, they can help businesses in the low carbon, renewable energy or environmental goods and services sector to expand and develop.

[Find out more](#)

BUSINESS EXCELLENCE AWARDS

Nominations are now open for the Winchester Business Excellence Awards 2022...

Make your nomination before 28 April! [Find out more](#)

Cllrs Laming, Warwick and Williams