

**MINUTES OF THE ANNUAL MEETING OF OTTERBOURNE PARISH COUNCIL  
17 MAY 2022 AT 7.30 PM IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; King; Green.

In attendance: District Cllr B Laming from Item 9; 3 parishioners; Clerk.

1. **Election of Chair**  
Cllr Smith proposed by Cllr Green, seconded Cllr King and agreed unanimously.
2. **Election of Vice-Chair**  
Cllr Gilbert proposed by Cllr Smith, seconded Cllr Stansbury and agreed unanimously.
3. **Declaration of Interest:** Cllr Green for Item 15 b).
4. **Apologies for Absence:** Cllr Reed; Cllr Gilbert; Cllr Moody.  
County and District Cllr J Warwick; District Cllr H Williams.
5. **Minutes of Meetings**
  - to approve the Minutes of the Finance and Administration meeting 19 April 2022.  
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as a true record for signing by the Chairman.
  - to approve the Minutes of the Parish Council meeting 19 April 2022.  
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as a true record for signing by the Chairman.
  - to record accuracy of the Minutes of the Annual Assembly 3 May 2022  
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as an accurate record for presentation 2 May 2023.
6. **Action Points and Matters arising from Minutes**  
All items had been actioned or would be reported on in the meeting, except for the following:
  - 9) Itchen Navigation concerns – Cllr Reed had reported that the Southampton Canal Trust had recently ceased to exist; other funding would be investigated, including potential application to the Big Lottery and a WCC Crowdfunding option. c/f to July.
  - 12 b) Community pay back scheme -Cllr Reed had sent a letter to the organisers, but no further information had been received. c/f to July.
  - 12 c) iii) Village gateway proposal – no further information had been received from Compton & Shawford Parish Council.
  - 13 ) i) Recreation Ground car park closure signs – installation date 18 May.
  - 13 c) Website notice ‘20 is Plenty’ campaign volunteer – Cllr Smith to forward.  
Website – Elliott Lansdown-Bridge was thanked for agreeing to continue as webmaster.

To c/f items as noted to the July Agenda	Clerk	19 July
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7. **Vacancy for a Councillor**  
Two vacancies existed: one for co-option and one through a candidate calling a by-election. WCC had not advised any request for the latter by the period expiring 18 May. An initial interest had been received and the Chairman had met with the applicant, however, if considered for co-option the area of Otterbourne Hill would be over-represented. It was

agreed that it would be beneficial to see if there were any candidates from other parts of the village ie: Poles Lane, Sparrowgrove area, Oakwood Avenue/Greenacres Drive and Main Road wishing to come forward before deciding on co-option.

To c/f to July Agenda for ongoing consideration	Clerk	19 July
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8. **County Councillor's Report**

The Annual report is attached to the Annual Assembly Minutes.

9. **District Councillors' Report**

The Annual report is attached to the Annual Assembly Minutes.

10. **Local Crime Report**

11 crimes reported in April: 2 thefts; 2 burglaries of businesses; 2 criminal damage; 5 thefts from a motor vehicle.

11. **Open Session for Parishioners**

There were no matters raised.

12. **Committee Terms of Reference, Committees, Responsibilities, Representatives**

Schedule as attached. All Councillors and Representatives had been contacted and had agreed to continue in their current roles. Election of Committee Chairs: Finance & Administration: Cllr Moody proposed by Cllr Smith, seconded Cllr Stansbury and unanimously agreed; Recreation & Amenities: Cllr Gilbert proposed by Cllr Smith, seconded Cllr Green and unanimously agreed. Planning & Highways: No Chair appointed.

To send update to all Councillors and the webmaster	Clerk	19 July
To email Councillor information on Highways matters to Cllr King	Clerk	19 July

13. **Community Events**

Platinum Jubilee: Thursday 2 June: Cllr Green advised that the preparations were in hand for the beacon event on Otterbourne common to be held in conjunction with Allbrook Parish Council. The brazier had been constructed and the table for holding the brazier was at completion. Ratification of brazier cost £1,789; and table construction £1,092+ VAT (both costs to be 50% shared with Allbrook Parish Council). A full Risk Assessment had been made and insurance arranged by the Parish Councils with measures in place to protect the assets, Councillors and volunteers, and members of the public attending. The Schedule of events would start from 7 pm with Morris Dancers, a Bugler, the 14<sup>th</sup> Spitfires Band and local Choirs, culminating in lighting of the Beacon by No 14 Group Royal Observer Corps. Publicity for the event was in hand. Local residents would be informed of the event. Otterbourne Village Fete: Sunday 26 June: Cllr King advised that she would be attending another meeting with the church committee organising the event and that all preparations were progressing well.

To draft letter and arrange for delivery	Clerk/Cllr King	asap
To supply and disseminate publicity	Cllr Smith/Clerk	asap

14. **Report of Representatives to Various Bodies**

Allotments Association: Mr Paul Valteris reported. Collection of the rents was in hand. Many of the allotments had been tidied up. Concern had been raised about the public footpath having been encroached by some Allotment holders, also overgrown vegetation and paving slabs having been placed onto the footpath.

To advise the Clerk and Cllr Reed for action	Cllr Moody	19 July
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15. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcements

Schedule as attached. Cllr Green had followed up on two Enforcements with WCC at Kiln Lane and Highbridge Road.

b) Strategic Planning – to update on the assessment of the SHELAA sites.

WCC had advised that it expected Otterbourne to provide 50-60 dwellings to help towards meeting the housing needs of the District. All SHELAA sites put forward by landowners were outside the current settlement boundary. The timeline for notification of preferred site(s) had been extended to 31 May. Meetings with two Landowners had taken place:

i) OT03 Land east of Main Road: a meeting with the landowners' agent (Gladman). The total site had been detailed by WCC for up to density of 106 dwelling which was far more than that expected by WCC, considered too many for the village to incorporate and harmful to the setting of open countryside and public footpath. The option for a part-site had been put forward consisting of the field bordering the length of Main Road, infilling just as far as the building line between 'The Old Forge' and the houses further up Main Road, bounded by the hedgerows to north/south/east and with access spur off the Coles Mede roundabout. The part site had potential to accommodate up to 55 smaller sized houses of two/three-bedroom size. There had been a positive response from the landowners to this option on the basis that the Parish Council would not support development of the whole site and it would ask WCC to extend the settlement boundary only to include this field. A request had also been made for the landowners to gift the remainder of the site to the parish under s106 agreement and confirmation of this would be obtained. ii) OT05 Land off Waterworks Road; a meeting with the landowners had taken place. The total site had been detailed by WCC for up to density of 24 dwellings which was considered too many for the residential area regarding additional traffic and concern raised in connection with the sewer system. The potential for the site to accommodate a significantly lower number of larger houses ie 5-11 of four-bedroom size had been put forward. It was suggested that roof levels could be retained at 1 ½ height to reduce the impact on the surrounding properties, with high level carbon neutral build and modular construction to reduce site traffic during the build. The TPO area to the front of the site would remain. There was potential for the footpath to the recreation ground to be improved and/or a grant to SOCCT for the long term maintenance of the copses. iii) OT04 Park Farm, Land off Kiln Lane. The total site had been detailed by WCC for up to density of 68 dwellings, but could be considered as an option for a part-site. The landowners had been in contact with the Parish Council and would be entering into discussions with Highways about access. The site was not excluded from ongoing assessment, but further information was needed. Council was aware of the timescale set by WCC to put forward preferred sites by 31 May and having assessed all of the sites and with the information in hand to-date it was unanimously agreed that i) as above was the most favourable at this point to put forward as the preferred option to WCC; meeting expected housing numbers, sustainability, deliverability and community benefit (pending agreement

from the landowners to gift the remainder of the site to the parish); ii) as above was considered a worthwhile secondary option to put forward for consideration, meeting sustainability and community benefit for help towards long term maintenance of the copses. Discussions with landowners as may come forward would continue in order not to exclude other potentially suitable options and WCC would be making ongoing assessment before its public consultation in September.

Concern was also noted regarding information that phosphate levels were very high and all SHELAA sites and planning applications within Otterbourne were currently on hold at WCC until a method was found to reduce this.

To continue to assess the sites pending new information. To follow up with confirmation of agreement re .i) community benefit before response to WCC	All Councillors Clerk Cllrs Smith/Green	ongoing 31 May
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c) Highways

i) Roadside Parking and Speeding – to discuss various concerns raised by residents.  
i) Oakwood Avenue junction with Main Road: request for double yellow lines; there was currently no restriction and potential for a single white line up to Oakwood Close. Cllr Warwick had been asked to forward with Highways for consideration. ii) Boyatt Lane bend at Chapel Lane: request for double yellow lines; it was noted that this would require a public consultation and the current single white line was mostly observed except for some evening parking when enforcement would not be carried out. iii) Coles Mede where the cycle track meets the service road: request at the Annual Assembly for parking restriction to prevent conflict of cyclists with vehicles; it was noted that this section had been in place for several years with no known incidents and was rarely used by cyclists. iv) Poles Lane: request for the 30 mph limit at the M3 underpass to be moved out to the Otterbourne village sign. Following previous reports, Highways had refreshed the 30 mph roundel and ‘slow’ signs and had installed a new pole for the Otterbourne speed sign. Cllr Warwick had approached Highways again, with response that moving the 30 mph sign would only be possible as part of a road safety scheme based upon record of accidents or speeding of which there were none. The Otterbourne speed sign was due in position 17 June for two weeks and would give new data for evaluation. It was noted that the parishioner could be pointed towards becoming a potential volunteer for the ‘20 is Plenty’ campaign and/or Speedwatch.

To follow up re. i) and iv) above	Cllr King/Clerk	19 July
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ii) Any other matters arising

Lengthsman’s visit 4 May: items on Otterbourne Hill had been completed well.  
Operation Resilience: had been in progress and was hopefully near completion.

16. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) General – to approve quotations for two new MMT posts to protect the ground. Cllr Stansbury reported. Quotation from Glasdon + installation: unanimously approved.  
ii) Play Park and Youth Facilities – to receive annual independent safety inspection report. A number of Low and Very Low risks had been noted. Cllr Gilbert had been through the report and identified items for attention.

To follow with Contractors to undertake items	Cllr Gilbert/Clerk	19 July
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iii) Pavilion – to approve quotations.

Cllr Stansbury reported. Cllr Smith raised concern that removal of the graffiti could initiate renewed targeting. It was noted that the graffiti was offensive. Quotation to re-paint over the graffiti on the rear doors by the Handyman was unanimously approved. Council agreed to ask WCC to undertake removal of the graffiti on the rear and to examine the options for anti-graffiti applications. The option of cordoning off the rear pavilion area with a secure, gated, steel mesh fence had been investigated and initial quotation received at £3,000. Council agreed to consider in next year's budget.

To instruct i) and ii) with the work	Clerk	19 July
To contact WCC to remove wall graffiti and c/f to July	Clerk	19 July
To investigate anti-graffiti surface applications	Cllr Stansbury	

b) CCFC – to receive report on 30 April event and update on any other matters.

Following a report by several residents at the Annual Assembly, a meeting had been held between CCFC and Councillors. CCFC had self-referred to WCC Licensing Committee, but had stated that all drink, food, etc, had not been purchased, but gifted by sponsors and the Chairman on a special occasion and that Otterbourne was not an alcohol exclusion zone. The Member of the Public had been directed to report to the WCC Licensing Committee and the matter was for WCC Licensing to finalise. CCFC had comprised a letter to local residents explaining why the event had occurred apologising for any noise nuisance to local houses. Other matters: a game had been played in May, one week after dates agreed due to a last minute league re-arrangement, and this would be offset by the start of friendly season games being delayed by one week. A request to undertake grass reseeding of the pitch, including cordoning off areas in front of the goals, was approved. Plans regarding internal building works had not been progressed.

To draft letter to CCFC	Cllr Smith	19 July
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c) Street Amenities – to approve maintenance quotations to notice board, bus shelter, bench. Sparrowgrove wooden bus shelter quotation for re-stain: unanimously approved. Cranbourne Drive notice board quotation for refurbishment: unanimously approved. Bench at Otterbourne Common Reservoir for re-bolting down: unanimously approved.

To instruct contractor with the works	Clerk	19 July
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## 17. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts

Cllr Moody had authorised the payments schedule and checked the bank statements. Following an increase in interest rates the two 32 Day Notice accounts would be reinvested into 3 month fixed term accounts.

b) Internal Audit – to receive the report.

There were no matters arising in the report and it would be sent with the AGAR.

c) Annual Meeting Matters

i) Standing Orders, Financial Regulations and other Governance Documents – to adopt. Councillors had reviewed all documents at the Finance Meeting 19 April. There being no matters arising, all documents were unanimously adopted.

ii) Assets Register and Insurance, Subscriptions and Donations for 2022/23– to approve. Councillors had reviewed all documents at the Finance Meeting 19 April. There being no matters arising, all documents were unanimously approved. Subscriptions were agreed as HALC £467 and CPRE £36. The s137 limit 2022/23 had been set at £8.82 per electorate (approx. 1215) and grants in the budget were agreed as SOCCT £500; War Memorial wreath £25; Otterbourne Life magazine £120; Winchester Citizens Advice £150; Potential other to be confirmed £300.

iii) Dates of Meetings – to agree for 2022/23.

A list of Parish Council meetings and dates for use by Committees or Work Parties had been issued with the Agenda. All dates were agreed, including the Annual Assembly 2 May 2023.

To send updates to the webmaster	Clerk	19 July
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d) Other Matters – VAT Making Tax Digital (MTD)

HMRC had informed the RFO that all Councils registered for VAT would need to comply. The RFO had investigated three options: i) purchasing compatible software at an annual fee of £200+; ii) using an outside company for access to a bridging package; iii) deregistering for VAT (Form 100) and registering to use VAT Form 126 designed to reclaim tax for organisations with no sales. The RFO had spoken with other RFOs and recommended option iii) as supported by the Finance Chair and unanimously approved.

To de-register for VAT and register to use Form 126	RFO	30 June
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18. Risk Assessment and Management – to receive any matters arising.
19. Notification of events and to raise new items for the next meeting. 21 June Working Party.
20. Date of next Parish Council meeting – 19 July 2022 at 7.30 pm

Meeting Closed 9.10 pm

## Otterbourne Parish Council Planning Report May 2022

### Planning Applications

Case No. 22/00680/HOU St Mary's, Main Road, Otterbourne  
Demolition of existing rear conservatory and erection of a single storey rear extension, and first floor side extension above existing garage and utility room. **Comment; insufficient supporting documentation.**

### Decisions

Case No. 22/00135/HOU 5 Oakwood Close, Otterbourne  
Extension to the front of the property including a garage/storage.  
**Application permitted**

Case No. 21/02594/HOU Otterbourne Manor, Kiln Lane, Otterbourne  
Case No 21/02595/LIS Addition of a roof canopy and gable window to a rear extension granted approval under applications 20/01485/HOU and 20/01486/LIS. **Applications refused.**

### Enforcements

There were six open cases in the parish being investigated by WCC

**Statement of Parish Accounts and Payments May 2022**a) Bank Statements at 30/04/22

Lloyds Treasurer's account £27,094.81

## Investment Accounts

32 Day Notice Account (formerly 12 month investment a/c) £29,680.55

32 Day Notice Account (formerly 6 month investment a/c) £17,218.52

£73,993.88

Payments from LloydsTreasurer's Account May 2022

OB Mrs J Ayre – salary and office allowance £ 1,030.55

OB NEST – pension employer and employee £ 71.16

OB John Murray – internal audit fee £ 225.00

OB Dek Graphics – Annual Assembly printing £ 73.40

OB HALC – annual subscription £ 466.82

OB WCC – annual play area inspection £ 46.50

OB HCC – street lighting Oct-Mar £ 486.08

OB JPS Fire and Safety – pavilion fire inspection £ 66.00

OB Business Stream – standpipes recreation ground £ 12.61

OB CPRE – annual subscription £ 36.00

OB Winchester Citizens Advice Bureau (s137 payment) £ 150.00

OB P Candy – Platinum Jubilee £ 1,789.00

OB P Harris – Platinum Jubilee £ 100.00

OB Cllr D Green – Platinum Jubilee reimbursement of expenses £ 96.75

OB SOCCCT – copse maintenance (s137 payment) £ 500.00

OB Cllr S King – Platinum Jubilee reimbursement of expenses £ 102.09

OB Zurich Insurance – Public Liability additional Platinum Jubilee £ 167.57

OB Read Brothers Engineering – Beacon table Platinum Jubilee £ 1,311.46

£ 6,730.99

Payments from Treasurer's Account for Charge Card £ 0.00

**OTTERBOURNE PARISH COUNCIL  
COMMITTEES, RESPONSIBILITIES, REPRESENTATIVES**

**Council Members**

Mark Smith (Chair); James Gilbert (Vice-Chair); Stacey King; Lesley Moody; Amber Reed; Richard Stansbury; David Green

**Clerk & Responsible Finance Officer (RFO)**

Mrs Julie Ayre

**Committee Members and Responsibilities**

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

**Finance, Administration and Staff Committee**  
*(All Councillors are involved for Finance matters)*

Staff Matters:  
Contracts:

**Cllr Moody (Chair)**

Cllrs Moody & Smith  
Cllr Reed

**Planning and Highways Committee**  
*(All Councillors are involved for Planning matters)*

Planning: Strategic  
Planning: Applications  
Highways:  
Speed Sign:  
Street Amenities:  
Lengthsman:  
Footpaths and Rights of Way:

Cllr Smith  
Cllr Green  
Cllr King  
Cllr Gilbert  
Cllr King  
Cllrs Reed & Green  
Cllr Reed

**Recreation and Amenities Committee**

Recreation Ground/Play Park and Youth Facilities:  
Sports Pavilion:  
Football Club:  
Common:  
Open Spaces:

**Cllr Gilbert (Chair)**  
Cllrs Gilbert, Moody & Stansbury  
Cllr Stansbury  
Cllr Smith  
Cllr King  
Cllrs Reed & Green

**Representatives of Various Bodies reporting to Council and Other Responsibilities**

Otterbourne Allotments Association:	Cllr Moody and Mr R Emery
Otterbourne Village Hall Committee:	Cllr Moody
Otterbourne Conservation Group:	Cllr Stansbury and Mrs V Etteridge
Otterbourne School:	Cllr Moody
Winchester Passenger Transport Group:	
Winchester Action on Climate Change:	Dist Cllr Williams
Sparrowgrove and Oakwood Copse Conservation Trust:	Dist Cllr Williams
Parish Police Partnership:	Cllr Smith
Neighbourhood Watch:	Mrs D Vainorius
Tree Warden:	Mr D Cox
Community Payback Scheme:	Cllr Reed
Footpaths and Rights of Way:	Ms T Layzell
Website:	Mr E Lansdown-Bridge