

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 19 MAY 2020 AT 6.30 PM
HELD BY VIDEO COMMUNICATION**

Present: Cllrs Stafford (C); Stirrup; Stansbury; Moody; Gilbert; Lansdown-Bridge

In attendance: County Cllr Jan Warwick; District Cllr Hannah Williams; District Cllr Eleanor Bell; District Cllr Brian Laming; 1 Parishioner, Clerk

1. Election of Chairman and Vice-Chair

Cllr Stafford was proposed as Chairman by Cllr Stirrup seconded by Cllr Lansdown-Bridge and approved unanimously. The Acceptance of Office agreed to sign later. Cllr Stirrup was proposed as Vice-Chair by Cllr Moody, seconded Cllr Stansbury and approved unanimously.

2. Declaration of Interest: None.

3. Apologies for Absence: None

4. Minutes of Meetings

– to approve the Minutes of the Parish Council meeting 21 April 2020.

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 on a later date by the Chairman.

5. Action Points and Matters arising from Minutes

All items had been actioned or would be reported on in the meeting, except for the following:

11. Litter pick – agreed to schedule a date in September to link up with Otterbourne School.

To c/f to July Agenda	Clerk	21 July
-----------------------	-------	---------

13. b) iii) Boyatt Lane white lines – nothing further to report. Cllr Gilbert would continue to liaise with HCC regarding a date for HCC to visit.

To c/f to July Agenda	Clerk	21 July
-----------------------	-------	---------

14. a) iii) Pavilion Electrical Inspection Report – the work had been scheduled for 22 May.

12. b) iii) Lengthsman – the team had arrived promptly at 8am to cut back the vegetation along the Jubilee Path. They had done an excellent job receiving many compliments for their work from walkers and the Clerk had relayed Council's thanks to their office.

12. c) ii 75th Anniversary of VE Day – nothing further to update.

To c/f to July Agenda	Clerk	21 July
-----------------------	-------	---------

15. Height Restriction barrier ASDA delivery van incident – all information for the reimbursement claim had been sent to ASDA's insurance company.

To c/f to July Agenda	Clerk	21 July
-----------------------	-------	---------

6. County Councillor's Report

As attached. In addition: Kiln Lane – following a resident's report that the surface patching had been poorly done and was a hazard to cyclists, warning signs had been erected along the lane until full repair work could be undertaken. Footpaths and Rights of Way – the Countryside Access Team (CAT) had advised that the 2020 contract for cutting back had been postponed and the work would instead be undertaken by the CAT Rangers. Parishes had been requested to submit a revised priority cutting list and advise other options they might be able to employ to supplement the CAT work. Clarity was needed as to whether the costs incurred for this would be reimbursed to parishes.

To resubmit the five priority routes	Clerk/Cllr Stafford	29 May
--------------------------------------	---------------------	--------

7. District Councillors' Report

As attached.

8. Local Crime Report

6 crimes reported for March in or within 1 mile of Otterbourne: 1 anti-social behaviour; 1 theft from a person; 1 vehicle crime; 3 violent/sexual offences.

9. Open Session for Parishioners – meeting closed by the Chairman for this item

There were no items raised.

10. Vacancy for a Councillor

There were still three vacancies to be filled by Co-option, publicised on the website and notice boards with no expressions of interest had been received.

11. Review and adoption of Standing Orders, Financial Regulations and all other Governance Documents, Insurance and Assets Register, Subscriptions, Free Resource S137.

All documents had been reviewed at the Finance and Administration Committee meeting 19 March. No amendments had been received and all documents were adopted. Subscriptions were noted as: HALC £468 and CPRE £36. The S137 grants in the budget were: SOCCT £800, Winchester Citizens Advice £150, 'Otterbourne Life' £120, War Memorial wreath £25.

To update adoption of all Governance Documents on the website	Cllr Stirrup	16 June
---	--------------	---------

12. Dates of Meetings – to agree dates for 2020/21

A list of Parish Council meetings and dates for use by Committees or Working Parties had been circulated with the Agenda. All dates were agreed.

To update meeting dates on the website and notice boards	Cllr Stirrup/Clerk	16 June
--	--------------------	---------

13. Review and appointment of Committees, Responsibilities, Representatives

The Terms of Reference for the three Standing Committees had been reviewed at the Finance and Administration Committee meeting 19 March. No amendments were received. Council agreed Tracy Layzell as the new Footpath and Rights of Way Representative reporting to Cllr Stafford. All other appointments were agreed.

To update on the website	Cllr Stirrup	16 June
--------------------------	--------------	---------

14. Report of Representatives to Various Bodies

Allotments: The annual rents totalling £824.40 had been received. The trees along the Chapel Lane boundary had reached the electricity lines and the Tree Warden would be asked to take a look and advise about cutting back.

Police Parish Partnership: the Beat Surgery on 26 May had been cancelled.

Conservation Group: a large tree branch in Sponder's Mede had snapped during the recent high winds and quotes were being received for removal.

SOCCT: concern had been raised about the parcel of land to the SW of Waterworks Road bordering Oakwood Copse. District Cllr Williams as Chair of SOCCT had engaged with residents, the landowner, WCC and the Clerk. About 10 trees had been removed, but these were not considered to breach any Tree Preservation Order. Levelling of the land, a drainage ditch and pipework had been installed which did not require planning consent. A boundary fence had been removed and the landowner had agreed to confirm the new fence line with SOCCT before installation. It was known that the land had been included in the WCC Strategic Housing and Employment Land Availability Assessment (SHELAA). This was a means by which landowners could bring availability of their sites to the attention of the District Council for potential development, estimated at 24 homes on this site, but it did not mean it would be allocated or agreed for residential use. Cllr Bell added that the majority of landowners put forward their land in this way.

Neighbourhood Watch: 7-13 June had been designated Neighbourhood Watch week in recognition of its inception 35 years' ago.

15. Report of the Planning and Highways Committee

a) Planning

i) Applications and Decisions – as the attached Schedule.

ii) Enforcement – WCC had been asked to investigate the significant amount of earth movements taking place around the part-constructed barn at the HWM site on Kiln Lane.

iii) EBC Local Plan – report on the Action against Destructive Development (ADD) campaign.

Following the Inspector's Report, an ADD Webinar had been held on 29 April to update residents. It was later reported that Jackie Porter, the WCC Cabinet Member for Built Environment and Wellbeing, had agreed that as the Inspector had rejected the Eastleigh Local Plan proposal for options B/C and the North Bishopstoke link road, there should be no reference to safeguarding the route of the road in the emerging Winchester Local Plan review.

b) Highways

i) Pedestrian crossing on Main Road – to receive update report

The HCC Transport Planner, Ben Brooks-Martin, had made contact on 30 Apr to advise HCC was preparing to engage on the Feasibility Study. Cllr Jan Warwick had drawn together other involved parties to ensure transparency of and access to the various works that had already taken place over the past months, including the various plans, data analysis, correspondence and funding commitment by WCC. On 4 May, Andy Shaw, HCC Principal Transport Planner, had indicated that the construction of the crossing itself was likely to cost in the region of £50k with further measures such as speed reduction, design fees, etc, likely to bring the total to between £100k-£150k, subject to detailed site investigation. This would place the deposit charge, payable by the Parish Council for the Feasibility Study, in the range of £10,500 as anticipated. Cllr Stafford had responded to Andy Shaw and Ben Brooks-Martin thanking them for the updated information and asking what the next steps and likely start for the study might be following their meeting with the Highways Engineer scheduled for the week commencing 18 May.

To continue to liaise with HCC, Cllr Warwick and report back	Cllr Stafford	21 July
--	---------------	---------

ii) Cranbourne Drive Car Park – Proposal for expenditure £150 for sign and to approve design. Consent to place the sign on lamp post No. 2 had been received from SSE. Council agreed the expenditure and sign construction as per quotation in metal measuring 300 mm x 400 mm, with a white background and black message *Thieves operate in this area*.

To instruct Hampshire Printing Services	Clerk	21 July
---	-------	---------

iii) Other Matters – there were no further matters reported.

16. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General – ratification of £95 for repair of the height restriction barrier.

The damage caused in early April by the ASDA delivery van had been repaired and the barrier was fully operational. Ratification of £95 agreed by Council.

ii) Play Park and Youth Facilities – to report on preparations for cleaning and painting in July. It was agreed for the Chair of R&A to engage with ex-Councillor Katherine Reese regarding involvement of residents in a community repainting project and to discuss further.

To c/f to Working Party meeting 16 June	Cllr Gilbert/Cllr Moody	16 June
---	-------------------------	---------

iii) CCFC – to determine in principle the request for installation of CCTV on the pavilion. The Clerk and Cllr Lansdown-Bridge had examined various concerns arising from the request to install a 4 x CCTV camera on the exterior walls of the pavilion. There were two main issues identified: installation and operation. Hampshire Legal Services (HLS) had provided clarification that a Variation to the Lease would not be required in order to agree to installation and that the matter could be dealt with by a letter of authorisation. HLS had clarified that all Data Protection issues for operation would be under the control of CCFC. They also identified a number of Data Protection requirements that would need to be met by CCFC prior to any consent being given and these had been set out in a draft letter to CCFC for Councillors to view prior to the meeting. Councillors voted unanimously for the CCTV installation in principle, pending the Data Protection and any other requirements being met by CCFC.

To write to CCFC as per the draft letter	Cllr Stafford	21 July
--	---------------	---------

17. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts

The financial statement had been circulated with the Agenda and was noted.

b) Audit

The Finance Committee had received a copy of the internal auditor's report and there were no matters raised. The RFO was thanked for another completed internal audit. The Annual Return had been submitted to the external auditor. The Notice of Public Rights for Inspection of the accounts would be posted onto the website and notice boards on 12 June.

To post Notice of Public Rights for Inspection	Clerk	12 June
--	-------	---------

c) Communication – to agree on utility of MailChimp and policy for distribution of information. Following a significant change to Council numbers and members it was agreed to review the matter before taking forward. Two briefing notes had been issued to all Councillors prior to the meeting: i) setting out the background and proposed use to reach parishioners who had signed-up with their email address in order to keep them better informed about important

and/or time sensitive information; ii) setting out that the use of a business ‘marketing tool’ was inconsistent with the function of a parish council, that it was open to unknown subscribers and that the parish website and notice boards already fully publicised information. Councillors discussed the matter and a vote was taken: that the Council adopt the use of MailChimp as a means of disseminating time sensitive and/or important information direct to those who have signed up with their email address, to receive such information which may include, Minutes of meetings, Annual Reports, Newsletters etc. Only information received from either the Clerk or the Chairman would be sent in line with the adopted Policy for Dealing with the Press and Media. Vote recorded: 5 in favour; 1 against.

To draft policy and take forward MailChimp usage	Cllrs Stafford/ Lansdown-Bridge	21 July
--	------------------------------------	---------

18. Risk Assessment and Management

The Old Parsonage: a dead tree on the boundary with the pavement had been reported to them.
Pavilion: tests for Legionella would be made prior to start-up use again by CCFC.

To purchase Legionella sampling kit and conduct testing	Clerk/Cllr Stansbury	Asap
---	----------------------	------

19. Notification of events and to raise new items for the next meeting

Working Party meeting 16 June; Cancellation of Otterbourne Village Fete Sunday 28 June.

20. Date of next Parish Council meeting – 21 July 2020 commencing 7.30 pm

Meeting closed 7.30 pm.

Statement of Parish Accounts at 30/04/20

	£
Lloyds Treasurers account	26,075.22
Lloyds 12 month account to 24/07/2020 at 0.15%	29,190.00
Lloyds 6 month account to 02/06/2020 at 0.75%	<u>10,000.00</u>
	65,265.22

May 2020 Payments from Lloyds Treasurer’s account

Online Payments Total	£ 3,255.11
Cheque Payments Total	<u>£ 36.00</u>
Total Payments	£ 3,291.11

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

Schedule of Planning April**Planning Applications**

Case No PLAN/DS/WR018
26 May

Veolia Environmental Services (Hampshire) Ltd
Poles Lane, Otterbourne
Variation of Condition 10 of Planning Permission 15/02090/HCS
to amend lighting on site. To be determined by HCC.
No comment

Decisions Received

Case No. 20/00321/AVC

Richmond House, Main Road, Otterbourne
1000 mm x 595 mm oblong illuminated hanging sign
Application permitted

Case No. 20/00389/HOU

7 Oakwood Avenue, Otterbourne
Two storey rear extension and partial garage conversion
Application permitted

Case No. 20/00474/HOU

25 Oakwood Avenue, Otterbourne
Two storey rear extension and garage conversion.
Application permitted

20/00534/LDP

Tree Tops, 78 Cranbourne Drive, Otterbourne
Single storey side extension at rear of property with pitched roof
to match existing. **Lawful Development Certificate – permitted**

20/00537/HOU

89 Cranbourne Drive, Otterbourne
Single storey replacement extension to existing garage
Application permitted

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

Council Members

Kevin Stafford (Chairman); David Stirrup (Vice-Chair); James Gilbert; Elliott Lansdown-Bridge
Lesley Moody; Richard Stansbury

Clerk & Responsible Finance Officer

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:

Website:

Cllr Moody (Chair)

Cllrs Moody, Stafford & Stirrup

Cllr Stirrup

Planning and Highways Committee

(All Councillors are involved for Planning matters)

Planning:

Highways:

Speed Sign:

Street Amenities:

Lengthsman:

Footpaths and Rights of Way:

Cllr Lansdown-Bridge (Chair)

Cllr Stafford

Cllr Lansdown-Bridge

Cllr Gilbert

Cllr Lansdown-Bridge

Cllr Stirrup

Cllr Stafford

Recreation and Amenities Committee

Play Park and Youth Facilities:

Sports Pavilion:

Football Club:

Common:

Cllr Gilbert (Chair)

Cllrs Gilbert, Moody & Stansbury

Cllr Stansbury

Cllr Stafford

Cllr Stirrup

Representatives to Various Bodies reporting to Council and Other Responsibilities

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Otterbourne School:

Twyford Patient Participation Group:

Winchester Passenger Transport Group:

Winchester Action on Climate Change:

Sparrowgrove and Oakwood Copse Conservation Trust:

Parish Police Partnership:

Neighbourhood Watch:

Tree Warden:

Otterbourne Footpaths & Rights of Way:

Otterbourne in Bloom:

V.E Day 75th Celebrations:

Cllr Stafford and Mr Ron Emery

Cllr Stirrup

Cllr Stansbury and Mrs Val Etteridge

Cllr Stafford

Vacant

Cllr Lansdown-Bridge

Dist Cllr Williams

Dist Cllr Williams

Cllr Stafford

Mr John Romero

Mr David Cox

Ms Tracy Layzell

Cllr Moody

Cllr Stafford

Update from Hampshire County Councillor Jan Warwick

Household Waste Recycling Centres are now open across the County. There will be appropriate social distancing and queuing measures in place.

Hampshire Countryside Parks -The car parks at the following Country Parks are open: Royal Victoria, River Hamble, Queen Elizabeth and Lepe – normal hours and parking fees apply. Toilets are accessible too. Visitors should continue to follow the social distancing guidelines in place to protect everyone from Coronavirus. Lepe Country Park is open 7am to 7pm daily

Alcohol and drug treatment -Hampshire County Council continues to offer free support for new and existing clients who are dependent on alcohol and drugs via telephone and online contact during the coronavirus crisis at www.inclusion.hants.org . This service also supports family or friends who may be worried about someone. You can ask for help using the online referral form or call 0300 124 0103.

Schools All parents of children due to start school in September have now sent the outcome of their application. We await announcements on any plans to re-open some schools and classes on 1st June.

Hampshire Library Service has been gradually building its online offering over the last few years and use of the digital service has steadily grown.

To access the free digital resources (audio and e-book for adults and children) on offer from Hampshire Libraries, visit <https://www.hants.gov.uk/always-open-online> where you can find a host of resources, and instructions on how to join.

Cllr Jan Warwick

Hampshire County Councillor Winchester Downlands

Email: jan.warwick@hants.gov.uk or Telephone 07712 695431

May 2020

District Councillor Report for the Community News

We're working to support you

Staying at home other than for essential trips has a significant impact on us all. Your council is here to help you if you are feeling vulnerable during this extended lockdown period. And we're making sure essential services like waste collections, emergency housing repairs and benefits helplines all continue to run.

Concerned about your Council Tax?

We can provide support and advice on payment plans to help you if you're struggling financially to pay your Council Tax. You can call 01962 848 288 or email counciltax@winchester.gov.uk

If you currently pay Council Tax over 10 months, we can spread your instalments over 12 months or alter the timing of your payments. Please contact us for further information or see our website pages [here](#).

(<https://www.winchester.gov.uk/benefits>)

And there's more help available...

If you are unemployed, claiming benefits or on a low income, then our Benefits & Welfare team can help you to claim Council Tax Reduction. This will help you to pay your Council Tax. They can also help with claiming: Second Adult Rebate – where you are single, pay Council Tax but share your home with another adult who is on a low income and does not pay rent

Housing Benefit – which can help you with your rent payments.

Discretionary Housing Payments (DHP) – this can provide you with extra help to meet your housing costs. For example, where there is a shortfall between your Housing Benefit, or Universal Credit housing costs, and your rent liability. You must be claiming Housing Benefit or Universal Credit with housing costs.

For further information, or to make a claim for these benefits, please visit www.winchester.gov.uk/benefits or phone 01962 848 539.

To find out more about Housing Benefit, or if you will need to claim Universal Credit from The Department for Work & Pensions, then please visit www.gov.uk/housing-benefit

Safe homes for our tenants

Landlords shouldn't be evicting their tenants at this time but some may be trying to, or at least making life difficult to tenants. If you think your landlord is not maintaining your property safely, you can contact our Private Sector Housing team on 01962 848 381 and they will investigate. If you feel you are being threatened with homelessness, they can contact the Housing Options team on 01962 848 163. If you live in a council house and are concerned about paying rent please contact our housing team on 01962 848 205.

Getting help

The Winchester City Council Local Response Centre is now assisting vulnerable residents during the COVID-19 crisis lockdown. If you're self-isolating and don't have anyone nearby who can support you, we can help arrange the collection and delivery of food, prescription medicines and other essential items; we can also put offer you someone you can chat to on the phone.

Call HantsHelp4Vulnerable on 0333 370 4000 or visit the COVID-19 support pages on the city council [website](#). (<https://www.winchester.gov.uk/get-help>) Once your query is referred to us our team will look to respond to you directly or pass your details onto the community group closest to where you live. You may wish to look up the nearest support to your home – groups in the city can be found here and from across the district [here](#). (<https://www.winchester.gov.uk/get-help/city-support>)

Service updates

Some services have needed to make changes due to the impact of COVID-19 – to find out about service changes click [here](#). (<https://www.winchester.gov.uk/covid19/service-changes>)

Waste & recycling collections

Household waste and recycling collections are running to schedule with around 95,000 collections still happening every week. We're collecting more waste at the moment as households are continually at home - this means the crews are having to empty the lorries more frequently during a round. Therefore we're asking you to help crews by putting bins out by 6.15am to ensure crews extra time to do their rounds safely. All the latest information on waste collection service is [here](#). Although our crews wear gloves, to keep them safe and well we'd be grateful if you could disinfect their bin handles when they put the bin out. We really want to keep our waste collections running to schedule for as long as possible so we have temporarily paused our bulky waste service to move staff across to support the essential household rounds. We know that residents are concerned about this, but in this unusual time we are asking people to store any bulky items until we can collect them. The latest advice relating to reducing waste from Hampshire County Council is [here](#). (<https://www.hants.gov.uk/wasteandrecycling/smartliving>)