

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD IN  
THE BIANCHI ROOM, OTTERBOURNE VILLAGE HALL  
TUESDAY 16 APRIL 2013 AT 7.30 PM**

**Present:** Cllrs W Jones (Chairman); M Acton (Vice-Chairman); R Kelly; C Barton-Briddon; W Doherty; R Stansbury; D Stirrup; R Reeves; Clerk

**In attendance:** County Cllr C Bailey; District Cllr M Southgate; District Cllr J Warwick; Mrs P Wrightson; Mr R Emery; PCSO Michelle Gay; 40 Parishioners; Clerk

1. **Apologies for absence:** Dick Oldham
2. **Welcome:** The Chairman, Cllr Will Jones, welcomed all to the meeting.
3. **Minutes of the 2012 Annual Assembly.**  
These had been distributed to those attending. The Minutes had been approved for presentation to the Annual Assembly by Councillors at the May 2012 Parish Council meeting. Proposed at the Annual Assembly as an accurate record: Mrs P Wrightson, seconded Mr R Emery, approved and signed.
4. **Chairman's Report for 2012/2013**

**Parish Council Matters**

The Chairman, Cllr Will Jones, thanked all for coming to the meeting. There were seven Parish Council meetings during the year and Parishioners were always welcome to attend and give their comments at the Open Session. On months between Council meetings, working parties were held to progress items pertaining to the village. The Parish Council was made up of nine Councillors and was currently at full complement following the recent co-option of Stephen Young. During the course of the year there had been several changes in the Council. Councillors David Stirrup, Richard Reeves, Richard Stansbury and Mike Pechkaytis had been co-opted and thanks were given to Mike Pechkaytis who unfortunately had had to resign earlier in the year. Cllr Mary Acton was thanked for her role as Vice-Chair and Chair of Recreation and Amenities; Cllr Russell Kelly for his role as Chair of Finance and Administration. The Clerk, Julie Ayre, was thanked for her work and the advice and support given to Councillors. In addition the work of the many volunteers in the village was acknowledged: Philippa Wrightson who unfortunately had resigned as Tree Warden after many years of work, Keith Smith for his ongoing work on airport matters, Ron Emery as Chair of the Allotments Association, Paul Weir for maintaining the website, Kathy Mantell for leading the Neighbourhood Watch team, Suzanne Hudson and Valerie Etteridge for Joint Chair of the Conservation Group. Appreciation was given to the County and District Councillors for their work representing the village, in particular to County Cllr Charlotte Bailey who was retiring in May for the considerable help and advice given to Otterbourne over the years.

**Village and Village Groups**

The Chairman continued with matters relating to the village and its excellent facilities and groups. The Village Hall offered extensive facilities and groups were active throughout the year; the Conservation Group looked after Sponder's Mede Nature Reserve and the Old Graveyard in Kiln Lane; the Sparrowgrove and Oakwood Copse Conservation Trust worked and cared for the two copses; St Matthew's Church had raised sufficient funds to repair its turret and Otterbourne School had just opened its new green classroom. There was also a thriving football club and cricket club with junior clubs working alongside. The village was

fortunate to still have good quality inns and restaurants, a village shop, post office and excellent bus service.

### **Village Events**

The Parish Council had organized two village events last year: the Jubilee Path which led to the River Itchen had received help from Southern Water, Clancy-Docwra, Hampshire County Council and ex-Chairman Dick Oldham and the planting of the Jubilee Oak tree on the Common. For 2013/14, a further village event was planned on the Common in August and in commemoration of the 100<sup>th</sup> anniversary of the First World War, a working party was looking at improving the area around the War Memorial.

### **Presentation**

The Chairman made a presentation on behalf of the Parish Council to Mrs Gaines who was reluctantly retiring at the end of April after cleaning the village bus shelters for 34 years. Mrs Gaines responded in a short speech saying how she would miss the job which had led to many village friends and acquaintances over the years.

## **5. Report by Cllr W Jones, Chair, Planning and Highways Committee**

### **Planning Matters**

The Planning and Highways Report was presented by the Chair, Cllr Will Jones. The Chair thanked his Committee members: Cllrs Mary Acton, Chris Barton-Briddon, Wendy Doherty, David Stirrup and Richard Stansbury for their help in considering the many Planning Applications during the year. The Village Design Statement had been an important document when considering the applications and a village survey was planned in order to review and update it. The most important strategic planning matter during the year had been the consultation on the Winchester City Council Local Plan Part 1 which had now been published. The Parish Council had supported the maintenance of the green gaps between villages, the existing settlement boundaries and that any future development should retain the current character of the village. Cllr Mary Acton had attended the Independent Inspection review of Part 1 to present Otterbourne's case. Cllr Acton advised that there was a presumption of development unless a plan was submitted by the District. WCC had acted extremely well in delivering this and advising settlements proposed for development. The Inspector had agreed Local Plan Part 1 but had advised that Part 2 could overturn certain points. It was therefore important that Otterbuorne was actively involved in commenting on Part 2 of the Local Plan using the results obtained from a planned village survey.

### **Highway Matters**

On highway matters, several measures had been introduced to help with reducing traffic speed and improving safety. New village signs had been installed at the entrances to the village reading 'Otterbourne, please drive carefully through our village' and 30 mph roundels had been painted on the roads at these points. The flashing speed sign continued to feature every fifth week in the village; the Community Speedwatch programme had been examined and would be considered again at a future point. Safety railings had been installed at the end of two footpaths where they met Main Road and progress was being made for a simple crossing point with dropped curbs and bollards opposite Williams garage. Consultation had taken place with HCC to help resolve the parking concerns around the free car park on Cranbourne Drive and extension of the line markings had been agreed. Blocked drains had been an ongoing issue and many requests for clearance during the year had been made and were still being pursued. Otterbourne had been one of the Lead Parishes for the shared Lengthsman Scheme and the Clerk was thanked for her role in co-ordinating the group of eleven parishes. The scheme had brought benefit to the village along the verges and pavements and would be continuing for a second year.

## 6. **Report by Cllr Mary Acton, Chair of Recreation and Amenities Committee**

The Recreation and Amenities Report was presented by the Chair, Cllr Mary Acton. Three new Councillors had joined the Committee since last year. Cllr David Stirrup had taken responsibility for the Common and had worked on repair of the bunds and posts as well as negotiation with Winchester City Council regarding parking concerns. Cllr Richard Reeves had taken responsibility for the play park and youth facilities areas at Oakwood Park recreation ground. Weekly health and safety inspections had been made throughout the year, nonetheless accidents still occurred from time to time and the help of parents and carers was requested to prevent this as far as possible. Cllr Reeves had also taken up the project to refurbish the youth facilities area which would feature in the village survey. Cllr Richard Stansbury had become the main link with the Conservation Group and helped with useful background on the countryside areas within the Parish. Cllr Barton-Briddon had continued as the Parish Council's representative to the Allotments Association and supported on other matters. The new cricket pitch at the rear of Elderfield had progressed during the year and thanks were given to parishioner, Marc Meers for his continued work on this. There had been a concerted campaign to help reduce dog fouling both at the recreation ground and other areas within the village. This had had limited success and was an ongoing issue which would be progressed. In order to increase easily accessible open space areas for the village, an area of land at the rear of the newest Greenacres development had been investigated. The matter of land ownership was currently with Winchester City Council and Southern Water. It was hoped to establish a linking footpath to the recreation ground and different options would be explored.

## 7. **Report by Cllr Russell Kelly, Chair of Finance and Administration Committee**

The Finance and Administration Report was presented by the Chair, Cllr Russell Kelly.

### **Audited Accounts 2010/11**

The accounts for 2011/12 as presented had been returned by the External Auditor with no recommendations made.

### **Unaudited Accounts 2011/12**

The unaudited accounts for 2012/13 were presented. The main items of income were: the Precept (£30,276); Sports Club rent (£1,640); Allotment rents (£724); Bank interest (£344); the WCC Open Spaces fund and other grants (£4,350). The main items of expenditure were: administration costs including the Clerk's salary, insurance, audit and legal fees, subscriptions and office running expenses (£15,557), recreation ground and open spaces maintenance (£9,601), street furniture and Jubilee events (£5,893), village signs, hedges and war memorial maintenance (£2,380), Churchyard expenses (£630) and donations to SOCCCT and the Parish magazine (£545).

### **Spending Plans for 2013/14**

The budget had been kept tight resulting in a Precept of £31,541 equating to a 1% net increase from 2012/13. Reserves had been maintained at a good level and funding for projects such as the youth facilities refurbishment, maintenance of the Jubilee path and improvement of the area around the War Memorial had been facilitated. The Chairman advised the question as to whether Parishioners would be prepared to have further increase in the Precept in order to fund projects would be part of the village survey.

### **Administrative Matters**

The Committee had attended to administrative matters to ensure procedures complied with regulations. To this end, review of the Council's Standing Orders and Financial Regulations, the insurance of assets, risk assessment, the internal audit procedures and banking arrangements had taken place. Cllr Kelly thanked his fellow Committee members and welcomed suggestions or requests for expenditure to be considered next year.

## 8. Questions from the floor, Police, County and District Matters

### Police Report

10 reports of anti-social behaviour; 2 burglaries of sheds/garages; 1 attempted dwelling burglary; 5 reports of criminal damage; 16 reports of suspicious behaviour; 14 reports of theft/obtaining by deception; 2 reports of theft from a vehicle. The crime level was considered low overall.

### Questions from Parishioners

- 1) A question was raised regarding the capability of the current drains and sewers to cope with any further development. There had been problems in the past relating to the main sewers in Sponder's Mede and dwellings at the lowest point of the village would suffer. A parishioner seconded this view with concerns about a 65 bed care home agreed on the former site of The Captain Barnard PH. The Planning and Highways Chair advised that this concern would be one echoed throughout the village and that the Parish Council would flag this up with regard any potential development application.
- 2) A question was raised regarding the new Greenacres Open Space land and footpath link to the recreation ground. Cllr Acton advised that the legal transfer of the land was still progressing to WCC. It was hoped to link the land to the recreation ground as detailed on the Greenacres development agreement. Southern Water was currently establishing ownership of the connecting land. The Parish Council was aware of residents' concerns and would explore options.
- 3) A question was raised regarding the Greenacres Open Space with regard proposed use and maintenance of the land. There was currently a stream running to a balancing pond on the land with a bridge. These areas were maintained by the Greenacres Management Committee and it was asked that consideration be given to work with the Committee to take over this responsibility. Also that use of the amenity land would not include recreational space for playing games, but become a nature reserve with low footfall along the lines of Sponder's Mede.
- 4) A question was raised regarding dog fouling with request for a bin on the Jubilee Path. It was advised this was not possible as the bins had to be within a certain distance of the WCC collection vehicle used. Cllr Acton advised this matter had been prominent on the Agenda over the past year and would form part of the village survey.
- 5) A question was raised regarding the Football Club and its use of the recreation ground versus its value to the village as few players were from Otterbourne. It was advised that besides rental, the rates for the pavilion were paid by the Football Club and the insurance of the pavilion was enabled and greatly reduced by the tenancy.
- 6) Cllr Mike Southgate in his capacity of SOCCT trustee thanked the Parish Council for its donation of £400 given in 2012/13.
- 7) A Parishioner asked for an update on the Kiln Lane layby at the old Churchyard. County Cllr Charlotte Bailey advised that HCC had established the area which was to be returned to layby and was working with the landowner on the best way to remove the wall and reinstate the verges and car parking area for public use.
- 8) A Parishioner asked for an update on the large gated entrance further down Kiln Lane and was advised this was still being followed-up by WCC Enforcement.
- 9) County Cllr Charlotte Bailey thanked the Parish Council for its continued good work in the village.

**The Chair closed the meeting at 8.35 pm.**