

## **MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD IN THE BIANCHI ROOM, OTTERBOURNE VILALGE HALL 2ND MAY 2023 AT 7.30 PM**

**Present:** Cllrs M Smith (Chairman); J Gilbert; R Stansbury; S King; D Green

**In attendance:** 22 Parishioners; Clerk

1. **Apologies for absence:** Cllr L Moody;  
County and District Cllr J Warwick; District Cllrs B Laming and H Williams
2. **Welcome:** The Chairman welcomed all to the meeting.
3. **Minutes of the 2021/22 Annual Assembly**

The 2021/22 Minutes had been approved as an accurate record at the Parish Council meeting 17 May 2022. There were no comments raised. Proposed by Cllr Moody; seconded Cllr Green and agreed for signing by the Chairman.

### **4. Chairman's Report for 2022/23**

The Chairman thanked Amber Reed and Les Weymes who had stepped down from the Council for their invaluable contribution and his fellow Councillors for their continued work and support. The Council was also very fortunate to have the support and advice from the long-standing Clerk, Julie Ayre, and from the many volunteers and helpers within the community, including: the Tree Warden, Southampton International Airport Representative, SOCCT members, the Conservation Group, the Village Hall Committee, Allotments Association, Neighbourhood Watch contributors, Footpaths Representative, litter pickers and rota for the evening closure of the recreation ground, the volunteers with the Scouts, the webmaster, the team who produced and delivered the Parish Church magazine and the organisers of the Village Fete. The County and its District Councillors, Jan Warwick, Hannah Williams and Brian Laming were also thanked for their contributions and assistance.

The Chairman outlined significant projects that had taken place over the past year which included the completion of the zebra crossing by the Nisa store on Main Road and the Queen Elizabeth II Platinum celebration jointly held with Allbrook Parish Council as a beacon event on Otterbourne common. The Parish Council had challenged Southern Water after two outages suffered by the village and surrounding areas, in particular raising concerns about the Priority Service Register and supply of bottled water to vulnerable people. It had also participated in the Southern Water Draft Resource Management Plan and had commented on costs for future projects which would impact upon all of its customers. Proposals from Southampton Airport relating to new aircraft routing had been challenged regarding its consultation with the local community at the design stage and Dr Keith Smith was thanked for his knowledge and input in presenting concerns which had been submitted to the Civil Aviation Authority and were currently being taken forward by Steve Brine MP.

Events being planned for 2023 included a joint celebration with Allbrook Parish Council for the King's Coronation which would follow the national guidelines of a Big Lunch to be held as a picnic on Otterbourne common; also, the installation of a memorial garden for the Late Queen Elizabeth II on Cranbourne Drive; and the annual Village Litter Pick to be held on Saturday 20<sup>th</sup> May meeting at 10 am at the village hall.

The Council was short of three councillors to meet its full complement: some areas within the village were in need of representation and there was a limit that current councillors could undertake for the benefit of the parish. A Councillor to have responsibility for sustainable energy and climate change was needed and also for Footpaths and Rights of Way and to take up concerns reported along the Itchen Navigation. Interested residents were asked to contact the Clerk via the Parish web page or to have an informal chat with any Councillor.

## 5. **Report of Planning and Highways**

### **Planning Applications, Decisions, Enforcements – Cllr David Green reported.**

Over the past year Councillors had regularly reviewed all planning applications with a majority view formed for Comment to WCC. Cllr Green thanked his fellow Councillors for their input and Dave Cox, a qualified arboriculturist, for his invaluable support as the Village Tree Warden. A total of 31 applications had been received during the year with one objection raised by the Parish Council and comments made on seven others. All applications processed by the Parish Council, including the case where an objection had been raised, had been granted permission by WCC. There was one planning appeal in process with a decision awaited from the Planning Inspector. The majority of applications related to extensions and alterations where a similar number (23) had been processed to the previous year. One commercial application had been received concerning conversion of The Old Parsonage into 16 flats with status undecided by WCC. Two other applications had been received relating to Variation of Planning Conditions for the position of a stable block and a mobile family home annex. Five Tree Planning Orders had been processed with comments received from the Tree Warden on all applications. There were four current Enforcement Cases being investigated by WCC that continued to be a concern in the more outlying areas of the Parish and one long-standing one had recently been closed.

### **Strategic Planning – Cllr Mark Smith reported.**

The Winchester Local Plan to 2039 was still in progress and the document relating to the Reg 19 Local Plan stage was anticipated towards the end of 2023 before submission to the Planning Inspectorate and public examination. Otterbourne and Winchester Councils had offered links for parishioners to comment on the Plan at the Reg 18 stage that closed in December 2022. The Parish Council had fulfilled its brief and identified a piece of land (a partial site of land east of Main Road) for between 50-60 dwellings as being the most suitable for the housing needs of Otterbourne due to sustainability, the benefit offered to the community, and the most appropriate fit within the fabric of the village. Although preferred sites had to be submitted to WCC by May 2022, Councillors continued to engage with developers and landowners of other sites in the village who had presented proposals after the deadline, sign-posting them to WCC Planning Department to take forward. More recently, a startup office space proposed by InCuHive in the neighbouring parish of Compton & Shawford had been received and the Parish Council would continue to assess the proposal's impact on the village as the site access would be off Poles Lane.

### **Highways and Street Amenities – Cllr Stacey King reported.**

Following many years of pursuing an improved pedestrian crossing point on Main Road at the Nisa store, the installation of the zebra crossing had been a significant achievement with thanks for support from County Cllr Jan Warwick and Winchester City Council for CIL funding. A street lamp was planned for installation by HCC to better illuminate the crossing in the near future. The restriction for parking on Oakwood Avenue close to the junction with Main Road had received a further request for implementation. A new contractor for cleaning the bus shelters

had commenced in 2022 and was proving successful; three of the bus shelters had recently been vandalised, a police report had been made and a clean-up undertaken.

### **Lengthsman Scheme – Cllr Green reported.**

The village continued to be visited by the Parish Lengthsman team with a great deal of work carried out during the year clearing pavements, cutting back vegetation on verges and overhanging bushes and the clearing of gullies etc. The scheme was expected to extend for the coming year and the worksheet had been prepared for the first visit in May.

## **6. Report of Recreation and Amenities**

### **Recreation Ground – Cllr James Gilbert reported.**

The recreation ground continued to be a well-used facility for the village through the use of the play park, MUGA area, football club and by dog walkers etc. Colden Common Football Club had continued use of the ground, although with the reduction in teams there had been less use of the pitch in the first half of the season and following the flooding issues in the pavilion there had been no use of the pitch since Christmas. The repairs to the interior of the pavilion had been finalised with new plastic pipework installed in the roof. The majority of the repairs would be subject to a claim under the Parish Council's insurance. Cllr Stansbury was thanked for his input in dealing with the extra workload.

Following major maintenance to re-surface the path leading to and within the play park, there had unfortunately been further cracking of the new surface and discussions were underway with the contractor about options to fix the problem. Some of the wet-pour edging around the play equipment had also been replaced. Plans for the coming year were to re-paint some of the worn areas in the play area along with the Muga shelter and replace more edging around the play tower.

The locking of the recreation ground car park in order to help prevent anti-social behaviour gatherings in the car park had continued and new signs advising the closure times (6pm Oct-Mar, 9pm Apr-Sept) had been installed. Local residents were thanked for undertaking the lock up rota and also those that had supported litter picking, particularly around the MUGA area in the summer months. Whilst there had been issues with littering and broken glass at the Muga over the last 12 months the issues had been less than previous years.

### **Village Event for 2023 – Cllr Stacey King reported.**

Plans for the King's Coronation Big Lunch on Otterbourne Common in partnership with Allbrook Parish Council were progressing well for Sunday 7<sup>th</sup> May with a start time of noon through to 4 pm. Parishioners were encouraged to bring a picnic and meet fellow residents whilst being entertained by Otterbourne Brass and Otterbourne Theatre Group plus added children's activities throughout the afternoon.

### **Open Spaces – Cllr David Green reported.**

During the year significant work had been carried out maintaining open spaces in the village. In particular, a major clean-up had been completed on the eastern side of Cranbourne Drive car park that had become overgrown with brambles and other vegetation, followed by the planting of some 150 new hedging trees of native species.

Also, in that area a large laurel hedge had been cleared which enabled preparation for the placing of a tribute to the Late Queen Elizabeth II. The plans included a cherry tree and circular bench with a screen wall of wooden sleepers enclosing the rear and ornamental bushes. A plaque would

commemorate the area and the Lord-Lieutenant of Hampshire had been invited for the opening. In other open space areas, there had been removal of diseased ash trees and tree work carried out around the village hall, Cranbourne Drive and Coles Mead in accordance with priority recommendations from a tree survey conducted by the Tree Warden.

## 7. Report of Finance and Administration

**Cllr Lesley Moody was absent and her report was presented by Cllr Smith.**

The Accounts for 2021/22 were audited by the external auditor and there were no matters arising.

### Unaudited accounts for 2022/23

The Accounts for 2022/23 had been signed by Otterbourne Parish Council and the Internal Audit had taken place on 14 April 2023 with no matters arising. The Annual Return had been sent for External Audit.

The total income for the year was £46,153 (ex VAT of £2,493) and the main items were from:

- Precept of £40,091 (87% of total income)
- Rent from the footpath and pavilion £1,445 (3% of total)
- Allotment rents £999 (2% of total)
- Bank Interest £180 (1% of total)
- Grants and other minor receipts £3,438 (7% of total income)

Grants and contributions received were as follows:

- Allbrook Parish Council £1,613 (50% contribution for Platinum Jubilee village event).
- Southern Water £500 (non-invasive surveys over Parish Council land).
- County Cllr Grant £600 (towards the bench for Queen Elizabeth II Tribute area) and our thanks go to County Cllr Jan Warwick.
- Winchester City Council Grant £725 (towards Coronation of HRH King Charles III village event) and our thanks go to Winchester City Council.

The total expenditure for the year was £44,560 (ex VAT £2,493) and the main items were:

- Admin costs which include: the clerk's salary, insurance, audit and professional fees, subscriptions, printing and hall hire £20,279 (46% of total expenditure).
- Recreation ground and open spaces which include: additional items to the maintenance contracts, Spender's Mede, maintenance of the play park and youth facilities £13,550 (30% of total expenditure).
- Amenities which include: street furniture ie bus shelters, parish benches and notice boards, the allotments, war memorial, and village events £5,259 (12% of total).
- Highways which include: speed restriction sign, parish street lights, contribution towards the Lengthsman and some footpaths £3,677 (8% of total).
- Churchyard Maintenance: for St Matthew's and the Old Churchyard £1,000 (2% of total)
- Donations £795 (2% of total) which were allocated as follows:
  - £25 towards a War Memorial Remembrance Wreath;
  - £120 towards printing of the parish magazine;
  - £500 to SOCCT for maintenance of the Sparrowgrove and Oakwood copses;
  - £150 towards the Winchester Citizens Advice Bureau.

## Spending plans for 2023/2024

When setting the budget for the new financial year, all overheads had been assessed and best value obtained wherever possible, without compromise on services. The Precept had been set at £40,121 which was a small decrease of 1.3% and equivalent to £56.05 per household per annum at Band D.

Within the budget there had been allowance for the following major items of spending:

- £6,000 towards additional maintenance of the recreation ground and its facilities in order to replace the wooden posts with man-made timber ones, cut back vegetation encroaching on the boundaries, replace wetpour in the play park, re-paint the youth shelter and carry out repairs to both areas.
- £1,500 towards maintenance of the other open spaces and verges.
- £2,000 towards a Tribute to Queen Elizabeth II which includes clearance of the large laurel hedge on Cranbourne Drive and creation of a new area with landscaping, planting and bench seating.

There had been no draw down on General Reserves during 2022/23, but the Community Infrastructure Levy fund had been utilised (received from housing developers and held within the total investment figure) towards the upgrade of pipework in the pavilion following the recent water bursts in the roof.

Reserves remained good at just over one full Precept and within the recommended audit requirements: held on deposit as a sinking fund to contribute towards replacement of the more expensive parish assets and as an emergency fund. As always, suggestions or requests from Parishioners would be welcomed for expenditure to be considered for next year.

The Finance Committee was also responsible for a number of administrative matters including the appointment and monitoring of the auditor and ensuring that procedures complied with the relevant regulations and that it complied with its own procedures. Review of the Council's Governance documents, the insurance of assets, risk assessments, the internal audit procedure and banking arrangements had taken place. The parish website was compliant with Government requirements and the number of parishioners signing up to Mailchimp had continued to increase.

### 8. Questions from the floor (time restricted)

County Cllr Jan Warwick had submitted a report as attached and on display.

A Police Report for Winchester Rural West had been submitted as on display.

- Q1 Received from a Parishioner unable to attend: a request for wildflower areas and longer grass at the recreation ground to enable improved biodiversity. C/f to the 16 May Parish Council meeting.
- Q2 Received from a Parishioner unable to attend: a request for more detail about Enforcement Cases and for Poles Lane residents to receive update from the Parish Council in relation to the IncuHive proposal. C/f to the 16 May Parish Council meeting.
- Q3 Received from a Parishioner unable to attend: a request for the pavement at the junction of Waterworks Road and Regent Close to be repaired. Cllr King had examined and had reported to HCC for repair.

- Q4 Received from a Parishioner unable to attend: a request for the football club barriers at points along the southern path of the recreation ground to be removed. C/f to the 16 May Parish Council meeting.
- Q5 A Parishioner advised that Southern Water had been remiss in reimbursing the second wave of outages and it was important to apply for this refund. It was put forward as a good idea for the resident to place this information on Otterbourne Facebook.
- Q6 A Parishioner raised complaint about drivers speeding on Poles Lane when entering from the west and in particular speeding by large vehicles. The Chairman advised that the vegetation around the 30-mph sign had been cut back and the speed restriction sign was in rotation for this position. HCC had advised that movement of the 30-mph sign further west along Poles Lane would be reliant on a safety assessment and the accident report did not support this. The Chairman advised that it was important to report speeding to the Police in order to ensure deployment of traffic police and enforcement.
- Q7. There were several complaints relating to the volume of large vehicles, speeding and night-time noise along Main Road. The Chairman advised that the volume of traffic should decrease after completion of the M3 central reservation, however until then the diversion route was via Otterbourne and also when there was any issue on the M3. Veolia and Four Dell Farm industrial areas on Poles Lane had consent for a substantial number of vehicle movements which could not be avoided. Any roadwork repairs or damaged drains should be reported to HCC in order to minimise vibration and HCC had received additional Government funding for pothole repairs. The Chairman would inform Williams garage specialist car division about speeding concerns. The unauthorised car meets at St Catherine's Park and Ride were considered a problem and a request to WCC to turn off the lighting at the car parks had been made. A request to Hursley PC to share their village traffic survey report would be made. Residents could become involved in the national campaign '20 is Plenty' in residential areas. The Chairman reiterated that enforcement of speeding was the key issue.
- Q8. A Parishioner asked about a streetlamp shield and was advised to apply to HCC.
- Q9. A Parishioner raised concern about parking on the double yellow lines at the junction of Cranbourne Drive and Main Road. Cllr King would report for refurbishment of both the yellow and single white lines if needed.
- Q10. A parishioner asked if the removal of planning targets by the Government had been incorporated into the Local Plan. The Chairman advised that this was still being assessed by WCC, however proposed housing development dates had been pushed back in order to incorporate improved building design to meet sustainability requirements.
- Q11. Several concerns were raised about land surveys in the surrounding village fields. Around Beckett's Nursery, it was advised that Southern Water was investigating for its new pipeline. Along Kiln Lane, some surveys were by Southern Water and some by a developer of SHELAA site OT04 for its submission to WCC. It was advised that an agricultural barn had received approval from WCC on land adjoining Dell Copse on Kiln Lane, about which the Parish Council had not been informed and it would make enquiries.

Dr Keith Smith addressed the meeting to thank all of the Councillors and the Clerk.

**Meeting closed 9.15 pm.**

## Hampshire County Councillor: Annual Report 2022-2023

### Budget for 2023-2024

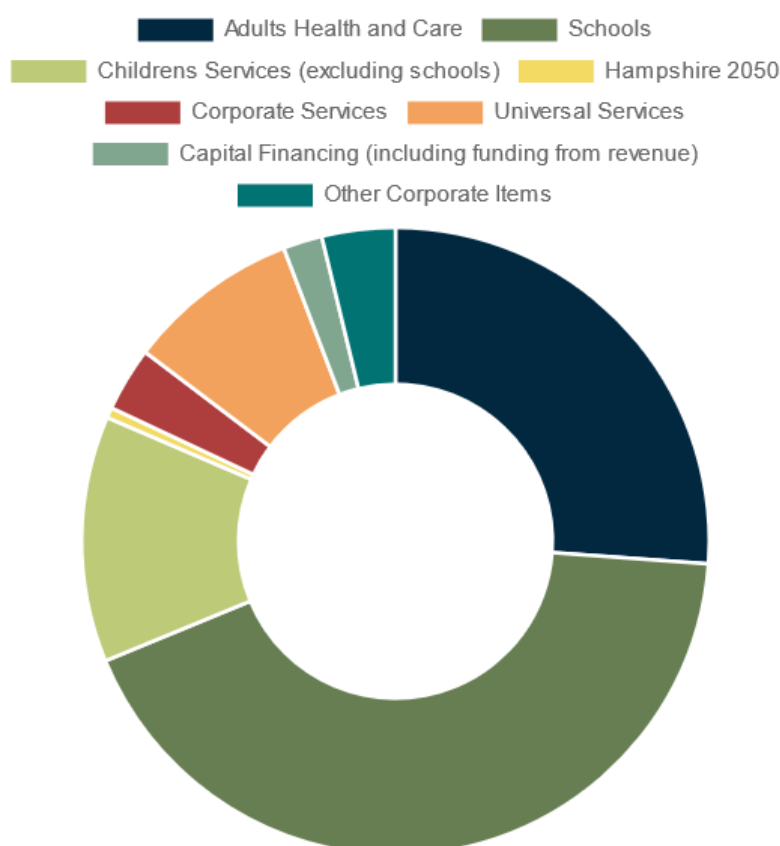
Hampshire County Council's expenditure for 2023/24 includes a £2.6bn annual revenue budget and covers all the services delivered by the council for 1.4 million residents, including supporting its most vulnerable children and adults.

Capital budget projects totalling £645.3m over the next three years include:

- £175m investment in new and extended school buildings to provide school places for children in Hampshire, giving a total of 18,874 new school places by September 2025.
- £142m for structural maintenance and improvement of roads and bridges.
- £103m of Integrated Transport Plan schemes including £58m of schemes focused on walking and cycling improvements.
- £0.3m funding towards the County Council's Flood Risk and Coastal Defence Programme as part of our response to the challenge of climate change.

Hampshire County Council's council tax precept for the financial year beginning 1 April 2023, will increase by a total of 4.99%, of which 2% will go specifically towards adults' social care, in line with Government policy. This equates to an annual charge of £1,460.25 for a Band D property – an increase of £69.45 per year or approximately £1.34 a week.

### Where the budget will be spent



## HCC Highlights from 2022/23

### **Pan-Hampshire County Deal**

Council Leader Cllr Rob Humby held discussions with central government on plans for a Pan-Hampshire County Deal, with the aim of investing in Hampshire's economy and improving the lives of all residents and communities across the area by decentralising key decision making and funding.

**England's Chief Medical Officer** Prof Sir Chris Whitty visited Hampshire County Council in March 2023 to discuss work by our Public Health team working alongside the NHS to help support a healthier old age. Preventing falls, being travel confident, better mental health and connecting through libraries will be part of the Live Longer Better programme launching soon.

[www.hantsiowhealthandcare.org.uk](http://www.hantsiowhealthandcare.org.uk)

**Short Term Care** Hampshire County Council's Adult Social Care service offers a range of care options to help our residents after a stay in hospital and help them settle back home. For some really good advice and help for older people visit [www.connecttosupporthampshire.org.uk](http://www.connecttosupporthampshire.org.uk)

**The Chat About Scheme** runs across our libraries and other community sites to provide a welcome space in which people can gather to connect and chat. The scheme is free to join and open to groups and organisations, such as libraries, cafés, community and voluntary venues, regular coffee morning gatherings, and workplace canteens.

### **Hampshire offers 97% of pupils their preferred Choice of School**

More than 97% of parents in Hampshire have been offered a place for their child at one of their three preferences for a secondary school in September 2023.

### **Tree planting gathers pace**

Hampshire Forest Partnership has continued to make great strides towards our target of planting one million trees by 2050.

### **Traffic Management**

From 1st April 2023 the county council will take back traffic management (lines and signs!) from the district authorities.

### **Additional funding for pothole repairs**

Confirmed in the government's Spring Budget, the county council will receive £5,954,400 to tackle this issue. Please report road issues at [hants.gov.uk](http://hants.gov.uk)

### **HCC building a new Materials Recycling Facility in Eastleigh**

This will enable the recycling of very many more items, including Tetra Paks and plastics. The site will be fully operational in 2025.

### **Major investment in Hampshire Schools**

A planned investment programme in Hampshire schools of £221m was announced. The programme includes several proposed school expansions; projects for special schools, early years settings and children's social care; as well as other improvements and modernisation of existing buildings.

### **20mph zones in Hampshire**

The outcomes of the Task and Finish Group on the introduction of 20mph zones has been published. There are a number of recommendations in the report including community support before introducing 20mph zones more widely.

### **Lengthsman Funding**

Funding to Parishes for the Lengthsman Scheme will continue for the coming financial year 2023/24. The Lengthsman scheme is a good example of successful joined-up government in Hampshire.

### **Energy efficiency programme**

Hundreds of public buildings such as schools, libraries and museums have been made more energy efficient thanks to the installation of solar panels, double glazing, and modern heating systems. This follows the completion of an initiative to cut carbon emissions and has helped to mitigate the impact of rising energy costs.



### **Welcoming Ukrainian families**

The county of Hampshire has welcomed the third highest number of Ukrainian nationals in England. The county council will be increasing the payments made to all Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme from £350 to £500 per month from March.

### **County Councillor Grant**

My annual devolved Councillor Grant pot is for projects or events across the Winchester Downlands Division. It was opened on 1<sup>st</sup> April for Coronation grants and will open again for other applications on 1st June 2023. Please contact me if you have a project or event that will benefit residents. In the meantime, please see the list of projects that benefitted from my grant funding last year:

### **Councillor Devolved Grants made in the financial year 22/23**

Applicant	Project	Grant
Winchester Walking Football	Defibrillator	£333
Winchester Stroke Aphasia Group	Support for group meetings	£250
Sparsholt Parish Hall Committee	Wooden Floor Resurfacing	£400
Hursley Parish Council	Village in Bloom Planters	£300
Wessex Cancer Trust	Counselling Services	£250
Maggie's Cancer Trust	Hospital Garden room for families	£400
Oliver's Battery Parish Council	Sustainability Event at Fete	£300
MHA Winchester	Tackling isolation and loneliness in the Elderly	£300
Worthy Down Tri Service Base	Contribution to family event for service personnel	£600
Winchester GoLD (Learning Disability)	Winchester Pantomime Visit	
Otterbourne Parish Council	QEII Memorial Garden and Bench	£600
Hursley Village Community Association	Mini Forest Tree Planting	£300
Winchester Beacon (Night Shelter)	Upgrade of bathroom facilities	£1000
Blue Apple Productions	Animal Farm	£250
Badger Farm Community Association	Repair Cafe	£450
Winchester Bereavement Support	Bereavement Counselling Services	£600

**Cllr Jan Warwick**

**Hampshire County Councillor for Winchester Downlands**

**Winchester City Councillor**

**Tel: 07717 104236**

**Email: [jan.warwick@hants.gov.uk](mailto:jan.warwick@hants.gov.uk) or [jwarwick@winchester.gov.uk](mailto:jwarwick@winchester.gov.uk)**