

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING  
19 SEPTEMBER 2023 AT 7.30 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; Green; Moody; Gilbert; King; Herring; Sinclair.

In attendance: County and District Cllr J Warwick; District Cllr B Laming; 5 parishioners; Clerk.

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** None received.
3. **Minutes of Meeting:** to approve Minutes of the Parish Council Meeting 18 July 2023. 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.
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:
  9. Website security – the Webmaster had changed a setting and the website was secure.
  - 12.c) Kiln Lane hedge cutback – Cllr King reported that it was on the HCC work schedule.
  - 13.a) i) Wildflower areas – ongoing for consideration of wildflower/woodland areas.
5. **Vacancy for a Councillor**  
It was agreed to assess the workings of the Council and address the item at a later date.
6. **County Councillor’s Report**  
Circulated prior to the meeting and as attached. Investment in care homes: a consultation was open to 12 November; Solar Together: residents encouraged to register interest in the scheme until 27 October. See County Councillor’s Report for further details on both items.
7. **District Councillors’ Report**  
Enforcement Case: a case on Highbridge Road was nearing conclusion. Southern Water Transfer Scheme: plans were progressing, concerns remained about effluent treatment.
8. **Local Crime Report**  
No figures had been provided.
9. **Open Session for Parishioners (meeting closed for this item)**
  - Several Parishioners attended to complain about Colden Common Football Club (CCFC) at a match which had taken place on 2<sup>nd</sup> September. It was reported that parking was an ongoing problem creating congestion in the car park for other users and in neighbouring residential roads with concern about emergency vehicle access; swearing could be heard which was unacceptable for children and other users of the ground; loud music had been played after the match causing a nuisance to residences in Oakwood Avenue and wider village areas; complainants approaching CCFC to highlight these matters were not dealt with courteously and on occasion had felt intimidated; the issues and unacceptable behaviour appeared to be getting worse. See also Agenda Item 13 b).
  - A Parishioner requested an update on the WCC Local Plan. District Cllr Laming advised that following the public consultation for Regulation 18, the next stage was Regulation 19, however this had been postponed to autumn 2024 when further consultation would occur.
  - A Parishioner requested an update about an Enforcement Case for land off Kiln Lane. The Clerk advised that no forward movement had been received from WCC since February, however a request would be made for an update.

10. **Representatives to Various Bodies**

OVHC: new carpeting had been laid in the Chamberlayne Suite. Rehearsals for the murder/mystery production were taking place. It had been decided not to install an EV charging point. Grant information for other eco-projects was being assessed.

11. **Community Projects and Events**

i) Tribute to Queen Elizabeth – to ratify expenditure and receive updated costing. The project design, costing and quotations had been circulated prior to the meeting. The projected cost was estimated at £5,186 with over-budget sum of £2,500. Ratification of expenditure for movement of the notice board and groundwork was approved. Expenditure for construction of the sleeper wall and purchase of the cherry trees was approved. Cllr Green agreed to relook at the design in order to reduce the over-budget to £1,500. Proposed by Cllr Gilbert; seconded Cllr Smith and agreed from the CIL fund. The Tree Warden would help to source the trees and the Otterbourne WI would contribute the cost of one tree, some groundwork would be undertaken by Council members, sponsorship of the flower beds would be examined and Otterbourne School approached to help with maintenance.

To take forward project and report re-costing proposals	Cllr Green	ongoing
---	------------	---------

ii) 80<sup>th</sup> Anniversary of D-Day – to report on the national event and plans for local event. The national lighting of beacons was proposed for 6<sup>th</sup> June 2024 at 9.15 pm. A meeting had been held with Allbrook Parish Council to hold a shared event on the northern part of Otterbourne common commencing 6 pm. The national event was also focussing on a Fish and Chip supper which Cllr King was taking forward for the Otterbourne event. Cllr Green was taking forward an approach to someone of military standing to read a tribute.

To take forward project and report to Council	Cllrs Green and King	ongoing
---	----------------------	---------

iii) Energy Efficiency and Renewable Energy Projects – to discuss options and grants. Sports Pavilion: Cllr Stansbury agreed to obtain double glazing quotations for the pavilion windows and front reception doors and grants would be examined towards the cost. Otterbourne residences: Cllr Sinclair proposed raising awareness with residents and a scoping report to identify the main issues needed for help and to provide information on available resources and grants. The 17 October Working Party was suggested as an evening meeting date. Cllr Sinclair agreed to contact Winchester Action on Climate Change (Winacc) and/or a WCC Sustainability Officer to see if a member could attend. The notice boards, website and Facebook would publicise to residents, local groups and businesses.

To undertake background research and approach Winacc/WCC	Cllr Sinclair	asap
--	---------------	------

12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Appeals, Enforcement Cases

Schedule as attached. Cllr Smith had attended a site meeting with a resident concerned about the SHELAA site OT03 Land east of Main Road proposed as a part-site for development. Cllr Smith advised the site remained open to layout to provide the WCC housing numbers.

b) Hampshire Water Transfer and Water Recycling Project EIA Consultation – Cllr Green advised that he was pleased to see the scoping included an Environmental Impact Assessment, the crossing point on Kiln Lane identified at Otterbourne Manor and a Risk Assessment. A response of No Comment had been submitted to the consultation.

Southern Water Draft Water Resources Management Plan Statement of Response – the consultation to show how water would be provided in the future had received responses from 600 stakeholders. Cllr Green remained critical that concerns had not been addressed regarding the timing, scope, risk assessment and lack of trust in Southern Water to deliver the project. The revised plan was awaited for publication with further 12-week consultation.

c) Highways – to receive any matters arising.

A resident had reported that the signage for the new zebra crossing approaching from the south was only partially visible and gave insufficient warning.

To forward report to Cllr Warwick	Cllr King	asap
-----------------------------------	-----------	------

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

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities – to ratify expenditure for maintenance work.

Quotations had been received from Redlynch, Vita Play and Taylor & Son as circulated prior to the meeting. The play park work to the activity tower included wetpour edging repair, replacement of base layer horizontal slats, re-staining all lower limbs, tightening of panels, adjustment of the stepping stone and gate closure time. The youth facilities work included re-painting of the youth shelter. Three new MMT posts had been installed along the access road to the car park. Budget set aside £5,925; ratification of work totalling £5,039 proposed by Cllr Stansbury, seconded Cllr Moody and approved by Council.

ii) Sports Pavilion – matters arising.

Cllr Stansbury reported that following the fire inspection, one of the alarm sounders need replacing. Mould was showing on the wall of one of the toilets which needed investigation.

To schedule play park and youth facilities work	Cllr Gilbert/Clerk	asap
To take photos of mould and seek contractor's advice	Cllr Stansbury/Clerk	asap
To instruct contractor with replacement alarm sounder	Cllr Stansbury	asap

b) CCFC – to discuss complaints in relation to recent matches and noise nuisance.

Cllr Smith had contacted CCFC in response to several complaints received by email after the Bank Holiday 28 August match. Response from the Club Secretary after speaking to team members refuted much of the account put forward by parishioners at Agenda Item 9. The Club had advised that they had not played on Friday or exceeded play under the terms of the Lease. The Clerk advised the Lease did not exclude Bank Holidays for play and Lease clauses 3.25, 3.28, 3.36, Schedule 4 and Schedule 1 covered matters arising. It was agreed the Parish Council would write to the Club highlighting its concerns relating to the complaints: to request that all members were reminded about unacceptable language and behaviour; that scheduled matches should be publicised on the pavilion; that better use of the parking facilities offered by Williams garage should be taken up by the home team; and that a single point of contact by mobile phone be available for each match.

To draft and issue letter	Clerk/Cllr Smith	asap
---------------------------	------------------	------

c) Open Spaces and Sponder's Mede – to discuss land boundary and receive planned work. Ratification of open spaces work for removal of four trees with Ash dieback and two other dead trees approved by Council. Cllr Smith advised that a meeting was to be arranged regarding the open spaces land boundary. A quotation was being obtained for removal of a damaged Willow tree at Sponder's Mede.

- d) Common – to receive update on banks and ditches and s38 retrospective application. The Clerk had prepared the draft retrospective application for consent to carry out works on common land. A letter had also been sent to WCC with supporting emails detailing its involvement in the works and asking that the matter be reviewed under the WCC responsibility vested in the Scheme of Management. Response was awaited from WCC.
- e) Street Amenities – to receive any matters arising.
- Poppy Display – Council approved the application to HCC and Enerveo for a Licence to display the poppies on lampposts through the village from 22 October–26 November 2023.
- Dog Bin on Cranbourne Drive – it was agreed that the current bin would be removed as part of the tribute area design and not replaced. Replacement options that had been considered were a wheely type dog bin, however the holding bar was no longer available from WCC or a green public bin, however it was noted that there were already 12 public bins in the village and concern that they were not emptied regularly in residential areas.

To apply for Poppy display Licence	Clerk	asap
------------------------------------	-------	------

#### 14. Report of the Finance and Administration Committee

- a) Parish Accounts, Payments and Receipts.  
As attached schedule. The second half Precept had been received. Re-investment of £30,000 approved for 6 months.
- b) External Audit – to receive conclusion report for year 2022/23 and note publication. The Notice of Conclusion had been received from BDO with no actions or recommendations. Publication confirmed from 14 September–14 October on notice boards and website.
- c) Insurance – to receive annual renewal quotation.  
All assets had been index linked by 10%. Council agreed the new premium for 2023/24.
- d) Committees and Responsibilities and Website and Clerk’s Email – to update.  
Committees and Responsibilities – circulated prior to the meeting and approved.  
Website – additions/amendments, including a new page for Community Efficiency approved.  
Clerk’s email – HCC had advised this would no longer be supported by the HCC server from 31 December 2023 and the Clerk would need a new email address and server.
- e) Agenda Items – to review statutory function, powers and duties of the Council.  
Schedule circulated prior to the meeting. The Clerk noted that an Agenda item had had to be rejected as outside of the Council’s responsibility and authority to act.
- f) Budget 2024/25 – to receive proposals for consideration and set the budget meeting date.  
Councillors and parishioners were requested to submit new projects and maintenance requirements for items under their responsibility by 17 October. The Budget meeting 21 November commencing 7.10 pm prior to the Council meeting of same date was agreed.

To reinvest £30,000 for 6 month term	RFO	29 Sept
To update Webmaster and set up a new email address	Clerk	31 Dec
To identify new projects and maintenance requirements	All Cllrs	17 Oct

15. Risk Assessment and Management – there were no matters arising.
16. Notification of events and to raise new items for the next meeting.  
Autumn Litter Pick on Saturday 30 September 2023. Working Party 17 October 2023.  
Budget meeting 21 November 2023 at 7.10 pm
17. Date of next Parish Council meeting – 21 November 2023 at 7.30 pm.

Meeting Closed: 10.15 pm

## Planning Report August and September 2023

### Applications Received

- Case No. 23/01067/HOU Sunningdale House, Main Road, Otterbourne  
(Retrospective) Timber gates to replace modern wall; extension of wooden gazebo with removable gates.  
**Neutral: We note the proposed wooden structure joins the main dwelling with another building in the property grounds. Should the Case Officer be minded to approve the application, we request it be with a condition added that prevents the proposed wooden gazebo being replaced by a more permanent structure e.g. one built with bricks and mortar. The design comprises a large amount of wood so we would also ask that the point of sourcing from sustainable sources is made in any decision notice**
- Case No. HCC/2023/0371 Veolia Environmental Services Ltd, Poles Lane, Otterbourne  
WR018 Variation of Condition 2 (Timescale) of 08/01133/HCS.  
To allow extension of time for retention of temporary office buildings.  
**Neutral: We would wish to see Veolia decarbonize buildings on this site as much as possible given they will be present until 2030.**
- Case No. 23/01861/HOU The Lodge House, Oakwood Close, Otterbourne  
Demolition of existing conservatory and replacement two storey extension. **Neutral. No comment.**

### Decisions

- Case No. 23/01244/TPO Arnage, Norlands Drive, Otterbourne  
To cut back sprouting shoots at ground level creating pavement obstruction and remove ivy. **Application permitted**
- Case No. 23/00873/HOU 1 Stone Terrace, Boyatt Lane, Otterbourne  
Single storey side and rear addition following demolition of existing. **Application permitted**

### Appeals

- APP/L1765/W/22/3302348 Addition of a roof canopy and gable window to rear extension.  
APP/L1765/Y/22/3302359 **Appeal dismissed**

### Enforcement Cases

One Case has been closed as a Planning Application has been received.  
There are currently three open Cases.

**Statement of Parish Accounts 19 September 2023**

<b>a) <u>Bank Statements at 31/08/23</u></b>	<b>£</b>
Lloyds Treasurer's account	18,168.84
6 month investment account to 22/01/24 @ 3.3%	30,000.00
6 month investment account to 23/09/2023 @ 3%	<u>13,800.00</u>
	61,968.84

The second half of the Precept for £20,060.50 is not included in the Treasurer's account balance.

**Payments from Lloyds Treasurer's Account August 2023**

OB CT Surfacing – play park path (agreed April 2023)	£ 1,410.00
OB Mrs J Ayre – salary July	£ 1,080.03
OB Mrs J Ayre – 1/4ly reimbursement b/band, office phone, mileage	£ 96.03
OB NEST – pension employer and employee	£ 75.71
OB NET Tree Care – open spaces Cranbourne Drive	£ 620.00
OB Melon Engineering – SLR movement August	£ 141.67
OB Martin Farmer – bus shelter cleaning August	£ 90.00
OB Grass and Grounds – laurel hedge removal (agreed Nov 2022)	£ 1,224.00
OB Dek Graphics – printing litter pick posters	£ 3.60
OB Tony Taylor – recreation ground bollards installation	£ 365.00
OB Hampshire County Council – legal services re. common	<u>£ 456.00</u>
	£ 5,562.04

**Lloyds Business Charge Card August Statement**

B&Q – red/white tape to cordon off areas	£ 13.00
B&Q – bin bags youth facilities plus tape to attach	£ 16.67
Glasdon – bin bags play park and 3 no. MMT posts for access road	<u>£ 562.40</u>
Total Card Payments	<u>£ 592.07</u>
<b><u>Total Payments August</u></b>	<b><u>£ 6,154.11</u></b>

**Payments from Lloyds Treasurer's Account September 2023**

OB Mrs J Ayre – salary August	£ 1,080.03
OB NEST – pension employer and employee	£ 75.71
OB HMRC – 1/4ly tax and NI for employer and employee	£ 219.65
OB Zurich insurance – annual premium	£ 1,280.43
OB BDO LLP – external audit fee	£ 252.00
OB Paul Simmons – tribute area notice board and dog bin	£ 239.00
OB Taylor and son – play park and youth facilities painting	£ 905.00
OB Melon Engineering – SLR movement August	£ 141.67
OB Paul Simmons – tribute area sleeper wall 50% payment	<u>£ 317.60</u>
	£ 4,511.09

**Lloyds Business Charge Card September Statement**

Amazon – 2xblack ink printer cartridges	£ 33.24
Bailey Paints – green youth shelter and yellow play park paints	<u>£ 112.78</u>
Total Card Payments	<u>£ 146.02</u>
<b><u>Total Payment September (to-date)</u></b>	<b><u>£ 4,657.11</u></b>

**Hampshire County Council Report Cllr Jan Warwick  
Winchester Downlands September 2023**

**Schools**

Residents may be aware of the recent news story regarding schools in England due to close imminently as a result of their buildings containing unsafe concrete: [School buildings in England to shut over concrete safety fears - BBC News](#)

No Hampshire school is being closed. Cranbourne College in Basingstoke is the only site where RAAC has been identified among Hampshire County Council's maintained schools. Temporary works have already been undertaken to one section of the building to make sure it is safe, and another area has been taken out of use since the beginning of the year, however, the school is expected to open as normal at the start of the autumn term.

Meanwhile, the council is encouraging families to do all they can to support regular school attendance for their children from the beginning of term. The first few days back in school are especially crucial in paving the way for a successful year. Attendance rates are improving locally but are still not back to pre-pandemic levels.

**Investment planned for county council's care homes**

Proposals have been put forward for £173million to be invested over the next six years to transform and expand the future of nursing and specialist care accommodation directly provided by Hampshire County Council (HCC) for the county's senior population.

HCC's new "Vision 2050" managers are recommending a concentration on delivering specialist nursing care, complex dementia care and short-term support – to either prevent a hospital admission or to support a hospital discharge in order to meet the needs of a growing number of senior people in Hampshire in the longer term.

Unlike many similar Councils, HCC already runs its own nursing and short term 'step-down from hospital' care homes and the seven homes currently delivering such services will remain in operation. If supported, a decision will be made in February 2024 with changes being phased over time to increase the overall number of beds directly provided by HCC to around 1,000 from the current position of just over 900.

At present HCC annually funds care home places for around 1,600 Residents, more than 75% of these are in private care homes. The investment proposals would enable a similar ratio of care provision to be maintained as the population ages, with in-house provision making substantial cost savings without reducing care levels.

Interested individuals and groups are encouraged to review the proposals and comment during the consultation period which closes on 12<sup>th</sup> November 2023. Find out more from <https://www.hants.gov.uk/social-care-2023>

**Roads**

Hampshire County Council has pledged to spend an additional £7.5m a year over the next three years to fix thousands more potholes. This is on top of the £13.5m currently being spent a year on reactive pothole and road defect repairs. Progress is already being made, with road defects being fixed at a record rate - in May and June alone, 19,697 potholes and other problems were repaired, and 33,671 m<sup>2</sup> of surface design and micro asphalt was laid.

In separate news, two school pupils won a competition to name two County Council gritters with the winning vehicle names being Elvis Spreadsley and Grit of Thrones.

**Covid-19 vaccinations**

A Covid-19 vaccine programme is to start this month as a precautionary measure following the identification of a new Covid-19 variant. It will be offered to those most at risk from winter illness, including all adults over 65 years old and over, front line health and social care workers, carers aged 16 to 64 and pregnant women. An annual flu vaccine will also be available at the same time, where possible.

### Vaping

Following an increase in young people experimenting with vaping, Hampshire County Council has pledged continuing support for a series of education and enforcement measures to tackle the increasingly pressing issue of teen vaping. In total, 20.5% of children nationally have tried vaping, up from 15.8% in 2022 and 13.9% in 2020.

Steps include writing to families of children in secondary schools with information about vaping to highlight the risks and the support available; redeveloping education and awareness schemes to encourage behaviour change and to reduce uptake; Trading Standards carrying out enforcement operations to deter underaged sales of vapes and tackle illegal vapes.

In other news on vaping, Hampshire residents can now recycle vapes at any Household Waste Recycling Centre, helping to avoid disposal in general waste, which is a fire risk. HWRCs can accept all types of vapes. The guidance is not to dismantle them before disposal, unless the batteries can be safely removed for separate recycling.

Single-use vapes contain lithium-ion batteries which can catch fire if broken. This is an increasing problem across the country; in Hampshire, the County Council estimates one fire a month on average in a waste truck or waste facility can be attributed to a battery, faulty electrical item or disposable BBQ. A battery was the suspected cause of a significant fire at the Portsmouth Materials Recovery Facility in 2021 which closed the site for three months.

### Call for Foster Carers

There are **different types of fostering arrangements people can do** – from full-time to more flexible options that fit around home and work commitments.

**Training is provided for foster carers** together with an allowance for each child or young person in foster care, to cover the day-to-day costs of caring.

**Anyone of any age can become a foster carer.** Applications are welcomed from people aged 21 and above, to make the most of the valuable experience and insight every age group can bring.

Applications are encouraged from anyone who would like to help make positive changes within their local community.

However, **prospective foster carers do need to have a spare room in their home** as it is important for children and young people to have their own space. If you have the capacity and capability to build new relationships, learn about other cultures and offer stability, kindness and care to a young person at the time it's needed most, you could be among the 80 new foster homes desperately needed in Hampshire.

To find out more about becoming a foster carer, visit the [Fostering Hampshire Children website](#) and download an information pack, or call the team on **01489 587052**.

### Solar Together 2023

The group-buying scheme, Solar Together 2023, is now open to Hampshire residents looking to buy high-quality solar installations, at the right price, from pre-vetted installers. The scheme, offered by Hampshire County Council in partnership with independent experts iChoosr, means residents who invest now in solar panels or battery storage for their homes will not only benefit from reduced energy bills, but also boost local renewable energy generation – reducing carbon emissions in Hampshire and helping to build resilience to climate change. Residents have until 27 October to register their interest online, for free and without obligation – [www.hants.gov.uk/solartogether](http://www.hants.gov.uk/solartogether)

### Bus Cap Continues

In April this year, the Government confirmed that the £2 bus fare cap had been extended until 31 October to help passengers with cost of living and then £2.50 until November 2024. An Older Persons bus pass, for those of pensionable age, enables free travel on buses throughout England from 9:30am to 11pm Monday to Friday and all day at weekends and on public holidays (or free travel anytime with a Disabled Person's pass). Hampshire residents can check eligibility and apply at <https://www.hants.gov.uk/buspasses>