

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

Present: Cllrs Smith (C); Stansbury; Green; Moody;

In attendance: County and District Cllr J Warwick; District Cllr B Laming; 1 other; Clerk

1. **Declaration of Interest:** Cllr Smith Item 9 Allotments. Cllr Stansbury Item 13.c) i).
2. **Apologies for Absence:** Cllr Gilbert; Cllr King.
3. **Minutes of Meeting:** to approve Minutes of the Parish Council Meeting 21 March 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. Parish Elections – Nominations for six councillors had been received by WCC. Uncontested Elections on 4 May had been notified.
  10. SIA – Steve Brine MP had sought response from the Minister for Aviation, Maritime and Security at the Department for Transport who had advised that the circumstances of the complaint were a CAA matter. Mr Brine had subsequently offered to take up the matter with the CAA on behalf of his constituents. The Chairman would write in support of this action.
  11. Village Litter Pick – Cllr Moody had set new date of 20 May and amended the posters. Otterbourne in Bloom – Cllr Moody would advise when re-grassing was appropriate.
5. **County Councillor’s Report**  
Circulated prior to the meeting and as attached. Cllr Warwick advised that the submission date for the County Councillor grant application for the Coronation event was 21 April.
6. **District Councillors’ Report**  
Circulated prior to the meeting and as attached.
7. **Local Crime Report**  
Report not received.
8. **Open Session for Parishioners (meeting closed for this item)**  
It was brought to the attention of the Council that there had been activity at land to the north of Kiln Lane, including surveying and some ground work. Walkers had been requested to keep to the public footpath which ran diagonally across the field.
9. **Representatives to Various Bodies**  
OVHC  
One of the main hirers of the hall had not renewed its contract and a new hirer was being sought. Non-essential works had been halted in the interim.  
Allotments Association  
A contribution for the carpenter’s work for the garage door was in hand. The Agents for SHELAA site OT04 Park Farm off Kiln Lane had asked if additional allotments were needed as this option could be included within their development proposal being submitted to WCC as part of the Local Plan. The matter would be raised at the AGM before response.

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| To liaise with the Association re. above two matters | Cllrs Moody/Smith | 16 May |
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## 10. Community Projects and Events

### i) Tribute to Queen Elizabeth II – to receive update.

The ground had been levelled and seeded and planning for the back-screening commenced. The name of the area was agreed as ‘HM Queen Elizabeth II Memorial Garden’. The Lord-Lieutenant had accepted an invitation for the opening event on Saturday 21<sup>st</sup> October (am), subject to his receipt of no other official duties in the interim. Further planning for the day would be needed.

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| To enquire about availability of the Village Hall on 21 Oct (am) | Cllr Moody | asap    |
| To write and ask for official approval of the proposed name      | Clerk      | 16 May  |
| To progress the back-screening and planning for the site         | Cllr Green | ongoing |
| To c/f for July Agenda for further planning                      | Clerk      |         |

ii) Coronation of HM King Charles III – to ratify expenditure and receive update report. Ratification of £1,138 + VAT for purchase of five gazebo tents proposed by Cllr Moody, seconded Cllr Green and approved. A further meeting had taken place with Allbrook Parish Council to plan the joint Coronation ‘Big Lunch’ on Sunday 7 May from noon to 4 pm on Otterbourne Common. A grant application to WCC of £725 had been successful for purchase of equipment. A further application for the County Councillor grant requesting £500 would be made. A road closure order had been approved for the ‘one way’ road between Otterbourne Hill and Boyatt Lane. Publicity posters had been prepared. Otterbourne Brass had confirmed performance. The Scouts Group had confirmed provision of a large mess-tent. Planning for the children’s activities continued.

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| To place posters through the village.     | Cllr Green               | asap     |
| To prepare Risk Assessment for the event  | Cllr Green               | asap     |
| To finalise County Cllr grant application | Clerk                    | 21 April |
| To continue with plans for the event      | Cllrs King, Green, Smith | ongoing  |

## 11. Report of the Planning and Highways Committee

### a) Planning Applications, Decisions, Enforcement Cases

Schedule as attached.

### b) Highways – to receive any matters arising.

The 2023/24 schedule for the Lengthsman had not yet been received, however a Worksheet would be compiled for anticipated visit on 3 May. Items were requested for input.

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| To prepare Worksheet and liaise with Administrator | Cllr Green/Clerk | 26 April |
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## 12. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

#### i) Play and Youth Facilities – to receive update.

The contractor had advised the costs to repair the cracking in the path as £2,350 ex VAT for materials plus labour. Council approved putting forward a goodwill offer to cover 50% cost of the materials with the remaining 50% of the materials cost plus all labour to be covered by the contractor. The proposal would be put to the contractor and if not accepted would be withdrawn with costs pursued through the Contractor’s indemnity insurance.

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| To write to the Contractor with offer and progress | Cllr Gilbert/Clerk | ongoing |
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ii) Pavilion – to receive progress report.

Following the water pipe burst in the roof, the builders had completed repair work to the interior of the pavilion. The replacement of the copper pipework with plastic piping and insulation re-lagging was in process. The boiler service plus fitting a new timer had been instructed. Testing for Legionella was being undertaken. The alarm had been reconnected. The tables and chairs would be assessed for repair/replacement. A quote for repair to the glazed reception door would be obtained. Cllr and Mrs Stansbury were thanked for their help to finish off areas for re-tenancy to commence. Potential grants to help with insulation and solar panels would be explored. It was noted that the Fire Book needed updating.

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| To progress boiler service and Legionella certification. | Cllr Stansbury        | asap   |
| To assess contents for potential insurance claim.        | Cllrs Stansbury/Smith | asap   |
| To liaise with CCFC for clean-up and Fire Book.          | Cllr Smith            | asap   |
| To obtain quotation for reception front door repair.     | Cllr Stansbury        | 16 May |

b) Common – to note complaint re. short length of bank and ditch at Hilltop Cottages. A resident’s complaint would be taken forward under the Complaints Procedure.

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| To write to the resident with proposal for informal discussion date. | Clerk | 16 May |
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c) Open Spaces – to ratify expenditure for planting and work to east side of public car park. Ratification of £85 for hedge whips and additional work of £120 proposed by Cllr Green, seconded Cllr Moody and approved. The additional hedging whips had been planted along the east side verge of the car park and the volunteers were thanked for their work.

d) Old Churchyard – to approve non-invasive surveys for Southern Water for 2023. Approved by Council for surveys in connection with the new pipeline.

### 13. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts, Reconciliation, Budget Analysis

As attached schedule. The first half Precept had been received from WCC. The 2022/23 end of year reconciliation and budget analysis had been recorded and approved in the Minutes of the Finance and Administration Committee meeting 18 April.

b) 2022/23 Audit and Annual Governance and Accountability Return (AGAR)

Internal Audit

The Internal Audit had taken place on 14 April and there were no matters arising.

External Audit

i) to receive any Declaration of Interest for BDO.

Cllr Stansbury recorded Interest for report to BDO as part of the External Audit.

ii) AGAR Section 1: Statements 1-9 were affirmed by Council and approved for signing.

iii) AGAR Section 2 – the Accounting Statement was agreed and approved for signing.

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| To send AGAR and Declaration of Interest to the External Auditor | Clerk | 16 May |
| To post Notice of Public Inspection on boards and website        | Clerk | 2 July |

c) Annual Assembly

Reports were requested for presentation at the Assembly from all Committee Chairs and Councillors with roles and responsibilities.

14. Risk Assessment and Management – there were no matters arising.

15. Notification of events and to raise new items for the next meeting – Village Assembly 2 May.

16. Date of next Parish Council meeting – Annual Parish Council meeting 16 May 2023 at 7.30 pm.  
Meeting Closed 9.40 pm

**Otterbourne Parish Council Planning Report April 2023**

Planning Applications

Case No. 23/00453/HOU      5 Meadowcorft Close, Otterbourne  
 Garden playhouse for children with a raised platform and swings.  
 To be completed at least 2 metres from each boundary.  
**No comment**

Planning Decisions

None received.

Enforcement Cases

Four Cases currently being investigated within the parish.

**Otterbourne Parish Council Statement of Parish Accounts April 2023**

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| Bank Statements at 31/03/23                            | £                |
| Lloyds Treasurer's account                             | 14,161.73        |
| Lloyds 6 month investment account to 29/09/2023 @ 3%   | 13,800.00        |
| Lloyds 6 month investment account to 23/06/2023 @ 2.7% | <u>30,000.00</u> |
|  | 57,961.73        |

Payments from Lloyds Treasurer's Account April 2023

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| OB    Mrs J Ayre – salary and office allowance March             | £ 1,038.53         |
| OB    NEST – pension April                                       | £    75.71         |
| 3229   OVHC – annual hall hire                                   | £    420.00        |
| OB    John Murray – internal audit fee                           | £    245.00        |
| OB    Mrs J Ayre – reimbursement of flag purchase for Coronation | <u>£    237.27</u> |
| Total  | £ 2,016.51         |

Payments from Treasurer's Account for March Charge Card

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| Shaw and Sons – payments and receipts ledgers x 2                     | £    50.34         |
| A J Stores – box of drawing pins                                      | £      1.49        |
| Hedges Direct Ltd – 100 hedge whips for open space east side car park | £    84.77         |
| Amazon Inc – Gazebo Canopy Commercial Tent x 2                        | <u>£    509.98</u> |
| Total   | £    646.58        |

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| Total all Payments | £ 2,663.09 |
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## Update from Hampshire County Council - April 2023

From 1<sup>st</sup> April 2023 **Parking and Traffic** management services reverted from WCC to HCC. Requests for new parking controls such as yellow lines, disabled parking bays and access protection markings will henceforth be handled directly by the County Council. Yellow lines and other waiting restrictions can be requested at: [traffic.management@hants.gov.uk](mailto:traffic.management@hants.gov.uk). I would like to ask all Parish Councils to ensure that you copy all such email requests for new controls to me please. I can then maintain awareness of volumes and chase things up should it become appropriate.

**Pothole Repairs** Hampshire received an additional £5.954m (ringfenced for this purpose) in the recent budget to repair potholes. The primary focus will be to deploy more patching teams to focus on fixing potholes and other localised defects across our road network, including the use of the existing 'Dragon Patchers' and other established repair techniques. The extra money – which comes on top of the existing block funding budget allocation from the Department for Transport – will enable HCC to repair up to 40,000 more potholes with work expected to start during April. The Highways team is currently assessing the road condition data, which includes online reports received, to prioritise and plan the repair programme, which will remain dynamic as reports of new road defects appear. HCC's highways contractor partner, Milestone, has already started dialogue with their primary supply chain to increase the number of patching teams on Hampshire's roads.

**Create a Local Nature Reserve** On 20 March 2023 DEFRA and Natural England updated the guidance on declaring a Local Nature Reserve. It is now much easier for Parish Councils to make a declaration. This is a great opportunity for Parish Councils to contribute to Nature Recovery whilst engaging members of the community of all ages in a worthwhile project which leaves a legacy for generations.

**How to declare a local nature reserve** To declare your site as a LNR, first you should contact Natural England by email: [consultations@naturalengland.org.uk](mailto:consultations@naturalengland.org.uk) or telephone: 0300 060 3900. You'll be asked to formally declare your LNR by sending a draft declaration document - you can use this [declaration document template](#) (MS Word Document, 26 KB). It must be signed by the relevant local planning authority, have a map showing the boundary and a management plan detailing:

- ownership of the land
- any agreements or partnerships
- why the LNR site was chosen
- aims and objectives
- biodiversity management and environmental education
- community participation, access and visitor management
- costs and funding arrangements

Following the consultation, you will be asked to send the final declaration document to Natural England, signed by the relevant local authority committees. To read the guidance in full please click on this link: [www.gov.uk/guidance/create-and-manage-local-nature-reserves](http://www.gov.uk/guidance/create-and-manage-local-nature-reserves)

**Cllr Jan Warwick**

**Hampshire County and Winchester City Councillor**

**[Jan.Warwick@hants.gov.uk](mailto:Jan.Warwick@hants.gov.uk) or [jwarwick@winchester.gov.uk](mailto:jwarwick@winchester.gov.uk) Tel: 07712 695431**

## Winchester City Council District Report April 2023

### Council wins bid for additional Government Help to Heat funding

Winchester City Council is delighted to announce that it has been successful in its bid for support from the Government's Social Housing Decarbonisation Fund Wave 2.1.

The grant of £534,000, which will be match-funded by the council, will be used to improve the energy efficiency of the council's social housing properties which are currently rated D or below for their Energy Performance Certificate (EPC). This will include the installation of a range of performance improvement and energy saving measures.

### Energy efficiency support scheme widens funding for people struggling with energy bills

Winchester City Council has published a statement of intent to broaden eligibility for a scheme that is helping people who are struggling with their energy bills to improve the energy efficiency of their homes. The Energy Company Obligation (ECO4) 'Flexible Eligibility' scheme aims to ease fuel poverty by providing low-income households with grants for energy-efficient measures such as insulation, draught-proofing and heating upgrades. The council is partnering with fuel poverty charity the National Energy Foundation to deliver the grant, and will call on an approved network of suppliers to engage with residents. Suppliers will work with residents to identify the most appropriate energy-saving measures for their homes and provide information on how to access the funding.

### CENTRAL WINCHESTER REGENERATION DEVELOPMENT PARTNER

We recently announced our development partner for our Central Winchester Regeneration (CWR) project as Jigsaw Consortium. Jigsaw Consortium, trading as *Partnership & Places*, is a partnership between Genr8 Kajima Regeneration Limited (Kajima Europe and Genr8 Developments LLP Developments) and PfP igloo (PfP Capital and igloo Regeneration). The consortium is made up of some of the best design, architecture, engineering and archaeology talent in the UK, and will draw in additional local expertise as the project develops. Collectively, the partnership has the vision, expertise, track record, and financial means to work in partnership with us to deliver the benefits of the CWR project to Winchester and the district. You can sign up for email updates about the project on our website

### GUESS WATT? CITY CENTRE SEES ELECTRIC BUS TRIAL

If you're travelling by Park & Ride over the next month, you might be able to catch a ride on an all-new electric bus we're trialling in the city centre in partnership with Stagecoach. The prototype vehicle is manufactured by Volvo, and will be charged by a portable charger at the depot. The bus also employs regenerative braking to capture the energy generated when it slows down.

### LOCAL ELECTION: YOUR KEY DATES

Local Elections will take place on **4 May** this year - below are some of the key dates you need to know.

- 17 April: last day to register to vote (if you're not already registered)
- 18 April 5pm: last day to apply for a postal vote
- 25 April 5pm: last day to apply for a Voter Authority Certificate (only needed if you don't have photo ID)
- 25 April 5pm: last day to apply for a proxy vote

Remember: this year you'll need to bring acceptable photo ID with you to vote.

All the information you need can be found on our elections webpage.

### PARK YOGA: SAVE THE DATE

Our free weekly Park Yoga sessions will return to the Garrison Ground (next to Winchester Sport and Leisure Park) between **9.30am-10.30am** on Sunday mornings from 7 May until 17 September. These sessions are for people of all ages and abilities and they are led by a qualified instructor - just bring your mat, towel or blanket and a drink of water. There's no need to pre-register - just pop along on the day to join in.

**Cllr Laming, Warwick and Williams**