

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING  
20 SEPTEMBER 2022 AT 7.30 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllr Smith (C); Stansbury; King; Green; Moody; Reed; Les Weymes (from Item 9)  
In attendance: County and District Cllr J Warwick (from Item 5); 3 Parishioners; Clerk.

1. **Declaration of Interest:** Cllrs Green and Moody: Item 12 b); Cllr Reed: SW pipeline.
2. **Apologies for Absence:** Cllr Gilbert
3. **Minutes of Meeting:** to approve the Minutes of the Parish Council meeting 19 July 2022. 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:
  - 4) Itchen Navigation concerns. Cllr Reed had joined Friends of The Itchen Navigation, a volunteer body that helped to maintain the Itchen and a potential source of future funding.
  - 4) Community Payback Scheme. Cllrs Reed and Moody had not received any feedback. . It was agreed to write to the Probation Service requesting inclusion when available again.
  10. ii) Brazier Management Plan – Cllr Green had provided a plan for taking forward. The Clerk would examine increasing the insurance cover by up to £500.
  10. iii) Village Litter Pick – Cllr Moody confirmed the arrangements and date, 1st October.
  11. Southampton International Airport (SIA) – letter submitted, co-signed by Compton & Shawford PC and Twyford PC. Keith Smith, as Parish Representative, was attending a further meeting at SIA on 21 September. It was noted that more aircraft were turning over Otterbourne at low level; residents should report complaints to: [SOUNoiseComplaints@southamptonairport.com](mailto:SOUNoiseComplaints@southamptonairport.com)
  12. c) Southern Water new pipeline – consultation response submitted. Discussion with CCFC was needed re. the potential line of the pipe close to the pavilion.

To action above for report to the November PC meeting	All Councillors	15 Nov
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5. **County Councillor's Report**  
Circulated prior to the meeting and as attached. Particular note made about the Solar Together Scheme available for residences; the HCC Community Buildings fund would be explored for the pavilion and village hall. Local matters: the Nisa crossing works were expected for completion shortly. The white lines at Oakwood Avenue junction had been chased up. A report to Enforcement had been made regarding poor builder/contractor parking along Sparrowgrove arising from the care home being built on Otterbourne Road. Reports of the Kings School Xelabus regularly running late were also being followed up.
6. **District Councillors' Report**  
No report received.
7. **Local Crime Report**  
Crimes reported in September: 1 x drug offence; 1 x ASB; 1 x theft from motor vehicle; 1 x theft of tools. A series of thefts from sheds and garages were recorded in Hurley and Twyford and theft from motor vehicles in Compton & Shawford.
8. **Open Session for Parishioners (meeting closed for this item)**  
No matters were raised.

9. **Co-option a Councillor**

Two seats were vacant. Three applicants had provided background summary forwarded to all Councillors. First seat: Les Weymes nominated by Cllr Smith; seconded by Cllr Green. No further nominations being received, a vote was taken and Les Weymes was unanimously co-opted. The Acceptance of Office was signed and Cllr Weymes joined the meeting. Second seat: it was agreed to hold pending background information from a fourth applicant.

To complete administration and provide committee information	Clerk	asap
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10. **Representatives to Various Bodies**

OVHC – Cllr Moody reported that there was good occupancy; the pantomime plans were progressing well; funding for improvements and energy efficiency was being explored.

Allotments – the water meter had been repaired by Southern Water. Ron Emery was obtaining a second quotation for repair of the garage/store door. The summer water bill was high due to dry weather and a former estimated bill.

11. **Community Events**

i) Remembrance Period – to approve submission to HCC/SSE for a licence to display poppies. Council unanimously approved. Cllr Smith volunteered to help with installation of the display.

To submit paperwork to HCC/SSE	Clerk	asap
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ii) Tribute to HM Queen Elizabeth II – to discuss options for commemorative tribute. Initial options were put forward as: a Cherry tree with plaque; a stone plinth at the village hall. Timing and budget would come into consideration; further thoughts were needed.

To put forward suggestions at Working Party and for next Agenda	All Cllrs	18 Oct
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12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcements

Schedule as attached.

b) Strategic Planning – to receive update on Local Plan and Otterbourne SHELAA sites.

Cllr Smith had registered to attend the online joint meeting of the Scrutiny Committee and Local Plan Advisory Group. An email received from Jill Lee, WCC Principal Planning Officer, advised that the Regulation 18 consultation would provide opportunity for all developers to promote their sites. WCC was working on the preferred option OT03 part-site development of Land east of Main Road in relation to the wording, limiting the number of dwellings and gifting the remaining land to the parish as open space. Cllr Warwick advised that it was important to ensure the parish's wishes prior to Regulation 19. The developers of OT08 Land west of Cranbourne Drive had requested a second meeting to present their plans including their proposal of scope for further development of the site.

To attend site meeting and report to Council	Cllr Smith + 1 Councillor	15 Nov
To c/f to the 15 November PC meeting	Clerk	

c) Highways

i) General

Pedestrian Crossing on Main Road: completion of the installation had been set back due to supply issues for the Belisha beacons and complexity of the underground services network. HCC was completing as soon as possible, but the crossing could not be used until then.

Restrictive white lines at Oakwood Avenue/Main Road: followed up for installation.

Poles Lane speeding: The data from the speed sign had formerly recorded 9% of vehicles exceeding 40 mph within the 30 mph limit and 11% whilst on stealth mode; measured against 1% for the village average. The vegetation around the 30 mph sign had been cut back, but the higher vegetation still obscured the sign until a driver was upon it.

To request higher level cut back; accident report for past 3 years; HCC speed monitoring device; traffic police at underpass. Cllr Warwick and Cllr Smith to try to arrange a site meeting with HCC	Clerk/ Cllr King Cllr Smith	15 Nov 15 Nov
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Kiln Lane at the Brambridge bridges: Cllr Warwick reported that Brambridge Garden Centre had been co-operative in helping to route deliveries via Highbridge Road. A potential new sign at the old churchyard had been forwarded to the traffic engineer at HCC. Cllrs Reed and Stansbury advised that more was needed at Otterbourne Hill and the Kiln Lane roundabout to deter HGV's at this point.

To request update from HCC on the status and options	Clerk/Cllr King	15 Nov
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Lengthsman: the next visit was 19 October. Several matters were raised and noted.

To prepare Worksheet for submission	Cllr Green	12 Oct
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ii) New Village Gateway on Otterbourne Road – to consider proposal. Compton & Shawford PC had made a request to replace the current Otterbourne/Compton village sign with a new gateway funded from their CIL receipts. The design had been prepared by HCC Highways. Approved by Council.

To respond to C&S Parish with approval	Clerk	asap
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iii) National Transport and Highways Survey – public consultation to 30 September. All Councillors and members of the public were encouraged to respond.  
iv) Winchester District Local Cycling and Walking Infrastructure Plan. The Footpaths Representative and Cllr Smith had registered for the two online Workshops.

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

#### a) Oakwood Park Recreation Ground

i) General – to receive any matters arising.

The cracking of the tarmac path over the summer months had been worse than previous years and further input was awaited from the contractor who carried out the work last year.

ii) Play and Youth Facilities – to receive update of work completed and any other matters. Re-staining of the benches in the play park had been completed. Other minor repairs in hand.

ii) Pavilion – to ratify expenditure of £196 for anti-graffiti application.

Proposed by Cllr Moody, seconded Cllr Stansbury and approved.

b) Open Spaces – to ratify expenditure £1,300+VAT for work at Cranbourne Drive car park. Proposed by Cllr Smith, seconded Cllr Green and approved. Dave Cox would be consulted about the second half of the plan for replanting and reduction of the laurel and low hedges.

To take forward second half of plan and quotations	Cllrs Green/Reed	15 Nov
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c) Common – to report on boundary review of bank and ditch construction. Cllr Smith reported that the matter was still with WCC for review.

d) CCFC – to receive any matters arising.

A resident had reported noise at 1 am, attributed to members leaving the pavilion who had quietened when requested.

e) Street Amenities – to receive update on vacancy for a cleaning contractor.

No interest had been received. Cllr King reported that she had helped to keep the bus shelters tidy in the interim. The glass at Otterbourne Hill shelter had been replaced.

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

a) Parish Accounts, Payments and Receipts

Schedule as attached. The second half Precept had been received.

Investments: Further 3 month fixed term approved for both accounts.

b) Internal Audit – to receive quotations.

2022/23 was the end of a 3 year tie-in. Quotations received for 2022/23 from two Auditors: John Murray and Tim Light: John Murray approved by Council for a further year.

To instruct and arrange audit date	Clerk	15 Nov
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c) External Audit

i) Accounting Year 2021/22 – to receive conclusion report.

The Finance Chair had received the report. ‘*The information contained in the AGAR is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*’ The Conclusion Notice had been placed onto the website and notice boards from 28/07/22.

ii) Accounting Year 2023/24 – to consider the option not to opt out of central arrangements. As part of the Smaller Authorities Audit Assurance sector led appointment regime, every 5 years new external auditors were appointed with an option for parishes to opt-out and find their own external auditors. It was unanimously agreed ‘not to opt out’. No action required.

d) Insurance – to receive quotations for annual renewal.

Due 1 October at the end of a 3 year long term agreement. Three quotations received:

Zurich; Aviva; Hiscox. It was agreed to remain with Zurich and instruct for the 5 year LTA.

To instruct Zurich and to examine increase for Brazier cover	Clerk	15 Nov
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e) Employment matters – to note Clerk’s appraisal, NJC pay negotiations, pension matters. The draft appraisal had been completed for signing; no increase in scale (Point 25) proposed. A National pay award for 2022/23 (backdated to April) was in negotiation. Re-declaration to the Pensions Regulator had been completed.

f) 2023/24 Budget – to receive proposals for consideration and set the budget meeting date. Proposed date: 15 November at 7.10 pm prior to the Parish Council meeting at 7.30 pm.

15. **Risk Assessment and Management:** no matters arising.

#### 16. **Notification of events and to raise new items for the next meeting.**

Working Party: 18 October.

Flower beds: Cllr Moody asked for thoughts and an Agenda Item on the three flower beds.

Festival of Light: a resident had requested consideration for the event. Council agreed that it should be undertaken by volunteers, but offered support with any legislative requirements.

To Agenda Flower Bed item. To respond re. Light Festival item.	Clerk	15 Nov
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17. **Date of next Parish Council meeting:** 15 November 2022 at 7.30 pm. Meeting closed 9.30 pm

## Otterbourne Parish Council Planning Report August and September 2022

### Planning Applications

- Case No. 22/01537/HOU      Trecara, Otterbourne Hill, Otterbourne  
First floor rear extension and re-roofing existing rear pitched roof with a flat roof. **No comment**
- Case No. 22/01601/HOU      21 Meadowcroft Close, Otterbourne  
Single storey rear extension to replace conservatory. **No comment**
- Case No. 22/01570/TPO      The Old Parsonage, Main Road, Otterbourne  
Arboricultural report on all trees with proposed works.  
**Comment: Concern that the detail is insufficiently defined which could lead to over-zealous pruning. Preferable to retain the Sycamore, especially in G1, facing Main Road as will be needed to help replace the tree cover lost from Ash Dieback.**
- Case No. 22/01700TPO      Woodcutters, Poles Lane, Otterbourne  
T1 - Oak - Reduce by 2.5m, reducing height from 18m to 15.5m with a spread of 10m. Please refer to tree report supplied by CBA trees which supports work to be carried out. **No comment**
- Case No. 22/01838/TPO      6a Sparrowgrove, Otterbourne  
Ash – fell due to signs of mid-advance ash dieback. Replacement will be in front garden.  
**Comment: Guidelines are that Ash trees should reach 50% dieback before felling. The tree is still quite strong with possibility of resistance and it is premature to fell.**
- Case No. 22/02003/TPO      9 Regent Close, Otterbourne  
T1 Sycamore prune back sides of canopy by 2m overhanging garden to rear boundary line. Tree is causing excessive shade on flower bed.  
**Comment: no concerns to raise with the proposed work as the tree has become over-dominant.**

### Decisions

- Case No. 22/01181/LDP      95 Cranbourne Drive, Otterbourne  
Garage conversion. **LDP - permitted**
- Case No. 22/01200/HOU      ‘Peveril’, 9 Oakwood Avenue, Otterbourne  
Proposed single storey extension to the side and two storey extension to the side and rear of the property.  
**Application permitted.**
- Case No. 22/01311/FUL      1 Brooklyn Close, Otterbourne  
Application Reference Number: 18/00039/HOU. Decision: 09/03/2018.  
Condition Removal request: To enable the plans to be amended to reflect the development as built, specifically to include the shower room extension which has been added to the west elevation of the approved garage conversion. **Application permitted.**
- Case No. 22/01601/HOU      21 Meadowcroft Close, Otterbourne  
Single storey rear extension to replace conservatory. **Application permitted**

### Enforcements

Five open cases in the parish being investigated by WCC.  
A further one had been opened.

**Statement of Parish Accounts and Payments August and September 2022**

**a) Bank Statements at 31/08/22**

Lloyds Treasurer's account	£ 9,482.02
3 month fixed term account to 12 September at 0.3%	£29,683.64
3 month fixed term account to 12 September at 0.3%	<u>£17,220.37</u>
	£56,386.03

Precept: The second half year £20,045.50 was received into the Treasurer's account 07/09/22.

**Payments from Lloyds Treasurer's Account August 2022**

OB Mrs J Ayre – salary and office allowance July	£ 1,038.53
OB NEST – pension employer and employee	£ 71.16
OB Dek Graphics – printing – vacancy notices boards/delivery	£ 24.82
OB AllSeal Cleaning Services – pavilion graffiti and application	£ 505.20
OB Glasdon – 2 x posts for recreation ground	£ 329.45
OB PHS Group – recreation ground maintenance	£ 293.54
OB Grass and Grounds – July open spaces maintenance	£ 164.40
OB Vita Play – play park wetpour repairs	£ 3,305.80
OB Tony Taylor – play park benches and picnic table refurbishment	£ 460.00
OB Melon Engineering – Speed sign movement	<u>£ 141.67</u>
	£ 6,334.57

**Payments from Treasurer's Account for August Charge Card**

Amazon printer cartridge black inks x 2	£ 26.30
Post Office – HMRC VAT forms	£ 1.05
Andersons 4 x large envelopes	<u>£ 1.60</u>
	£ 28.95
Total payments August	<u>£6,363.52</u>

**Payments from Lloyds Treasurer's Account September 2022**

OB Mrs J Ayre – salary and office allowance August	£ 1,038.53
OB NEST – pension employer and employee	£ 71.16
OB HMRC – 1/4ly tax and NI for employer and employee	£ 141.80
OB Mrs J Ayre – 1/4ly reimbursement broadband and travel	£ 70.99
OB PHS Group – recreation ground maintenance	£ 587.08
OB Hiltingbury Garden Services – public car park/open spaces	£ 1,560.00
OB Ark Glass – Otterbourne Hill bus shelter repair	£ 294.00
OB Business Stream – allotments (summer period/former estimate)	£ 390.49
OB Melon Engineering – Speed sign movement Sept	£ 141.67
OB Grass and Grounds – open spaces contract August	<u>£ 164.40</u>

**Payments from Treasurer's Account for September Charge Card**

	£ 0
Total payments September	<u>£ 4,460.12</u>

**Queen Elizabeth II** Hampshire joined the nation in remembering Her Late Majesty Queen Elizabeth II in a national Moment of Reflection on Sunday 18 September, ahead of the State Funeral on Monday 19 September. HM Lord-Lieutenant of Hampshire, Nigel Atkinson Esq, said: “The death of Her Majesty Queen Elizabeth II has seen a huge outpouring of grief across Hampshire, together with the whole nation and Commonwealth. At this time of profound sadness, I imagine that many of us across our Hampshire communities wish to pause and reflect, in a personal act of mourning and remembrance during the last few days.” “On numerous occasions, our County had the honour and privilege of welcoming Her Late Majesty Queen Elizabeth II. There have been visits of military and naval significance to Aldershot and Portsmouth; as well as to Highclere and Broadlands - including the Royal honeymoon in 1947 at the start of Her Majesty’s incredible 73-year marriage; later then to Winchester for the 900th anniversary of Winchester Cathedral in 1979; and in more recent years, the naming ceremony for the Queen Elizabeth liner in Southampton in 2010 and the commissioning of HMS Queen Elizabeth in Portsmouth in 2018. We will hold dear the memory of these visits in our hearts.”

**Generate green energy and save on bills** Residents considering investing in solar panels for their homes can now sign-up to generate greener energy and reduce their energy bills through the Hampshire County Council supported solar panel scheme, **Solar Together**. This group buying scheme offers high-quality solar panels and battery storage at a competitive price to Hampshire homeowners. The County Council is working with independent and trusted experts, iChoosr Ltd, to help residents make the switch to clean energy as cost effective and easy as possible. More than 800 homeowners registered for the first wave of the scheme and together, these householders have the potential to save an estimated 4,000 tonnes of CO<sub>2</sub>. Hampshire residents can join Solar Together Hampshire through initial registration, which is open until 27 September – free and without obligation.

- From now until 27 September, homeowners can register online to become part of the group for free and without obligation [www.hants.gov.uk/solartogether](http://www.hants.gov.uk/solartogether)
- Pre-vetted UK solar Photo-Voltaic (PV) suppliers participate in an auction on 27 September 2022, who are then able to offer competitive pricing as the volume and geographic concentration will make it possible for them offer lower prices for installations.
- After the auction, registered households will receive a personal recommendation which is specific to the details they submitted in their registration.
- If those registered choose to accept their recommendation, the details of their installation will be confirmed with a technical survey after which the installation date is agreed.
- Telephone and email helpdesks are on-hand throughout the process which, together with information sessions, will allow households to make an informed decision in a safe environment.

**Could you open your door to a Hampshire child?** Hampshire households are being urged to open the doors of their loving, safe and stable homes to help transform the lives of vulnerable children. The gap between the number of children needing a home and the number of foster carers available continues to widen. There are now 200 more children in the County Council’s care than in 2018 and this figure is rising. There are **different types of fostering arrangements people can do** – from full-time to more flexible options that fit around home and work-life commitments. **Prospective foster carers need to have a spare room in their home** as it is important for children and young people to have their own space. Find out more about fostering with the County Council via [www.hants.gov.uk/fostering](http://www.hants.gov.uk/fostering) to find a wealth of resources, more about the latest campaign, details about the role, FAQs and online information events.

**20 is plenty?** There's still time to give us your views on 20mph speed limits. Tell us what you think by taking part in our survey, which will help shape future policy across Hampshire. Read more about it, and fill in the survey online: <https://www.hants.gov.uk/.../20mph-speed-limits-consultation>

**National Highways update** -you can follow M3 motorway repairs and closures or sign up for alerts at <https://nationalhighways.co.uk/our-roads/south-east/m3-junctions-9-to-14-smart-motorway/Local> roadworks by the county council and utility companies both current and planned can be viewed using the interactive website [www.one.network](http://www.one.network)