

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
20 APRIL 2021 AT 6.30 PM HELD BY VIDEO COMMUNICATION**

Present: Cllrs Stafford (C); Lansdown-Bridge; Stansbury; Moody; Gilbert; Reed.

In attendance: District Cllrs Bell; Laming; Williams. 1 Parishioner; Clerk.

1. Declaration of Interest: None.

2. Apologies for Absence: Cllr J Smith.

3. Minutes of Meetings

– to approve the Minutes of the Finance and Administration meeting 16 March 2021

– to approve the Minutes of the Parish Council meeting 16 March 2021

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 by the Chairman.

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. Garage Store – two quotations received, a third was being progressed by Ron Emery.

4. Tree Survey – all Councillors to individually update as appropriate.

11.b)i) Pedestrian Crossing – the initiative for slowing the traffic was progressing and the application of white lines to give the effect of the road narrowing was imminent.

Data on traffic speed recorded by the EVOLIS had been passed to Cllr Warwick.

12.a)ii) Annual Play Inspection Report – items for quotation ongoing by Cllr Gilbert.

To c/f items to May Agenda	Clerk	18 May
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5. County Councillor's Report

As attached. Local matters: Pedestrian crossing – the visual narrowing lines had been scheduled into the works programme; Park Lane – the drainage scoping works had been completed to inform the scheme with final plans expected at the beginning of May; Main Road – loose, noisy drain covers had been reported in two locations.

6. District Councillors' Report

As attached. Local matters: Liaison had occurred with some residents in relation to use of the common by patrons of The Otter PH.

7. Local Crime Report

19 crimes reported in February 2021 (latest figures) in or within 1 mile of Otterbourne. Of these 7 were outside the village boundary. 12 crimes within Otterbourne: 1 ASB, 1 drugs, 1 other theft, 1 public order, 4 vehicle crimes, 1 other crime, 3 violent/sexual offences.

On 3 April a Beat Surgery was held at the recreation ground between 1030 and 12 noon attended by a number of residents who discussed their concerns with the officers present.

All instances of crime/ASB should be reported via the non-emergency 101 number and also reported on the Police website at <http://orlo.uk/SnKmr> as the allocation of resources is led by the volume of case activity.

8. Open Session for Parishioners – meeting closed by the Chairman for this item.

There were no matters raised.

9. Co-option of a Councillor

Mark Smith proposed by Cllr Lansdown-Bridge, seconded by Cllr Stansbury and agreed unanimously for co-option onto the Council. One vacancy remained.

To follow through with paperwork and WCC	Clerk	Asap
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10. Report of Representatives to Various Bodies

OVHC: a hedge had been damaged at the village hall and the matter reported to the police.
Conservation Group: on 14 April minor pollution of the Bourne had occurred at Sponder's Mede which was cleared promptly by Cllr Stafford to prevent further pollution downstream.

11. Community Projects

i) Queen Elizabeth II Platinum Jubilee 2022 – to receive ideas for marking the event. It was agreed given ongoing social distancing restrictions that it would be unlikely and very difficult to reinstate the postponed 75th VE Day celebration. Cllr Stafford proposed to reallocate the funds set aside towards the celebration of the Platinum Jubilee of HM The Queen in June 2022 with an event held over the four day May Bank Holiday weekend from Thursday 2 June – Sunday 5 June. Council agreed the proposal unanimously.

To commence planning and contact organisations	Cllr Stafford	ongoing
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ii) Community Payback Scheme – to receive update
Cllr Moody reported that no further information had been received as resources were currently focussed on supporting the vaccination programme.

To liaise with organisation for progression	Cllrs Reed/Moody	18 May
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12. Report of the Planning and Highways Committee**a) Planning**

i) Applications and Decisions – as attached Schedule.

Southampton International Airport: the proposed runway extension had been approved by EBC. Dr Keith Smith had written to the Winchester MP, County and District Councillors and relevant WCC staff to ask for engagement with EBC to establish a Noise Reduction Preferred Routing agreement. Council agreed it would be grateful for the continuing support of County and District Councillors on this issue. Cllr Bell reported that the Secretary of State had requested EBC not to issue permission and update was awaited.

b) Highways

i) Proposal for expenditure of up to £1,000 for refurbishment of the village pictorial sign. The Millennium sign had been a visible and well regarded symbol of the parish; however it had weathered to such extent that it would be beyond saving if restoration was not soon undertaken to the protective leadwork, metalwork brackets and the carved wooden sign. Quotations had been difficult to obtain involving different skills and specialists: one quotation had been received for the complete project to commence in May; a second quotation had been received for the artwork alone with equivalent price including the metalwork expected for the complete project. The quotation from Grant Orchard to undertake the complete project was agreed unanimously by Council. Funding was agreed from reallocation of the remaining unused budget from the pedestrian crossing.

To instruct contractor Grant Orchard with the work	Clerk	asap
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ii) Other Matters arising.

Cllr Lansdown-Bridge raised concern about the road surface condition of Otterbourne Hill which had been part of Operation Resilience, but had since deteriorated. Cllr Stansbury raised the fencing at Kiln Lane roundabout which had still not been repaired.

To raise both matters with HCC Cllr Warwick	Cllr Lansdown-Bridge	18 May
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13. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

Proposal for expenditure of up to £2,000 for refurbishment of car park bays.

Three quotations had been received for re-lining the car park bays and disabled markings at Cranbourne Drive, the Recreation Ground and Village Hall (disabled bays only). The quotation from R&R Contractors as best price and former contractor was agreed unanimously by Council. Funding was agreed from reallocation of the remaining unused budget from the pedestrian crossing and an application would be made in due course for a HCC Councillor grant towards the cost of the Cranbourne Drive/School car park.

To instruct Contractor (incl scheduling) and apply for HCC Cllr grant	Clerk	18 May
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b) Open Spaces

i) Potential sites and equipment for play area west side of Main Road.

A briefing from Cllr Gilbert concluded that although the area was lacking LEAP equipment, funding had not been set aside and grants were difficult to obtain, requirement had not been fully established and any future housing development might include provision. It was agreed to place the matter on hold.

ii) Common – Proposal for expenditure of up to £450 for new posts and tree stakes.

A quotation had been received for replacement of five large posts and nine smaller posts in areas that were not covered by other protective measures such as the bund.

Replacement stakes for the Jubilee Oak tree were needed. Two larger posts were needed at the recreation ground. Council unanimously agreed the expenditure.

To instruct Contractor with the work	Clerk	18 May
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c) CCFC – to advise new Chairman and any matters arising.

Steve Davenport had been elected Chairman vice Steve Twamley. Council wished the Club every success and thanked Steve Twamley (ex-Chairman) for his sensitive approach in dealing with any concerns raised by residents and his stewardship of the Club during the settling in period.

14. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts, End of Year Reconciliation.

The financial statement had been circulated with the Agenda and was noted. A copy of the Payments and Receipts Schedule may be requested from the Clerk. The end of year reconciliation had been approved by the Finance Chair. The 1st half (£20,355) of the Precept had been received into the Treasurer's account 08/04/21.

b) Audit

All Councillors had received a copy of the Internal Auditor's report and the Annual Governance and Accountability Return (AGAR).

- i) Internal Audit – the audit had taken place on 12 April and no matters had been raised for the attention of the Council.
 - 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.
- The Clerk/RFO was thanked for completing another year's audit.

To send AGAR to the External Auditor	Clerk	18 May
To post Notice of Public Inspection on boards and for website	Clerk	11 June

c) Annual Assembly – to note Government restrictions and arrangements for 4 May. With COVID restrictions in force the assembly was scheduled remotely over ZOOM. It was hoped that County and District Cllrs would be able to attend in order to respond to any issues raised by residents and notices would be delivered to every household by 27 April.

d) Roles and Responsibilities – to discuss Youth Representative on the Council. It was agreed that to find a young person to act as a Youth Representative would be unlikely and the way forward was to engage with young people the Recreation Ground to gain understanding of their thoughts and future needs. Cllr Reed volunteered as Lead Councillor to set up dialogue. District Cllr Williams offered support and to accompany.

To c/f discussions and engagement together with Cllr Williams	Cllr Reed	ongoing
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e) Website – to update on accessibility requirements and any associated issues. The accessibility statement had been commended by the Internal Auditor. Some adjustment was required in terms of where the AGAR was recorded which has been completed.

15. Risk Assessment and Management

There had been no matters brought to the attention of the Council.

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

i) Great British Spring Clean 28 May – 13 June.
Saturday 5 June had been set aside for the Otterbourne event.

To prepare posters and organise equipment and event	Cllr Moody	5 June
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17. Date of next Parish Council meeting – 18 May 2021.

Meeting closed 7.17 pm.

Planning Report 20 April 2021

Planning Applications

- Case No: 21/00773/TPO 78 Cranbourne Drive, Otterbourne
 T1 - Leylandii & Hawthorn - Reduce the height of the stems to match the height of the adjacent trimmed hedge. Prune the overhanging Hawthorn back in line with the hedge.
 T2 - Leylandii - Reduce the trees to match the height of the adjacent trimmed hedge, being careful to maintain a screen between the properties. Prune/remove any remaining lateral branches overhanging to the hedge line. T3 - Leylandii - Reduce the height of the hedge to level off where it has been kept trimmed, creating a level tidy finish. The proposed works are part of the ongoing arboricultural management at this property ensuring that all trees and vegetation are maintained to a good/safe standard and matching other hedge lines around this property. **No objection.**
- Case No: 21/00480/HOU 5 Coles Mede, Otterbourne
 New two storey side extension with hipped roof. **No objection.**

Decisions Received

- Case No. 21/00100/HOU. 4 Bourne Close, Otterbourne
 Two storey rear extension. **Application permitted**
- Case No. 20/02736/HOU Manor House Barn, Kiln Lane, Otterbourne
 Case No. 20/02737/LIS Works to convert existing garage to ancillary living accommodation.
Application permitted
- Case No. 20/01485/HOU Otterbourne Manor, Kiln Lane, Otterbourne
 Demolition of existing single storey extension and construction of new single storey extension on a similar footprint. Replacement of existing render on south west elevation of the original dwelling. Re-roofing the main roof of the existing dwelling and removal of later additional to eaves/soffit and original profile to be formed. New dormer window (see 20/01486/LIS). **Application permitted**
- Case Ref: F/19/86707 Southampton International Airport, Eastleigh
 Construction of a 164-metre runway extension at the northern end of the existing runway, associated blast screen to the north of proposed runway extension, removal of existing bund and reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide an additional 600 spaces. This application is available for comment on Eastleigh Borough Council's web page <https://www.eastleigh.gov.uk/planning-and-building/southampton-airport-planning-application> **Application permitted**

Finance Report 20 April 2021

13. a) Statement of Parish Accounts and Payments

<u>Bank Statements at 31/03/21</u>	£
Lloyds Treasurers account	7,984.57
Lloyds 6 month investment account to 12/07/21 at 0.03%	11,000.00
Lloyds 12 month investment account to 29/07/21 at 0.3%	<u>28,190.00</u>
	47,174.57
<u>Payments from Treasurer's Account April 2021</u>	
OB Salary and office allowance March	£ 990.15
OB NEST – pension employer and employee payment	£ 69.75
OB Mr R Webster – street amenities cleaning (w/c 19 Apr)	£ 63.28
OB Dek Graphics – printing/laminating notices	£ 28.08
OB WCC – annual play safety inspection	£ 69.80
OB PHS Group – March maintenance recreation ground	£ 150.04
OB John Murray – Internal Audit Report	£ 225.00
OB Cllr K Stafford – Reimbursement of Expenses	£ 14.00
OB Melon Engineering – SLR movement 3 rd	<u>£ 141.67</u>
	£ 1,751.77
<u>Payments from Treasurer's Account for March Charge Card</u>	
CP Zoom – March meeting	£ 11.99
CP Shaw and Sons – 2 x Payments and Receipts ledgers	<u>£ 49.14</u>
	£ 61.13

Hampshire County Council Parish Council Report April 2021

Cllr Jan Warwick, Winchester Downlands

Hampshire County Council Farms Policy 2021-2050 Hampshire County Council has a 1,900-hectare farm estate. Holdings range from 1.8 hectares (4.45 acres) to 114 hectares (282 acres). These provide an affordable first step on the farming ladder for aspiring farmers and makes a significant contribution to the rural economy. The new policy for county farms in Hampshire sets out a clear direction for the management of these public assets in the coming decades.

The council's farm estate features a range of units that support dairy, arable, horticultural and livestock businesses. The new framework is published as the agricultural industry faces significant change following the exit from the EU, the Agriculture Act 2020 and Defra's publication of its Path to Sustainable Farming.

Key features of the new policy include:

- Continuing to support new entrants into farming to build sustainable businesses and offer progression opportunities for existing tenants where possible
- Delivering sustainable, high standard, land management and farming systems, to promote animal welfare and soil health, better air and water quality, a network of thriving wildlife habitats and contribute towards the county council's climate change targets. The authority declared a climate emergency in June 2019 and has pledged to bring carbon emissions in Hampshire down to net zero by 2050.
- Maintaining the scale and diversity of the County Farms estate - encouraging innovation and farm diversification where this brings benefits to the tenants and the surrounding rural communities.

Ticks and Lyme Disease

As spring approaches and more people are outdoors Hampshire residents are urged to be 'tick aware' especially when walking in wooded areas or long grass where ticks attach themselves to people or animals as they pass by. Further information is available here: <https://www.hants.gov.uk/News/20210401ticks>

Book your Spring Recycling Slot

The HWRC booking system offers more than 50,000 booking slots each week and, from 1 April, sites will be open for longer: 9am – 6pm every day during the summer months.

A wide range of household items can be taken to one of Hampshire's 24 HWRCs for recycling or disposal and information about what can and cannot be deposited can be found online <https://www.hants.gov.uk/wasteandrecycling/recyclingcentres>

To make a booking

Bookings can be made online at www.hants.gov.uk or by telephone **0300 555 1389**.

Cancellation

Anyone who is unable to make their booking for whatever reason is asked to please use the link in the confirmation e-mail to cancel it, so it may be made available to another resident. Bookings can also be amended, in this way, to another time if needed.

District Councillor Report April 2021

A BRAND NEW LEISURE PARK FOR SPRING!

At this week's Open Forum, we were pleased to confirm that, despite the upheaval of COVID-19, your new, state-of-the-art Winchester Sport & Leisure Park is close to completion.

The leisure park facilities at Bar End include a 50m swimming pool and training pool, multi-use sports hall, 200 station gym, studios, fun climbing, squash courts, a hydrotherapy suite, and well-thought out access for those with disabilities. The Crussh café near to the entrance will be selling healthy refreshments to enjoy on a sun terrace.

We're expecting the leisure park to be made ready to open to the public by the end of May.

NEW EV RAPID CHARGER AT WORTHY LANE COACH PARK

We have installed a new electric vehicle rapid charging point (EVCR) at Worthy Lane coach park to help make the area more accessible for owners of electric vehicles - including taxi drivers!

Installing the new ECVP's is part of the council's plan to be carbon neutral by 2030 and help encourage the use of more sustainable transport.

We've already introduced a new electric vehicle charging network of 32 ECVPs across the district. Look out for them in Wickham, Bishop's Waltham, Denmead, Harestock and Winchester and Alresford is next!

Keep an eye out for more charging points coming in the future! <https://winchester.us12.list-manage.com/track/click?u=ff5fd525cec7b271e07954336&id=b7868eb1f7&e=beaf091376>

DECARBONISATION AT THE COUNCIL

We're working on progressing towards our carbon neutral targets! By identifying options to decarbonise city offices and public conveniences, we could save a potential of 26 tonnes of Co2 and 34,000 kWh of electricity annually. We've been awarded a government grant of £258,000 by Salix Finance to cover all of this work which will be completed by September 2021

OUTDOOR SPORT IS BACK!

We are really pleased that adults and children can now take part in organised sport outside, and outdoor sports facilities are reopening in our district.

ANYONE FOR TENNIS AT RIVER PARK?

You can now book a tennis court through our new online booking system for River Park from Thursday 1 April. Tennis courts will be available free of charge until Saturday 1 May, when temporary toilets will then be provided and charges will start again.

CRICKET SEASON IS COMING SOON!

For all you cricket fans, the season will start in May, and bookings are already being taken for North Walls cricket grounds through our booking portal.

GRASS FOOTBALL PITCHES ARE READY TO BOOK AT RIVER PARK

The grass football pitches at River Park are now open for bookings here.

3G PITCH BOOKINGS COMING SOON

The 3G pitch isn't quite ready for pre-bookings but existing 'block booking customers' can contact us on sbookings@winchester.gov.uk to make sure they are all set up to continue their regular slot once we reopen.

SKATE PARKS ARE OPEN!

Skateboarding and scooter fans can now return to skate parks which reopened on Monday 29 March. Remember to follow social distancing guidelines when in skate parks and take care when to avoid accidents! For full COVID-19 guidance on skate boarding visit Skateboard UK.

GOOD NEWS FOR PARENTS - PLAYGROUNDS ARE OPEN

Our playgrounds are open for use but please remember to follow social distancing guidelines to keep each other safe. Check the posters on site for extra guidance!

Cllrs Bell, Laming and Williams