

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, TUESDAY 17 MARCH 2020 8.00 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Stafford (C); Stirrup; Moody; Stansbury; Gilbert

In attendance: District Cllr Hannah Williams; District Cllr Brian Laming; District Cllr Eleanor Bell; David Cox (all until 9 pm); 1 Parishioner, Clerk

The Chairman thanked ex-Cllr Joel Calliste who had resigned, for his efforts on the Council.

1. Declaration of Interest: None.

2. Apologies for Absence: Cllr Lansdown-Bridge; County Cllr Jan Warwick

3. Minutes of Meetings:

– to approve the Minutes of the Parish Council meeting 21 January 2020.

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 and signed by the Chairman.

4. Action Points and Matters arising from Minutes

All matters had been actioned or would be addressed in the meeting except as follows:

12. a) Jubilee Path: the Clerk advised that Grass and Grounds would charge a days' rate for cutting back the Jubilee Path using a two man team. Recommendation is to put this on hold until the next Lengthsman visit to see whether this work could be included on the worksheet.

11. b) i) Speed Signs: The Clerk confirmed that Otterbourne had been removed from the Shared Speed Limit Restriction Sign with participating parishes.

11. b) iv) Operation Resilience: Concerns about early evening closure times had been forwarded to HCC. The work had proceeded as planned and there had not been any concerns notified.

13. b) The RFO confirmed the Precept had been submitted to WCC.

12. a) Jubilee Path – for the Lengthsman Worksheet	Cllr Stirrup/Clerk	19 May
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5. County Councillor's Report

Report at end of the Minutes.

6. District Councillor's Report

Report at end of the Minutes.

7. Local Crime Report

The latest figures available for January were 4 incidents reported within 1 mile of Otterbourne: 1 burglary; 1 public order; 2 violent/sexual offences. The figures did not reflect the increasing concern about thefts and damage to vehicles in the free public car park. The issue had been raised with the PCSO and would be again at the next Beat Surgery on 26 March. The Rector and Church Warden had been asked to forewarn wedding parties and a sign for the car park was being investigated for attachment to one of the adjoining street lamp posts.

To liaise with HCC and SSE on use of Street Lamp 2	Clerk	21 April
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16. Risk Assessment and Management – Item moved forward in the Agenda

Covid-19 (Coronavirus). The Council was being updated with Government advice to follow and display. It was working towards providing a safety net for parishioners who were more vulnerable

and less able to cope by engaging with various local community organisations, such as the Church, the Cameo Club and Sapphire Club. The Chairman had prepared an information leaflet which also called on volunteers to help to establish a village Hub and the Chairman had agreed to co-ordinate volunteer support. The leaflet was agreed for delivery to all households.

To deliver information leaflet to all households	All Councillors	asap
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8. Open Session for Parishioners – meeting closed by Chairman for this item

There were no items raised.

9. Vacancy for a Councillor

The Statutory Vacancy notice had been displayed. There were currently three Councillor vacancies. Expressions of interest would be welcomed from all areas of the parish, but in particular the under-represented areas of Coles Mede, Sparrowgove/Waterworks Rd, Poles Lane and Otterbourne Hill.

10. Report of Representatives to Various Bodies

There were no matters to report from any of the representatives.

11. Village Litter Pick

Cllr Moody had received notification that the National Clean-up Campaign had been postponed to September and the village litter pick, including Otterbourne School involvement, would be postponed.

To carry forward plans and notification to September	Cllr Moody	15 Sept
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12. Village Tree Survey

The Tree Warden, David Cox, reported that he had compiled a draft survey plan. From the village map provided, the land had been scoped into 12 parcels for appraisal of concerns such as Ash die-back, Hazel coppicing and safety issues. The TPO's had been notarised on the map. Work would continue to complete the survey over the spring/summer months.

13. Report of the Planning and Highways Committee

a) Planning

i) Applications and Decisions – Schedule with Comments at end of the Minutes.

b) Highways

i) Speed Sign – to approve HCC Licence and receive update on sign.

Consent for the speed sign had been received from HCC. The SSE License had been received and was approved by Council. Following discussion with the speed sign supplier, it was agreed to source Lithium batteries from an online supplier as it was significantly cheaper. A final check would be made regarding the suitability of the battery charger. MJT had been contacted to confirm movement requirements. It was agreed all items were in place and, the overall cost being within £2,000 as formerly agreed by Council, it was agreed to submit the order.

To advise Clerk about battery charger and then to place the order for the speed sign and to purchase the batteries online	Cllr Gilbert/ Clerk	asap
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ii) Pedestrian crossing on Main Road – to approve feasibility study and commitment of £10,000. Council had agreed a sum of £10,000 would be set aside from the 2020/21 budget to add to the WCC grant of £50,000 and a County Cllr grant of £1,000 towards a pedestrian crossing. HCC had advised that a feasibility study was required to establish, amongst other issues, what traffic calming/speed reduction measures would be required to support a crossing. Cllr Laming advised that the WCC grant had a time limit for use. The Chairman, Clerk and Cllr Warwick were

meeting with Cllr Rob Humby and WCC officers on 18 March and would raise this issue together with other funding implications and timeframe for delivery. Councillor discussion related to the commitment of £10,000 ahead of any guarantee for the crossing, but it was agreed that without the feasibility study, the project could not move forward. Councillors agreed unanimously to approve the commitment in order to progress.

To report back to Council following HCC meeting	Cllr Stafford	21 April
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iii) Other Matters

Village Verges: Grass and Grounds had completed the final day of work on the verges, footpaths and pedestrian islands and had made good impact on tidying the village.

Boyatt Lane: it had been determined that the white restriction lines on the northern side had not been put back correctly after the road resurfacing. A further site visit from HCC Highways was required to produce a plan of work and this would be arranged during April.

To liaise with Highways and report back to Council	Cllr Gilbert	21 April
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c) Community Projects

i) Otterbourne in Bloom – to receive update on the project.

Three areas had been identified for small scale displays at the recreation ground and two areas on Cranbourne Drive. Preparation of the beds and watering was proposed by volunteer helpers.

To forward the project	Cllr Moody	21 April
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ii) 75th Anniversary of VE Day – to receive update on the project and WCC funding.

The letter drop to all households had taken place and an article placed in the Parish magazine. Proforma Returns had started to come in with 15 VE Day ‘Veterans’ confirmed. Invitations had been sent to invited guests who had indicated attendance. Details had been lodged with the SSAFA VE Day event and local press. The grant application to WCC had been successful with £500 secured towards the event and other additional sponsorship being investigated. The first draft of a ‘Souvenir Programme’ had been prepared and non-perishable items such as bunting and tableware purchased. Contributors had continued working towards input on the day. All preparations were on course for the 8th May, however it was recognised that the event focussed on those aged 75 and above who would be significantly affected by the progress of Covid-19. Council agreed that it was best to postpone the event in line with Cllr Stafford’s recommendation and Government guidance and to identify a future date for the event to be held.

To publicise cancellation and inform invited guests.	Cllr Stafford/Clerk	asap
To advise WCC re the Small Grant Scheme Return Form	Clerk	31 Mar
To identify future date and c/f the Event	Cllr Stafford	

14. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General

– ratification of £95 for height restriction barrier repair.

Council approved the sum; the repair had been done by PHS and the barrier was operational again.

ii) Play Park and Youth Facilities

– ratification of £150 for graffiti removal and anti-slip tread.

Council approved the sum and the work had been undertaken. A concern with one of the treads would be examined by Cllr Gilbert.

– to receive weekly inspection spreadsheet for 2019/20.

Cllr Gilbert was undertaking inspections and a spreadsheet to end of year was being completed.

– to receive the annual independent safety inspection report.

The report had been received from the Play Inspection Company which had identified only Low or Very Low items of work required. Assessment of work would be undertaken and scheduled in.

– to receive proposals for play park painting.

Ex-Cllr Katherine Reese had agreed to co-ordinate the project as a community event in the late spring/summer. Cllr Moody had sourced non-toxic stain and materials.

To forward project with Katherine Reese	Cllr Moody	21 July
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iii) Pavilion

– proposal for £612 plus VAT for Electrical Inspection Condition Report work.

The recent electrical inspection had identified a number of defects and repairs that were needed. The works had been independently assessed and Council agreed ratification for the work.

To instruct the work and liaise with Electrical Contractor	Clerk/Cllr Stansbury	asap
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– to receive update on the AED Cabinet.

The AED cabinet had been installed on the front wall of the pavilion and the AED was operational. The Chairman thanked Colden Common Football Club for provision of the AED and undertaking the cabinet installation which provided an important facility for the village.

– to receive update on Colden Common Football Club activity

Fixtures were displayed at the pavilion. A number of home matches had been postponed due to the waterlogged playing surface. CCFC had moved some Development Squad (2nd team) home games to a different venue, but there were still two more 1st team home games to play along with three more Development Squad matches. Dependent upon weather conditions, further postponements would have to be accommodated during weekday evenings and local residents would need to anticipate this, however, CCFC would continue to operate within the agreements contained in their lease.

b) Amenities – to approve the cleaning contract for street amenities for 2020-2022

The Clerk had drafted the renewal contract which Cllr Lansdown-Bridge had received. Council approved the renewal for a further two years with Mr Webster.

To issue contract and to oversee the works	Clerk/Cllr Lansdown-Bridge	31 Mar
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c) Sponder's Mede – ratification of £280 for tree work.

Council agreed ratification for work arising from the storms required for H&S reasons.

15. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts, Budget Analysis

Payments and Receipts Schedule at the end of the Minutes. Councillors had received the Budget Analysis with forecast end of year expenditure presenting £7,256 available in the Treasurer's account.

b) Projects carried forward to 2020/21 – to approve funding of amounts c/f from 2019/20 budget.

Proposal for £7,256 Treasurer's A/c balance to be re-allocated as outlined at the Precept meeting:

- CCFC 2019/20 rental to be reinvested in 12 month reserve account £1,500
- Pedestrian Crossing contribution (towards part funding of £10k total) £5,500

Working Balance to c/f £256. Council unanimously approved the re-allocation.

c) 12 month fixed rate investment account – to approve reinvestment for further 12 months. Council agreed the balance of £26,190.99 plus addition of £1,500 from 2019/20 budget and £1,500 from 2020/21 budget (for reimbursement of the pavilion refurbishment) to be reinvested for up to 12 month fixed term depending on interest rates which had fallen to an all-time low.

To reinvest according to interest rate up to 12 month term	RFO	21 April
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d) Website and Parish Communication – to receive update.

Cllr Stirrup had agreed to take up the website responsibility. A meeting would be arranged between ex-Cllr Calliste, Cllr Stirrup, the Clerk to better understand the operation and finances.

To arrange meeting and report back to Council	Cllr Stirrup/Clerk	asap
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16. Risk Assessment and Management.

Item taken after Agenda item 7. There were no other matters raised.

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

Otterbourne Trail Run 3 May 2020 – this event had evolved into Otterbourne Festival of Running and was being staged at Otterbourne School which was a fundraising event with Muddy Runners in aid of the School Registration was from 09.30 with start time of 11.00 for the 10k race; 13.30 for the 5k race and 15.00 for the 2k children and toddlers' event.

Annual Village Assembly 5 May 2020.

Village Fete 28 June 2020.

Centenary of War Memorial Dedication 5 Dec 2020

18. Date of next Parish Council meeting – Tuesday 21 April 2020 commencing 7.30 pm.

Meeting closed at 9.12 pm

Schedule of Parish Accounts, Payments and Receipts

Statement of Parish Accounts at 28/02/20

	£
Lloyds Treasurer's account	13,524.08
Plus Lloyds 6 month investment account to 02/06/2020 at 0.75%	10,000.00
Plus Lloyds 12 month investment account to 25/03/20 at 0.8%	<u>26,190.99</u>
Total	49,715.07

February 2020 Payments from Lloyds Treasurer's account

Online Payments Total	£ 2,124.96
Cheque Payments Total	<u>£ 50.00</u>
Total Payments	£ 2,174.96

March 2020 Payments from Lloyds Treasurer's account

Online Payments Total	£ 1,554.28
Cheque Payments Total	<u>£ 50.00</u>
Total Payments	£ 1,604.28

A further £5,127 of invoices as itemised in the Budget Analysis were anticipated to end of year and a payments schedule to 31/03/20 would be emailed to Councillors for agreement.

A copy of the Payments and Receipts Schedule may be requested from the Clerk.

Schedule of Planning February and March 2020

PLAN/DS/WR215 25 February	Four Dells Farm, Poles Lane, Otterbourne 1 no production / storage building for recovery of waste CHP heat and production of 'AdBlue' - with installation of 7no. external storage tanks and bund. Comment: No objection to the proposed development however, we remain concerned by the potential for “industrial creep” on this site and ask that strict planning conditions be imposed and enforced to restrict further industrialisation, to limit vehicular movements to those stated within the application and to ensure that elevations remain screened by the bund.
Case No. 20/00064/HOU and 20/00065/LIS 27 February	Otterbourne Manor, Kiln Lane, Otterbourne Demolish existing car port and construct new open garage No objection, but given the historic significance request that an archaeologist be present when the concrete flooring is removed.
Case No. 20/00063/LIS. 27 February	Otterbourne Manor, Kiln Lane, Otterbourne Refurbishment and modifications to existing windows No comment
Case No. 20/00163/FUL 13 March	Land east of Main Road, Otterbourne Change of use of agricultural land to a pony paddock with stable block Objection: contradiction to Local Plan Part 2 Policy DM12 for landscape appearance, site access and infringement of use for a Public Right of Way.
Case No. 20/00321/AVC 1 April	Richmond House, Main Road, Otterbourne 1000 mm x 595 mm oblong illuminated hanging sign No objection, but illuminated sign and internal illumination to be limited to working hours in keeping with the residential area
Case No. 20/00389/HOU 3 April	7 Oakwood Avenue, Otterbourne Two storey rear extension and partial garage conversion No comment
<u>Decisions</u>	
Case No. 19/01858/HOU	17 Oakwood Avenue, Otterbourne First floor rear extension Application Permitted
Case No. 19/02582/HOU	29 Oakwood Avenue, Otterbourne Two storey rear extension Application Permitted
Case No. 19/00761/OUT (in C&S Parish)	Former site of Captain Barnard PH and part rear garden of Calvi. Construction of 62 Bed Care Home for the Elderly containing 40 single rooms and 11 double nursing units plus a villa of 4 double n nursing units Consented case No. 15/02427/OUT and 12/01298/OUT). Application Permitted

Public Health -Coronavirus (Covid-19) Hampshire County Council continues to keep a close watch on the Coronavirus outbreak with processes in place to respond. Parish Council's should make sure their emergency plans are up to date and lodged with Hampshire County Council. If you don't already have an emergency plan the template is available on:

<https://www.hants.gov.uk/community/emergencyplanning/prepareyourcommunity>

Hampshire residents can stay up to date with the latest information and guidance on www.hants.gov.uk/coronavirus. Please can you add this link on a prominent position on your parish website. The latest information gives advice on precautions and preparations for elderly and vulnerable residents.

The 2020-21 **HCC Budget** includes spending £2.1 billion on delivering important public services to Hampshire's 1.3 million residents during the next financial year.

This year, some further one-off investment is possible into areas which include tackling climate change (up to £2 million). An extra £2 million each year is being proposed for fixing potholes, together with another £3 million for 2020/21. This is on top of the £10 million spent annually on Operation Resilience - the long-term strategy to ensure Hampshire's road network is more resilient to the impact of heavy traffic and worsening winters.

Social care pressures top the list of priorities. The number of people aged over 75 in Hampshire will increase by almost a third over the next few years. This is 5,500 more people in need of social care support, to varying degrees. However, nothing short of a major Government rethink on the future of social care funding nationally will address the longer-term financial strain in this area.

The County Council's Cabinet agreed a total 3.99 per cent increase in Hampshire County Council's council tax precept for the financial year beginning 1 April 2020 - of which 2% is specifically for adults' social care, in line with Government policy. This equates to an annual charge of £1,286.28 for a Band D property. The proposed council tax precept for 2020/21 would generate an additional £25 million for delivering County Council services in 2020/21 and would mean that Hampshire is still the 2nd lowest council tax of counties in the country.

HCC will also propose major investment in Hampshire's economy, jobs and the quality of the environment with projects totalling £386.5 million over the next three years. Schemes include:

<p>£94.8 million for new and extended school buildings in Hampshire to ensure a school place for every child in Hampshire - and 19,100 new school places by September 2023</p> <p>£115.8 million for structural maintenance and improvement of roads and bridges in Hampshire</p> <p>£830,000 to deal with the impact of ash die back disease</p> <p>£3.2m LED Street lighting replacement scheme</p> <p>£45.8 million for integrated transport schemes including over £10 million specifically focused on walking and cycling improvements.</p>
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Storms and Flooding Throughout the year, Hampshire Highways routinely maintains Hampshire's 60,000 gullies and 4,600 catch pits, as well as carrying out a continued programme of improvements to highway surface water drainage systems to make Hampshire more resilient to the effects of extreme weather. It is important landowners also maintain their ditches and watercourses to help prevent roads become flooded. Urgent issues on the highway can be reported to the County Council by phoning 0300 555 1388 during office hours and 101 outside of office hours. Surface water flooding on the highway can also be reported direct to Hampshire County Council at www.hants.gov.uk/transport/roadmaintenance/roadproblems

City Council Budget Meeting Report

At the last council meeting the budget was passed, and the council's key priorities for the next five years:

- Putting the environment at the heart of all we do
- Ensuring that we have the right homes in the right places
- Creating a vibrant local economy both in Winchester itself and our market towns
- Reducing health inequalities across our district and last but not least
- Delivering good value, high quality services that our residents deserve.

Our key priority – the environment was at the heart of everything that we do.

The global climate crisis is one of the biggest challenges we face. That is why we declared a climate emergency and are already taking bold action. To have the opportunity to deliver a carbon neutral council by 2024 and ensuring that we take steps towards the wider district by 2030. So we have put money into our policies and actions so that we can really make a difference to people's lives wherever they live in the district. To reduce our carbon footprint there are three key areas we need to tackle – transport, energy and housing.

The budget has set aside £750k to fund the implementation of our Carbon Neutrality Plan and we look forward to reporting in more detail about our proposals over the coming months.

The Council has already approved a programme to install 32 electric vehicle charging points in our car parks across the district. The new Parking and Access Strategy ensures that in the City, vehicles are discouraged from coming into the centre by increasing the differential parking charges within the air quality management action zone. The commitment to fund £350k to boost additional investment in parking services will mean that the council can invest in improved bus routes, and to introduce Sunday Park and Ride services.

The council will be switching the electricity for all our council buildings to renewable sources from April this year which will mean a net saving of 20% of carbon emissions. Whilst looking at opportunities for investment into energy generation and installing solar PV on council buildings wherever possible.

A tree planting programme has begun in earnest and it already far exceeds the target set out in the Carbon Action Plan – together with our partners 334 new trees were planted over two days in Waterlooville and we have committed to planting 200 trees at the new Winchester Sport and Leisure Park. In addition, we are also committing to a managed programme of maintenance on our trees on council land across the district.

Covid-19

We are pointing all comms from our website to the HCC webpages which are reliably updated with latest guidance. As support networks come into play we will increase and update the local comms. It is really important that comms is consistent, accurate and trusted and the Local Resilience Forum has a media cell which coordinates all activity to ensure no conflicts exist.

I am really very clear that we want to provide community reassurance and support and will enhance our pages, integrated with other agencies over the coming days. In the meantime we with local councils and I would be very grateful if you would give them assurance that support for vulnerable local people is a top priority and a coordinated approach is seen as really important so we support everyone who needs assistance. The LRF being involved is meant to help prepare for the long haul – not in the least to prevent legitimate local supportive groups play a vital role.