

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, TUESDAY 21 APRIL AT 6.30 PM
HELD BY REMOTE VIDEO COMMUNICATION**

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

In attendance: County Cllr Jan Warwick; District Cllr Hannah Williams; District Cllr Eleanor Bell;
2 Parishioners; Clerk.

Cllr Stafford welcomed all to the first Parish Council meeting held by Remote Video Communication due to Covid-19 and Government restrictions.

1. Declaration of Interest: None.

2. Apologies for Absence: None

3. Minutes of Meetings:

– to approve the Minutes of the Finance and Committee Meeting 17 March 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 would be signed by the Chairman.

– to approve the Minutes of the Parish Council meeting 17 March 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 would be 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:

7. Cranbourne Drive Car Park Sign – the Clerk had submitted request to HCC and SSE for a sign on street lamp 2. A quotation for the sign from Hampshire Print Works was under £150.

To forward with HCC and SSE	Clerk	19 May
-----------------------------	-------	--------

11. Litter pick – to be c/f to July Agenda for September event.

14. a) ii Play Park Painting – to be c/f to May Agenda for July event

Clerk to Agenda and Cllr Moody to lead on both items	Cllr Moody	19 May
--	------------	--------

13. b) iii) Boyatt Lane white lines – Cllr Gilbert reported that the site visit from HCC had been postponed until the Covid-19 restrictions had been lifted.

To continue to liaise with HCC and report back to Council	Cllr Gilbert	21 July
---	--------------	---------

14. a) iii) Electrical Inspection Report – Cllr Stansbury reported that Premlex was not working until the Covid-19 restrictions had been lifted, and the work had been scheduled asap.

To forward with Premlex and report when work is completed	Cllr Stansbury	21 July
---	----------------	---------

15. d) Website and Communication – Cllr Stirrup reported that the website was fully functional. He had not received information on Mailchimp and raised whether it was now needed as a function of the Parish Council and with the improved website. The Clerk advised from the Minutes that there had not been discussion from Council to determine how this would operate.

To schedule discussion on Mailchimp/contact ex-Cllr Calliste	Cllr Stafford	21 July
--	---------------	---------

5. County Councillor's Report

Full Report at end of the Minutes. Cllr Warwick added that the County Cllr Grant Scheme was open with particular support for Covid-19 support groups. The £1,000 grant had been set aside towards the Pedestrian Crossing on Main Road. The Police and Crime Commissioner had also opened a funding pot for Covid-19 support groups.

6. District Councillor's Report

Full Report at end of the Minutes. Cllr Williams added that businesses should access the WCC website to see support on offer.

7. Local Crime Report

The latest figures available for February were 7 Crimes in or within 1 mile of Otterbourne: 2 Burglary and Other Theft; 1 Criminal Damage and Arson; 1 Drugs; 2 Vehicle Crime; 1 Violent/Sexual Offences.

8. Community Support during Covid-19

Following the letter drop, 40 households had volunteered to assist those in self-isolation and other activities including working with Twyford Surgery. 14 self-isolating households had been matched with volunteers providing assistance with shopping, dog walking, collection of medication and general support. This was in addition to the undocumented support provided by neighbours and families to those within the village. Covid-19 related information and updates from County level and elsewhere were on the website.

To continue with co-ordination of support	Cllr Stafford	21 July
---	---------------	---------

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

There were no items raised.

10. Vacancy for a Councillor

There were three Councillor vacancies to be filled by Co-option, publicised on the website, notice boards and parish magazine. Expressions of interest would be welcomed to the Chairman or Clerk.

11. Report of Representatives to Various Bodies

Allotments: The allotment holders had agreed voluntarily not to hold bonfires during the lockdown.
SOCCT: Cllr Williams reported the main issue was ongoing maintenance during the lockdown.

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

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

b) Highways**i) Speed Sign – update on the order and forecast delivery.**

Cllr Gilbert reported that the batteries had been delivered. The speed sign had been ordered, but delivery had been held up until the Covid-19 restrictions had been lifted.

ii) Pedestrian crossing on Main Road – to report on 18 March meeting with HCC.

County Cllr Jan Warwick, Cllr Stafford and the Clerk had met with Dominic McGrath at HCC. A number of options had been discussed to try and minimise the financial risk to the Parish Council of committing up-front funding of £10,000 which was needed for the feasibility study and slowing traffic approaching from the south. The agreed way forward was for HCC to engage with WCC to determine if some of the WCC Grant of £50,000 could be used, but it had since been advised that this was not possible. Councillors had previously agreed that this

was the most significant, long-term project for the village and that the £10,000 set aside in the 2020/21 budget should be utilised. It was confirmed that HCC had been informed to commence the project which could take between 2-3 years to finalise.

To liaise with HCC and Cllr Warwick on forwarding the project	Cllr Stafford	19 May
---	---------------	--------

iii) Shared Parish Lengthsman Scheme – to approve 2020/21 contract and £56 annual contribution. Council approved unanimously.

To inform Lengthsman Administrator and submit Worksheet for cut back of the Jubilee Path	Clerk/ Cllr Stirrup	asap
--	------------------------	------

iv) Other Matters – nothing reported.

c) Community Projects

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

It was agreed to postpone this project until lifting of the Covid-19 restrictions.

ii) 75th Anniversary of VE Day – to receive update on the options.

The postponement had been widely disseminated as had the intent to reschedule the event once Covid-19 restrictions had been lifted. Options included linking the event VE Day with the VJ Day Anniversary celebration planned for mid-August. WCC had been informed.

To forward the postponed event and keep WCC informed	Cllr Stafford	21 July
--	---------------	---------

14. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities – to report on closure restrictions implemented.

In line with Government direction, the children's Play Area and MUGA had been placed out of use with signs advising. Some misuse of the MUGA area had occurred, including one of the litter bins burnt, but the bin had been removed and the swings secured with a lock and chain. Local residents continued to monitor the area for misuse and report.

ii) CCFC – to consider matters requested:

– to install notice board, letter box and CCTV on the exterior of the pavilion.

Notice board: for position midway between the main entrance doors and the away team changing room to display fixtures, insurance policy and contact details. Post Box: for position adjacent to the main entrance door. CCTV: a 4-camera device to provide additional security to the Pavilion, playing pitch and car park in order to deter vandalism, misuse and anti-social behaviour following incidents of graffiti, the pitch being damaged and regular dog fouling. Restrictions would ensure that cameras would not be focussed onto the children's play area, wider play areas or residential properties. Also that a CCFC official was responsible for Data Protection and controlling the recorded images, with any issues identified reported directly to the Parish Council for decision about further action. Councillors agreed unanimously to the notice board and post box. It was agreed to defer the CCTV matter until further investigation and discussion had taken place.

To advise CCFC of Council's decision	Cllr Stafford	19 May
To investigate CCTV and Data Protection for further report to Council and discussion to determine	Cllr Lansdown-Bridge/ Clerk	19 May

– to consider request for pre-season training change to commence early.

Due to a combination of bad weather mid-season, Covid-19 restrictions and the loss of some players to other clubs, the squad was depleted and of poor fitness. A new Manager from Otterbourne village had been appointed and an exceptional dispensation was requested to commence pre-season training on Tuesday 16 June from 7pm-8.30pm, enabling five additional evenings' use in June (Tuesday/Thursday pm). Councillors agreed unanimously, provided the times were strictly observed.

To advise CCFC of Council's decision	Cllr Stafford	19 May
--------------------------------------	---------------	--------

14. Report of the Finance and Administration Committee

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

Payments and Receipts Schedule at the end of the Minutes. The first half Precept had been received, but was not recorded in the statement figures. Councillors had received the Budget Analysis and Reconciliation to end of year which was approved by Cllr Moody.

b) Audit

i) to report on arrangements proposed in response to Covid-19.

The publication date for final, audited, accounts for local councils had moved from 30 September to 30 November 2020. In order to give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July had been removed. Instead, this had to commence on or before the first working day of September 2020. Currently, it was proposed for the Otterbourne Notice of Public Inspection to commence 24 June 2020.

ii) The Internal Auditor had postponed the audit date from 14 April to 23 June.

To post Notice of Public Inspection on boards and website	Clerk	24 June
To present internal audit report to the Parish Council meeting	Clerk	21 July

iii) Annual Return

All Councillors had received a copy of the AGAR with completed Accounting Statement

- Section 1 Statements 1-9 were affirmed by Council and for signing by the Chairman and Clerk.
- Section 2 Accounting Statements were agreed by Council for signing by the Chairman and RFO.

To send AGAR for External Audit following completion of the Annual Internal Audit Report	Clerk	30 June
--	-------	---------

c) Parish Council meetings and Annual Assembly – to adopt new Government regulations.

The requirement for an Annual Assembly in 2020 had been removed during Covid-19 restrictions. Council agreed unanimously to cancel the 5 May Annual Assembly and instead to publish Reports on the notice boards and website with questions arising to be emailed to the Clerk.

To prepare Reports for publication	All Councillors	5 May
To prepare end of year accounts for publication	RFO	5 May

15. Risk Assessment and Management.

The height restriction barrier had been damaged by an ASDA delivery van and was currently secured, but inoperable in an emergency. A quotation for repair had been sought urgently.

To forward claim with ASDA	Clerk	19 May
----------------------------	-------	--------

16. Notification of events and to raise new items for the next meeting. None arising.

17. Date of next Parish Council meeting – Tuesday 19 May 2020 commencing 6.30 pm.
Meeting closed at 7.15 pm

Statement of Parish Accounts at 31/03/20

	£
Lloyds Treasurers account	7,622.72
Lloyds 12 month account to 24/07/2020 at 0.15%	29,190.00
Lloyds 6 month account to 02/06/2020 at 0.75%	10,000.00
Lengthsman Account	<u>0</u>
	46,812.72
 <u>April 2020 Payments from Lloyds Treasurer's account</u>	
Online Payments Total	£ 2,029.01
Cheque Payments Total	<u>£ 430.00</u>
Total Payments	£ 2,459.01

Schedule of Planning April 2020**Planning Applications**

Case No. 20/00474/HOU 14 April	25 Oakwood Avenue, Otterbourne Two storey rear extension and garage conversion. No comment
20/00537/HOU 29 April	89 Cranbourne Drive, Otterbourne Single storey replacement extension to existing garage No comment
20/00576/FUL 4 May	Riverside, Highbridge Road, Highbridge Replacement utility and day room No comment
20/00534/LDP 29 April	Tree Tops, 78 Cranbourne Drive, Otterbourne Single storey side extension at rear of property with pitched roof to match existing. No comment

Decisions

None to report.

Update from Hampshire County Councillor Jan Warwick

Public Health -Coronavirus (Covid-19) Hampshire County Council is working alongside the Voluntary and Community Sector to deliver support for vulnerable residents.

Hampshire residents can stay up to date with the latest Government advice, information and guidance on www.hants.gov.uk/coronavirus

A new helpline is up and running for frail or vulnerable residents who do not have support from families, friends or their local community, and who need urgent assistance with essential food or household supplies, collection of medication, or who are at risk of loneliness.

The Coronavirus Hampshire Helpline – Hantshelp4vulnerable - can be contacted on **0333 370 4000**. The helpline is available seven days a week, from 9am-5pm.

If you need urgent food supplies, you can expect to receive a **food box**, typically containing:

- Pasta
- Cereal
- Soup
- UHT milk
- Long life orange juice
- Bread
- Apples
- Biscuits
- Essential personal items e.g. soap, toothpaste etc

Hampshire residents can stay up to date with the latest Government advice, information and guidance on www.hants.gov.uk/coronavirus

Key Workers -School Closures -Council officers have been on hand to help parents who are critical workers and are having difficulty accessing school aged childcare. These parents should email epinfocell@hants.gov.uk or, for pre-school care, email the Services for Young Children Team at childcare@hants.gov.uk and include full contact details so that parents and carers can be assisted as quickly and efficiently as possible.

All parents of children due to start school in September have been sent the outcome of their application.

Hampshire Library Service has been gradually building its online offering over the last few years and use of the digital service has steadily grown.

To access the free digital resources (audio and e-book for adults and children) on offer from Hampshire Libraries, visit <https://www.hants.gov.uk/always-open-online> where you can find a host of resources, and instructions for how to join.

April 2020

Winchester City Council Report April 2020

Individuals and supporting the Vulnerable

It might help if I try to clarify for everyone – with the caveat that this is an emerging process and that changes and improvements are being made all the time. Local volunteer groups have self-mobilised across the district and that is a most welcome and excellent community response. These groups will have started providing services to many households and individuals. Where people are having their needs met by local volunteers then they do not need to contact us or the County Council – unless of course things change. Neither the City Council nor the County Council wishes to try to control the local volunteering effort, but we do want to know as much about it as possible so that we can offer support to them as possible. Community First is also providing support resources for voluntary groups. We want to help volunteer organisers provide and sustain their services – if they want to talk to us they can use the local phone number you’ve already been given to contact the City Council local response centre (which is the name for our operations room). We’re here to help them in their front-line efforts. Anyone who needs help, and no one is providing it already should ring the County Council helpline. Call **0333 370 4000 between 9am and 5pm, seven days a week**. They will triage their call and identify who best can organise the help they need. They will refer to us those people that they are not going to help directly – think of it as a funnel with the calls going in the top and ‘filtered’ to decide where they should go next. If we get a referral of a person looking for help that we think can be best serviced by a local volunteer group then we will contact them and ‘hand over’ the referral to them – having confirmed it can be dealt with. Contact for the City Council is <https://www.winchester.gov.uk/get-help> Or 01962 848060. Some referrals we may deal with by a direct city council intervention – it will just depend on circumstances.

The City Council has received a very small quantity of dry goods and tins to make up emergency food parcels. But it is not intended that the district councils start organising food deliveries on any scale. Voluntary groups are much better placed to do shopping etc and provide regular support. The City Council will get directly involved where this is not an option. We are working with the Basics Banks in Winchester and BW to implement a system whereby we can support them to provide food supplies where there is no local volunteer option and to support volunteer delivery activities. The intention is to support grass roots efforts and fill in where volunteer help is not available, not to take over with a large scale top down food delivery operation.

- Volunteer groups are a fantastic resource and we want them to continue their efforts. They are at the forefront of looking after people. The more they keep in touch with you and us the better.
- We will refer people to a local voluntary group if we think they can provide for the person
- We will offer support to voluntary groups to sustain their work and help address problems
- The number any one should ring if they need help is the County Council helpline

Business and support for Local Groups

At the end of last week and beginning of this week we issued 2600 letters to businesses that are eligible for the business rates holiday and cash grants. We received £29m from government on Wednesday morning this week to cover the direct costs of these measures. The business rates holiday is worth £25.1 million to eligible local businesses and they do not need to take any further action to get that relief. We have a simple on-line application process for the cash grants, and to date have received over 700 applications which are being checked and processed as fast as we can. Today we expect to make the first tranche of payments of grants to over 100 businesses, value £2.15 million, with more payments to go tomorrow and Monday. All eligible businesses should by now have received a letter from us. However, if you are contacted by a business who thinks they should have been contacted and have not received their letter, then please refer them to the business rates team at businessrates@winchester.gov.uk or telephone 01962 848 288. Charities have now been included in the business grant scheme – local theatres, Hampshire Cultural Trust and others should benefit. We will be notifying those eligible organisations. We are also a landlord and are in dialogue with a number of our commercial tenants, working with them on a case by case basis to see where we can assist if they are looking to us for support with rent payments.

Sport England announced financial support packages for this sector – this information has been sent to the sport clubs we work with and we will be updating our web information accordingly. More here:

<https://www.sportengland.org/news/195-million-package-help-sport-and-physical-activity-through-coronavirus>
The Arts Council is also making a £160 million package of support available for eligible organisations, and Play to the Crowd (Theatre Royal, Playmakers and Hat Fair) is in dialogue with them about that support.
<https://www.artscouncil.org.uk/>

We continue to work closely with our local business groups and funded organisations, such as Citizens Advice Bureau, Hampshire Cultural Trust, & Play to the Crowd, to understand what they need to help them through this very difficult time and how we may be able to assist.

The “Entrepreneur” e-news was issued last week (and we will issue an update shortly) to our business mailing list, and is on our website – there is a lot more information in there – a good place to refer any business contacts. Link here: <https://www.winchester.gov.uk/business/entrepreneur-e-newsletter>

Cllrs Bell, Laming and Williams