

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD
IN THE BIANCHI ROOM, OTTERBOURNE VILLAGE HALL
TUESDAY 7 MAY 2019 AT 7.30 PM**

Present: Cllr D Stirrup (Acting Chairman); R Stansbury; H Williams; T Rodford;
L Moody; K Stafford.

In attendance: K Reese; J Romero; 30 Parishioners; Clerk

1. Apologies for absence

County Cllr J Warwick; District Cllr B Laming.

2. Welcome

Cllr Stirrup welcomed all to the meeting. He announced that ex-Chairman Will Jones had recently resigned. A presentation was made to Mr and Mrs Jones and Councillors and the Assembly thanked him for his service from 2012-2017.

3. Minutes of the 2018 Annual Assembly.

These had been distributed to all attending. A typographical error was noted on page 2427 Item 7. which was corrected from £27,202 to £37,202. Proposed as an accurate record: Mr W Jones; seconded Cllr R Stansbury and signed.

4. Chairman's Report 2018/19

Cllr Stirrup reported that three members of the Council had left during the year and he thanked Will Jones, Chris Barton-Bridson and Anne Lavin for their service. Non-contested Parish Council elections had been held on 2 May and Cllr Joel Calliste was welcomed as a new member to the Council. During the year, David Cox had also been appointed as the new Tree Warden. Cllr Stirrup thanked his fellow Councillors for all their work, in particular the Committee Chairs, Lesley Moody, Hannah Williams and Katherine Reese. The Clerk/RFO was thanked for her support and all of the volunteers who helped in the village, such as: SOCCT members, the Conservation Group, the Village Hall Committee, Allotment Association, litter pickers and Neighbourhood Watch contributors. All Council meetings and Committee meetings were open to the public and the Council welcomed input. A number of issues and key events had occurred during the year: a second Gladman planning application; a new pavilion tenancy; work on Otterbourne Common bunds; the closure of Elderfield; substantial plans for M3 works; progress on a crossing point at the NISA store; and opposition to the EBC housing plans.

5. Report from Planning and Highways

Cllrs Williams and Rodford reported. Councillors had examined 20 applications consisting of eight alternations/extensions; one new build; seven tree reductions and four other works. Gladman Developments had submitted its second outline planning application for land east of Main Road and although it was anticipated this would be refused by WCC, it could still go to Appeal. The new Brendoncare facility on Otterbourne Hill had been completed and its former premises at The Old Parsonage had been approved for redevelopment. Elderfield had closed due to lack of funding. There had been no indication as to what the building, owned by the Methodist Church

would become or the field beyond, owned by Langley House Trust. Plans by Eastleigh Borough Council to build 5,200 houses on the border of Winchester district were still progressing and the parish had supported Action against Destructive Development to contest the EBC Local Plan. A traffic survey had been delivered to all households to understand residents' concerns. The issues causing the most impact were entry/exit difficulties from side roads when traffic was diverted from the M3 as well as traffic jams and pollution. Most people felt that the current speed limit of 30mph was appropriate. A major concern was feeling unsafe when walking on narrow pavements or when cycling and a proper crossing was wanted at the Nisa store. Highways engineers had eliminated a pelican crossing, but a zebra crossing was more hopeful, helped by a grant application from County Councillor Jan Warwick for funding. The Highways Agency had visited the Parish to talk about the M3 Smart Motorway upgrade commencing early in 2020. Councillors had examined several options for a new speed sign both to deter speeding and gather data towards a request for measures to mitigate the impact on the village when traffic diverted during M3 closure times. Parking problems had become an issue in several areas of the village, particularly, Boyatt Lane, the junction of Oakwood Avenue and Main Road, Sparrowgrove and Brooklyn Close. Some problems had been temporary due to construction work, but Councillors had requested restriction lines in places and would monitor for markings where appropriate. As part of a Highways initiative, several of the village roads had received a 'top dressing' to help prevent potholes forming. A new contractor and a new machine had been deployed to repair any potholes appearing and residents were asked to report online at www.hants.gov.uk. Otterbourne had been the Lead Parish for the Shared Parish Lengthsman Scheme in 2018/19. The Lengthsman visited four times a year and undertook clearing pavements and footpath maintenance, cutting back vegetation on verges, sign cleaning and clearing of gullies. Residents were asked to ensure their garden hedges and vegetation were kept cut back so that full width of the pavement was available for pedestrian use. The first Big Spring Clean of the village had taken place in April and it was hoped this would become an annual litter pick event. It was reported that dog owners not picking up their dog mess continued to be a problem along footpaths, open spaces and the recreation ground.

6. Report from Recreation and Amenities

Cllrs Donnelly and Moody reported. The play park and youth facilities continued to be inspected weekly for any problems. Costly repairs to the wetpour for shrinkage caused by the hot summer of 2018 had been required. Substantial work had been completed to upgrade the pavilion after Otterbourne Football Club had terminated its lease in 2016, including a new boiler, pipework and electrical update, new fire door and equipment and security alarm. During the two year period, a number of options had been examined for the pavilion's use. The new tenants, Colden Common Football Club, comprising two men's football teams affiliated to Hampshire Football Association and an FA Charter Standard Club came with good references and viable financial input. The Club had been granted a seven year lease. The rental income was designed to recoup the costs of the Parish Council's upgrading and the Club's maintaining the pavilion to an acceptable standard for a village asset. The Club proposed refurbishing the interior and improving the football pitch. A defibrillator had been installed and Councillors were examining this being available on an exterior

Wall for community use. There had been some initial problems regarding parking in neighbouring roads and bad language on the pitch, but the Parish Council had been impressed by the Club's willingness to address concerns and the transparency of its operation. The Club had been granted a sports pavilion alcohol licence by the Licencing Authority. It was hoped residents would take the opportunity of using the pavilion for up to twelve community days per year as incorporated into the lease. Also, that new players from the village would try out for inclusion in the teams.

7. **Report from Finance and Administration**

Cllr Moody reported. 2017/18 Accounts: these had been audited by the external auditor and there were no matters arising. 2018/19 Accounts: these had been signed by Otterbourne Parish Council and the Internal Auditor without any recommendations and had been sent for external audit. In 2018/19 as Lead Parish for the Shared Parish Lengthsman Scheme, Otterbourne had been responsible for administering the finances received from HCC towards payment of the Lengthsman's fees for all 11 parishes in the scheme. This is recorded within the parish accounts as a separate sum and does not form part of the real income and expenditure figures of the village. The total income for the year was £62,521 and the main items were: Precept of £37,607; Rent from the footpath and pavilion since January £634; Allotment rents £767; Bank Interest £281; Parish Grants and Minor Receipts £2,710; HCC Lengthsman Scheme £13,701; VAT Repaid £6,821. Grants received from HCC were: £1,000 towards improvement of Red Lane as a footpath and cycle path and £500 towards repair of the footpath to Otterbourne school and the church. Grants received from WCC were: £459 as Council Tax Support and £300 for wildflower seeding of the Common bunds. The total expenditure for the year was £72,982 and the main items were: Admin costs which include the clerk's salary, insurance, audit and legal fees, subscriptions and office expenses £16,693; Recreation Ground and Open Spaces £23,613; Amenities which includes street furniture, allotments, war memorial £9,626; Highways which includes speed restriction sign, parish street lights and footpaths, additional hedge/verge/tree work £2,267; Churchyard Maintenance, including Old Churchyard on Kiln Lane £930; Donations £2,245; HCC Lengthsman Scheme £10,440; VAT Paid £7,168. Donations made were: £25 towards the War Memorial Wreath; £120 towards the parish magazine; £1,500 to SOCCT for maintenance of the woodland copses; £500 to Action against Destructive Development; £100 towards the SOCCT Easter Egg Hunt. The total balance held as Deposits and in the Treasurer's account had decreased on last year from £50,165 to £39,704. £10,000 had been drawn from reserves to fund the pavilion refurbishment. However, works on the common for the footpath/cycle path and improving the bunds had resulted in an over budget spend of £3,375. Spending plans for 2019/2020: the budget had been set at £38,255 representing a small increase of 1.72%, equivalent to 82p per household at Band D. One major item of spending had been allowed for purchase of a new speed restriction sign up to £4,000. Reserves still remained good and within recommended audit requirements: £26,191 was held as a sinking fund to contribute towards replacement of parish assets; and £10,000 as an emergency fund. The Finance Committee was also responsible for a number of administrative matters including the appointment of the auditor and ensuring procedures complied with relevant regulations. The Council's Standing Orders and Financial Regulations, the insurance of assets, risk assessments, the internal audit procedures and banking arrangements had all been reviewed.

8. Questions from the floor.

1. A query about the reported figures of the accounts as read aloud. The RFO advised the total income and expenditure figures did not include the Lengthsman Scheme or VAT, as noted at the beginning of the report.

2. A report that workers at the Nisa store and garage were parking opposite The Old Parsonage. Cllr Williams agreed to approach the managers re. onsite parking.

3. A typographical error was noted in the 2018 Minutes. Action by Clerk.

4. A question about whether the impact on neighbouring residents had been considered when agreeing the CCFC tenancy, particularly the density of games played by the Club. Cllr Rodford responded that this had been considered. Various sporting clubs and organisations had been examined and some discounted as they wanted greater use. Smaller clubs had not been financially viable to take up the lease. Eastleigh Ladies FC had been a strong contender, but had fallen through. An unoccupied pavilion was a financial burden and made the area prone to misuse and vandalism. Negotiations had continued for over a year at Parish meetings and CCFC presented the best option. Parking problems and bad language were being addressed and the Club was working to minimise the impact on neighbouring residents.

5. A question about length of notice in the lease. Clerk advised 3 months.

6. A question about the traffic monitoring for Main Road and if this would also provide data on the size of vehicle as there seemed an increase in HGVs. Cllr Williams advised that the proposed speed sign could not differentiate size of vehicle. Cllr Rodford advised that a seismology report would be required and this was very expensive, but could be investigated as part of the M3 Smart Motorway closures.

7. Ruth Bramwell advised she would like to initiate and Lead an 'Otterbourne in Bloom' community project. Cllr Moody responded that similar projects were underway in Bishops Waltham of flower beds being maintained by volunteers. Councillors agreed to take forward for discussion at the 21 May PC meeting.

8. A question was raised about any known changes to the Southampton Airport flight paths as there seemed an increase in low flying, noisy aircraft. A Parishioner advised that take off direction differed depending on the prevailing wind and this could cause more northerly routing and sharper turning over Otterbourne. Cllr Stirrup advised a link on the Parish Council website to complaints at SIA.

9. A question about whether there were any warden patrols to help deter dog owners from leaving dog mess as this was very bad along the Jubilee Path and in other open spaces. Cllr Williams advised that there were very few wardens; various measures and campaigns had been undertaken by the Parish Council, but with little success in reducing the ongoing problem.

10. A question about the recent Southern Water planning application. Cllr Williams advised that the new on site car park had resolved most of the parking problems along Sparrowgrove. The application was to update legal requirements, such as filtration systems. Southern Water would also be planting a number of indigenous tree species along the border of the SOCCT woodland.

11. A note that the Otterbourne Village Fete would be on Sunday 30 June at Oakwood Park Recreation Ground. A jalopy event would not be included this year.

Cllr Stirrup thanked all for attending and closed the meeting at 9.10 pm.