

**MINUTES OF THE ANNUAL MEETING OF OTTERBOURNE PARISH COUNCIL  
16 MAY 2023 AT 7.30 PM IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; King; Green, Moody, Gilbert. 2 Parishioners. Clerk.

1. **Election of Chair**

Cllr Smith proposed by Cllr Green, seconded Cllr Gilbert and agreed unanimously.

2. **Election of Vice-Chair**

Cllr Gilbert proposed by Cllr Smith, seconded Cllr Green and agreed unanimously.

3. **Declaration of Acceptance of Office and Notification of Register of Interest Forms**

As an election year, both received from all Councillors at the meeting.

To email Notification of Register of Interest forms to WCC	Clerk	01 June
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4. **Declaration of Interest:** None received.

5. **Apologies for Absence:** County Cllr Warwick; District Cllrs Laming, Brophy, Warwick. Former Councillor Hannah Williams was thanked for her input and support.

6. **Minutes of Meetings**

– to approve the Minutes of the Finance and Administration meeting 18 April 2023.

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.

– to approve the Minutes of the Parish Council meeting 18 April 2023.

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.

– to record accuracy of the Minutes of the Annual Assembly 2 May 2023

The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as an accurate record for presentation 7 May 2023.

7. **Action Points and Matters arising from Minutes**

All items had been actioned or would be reported on in the meeting, except for the following:  
From the Minutes of the Village Annual Assembly:

Request for longer grass/wildflower areas at the recreation ground: discussion was about different areas used by groups, dog fouling, access by residents along the western edge and potentially better options at other locations in the parish. c/f to 18 July for further discussion.

Football pitch lowering of barrier at points along the paved path: Councillors agreed with a former decision that the most eastern barrier gap should be open at all times and that a further gap should be left open at a point along the path when outside of football season.

Enforcement Cases and notification to local residents about planning matters in their area: advice from WCC was not to publicise or discuss Enforcement Cases in meetings; all Parishioners were informed by WCC of matters in their area and the Parish website and Minutes also updated, beyond which it was for a concerned resident(s) to take forward.

Cranbourne Drive/Main Road: Cllr King to report for refurbishment of restriction lines.

Main Road speeding complaints: Cllr Smith to approach Williams garage and Hursley PC.

To respond about the issues	Cllrs Smith and King	18 July
To c/f Wildflower area for Agenda	Clerk	18 July

8. **Vacancy for a Councillor**

Three vacancies existed for co-option following the uncontested elections on 4 May. Interested Parishioners had been asked to come forward from unrepresented village areas: Poles Lane, Sparrowgrove, Greenacres Drive/ Meadowcroft Close and Main Road. It was hoped that a stand at the village fete might raise support. See Item 15 iii)

To c/f to July Agenda for ongoing consideration	Clerk	18 July
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9. **County Councillor's Report**

Circulated prior to the meeting and as attached.

10. **District Councillors' Report**

Circulated prior to the meeting and as attached.

11. **Local Crime Report**

None received.

12. **Open Session for Parishioners**

There were no matters raised.

13. **Committee Terms of Reference, Committees, Responsibilities, Representatives**

Schedule as attached. Election of Committee Chairs: Finance & Administration Chair – Cllr Moody proposed by Cllr Smith, seconded Cllr Gilbert and agreed; Recreation & Amenities Chair – Cllr Gilbert proposed by Cllr Smith, seconded Cllr Green and agreed. Planning and Highways Chair not appointed. The Responsibilities for liaising with WCC Planning Enforcement, Climate Matters and Footpaths and Rights of Way remained vacant. The Representatives for Neighbourhood Watch, Footpaths and Rights of Way, Southampton Airport, Conservation Group, the Website and the Village Tree Warden were thanked for agreeing to continue in their current roles. SOCCT Representative remained vacant.

To send update to all Councillors and the webmaster	Clerk	18 July
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14. **Report of Representatives to various bodies**

Allotments: Receipt of rents: £1,211 with thanks to Ron Emery and Ann Partridge.

OVHC: a dance school was noted as a new hirer of the hall.

Footpaths and Rights of Way: Itchen Navigation – interim signs had been erected at the former flooding/deep mud area and the matter had been reported to HCC Countryside Access for work and the HCC budget proposed works to this area over the 2023 summer.

Southampton International Airport (SIA): Dr Keith Smith reported that three documents regulated airspace: the Air Navigation Act 2000, the Air Navigation Guide and the CAP 1616. The Civil Aviation Authority (CAA) overseeing the CAP1616 airspace change had agreed to the SIA proposals to progress to Stage 3 despite it having been flagged to them as non-compliant. The Chairman advised that he had written to ask Steve Brine MP to take forward with the CAA. Dr Smith advised that he had also been in contact with Steve Brine MP and Cllr Adrian Brophy to help reinforce concerns made to WCC about the need for stronger challenge. He was investigating the SIA's planning approval for the runway extension which referenced a minimum Noise footprint and that this requirement should be reflected in the CAP1616 process. It was hoped that the SIA Stage 3 process would involve a better consultation with noise affected communities and with much tighter review by the

CAA. Parish Council Chairs in affected communities were encouraged to come together to determine best routing options which might not correspond to those put forward by SIA.

To contact Parish Chairs for consultation/a meeting	Cllr Smith	18 July
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15. **Community Projects and Events**

a) Tribute to Queen Elizabeth II – to receive update report.

The area had been proposed to the HRH Naming Team; the Lord-Lieutenant had diarised for opening; the village hall had confirmed the date. A sewer mains and planning issue had raised concerns to be investigated and alternative sites would be considered.

To take forward and report	Cllr Green	18 July
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b) Coronation of King Charles III – to receive report on 7<sup>th</sup> May event.

The event had been a great success with fine weather and good turnout from residents whose enjoyment continued late into the afternoon. Thanks were given to Sue Deeks and input from the Scouts and to Cllrs King and Green for their organisation with Allbrook PC.

To finalise storage and shared costs with Allbrook Parish Council	Clerk	18 July
To complete response form for the WCC grant application of £725	Cllr King	31 July

c) Village Fete 25 June – to discuss arrangements for a Parish Council information stand. A stand had been booked and one of the new tents and the banner would be used.

To advise Clerk of publicity material required and to organise items required	Cllrs Smith; Green; King; Gilbert; Stansbury	20 June
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16. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcement Cases

Schedule as attached.

b) Highways – to sign 2023/24 Lengthsman’s contract and receive report on visit 10 May. The contract was signed with contribution of £440/annum. The May visit had taken place.

To return signed contract to Administrator	Clerk	18 July
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17. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) General – play park path repairs.

Cllr Gilbert had approached the contractor and the offer for repair had been accepted with proposed date for work w/c 26 June over two days.

To advise Contractor and monitor repair work	Cllr Gilbert	18 July
Additional keys to be cut for drop posts and HR barrier	Cllr Gilbert	18 July

Memorial Bench: An enquiry had been made about the siting of a bench on the northern side adjacent the copse. It was agreed that this could be a suitable place, provided it was not too close to residences. Further details from the applicant to be received and maintenance and lifetime of the bench to be clarified before taking forward.

- ii) Play and Youth Facilities – to receive annual independent safety inspection report. A number of Low Risk and Very Low Risk items had been noted for repair.

To determine items for work by Contractor	Cllrs Gilbert, Moody, Stansbury	18 July
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- iii) Pavilion – to receive report on works completion, Legionella test, gas certification, alarm. Cllr Stansbury reported that the works were complete. The electricity supply for March had been received and would also be submitted with the insurance claim. Cllr Stansbury was thanked for his substantial input over past months in order to achieve completion.

To submit invoices and liaise with Loss Adjuster	Clerk	18 July
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- b) CCFC – to note re-commencement of rent payments from 1 May 2023  
The Clerk confirmed that the rent by Standing Order for May had been received.

- c) Street Amenities – to receive damage report and discuss options for repair. Three bus shelters had been vandalised with the side glass panels broken.

To request WCC Street Cleaning to safely remove or Handyman	Clerk	asap
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18. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts

Schedule as attached. Receipt of the AGAR and supporting documents confirmed by BDO.

b) Annual Meeting Matters

i) Standing Orders, Financial Regulations and other Governance Documents – to adopt. Councillors had reviewed all documents at the Finance and Administration Committee meeting 18 April. There being no matters arising, all documents were adopted.

ii) Assets Register and Insurance, Subscriptions and Donations for 2023/24 – to approve. Councillors had reviewed all documents at the Finance and Administration Committee meeting 18 April. There being no matters arising, all documents were approved.

iii) Subscriptions and Grants for 2023/24 – as agreed in the budget to review and approve. Subscriptions agreed: HALC (awaited) and CPRE £45. Grants agreed: The s137 limit 2023/24 was noted as £9.93 per electorate. SOCCT £500; War Memorial wreath £25; Otterbourne Life magazine £120; Winchester Citizens Advice £150; Potential other £100.

iv) Dates of Meetings – to agree for 2023/24.

A list of Parish Council meetings and dates for use by Committees or Work Parties had been issued with the Agenda. All dates were agreed, including the Annual Assembly 7 May 2024.

To send updates to the webmaster	Clerk	18 July
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19. **Risk Assessment and Management** – to receive matters arising. Bus shelters noted above.

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

Village Litter Pick 20 May; Working Party 20 June; Village Fete 25 June;  
Charlotte Yonge Bi-centenary 24 June (organised by CMY Fellowship)

21. **Date of next Parish Council meeting** – 18 July 2023 at 7.30 pm. Meeting Closed 9.15 pm

### Planning Report May 2023

#### Planning Applications

Case No. 23/00734/FUL	Southern Water Services Ltd To install an abstraction wells Motor Control Centre (MCC) Kiosk and pre-sodium hypochlorite dosing kiosk. <b>No comment</b>
Case No. (awaited)	IncuHive, Woodlands Park, Poles Lane, Otterbourne Flexible business space for up to 42 businesses
Case No. 23/00873/HOU	1 Stone Terrace, Boyatt Lane, Otterbourne Proposed single storey side and rear addition and loft extension following demolition of existing extension
Case No. 22/02753/APN	Agricultural Barn for storage use, Land off Kiln Lane, Otterbourne. The Parish Council nor residents had been notified as in accordance with WCC planning guidelines. WCC had advised that the guidelines had been amended and interested parties would be informed in future. <b>Application agreed without representation being available.</b>

#### Planning Decisions

Case No. 22/02504/HOU	Highways, Main Road, Otterbourne Proposed alterations and extensions to an existing bungalow into a two-storey dwelling <b>Application permitted</b>
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#### Enforcement Cases

There are five Enforcement cases currently being investigated within the parish.

### Dates of Meetings 2023/24

20 June 2023	Working Party
18 July	Parish Council meeting
August	No meeting
19 September	Parish Council meeting
17 October	Working Party
21 November	Parish Council meeting
19 December	Working Party
16 January 2024	Parish Council meeting
20 February	Working Party
19 March	Parish Council meeting
16 April	Parish Council meeting
07 May	Annual Village Assembly
21 May	Annual Parish Council meeting ( <b>ongoing for approval at meeting</b> )
18 June	Working Party
16 July	Parish Council meeting
August	No meeting
17 September	Parish Council meeting
15 October	Working Party
19 November	Parish Council meeting
17 December	Working Party

**OTTERBOURNE PARISH COUNCIL  
COMMITTEES, RESPONSIBILITIES, REPRESENTATIVES**

**Council Members**

Mark Smith (Chair); James Gilbert (Vice-Chair); Stacey King; Lesley Moody; Richard Stansbury; David Green

**Clerk & Responsible Finance Officer (RFO)**

Mrs Julie Ayre

**Committee Members and Responsibilities**

The Chairman and Vice-Chair shall be ex-officio members of every Committee

**Finance, Administration and Staff Committee**  
*(All Councillors are involved for Finance matters)*

Staff Matters:

**Cllr Moody (Chair)**

Cllrs Moody & Smith

**Planning and Highways Committee**  
*(All Councillors are involved for Planning matters)*

Planning: Strategic

Planning: Applications

Planning: Enforcement Cases

Highways:

Speed Sign:

Street Amenities:

Lengthsman:

Footpaths and Rights of Way:

Cllr Smith

Cllr Green

Vacant

Cllr King

Cllr Gilbert

Cllr King

Cllr Green

Vacant

**Recreation and Amenities Committee**

Recreation Ground/Play Park and Youth Facilities:

Sports Pavilion:

Football Club:

Common:

Open Spaces:

**Cllr Gilbert (Chair)**

Cllrs Gilbert, Moody & Stansbury

Cllr Stansbury

Cllr Smith

Cllr King

Cllr Green

**Representatives of Various Bodies reporting to Council and Other Responsibilities**

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Otterbourne School:

Otterbourne Delegate for Greening Campaign and Climate Issues:

Winchester Passenger Transport Group:

Sparrowgrove and Oakwood Copse Conservation Trust:

Parish Police Partnership:

Neighbourhood Watch:

Tree Warden:

The Litter Partnership/Idverde:

Footpaths and Rights of Way (Village Rep):

Website:

Cllr Moody and Ron Emery

Cllr Moody

Cllr Stansbury and Valerie Etteridge

Cllr Moody

Vacant

Vacant

Vacant

Cllr Smith

Dalia Vainorius

David Cox

Cllr Moody

Tracy Layzell

Elliott Lansdown-Bridge

### Statement of Parish Accounts May 2023

#### Bank Statements at 30/04/23

£

Lloyds Treasurer's account	32,479.14
6 month investment account to 29/09/2023 @ 3%	13,800.00
6 month investment account to 23/06/2023 @ 2.7%	<u>30,000.00</u>
	76,279.14

#### Receipts

Allotment Rents £1,211.00 (not included in above Treasurer's account figure)

#### Payments from Lloyds Treasurer's Account May 2023

OB Mrs J Ayre – salary and office allowance April	£ 1,080.23
OB NEST – pension employer and employee	£ 75.71
OB Mrs J Ayre – 1/4ly travel, telephone and internet reimbursement	£ 97.22
OB Melon Engineering – SLR movement April and May	£ 283.34
OB DEK Graphics – printing Annual Assembly, Accounts, Elections	£ 95.42
OB WCC – dog bins Jan-Mar 2023	£ 65.00
OB HCC – street lighting Oct-Mar	£ 618.88
OB WCC – annual play area independent inspection	£ 51.50
3230 Gary Stockwell – Allotments garage door replacement	£ 255.00
OB SOCCT – S137 contribution to community copses	£ 500.00*
OB Winchester Citizens Advice Bureau (s137 payment)	£ 150.00*
OB PHS Group – recreation ground maintenance April	£ 308.98
OB Cllr D Green – Coronation expenses reimbursement	£ 12.52
OB Cllr M Smith – Coronation expenses reimbursement	£ 60.00
OB Premlex – pavilion alarm reconnection	£ 150.00
OB Colden Common Parish Council – Lengthsman contribution	£ 440.00
OB NET Tree Care – Sponder's Mede	£ 150.00
OB CPRE – subscription increase	£ 45.00*
OB Grass and Grounds – levelling and grass seeding Tribute area	<u>£ 94.80</u>
	£ 4,533.60

#### Payments from Treasurer's Account for April Charge Card

Amazon Inc – Pop Up Gazebo Canopy Commercial Tent x 3	£ 854.85
Smartwater Testing – Legionella test for pavilion	£ 52.50
Amazon -	£ 36.42
Amazon – black inks x2	£ 32.88
Post Office – 20x2 <sup>nd</sup> class stamps for Annual Assembly notices	<u>£ 15.00</u>
	£ 991.65

Total Payments £ 5,525.25

\*subject to approval at item 18 b) iii)

**Potholes** and other road defects are one of our biggest issues locally with the weather this winter a worst possible combination of prolonged heavy rain and sub-zero temperatures. The repeated cycle of rain > freeze > rain > freeze created the perfect environment for potholes to form, and in addition the prolonged periods of heavy rain have kept groundwater levels exceptionally high resulting in localised surface water flooding, and this is despite HCC's efforts to keep roadside grips, gullies and drains clear.

Potholes can form in a number of ways. Aside from general wear and tear, the freeze-thaw action of water when it gets into cracks can rapidly weaken and break open road surfaces, and this is in addition to the hydraulic effect of vehicle tyres constantly going over standing water in cracks and other small surface defects that can also create potholes. This explains why, even though we are moving into summer, potholes are continuing to develop and why some of the temporary fixes are beginning to break down.

Given the high number of potholes that have formed this winter, particularly after each of the spells of freezing weather, HCC's Highways team took the decision to carry out more emergency temporary infill repairs to keep roads safe and serviceable - in the time taken to undertake a permanent fix between 4 and 7 temporary infills can be completed. As a result, over 40,000 of these potholes were filled in the three months from December to February.

The Government has allocated just under £6million to Hampshire for additional pothole repairs. We anticipate this money being used to fill approximately 39,000 additional potholes over the summer.

Please report at: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>.

**Schools:** Parents in Hampshire who applied on time for a school place for children starting in September 2023 – either in Reception Year or in Year 3 in a junior school – have been sent the outcome of their application by Hampshire County Council.

Over 98 per cent (98.77 per cent) of parents have been offered a reception year place for their child in one of their three preferred choice schools, with more than 93 per cent (93.02 per cent) allocated a place at their first choice of school. Of pupils transferring from infant school to junior school (Year 3), more than 99 per cent (99.29 per cent) received a place at one of their three choices, and over 97 per cent (97.88 per cent) obtained a place at their first choice of school.

Parents are being encouraged at this time to consider how their child will travel to and from school, and whether they may need transport assistance. School transport is available for children who meet specific eligibility criteria, after they reach compulsory school age (five years old). The deadline to submit transport applications is **31 July 2023**. For more information about school transport assistance, please visit the County Council's website.

**The Big Fix:** Hampshire residents are encouraged to give old items, gathering dust or potentially destined for the bin, a new lease of life by visiting their local Repair Café. The network has collectively run over 90 events restoring over 1,000 items to usable order. These include broken items such as electronics, garden equipment, clothing, and jewellery. The initiative is supported through HCC's waste prevention community grant programme.

To find a local event, search for 'Hampshire Repair Café Network' at <https://therestartproject.org/networks/hampshire/>



**Ticks:** Our Countryside Service has advised residents to be 'tick aware' when spending time outdoors as the summer approaches. Ticks are small spider-like animals, almost invisible to the eye. They can cause serious acute and chronic illnesses, such as Lyme Disease. Prevention tips include avoiding tall grassy areas, reduce the amount of exposed skin, check yourself, your children and your pets for ticks and use insect repellent.

They advise that you should remove any found ticks as quickly as possible with fine-tipped tweezers or a tick removal tool, clean the area, and for several weeks monitor the bitten area for any rashes that may appear. Contact your doctor immediately if you begin to feel unwell with flu-like symptoms or develop a spreading circular red rash.

**God Save the King!** The coronation weekend was a fabulous occasion with communities coming together in celebration. It was a great opportunity to see the benefits of some of the community and coronation grants I have given this year.

Cllr Jan Warwick

[Jan.warwick@hants.gov.uk](mailto:Jan.warwick@hants.gov.uk)

07717 104236

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### **Winchester City Councillors' Report May 2023**

The Royal Logistic Corps will mark its 30th anniversary and its relocation to Worthy Down and the Winchester Garrison on the morning of Thursday 1<sup>st</sup> June 2023. There will be a parade by 500 soldiers, marching through the City of Winchester with a military band, marking the granting of the freedom of the city. Their Colonel in Chief, HRH The Princess Royal, will take the salute at the Guildhall. All are welcome to view what promises to be a colourful and joyful event.

There continue to be many instances of fly-tipping on public and private land. If you find any waste that has been tipped in our ward, report it to the City Council either using the latest version of the Your Winchester app, via the website ([www.winchester.gov.uk/apply](http://www.winchester.gov.uk/apply)) or to one of us. All fly-tipping incidents will be checked out by the Council's designated investigating officer.

Elections for one third of the seats on the City Council were contested in May with the LibDem group retaining control of the City Council. The start of the new municipal year has seen the election of the next Mayor of Winchester, Cllr Angela Clear, although she has stood in as Mayor for the last 3 months following the resignation of the previous Mayor. Cllr Clear represents the Southwick & Wickham Ward and will be attending many events and celebrations across the Winchester District as first citizen of the district.

**Cllrs Brophy, Laming and Warwick**  
**Badger Farm and Oliver's Battery Ward**  
**Winchester City Council**