

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING  
21 NOVEMBER 2023 AT 7.40 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; Green; Moody; Gilbert; King; Herring; Sinclair.  
In attendance: Clerk.

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** County and District Councillor Jan Warwick.
3. **Minutes of Meeting:** to approve Minutes of the Parish Council Meeting 19 September 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.
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:  
Autumn Litter Pick on 30 September: Cllr Moody thanked the group of eight volunteers who had taken part and idVerde for the van to enable clearing of litter on Otterbourne Hill.
5. **County Councillor's Report**  
As attached. Further items: HCC had received approx. £132M of additional funding for highways over the next 10 years from the Secretary of State for Transport. The Bushfield Camp outline application was on the WCC website to 7 December.
6. **District Councillors' Report**  
None received.
7. **Local Crime Report**  
ASB: car meets occurring at South Winchester P&R and at IBM car park in Hursley.  
Burglary: two incidents of tools and machinery taken from Otterbourne Reservoir works.  
Drug Offences: police operations in the village had taken place. Theft from Motor Vehicle: 27 incidents reported with ongoing enquiries to identify a suspect captured on CCTV.
8. **Open Session for Parishioners (meeting closed for this item)**  
None present.
9. **Representatives to Various Bodies**  
OVHC: Application for a £12-£13k WCC CIL grant had been successful for the toilets. Pantomime rehearsals were well underway with programme running for six nights.  
Allotments: New deer fencing was being installed. The gate to the northern boundary footpath would be examined for options to improve access.  
Otterbourne School: the school had agreed to publicise the Climate Café event and were keen to be involved in Eco matters, to take part in the D-Day event and to help with the maintenance of the Tribute area.
10. **Community Projects and Events**
  - i) Tribute to Queen Elizabeth – to receive update on project and costing.  
The updated costing had been circulated prior to the meeting and was within budget. The project had progressed to include installation of the backwall, shrubs, bulbs, trees and tree guards. Refinement of the grass area, installation of two benches and a plaque would take place before the opening ceremony in April. Very positive feedback had been received from

residents and parents of pupils at Otterbourne School. The Otterbourne WI had planted its tree as part of the project. Cllr Green thanked the Clerk and Cllr Smith for their input and particularly Dave Cox who had provided advice and helped at all stages of the project.

To take forward project and opening event in 2024	Cllr Green and Smith	ongoing
---	----------------------	---------

ii) 80<sup>th</sup> Anniversary of D-Day – to receive update on the planned event on the common. Arrangements for the event on 6<sup>th</sup> June 2024 were progressing with Allbrook Parish Council to include reading of a tribute and lighting of the brazier at 9.15 pm.

To take forward project and report to Council	Cllrs Green and King	ongoing
---	----------------------	---------

iii) Energy Efficiency and Renewable Energy Projects – to receive update on events. The Climate Café had been booked for Saturday 27 January 2024 between 11 am – 1 pm in the village hall. The event would comprise four tables each with a theme and host with participants moving on between tables to determine initiatives and what may be wanted in the village. Subjects would encompass: Energy, Food; Waste Prevention and Travel. Further publication of the event in the new year, also in conjunction with Allbrook Parish Council.

To progress project and event	Cllr Sinclair	ongoing
-------------------------------	---------------	---------

## 12. **Report of the Planning and Highways Committee**

### a) Planning Applications, Decisions, Appeals, Enforcement Cases

Schedule as attached. The IncuHive application on Poles Lane had been refused at the WCC Planning Committee. It was agreed that the request for the extension of the 30 mph limit westwards on Poles Lane would be reviewed in 2024 and the accident report requested. Enforcement Cases: updates on all cases had been received from WCC. Springbridge Farm had been issued with an Enforcement Notice. Concerns relating to the height of the new barn off Kiln Lane was considered the responsibility of building regulations to determine. Cllr Herring reported on an Enforcement Team Review meeting attended at WCC: the department had improved staffing; there had been some adjustment of timeframes to be more realistic; an annual discussion between the team and parish councils was proposed and a flow-chart planned to explain the enforcement process.

To request accident report	Cllrs King/Green	16 Jan
----------------------------	------------------	--------

### b) Highways – to receive matters arising.

Pavement condition on Main Road: Cllr King had met with a resident who had reported a deep dip causing significant puddling at the zebra crossing point and the matter had been reported to HCC together with a request for pavement repair at Oakwood Avenue. Zebra Crossing signage: a request received for more visible signage when approaching from the south had been reported by Cllr Warwick with response from HCC to monitor. Tree overhanging Main Road: the Tree Warden would be asked for advice. Kiln Lane hedge: this had been reported to HCC for cut-back and was on the list for work. Lengthsman: the work on 1 November was done well with next visit 14 February. Brambridge works: Wessex Rivers Trust were undertaking restoration of the Itchen Navigation. Overgrown vegetation: two template letters received from HCC regarding vegetation arising from properties encroaching onto pavements and waterways were approved for future use.

To forward tree concern to the Tree Warden for feedback	Cllr King	16 Jan
---	-----------	--------

### 13. Report of the Recreation and Amenities Committee

#### a) Oakwood Park Recreation Ground

##### i) Maintenance Contract – to receive quotations and agree new contractor.

Three quotations had been received and circulated prior to the meeting. The current contractor had given very poor service during 2023 and an ongoing dispute remained. Council agreed to award a new contract to Green Smile and to include bin emptying.

To instruct Green Smile and advise other contractors	Clerk	16 Jan
--	-------	--------

##### ii) Commemorative Bench – to receive report and approve proposal for installation.

Council agreed to purchase the bench with reimbursement by the owners. A position along the northern woodland boundary line required agreement before taking forward.

To mark position of the bench and request inscription for the plaque and other details for the Clerk to place order	Cllr King/ Cllr Gilbert	16 Jan
---	----------------------------	--------

##### iii) Colden Common Football Club – to approve tenancy rental for 2024/25.

The rental as determined by the formula in the lease was agreed using the November RPI.

To determine rent and write to CCFC	Clerk	01 Jan
-------------------------------------	-------	--------

##### iv) Pavilion – to receive quotations for replacement double-glazed windows and door.

Three quotations had been received and circulated prior to the meeting. The Clerk had been advised by HCC that sports pavilions were not considered community buildings for a PTC Investment Fund grant and that application should be made for the Rural Communities Fund. Cllr Moody suggested potential option to apply for a WCC CIL grant. Cllr Stansbury reported that the security alarm contractor had been asked to return and complete service and the mould on the wall of the referee's changing room had been attended to.

To provide quotation paperwork for a grant application	Cllr Stansbury	asap
To determine and apply for a grant	Clerk/Cllr Moody	16 Jan

##### v) Play Park and Youth Facilities – to receive update on maintenance work.

Play Park: Tony Taylor had completed re-staining all the lower limbs to the activity tower. Redlynch had completed replacement of the wooden slats and wetpour edging, repair of the stepping stone and tightening of all panels to the activity tower and adjustment of the play park gates; Youth Facilities: Tony Taylor had completed repainting the youth shelter. Outstanding work: one of the sleepers to the rear wall of the MUGA required re-fixing or replacing. Potential washing of the wetpour in the spring might be needed.

To find contractor for the sleeper wall and schedule work	Cllr Gilbert/Clerk	19 Apr
---	--------------------	--------

##### b) Open Spaces – to receive update on land boundary at Cranbourne Drive car park.

Cllr Smith and the Clerk had met with the owners of a property regarding a boundary matter and a s52 agreement on the land. Council agreed that ownership of the land should be established re. the Agreements and Conveyances dating 1986-1991 and that the s52 should remain in place with option to review at a later time. It was also agreed that following removal of the laurel hedge the area remained under the responsibility of the Parish Council for maintenance and any work it considered necessary. It was noted that a plant had regenerated from the former laurel hedge and needed removal.

To write to the Cranbury Estate and property owners	Clerk	16 Jan
To include land on the Grass Maintenance Contract and laurel removal	Clerk	16 Jan

c) Common – to receive update on banks and ditches, WCC response and s38 application. A response to a follow-up letter from the Parish Council was awaited from WCC.

d) Street Amenities – to note vacancy for cleaning contract; dog bin removal. Cleaning contract: a contract had been issued and response was awaited. Cranbourne Drive dog bin: The bin had been removed within the plan for the Tribute area. WCC had moved to dual use dog/litter bins of which 13 were placed around the parish with three in reasonable proximity to Cranbourne Drive (at the base of Otterbourne Hill and east Main Road bus stop). Council agreed not to replace the bin and to raise awareness of dual dog/litter bins and the anti-social behaviour of not disposing of dog waste properly.

To arrange for disposal of the dog bin	Clerk	16 Jan
To publicise dual use dog/litter bins in the parish	Cllr Smith	16 Jan

#### 14. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts.

As schedule attached and circulated prior to the meeting with the Agenda.

b) 2024/25 Budget – to approve the budget and precept for 2024/25.

Councillors had received a copy of the proposed Budget and Precept with the Agenda.

There being no amendments, a Precept of £41,778 was unanimously agreed representing a 4% increase on 2023/24 and £59.19 per household per annum at Band D using the last known Tax Base of 705.88. Proposed by Cllr Moody, seconded Cllr Smith and unanimously agreed.

To inform WCC by due date	Clerk/RFO	5 Jan
---------------------------	-----------	-------

c) Employment Matters – to note the Clerk’s appraisal and NJC pay award 2023/24.

The Clerk was thanked for her work with no matters arising and the pay award was noted.

d) Committees and Responsibilities – to update.

Cllr Herring agreed to undertake responsibility for reporting any Riparian matters arising.

e) Parish Council email address and domain name – to receive report and approve proposal.

A report on the item had been circulated prior to the meeting. Following HCC’s advice that it would be withdrawing service for all clerk email addresses on 31 December 2023, a new Registrar had been selected to register the new domain name [www.otterbourne-pc.gov.uk](http://www.otterbourne-pc.gov.uk) and new email address [clerk@otterbourne-pc.gov.uk](mailto:clerk@otterbourne-pc.gov.uk). It was agreed that new members should take up the .gov.uk address. The website hosting would be considered further in 2024.

To forward with Registrar for domain name and transport of email	Clerk	31 Dec
--	-------	--------

15. Risk Assessment and Management – there were no matters arising.

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

19 December Working Party; Climate planning meeting 10 January 6.30 pm;

Climate Café 27 January 11 am -1 pm.

17. Date of next Parish Council meeting – 16 January 2023 at 7.30 pm.

Meeting Closed: 9.45 pm

## Planning Report August and October and November 2023

### Applications Received

- Case No. 23/02052/FUL      ‘Minstrels’, Main Road, Otterbourne  
Retention of existing house and addition of four new family houses with associated parking and turning area.  
**Comment:** Neutral to the development of new build homes in the proposed space, however reservations. Primary concern is the proposed height of roof ridge lines. At over 1m above neighbouring properties, this group of homes would we believe dominate the area as a result. The planning statement refers to tall hedging around part of the space involved, however this would not provide sufficient visual screening in our opinion. Accordingly, we would request a redesign of each building in order to reduce their roof heights. We are also concerned about the increased traffic the development would impose and the potential impact on neighbours in that area. Given the limited width and capacity of the single track that would provide access we would request a transport assessment is undertaken to determine the number of average daily transits before agreeing to the number of car parking bays allocated to each property. We would also encourage the use of solar panels and electric only energy connections for these new build properties. Finally, we would ask for clarification concerning CIL funds that would be raised should this application be approved as this is not clear in the documents provided.
- Case No. 23/02211/HOU      3 Stone Terrace Boyatt Lane, Otterbourne  
New porch extension to front and new dormer extension to rear  
**No Comment.**

### Decisions Received

- Case No. 23/01079/FUL      Land to the south west of Woodlands Park, Poles Lane, Otterbourne.  
Construction of flexible incubation space for new businesses within a two-storey BREEAM office building.  
**WCC Committee Decision 15 November: application refused.**

### Enforcements

There are five open Cases in the Parish and one Enforcement Notice issued by WCC.

Statement of Parish Accounts 21 November 2023Bank Statements at 31/10/23

	£	
Lloyds Treasurer's account		29,878.85
6 month investment account to 22/01/24 @ 3.30%		30,000.00
6 month investment account to 04/04/24 @ 3.30%		<u>14,000.00</u>
		73,878.85

Payments from Lloyds Treasurer's Account October 2023

OB	Mrs J Ayre – salary September	£ 1,080.03
OB	NEST – pension employer and employee	£ 75.71
OB	JPS Fire and Security – pavilion fire extinguishers service	£ 42.00
OB	Grass and Grounds – open spaces maintenance	£ 416.40
OB	NET Tree Care – Sponder's Mede	£ 180.00
OB	WCC – dog bins July-Sept	£ 65.00
OB	Paul Simmons – tribute area sleeper wall	£ 317.60
OB	Dek Graphics – posters for climate meeting	£ 8.40
3231	James Acton – reimbursement for poppy wreath	£ 25.00
OB	JPS Fire and Security – pavilion emergency lighting service	£ 66.00
OB	Hillier Nurseries Ltd – Prunus tribute tree	£ 128.40
OB	Hillier Nurseries Ltd - Whitebeam	£ 117.02
OB	Melon Engineering – SLR movement	£ 141.67
OB	Phs Greenleaf – part payment of Invoice 69993425	£ 584.58
OB	Grass and Grounds – open spaces maintenance	£ 568.80
OB	Business Stream – allotments water July-Oct	£ 5.48
OB	Dek Graphics – additional posters for climate meeting	£ 6.00
OB	HCC – street lighting April-September	<u>£ 428.12</u>
		£ 4,255.81

Lloyds Business Charge Card October Statement

B&Q – plastic ties for poppies and recreation ground bins	£ 8.66
Total Payments October	<u>£ 4,264.87</u>

Payments from Lloyds Treasurer's Account November 2023

OB	Mrs J Ayre – salary October	£ 1,080.03
OB	NEST – pension employer and employee	£ 75.71
OB	Mrs J Ayre – quarterly broadband/telephone/mileage	£ 121.50
OB	HALC - training course Cllr Sinclair	£ 117.60
OB	Cllr Green – reimbursement for Tribute area materials/tree guards	£ 280.72
OB	Cllr Green – reimbursement for Tribute area bulbs	£ 99.12
OB	Tony Taylor – pavilion guttering repair	£ 65.00
OB	Premier Grounds and Maintenance – Lengthsman green waste	£ 28.80
OB	George Beckett Nurseries – shrubs	£ 280.70
OB	Melon Engineering – SLR movement	<u>£ 141.67</u>
		£ 2,290.85

Lloyds Business Charge Card November Statement

George Beckett Nurseries – Tribute area compost	£ 188.00
Hilliers Cash & Carry Romsey – Tribute area trees delivery	£ 100.80
Sainsburys – wheely bin bags	£ 2.50
Toolstation – anti-slip tape for activity tower play park	£ 26.45
Amazon – 5 x notice board keys (replacements)	£ 8.49
Amazon – black ink cartridge	£ 16.99
Homebase – 2.5 litre paint for Tribute area	£ 19.00
Win and Office – MS Office to reload onto new hard drive	<u>£ 19.99</u>
	<u>£ 382.22</u>
Total Payments November	<u>£ 2,673.07</u>

**November 2023 Update from Hampshire County Councillor Jan Warwick**  
**Email: [jan.warwick@hants.gov.uk](mailto:jan.warwick@hants.gov.uk)**

### **Thermal Patching Trials**

Hampshire Highways are trialling a new machine which works by heating up the road surface then resurfacing using largely the material that has broken down and is already in place. Much more environmentally friendly, lower carbon emissions, quicker and less disruptive to residents. It's not suitable for everywhere but offers a useful alternative to the traditional way by which patches of road that are breaking down are repaired and replaced. Our roads need to become the quarries of the future for road surface material. These machines enable us to almost instantly recycle what is there already.

### **Meals on Wheels**

Hampshire County Council offer an excellent meals service for anyone over the age of 18 living with a health condition and have difficulty shopping or cooking for themselves. Further details and eligibility are available at <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/meals-on-wheels> or call 0330 2000 103 (option 4). Meals are provided by Health and Independent Living Support (HILS), currently cost £8.50 for a two-course hot meal (a third course is £1.50 extra), with afternoon tea costing £3.95 and are delivered 365 days a year including Christmas Day. The service comes with the added benefit of a wellbeing check, with delivery drivers trained to spot customers who may need extra support. Staying connected is important - the Meals on Wheels service is often so much more than just a meal, bringing regular human contact, which for many may be the only interaction they enjoy during the day.

### **School Crossing Patrols**

The Hampshire Chronicle has rightly highlighted the role of school crossing patrols and their inclusion in the list of services HCC are looking at as part of our savings proposals for 2025/6. Hampshire County Council is looking at our non-statutory services due to the pressure on our budget caused by the legal obligation we have to carry out certain functions. We cannot say 'no' if someone asks for support (for example with social care costs for older people and vulnerable children and support for those with disabilities) and its entirely right we provide these services free of charge for those who need them, the consequence though is a cost that is only limited by the number of people requiring support. HCC do not have a legal duty to provide school crossing patrols. We do have a legal duty to ensure children can travel to school safely. Before considering any reduction in the services we will therefore be carrying out a thorough review of every crossing patrol location. This may mean we investigate whether putting a permanent safe crossing in place is possible or preferable, or whether the continuation of the school crossing in that location is the most efficient way of continuing to undertake our duty to the county's school pupils. There are many locations where it has proven very difficult to recruit to vacant crossing patrol positions, they will also form part of our review. If anyone is interested in helping fill those vacancies, then please contact me. Just search 'school crossing patrol jobs' on the HCC website.

### **Reporting Highway Problems**

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

**When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow up then do please forward that message to me and I will chase for you.**