OTTERBOURNE PARISH COUNCIL

PO Box 663
Winchester
Hampshire
Email: clerk@otterbourne-pc.gov.uk **SO23 3PB**

To: Members of the Parish Council 14 May 2026

The Annual Meeting of the Parish Council will be held on Tuesday 19 May 2026 at 7.15 pm in the Bianchi Suite of Otterbourne Village Hall.

A G E N D A

1. Election of Chair and signing of Declaration of Office 2026/27
2. Election of Vice-Chair
3. Declaration of Interest for the meeting
4. Apologies for absence
5. Appointment of Committee Members, roles and responsibilities
6. Minutes of meetings
   – to approve the Minutes of the Parish Council Meeting 21 April 2026
   – to record the accuracy of the Minutes of the Annual Parish Meeting 5 May 2026
7. Action Points and Matters arising in the Minutes not mentioned elsewhere, including from Annual Parish Meeting
8. County Councillor's Report
9. District Councillors' Report
10. Local Crime Report
11. Open Session for Parishioners – for statements, observations and questions to be received (time limited)
12. **Report of Representatives to various bodies and Other Responsibilities**
13. **Report of Finance and Administration**
    a) Parish Accounts, Payments and Receipts – as attached
    b) Annual Council Matters
    i) Standing Orders – to review and adopt
    ii) Financial Regulations – to review and adopt
    iii) Governance Policies – to review and adopt, including new Memorial Policy
    iv) Terms of Reference for Committees and Working Groups – to review and approve
    v) Insurance and Assets Register – to approve
    vi) Subscriptions and Grants for 2026/27 – to approve
    vii) Reinvestment strategy proposal – to approve
    viii) Employment matters
    ix) Dates of Meetings for 2026/27 – to approve
14. **Report of Recreation and Amenities**
    a) Pavilion and recreation ground general
    b) Sporting Wessex contract
    c) Southern Water Air valve
    d) Otterbourne Summer Festival
    e) Open spaces (inc. Sponder's Mede)
    f) War memorial
    g) Street amenities general
    i) Bollards – new and replacements
    ii) Speed control
15. **Report of Planning and Highways**
    a) Applications and enforcement
    b) Southern Water Solar Farm development
16. Risk Assessment and Management – to receive any matters arising
17. Notification of events and to raise items for the next meeting
18. Date of next Parish Council meeting

The Open Session is set aside for public participation when statements, observations and questions may be received, however participation at all other times will be restricted to Council members. Please contact the Clerk for information on any Agenda item prior to the meeting or if you have a matter you would like to raise at the Open Session, but are unable to attend the meeting. **Clerk**