

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
19 NOVEMBER 2024 AT 7.40 PM IN OTTERBOURNE VILLAGE HALL**

Present: Cllrs Moody (Chair); Gilbert; Green; Stansbury; King; Sinclair; Vainorius.
Attending: Cllr B Laming (to 12 d); Cllr J Warwick (to 12 d); Paul Valteris (to item 10) Clerk.

1. **Declaration of Interest:** Cllr Moody for Item 13 b).

2. **Apologies for Absence**
Cllr Herring.

3. **Minutes of Meetings**

To approve the Minutes of the Parish Council meeting 17 September 2024.
The Minutes had been circulated prior to the meeting. Correction noted to Item 13 b):
Tim Piper should be Mark Piper and the new lease commenced 2026 not 2027. The
corrections implemented, the Minutes were agreed as a true record for signing by Chair.

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

All items had been actioned or would be reported on in the meeting, except for:

- A letter of thanks had been received from the Winchester CAB for the grant of £150.
- The Chair thanked Parishioners who took part in the Autumn Village Litter Pick.
- The Chair thanked Mrs Macdonald for including the flyer into 'Otterbourne Life'.
- A follow-up meeting had been arranged by WCC to take forward the s38 submission.

5. **Vacancy for a Councillor**

There had been no expression of interest received to the vacancy which was being
publicised on the notice boards and website.

To add to the Village Facebook	Cllr Moody	17 Dec
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6. **County Councillor's Report**

The attached Report had been circulated prior to the meeting. The Hampshire Police
Commissioner, Donna Jones, would be visiting Hursley parish in early January and
Councillors might wish to engage with Hursley Parish Council to attend.

To contact Hursley PC for date of event and advise Councillors	Clerk	17 Dec
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7. **District Councillors' Report**

The attached Report had been circulated prior to the meeting. Local Plan Regulation 19
had been submitted to the Planning Inspectorate. Following the Government's request for
additional housing numbers, a new SHELAA process would commence across the District.

8. **Local Crime Report**

PCSO Michelle Wilkinson had been contacted for information. Within Otterbourne: ASB
of fly-tipping on Poles Lane; Suspicious Person reported in Poles Lane; Criminal Damage
at the Boyatt Lane allotments. Reports within neighbouring parishes: criminal damage,
suspicious vehicle, damage and theft from a vehicle, nine unauthorised caravans at South
Winchester Park & Ride.

9. **Open Session for Parishioners**

There were no parishioners in attendance.

10. **Report of Representatives to various bodies**

Allotments Association

Ratification of £200 agreed towards a skip for removal of accumulated site rubbish. Several incidents of criminal damage to crops had been reported: a form of monitoring device was being investigated with an amount to fund from the 2025/26 parish budget.

Otterbourne Village Hall Committee (OVHC)

Replacement of windows was being considered. The pantomime event was being organised.

Otterbourne School: A textile recycling bin had been requested and a position in the Cranbourne Drive public car park was being investigated.

Footpaths and Rights of Way

Footpath 5 old churchyard to disused lock: a fallen tree blocking path had been reported.

Southampton International Airport

A formal letter of complaint about overflying of the village in breach of the 2017 Air Navigation Guide had been drafted by Dr Keith Smith and agreed for submission to SIA.

Sparrowgove and Oakwood Copse Conservation Trust (SOCCT)

Report of a dead tree overhanging the youth facilities had been reported for assessment.

11. **Community Projects and Events**

i) Village of the Year Awards

Cllrs Green and King had attended the Hampshire Association of Local Council ceremony at which three awards had been received: Otterbourne and Allbrook parishes Joint Winners Best Community Collaboration 2024 for the 'D-Day 80' event; Otterbourne and Allbrook parishes Joint Runner-up Best Community Event 2024 for the 'D-Day 80' event; Highly Commended Best Open Space 2024 for the Queen Elizabeth Memorial Garden. The councillors and all who had contributed were congratulated and thanked for their input.

ii) Otterbourne & Allbrook Climate Solutions (OACS)

The Renewable energy event including a talk from Energise South Downs had been re-scheduled for 4 February 2025. Concern was expressed at the low number of attendees supporting the events. Cllr Warwick gave pointer to the HCC website and Greening Campaign. A grant to install solar panels at the pavilion would be investigated in 2025/26. The installation of an electric vehicle fast charging point in Cranbourne Drive public car park would be investigated. An event on Green Pensions had been cancelled due to concerns that it was promoting a commercial company and it was agreed to re-consider at the January meeting on the basis of imparting general advice, pending further information.

To contact HCC re. investigation into potential fast charging EV point	Clerk	17 Dec
To issue information on the Green Pensions event and c/f to Agenda	Clerk	17 Dec

iii) The 80th Anniversary of VE Day

A joint event with Allbrook Parish Council on 8 May 2025 was being discussed.

To take forward discussion with Allbrook PC	Cllrs King and Green	21 Jan
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12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcement Cases, Appeals

As attached. Six open cases reported for enforcement investigation in the parish. Following the issue of an Enforcement Notice to Springbridge Farm there had been no apparent progress to clear the site. Other enforcement matters ongoing with WCC.

Ultrafast Broadband: In response to a question about the roll-out of ultrafast broadband in Otterbourne, the Openreach organisation had advised it was planned for December 2026.

b) Strategic Planning

Bushfield Camp: WCC had made its submission. Otterbourne had made separate submission on the basis of increased traffic and pollution through the village. The matter was being considered by the Inspector.

c) Highways

A vehicle clearing the drains along Main Road had been noted. Two reports for tree work had been made to HCC and WCC. Several items for the Lengthsman's worksheet were received for consideration and submission.

To prepare Lengthsman's worksheet	Cllrs Green and Vainorius	22 Nov
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d) Flood Risk Management

Flood Management alignment with Hursley Flood Group: Councillors Green, Vainorius and Moody agreed to take forward with potential to include interested parishioner(s).

Emergency Flood Management Schedule: Cllr Green advised he would use Parish Online.

Sponder's Mede land survey: Council approved ratification of the survey fee. The report was awaited and would be used towards a flood risk management assessment. It was hoped that a grant from the Environment Agency might be achieved.

Riparian/Watercourses: all residents with properties verging streams had received a letter reminding them to undertake regular clearance of the banks within their responsibility.

Drains and Gully Clearance: Main Road had been done in accordance with HCC's schedule.

To take forward flood management alignment with Hursley PC Flood Group.	Cllrs Green, Vainorius, Moody.	21 Jan
To report on land survey and c/f with Aquascience Ltd	Cllr Stansbury	21 Jan

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

a) Oakwood Park Recreation Ground

i) General

PCC Village Summer Festival: the ground use was agreed for Sunday 6 July 2025.

Access road: a quote for materials to extend the kerbside had been received at £125+VAT.

A quotation for installation was awaited.

Dog signage: a temporary sign to remind dog owners to pick-up after their dog was agreed following report that there had been an increase in dog faeces left on the ground.

To follow up with Handyman and other contractors	Cllr Gilbert/Clerk	17 Dec
To draft sign for agreed use	Clerk/Cllr Vainorius	17 Dec

ii) Play Park and Youth Facilities

A quotation to undertake the re-painting of three of the large play tower roofs and to re-stain three picnic benches was agreed, however these items would be placed on hold until March 2025, pending a contractor and quotation for repair of the play tower slide: following recent damage, Lappset had not been able to provide the part and had quoted £3,000 plus installation for a new slide. The play tower slide had been cordoned off.

To source contractors for repair and obtain quotation	Cllr Gilbert/Clerk	asap
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iii) Pavilion

The gas fired water heater had required a visit from the engineer to re-ignite. It was hoped that the water heater could be replaced by an electric one in time with the help of grants.

iv) Colden Common Football Club

The annual review of the tenancy rent as calculated according to the formula in the lease was agreed for 2025/26. The tenancy agreement ended in 2026 and it was agreed to explore the proposal as reported in the Parish Council's September minutes item 13 b) relating to potential joint use by affiliated clubs or overall lesser use of the ground.

To issue rental review letter to CCFC	Clerk	17 Dec
To review options for 2026 onwards with CCFC	Cllrs Gilbert and Sinclair	21 Jan

b) Open Spaces

Rose Cottage boundary: Councillors Green and Gilbert had attended a meeting with the owners to discuss the land dispute on the western boundary and a proposal by Rose Cottage for an exchange of the claimed land with s52 land on the northern boundary. Council agreed that the land on the western boundary required legal assessment by Rose Cottage to determine ownership before further consideration.

To draft letter to Rose Cottage	Clerk	17 Dec
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14. **Report of the Finance and Administration Committee**a) Parish Accounts, Payments and Receipts – as attached scheduleb) Banking

Lloyds Bank had advised that it would be charging account fees from January 2025. It was agreed to close a disused account dating from the Lengthsman administration.

To close account with Lloyds	Clerk	asap
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c) Employment Matters

The Clerk's annual appraisal was noted and the backdated NJC pay increase for 2024/25.

d) Parish Basic Allowance Scheme

The Finance Committee had made provision in the 2025/26 draft budget for Councillor allowances. Council agreed not to take up the PBA scheme and reduce provision to include only the Chair's allowance. The item would be reconsidered in the 2026/27 budget.

To c/f the PBA scheme for consideration in the 2026/27 budget	Clerk	Oct 2025
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e) Budget and Precept 2025/26

The draft budget as recommended to Council by the Finance Committee was amended as 14. d) above and a Budget and Precept of £43,710 was agreed by Council as a 4.6% increase on 2024/25, subject to the new Tax Base.

To report on the new Tax Base to Council when released by WCC	Clerk	10 Dec
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15. Risk Assessment and Management – there were no matters arising.

16. Notification of events and to raise items for the next meeting
Working Party 17 December 2024

17. Date of next Parish Council meeting: 21 January 2025. Meeting closed 10.15 pm.

Otterbourne Parish Council Planning Report – October and November 2024

Applications

Case No. 24/01921/HOU 7 Poles Lane, Otterbourne
Replacement single storey rear extension. **No comment**

Case No. 24/02102/TPO Land off Waterworks Road, Otterbourne re. Southern Water pipeline
Removal of B grade trees T1516, T1525, T1526, T1532 and C grade trees T1514, T1515 and T1528 as well as approximately six smaller Sycamore and Hazel within the woodland.

Comment: This is part of an attractive woodland which provides important wildlife and amenity value to the local residents. The copse is protected by a "woodland" TPO which not only protects the trees themselves, but effectively the whole woodland habitat, soil and ground flora included. However, the works, appear to be of strategic importance, and some arboricultural damage would seem impossible to avoid. We would suggest the works are guided by a thorough arboricultural method statement (AMS) and construction environmental management plan (CEMP). This would ensure environmental and tree matters are carefully managed during the construction works. The AMS should include replanting proposals.

Case No. 24/02142/TPO 35 Cranbourne Drive, Otterbourne

T1 - Oak Tree - Reduce over extending limbs on side of Oak growing towards property by 2m taking the tree back to suitable growth points, leaving the tree in a natural and balanced shape. Work being carried out maintain a suitable distance between tree and property and as part of an ongoing maintenance plan for this tree which is growing on bank

Comment: pruning works to tertiary branches only, pruning cuts to branches <50mm diameter.

Case No. 24/02208/TPO Elderfield, Main Road, Otterbourne

T25 Leyland Cypress - Crown lift to 5m over polytunnel. T27 Eucalyptus - Remove (fell) to near ground level. T28 Indian Bean Tree - Crown lift to 2m. T30 Cedar of Lebanon - Remove broken branch stumps. T31 Fir - Remove broken branch stumps. T36 Oak - Remove (fell) southern stem close to ground level (approx. 50mm). T37 Beech - Remove (fell) close to ground level and treat stump to inhibit regrowth. T42 Oak - Remove (fell) southern stem close to ground level (approx. 50mm). T43 Holm Oak - Remove (fell) southern stem close to ground level (approx. 50mm). G9 Mixed - Remove (fell) Laburnum close to ground level (approx. 50mm). No work to remainder. G10 Leyland Cypress - Crown lift to 5m over polytunnel. G14 Cypress - Remove ivy & scrub. Reduce height of group to 8.0m. G15 Mixed - Crown lift to 5.0m roadside (remove branches at source). Remove bramble/scrub/ivy throughout group. G16 Mixed – Re-instigate formal management of hedge. G17 Mixed - Crown lift to 5.0m roadside (remove branches at source). Remove bramble/scrub/ivy throughout group. G18 Mixed - Remove scrub understorey. Crown lift individual trees to 3.0m. Reason - General tree health & safety remedial works as recommended in recent Tree Survey. **Objection:** Most of the work appears to be for reasons of safety and tree health, however, some of the work is extensive ‘crown lifting to 5m’ and generalised ‘management of hedge’ and ‘removal of scrub understorey’. Concer that the works will affect the appearance of the village along Kiln Lane which is currently an attractive country lane and we would not wish this aspect to be lost. Request further detail and reasoning for the tree and other works which aren’t related to safety reasons alone.

Case No: 24/02059/HOU 10 Meadowcroft Close, Otterbourne
Installation of an air-source heat pump **No comment**

OTTERBOURNE PARISH COUNCIL**Finance and Administration Report 19 November 2024**

Lloyds Treasurer's account to 30 October 2024	26,615.47
12 month investment account to 24/01/25 @ 3.60%	30,000.00
6 month investment account to 14/04/25 @ 3.01%	<u>14,500.00</u>
	71,115.47

a) Payments**Payments from Lloyds Treasurer's Account October 2024**

OB Mrs J Ayre – salary September	£ 943.94
OB NEST – pension employer and employee	£ 80.26
OB Green Smile Ltd – monthly recreation ground maintenance	£ 634.50
OB Dek Graphics – printing posters	£ 12.00
OB Anthony Platt – street amenities cleaning	£ 90.00
OB Melon Engineering – SLR movement	£ 141.67
OB Grass & Grounds – maintenance open spaces	£ 984.96
OB Business Stream – recreation ground standpipes	£ 19.83
OB Business Stream – allotments	<u>£ 288.06</u>
	£ 3,195.22

Lloyds Business Charge Card September 2024 Statement

B&Q Padlocks for common	£ 10.50
Amazon – 3 x black ink cartridges	£ 50.37
Less Cashback	<u>(£ 0.32)</u>
	£ 60.55
Total October	£ 3,255.77

Payments from Lloyds Treasurer's Account November 2024

OB Mrs J Ayre – salary October	£ 943.94
OB NEST – pension employer and employee	£ 80.26
OB Dek Graphics – printing posters	£ 31.80
OB Grass & Grounds – maintenance open spaces	£ 189.60
OB Green Smile Ltd – monthly recreation ground maintenance	£ 634.50
OB X-Net (Services) ltd – annual fee Clerk and Cllr email addresses .gov.uk	£ 60.00
OB Go South Gas Ltd – pavilion boiler attendance maintenance	£ 76.80
OB HCC – street lighting April-Sept	£ 428.04
3234 James Acton – War Memorial wreath reimbursement	£ 25.00
OB Green Smile – football pitch cut	£ 120.00
OB Melon Engineering – SLR movement	£ 141.67
OB Aquascience Ltd – Sponder's Mede land survey	<u>£ 1,320.00</u>
	£ 4,051.61

<u>Lloyds Business Charge Card October 2024 Statement</u>	£0
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**COUNTY COUNCILLOR PARISH COUNCIL REPORT
NOVEMBER 2024**

CLLR JAN WARWICK

STILL TIME TO TAKE ADVANTAGE OF AFFORDABLE RENEWABLE ENERGY AS DEADLINE EXTENDS

With more than 4,900 households in Hampshire expressing interest in the latest opportunity to benefit from more affordable solar energy, Solar together Hampshire is extending its registration deadline until 15th November.

[Still time to take advantage of affordable renewable energy as deadline extends | Hampshire County Council \(hants.gov.uk\)](#)

CABINET DECIDES ON COUNTY COUNCIL SERVICES FOR THE FUTURE

With the future of some Hampshire local services in the spotlight, the County Council's Leader and Cabinet have revised proposals and will protect Household Waste Recycling Centres, School Crossing Patrols, and homelessness support services after careful consideration of consultation feedback and examination of every possible option to help balance residents' needs against the Council's future financial pressures.

[Cabinet decides on County Council services for the future | Hampshire County Council \(hants.gov.uk\)](#)

WORTHY ROAD WALKING AND CYCLING IMPROVEMENT SCHEME START DATE CONFIRMED

Work on improvements aimed at making it easier and more appealing for people to walk and cycle for local journeys via Worthy Road in Winchester started work on Monday 21 October 2024

[Worthy Road walking and cycling improvement scheme start date confirmed | Hampshire County Council \(hants.gov.uk\)](#)

100 Years of HAMPSHIRE LIBRARIES!

This autumn Hampshire Libraries is marking its centenary of providing a public library service in the county, and residents are invited to join the celebrations. Whether that's by attending an event at one of the County Council's 40 libraries, contributing to a 'letter to libraries' display or enjoying one of the books in the special collection

Cllr Jan Warwick
Jan.warwick@hants.gov.uk
07717 104236

Winchester City Councillors' Report November 2024
Councillors Adrian Brophy; Brian Laming; Jan Warwick

Pension Credit Support

With the government making the Winter Fuel Payment means tested, it is important for those eligible for Pensions Credit as anyone receiving this can also claim other financial support, including the Winter Fuel Payment to ensure they don't miss out this winter.

To receive the Winter Fuel Payment this year an application for Pension Credit must be made by 21 December 2024.

Winchester City Council has held pension credit coffee mornings to help people apply for any eligible benefits but support is still available from the Tenancy Sustainment Team 01962 848060 or by email to TenancySustainment@winchester.gov.uk.

Spaces of Sanctuary

Following the successful launch of WCC's Spaces of Sanctuary project, which creates a practical route to provide support to asylum seekers and refugees to access support, the council is looking for more partners to join the scheme and increase access to safe places for residents, particularly in our rural parishes.

In the run up to the Christmas period, we want to encourage as many organisations as possible to join the scheme. Parish and Town councils can play an important role in making that happen and several parishes, including Swanmore and Colden Common Parish Councils, are already involved.

Parishes can join the scheme and become a safe space (free training and resources are provided), or help out by promoting the scheme and identifying and encourage organisations in your area to get involved.

To learn more or get involved, contact Community Engagement Officer Mark Maitland on 01962 848518 or email (mmaitland@winchester.gov.uk). More information is available at <https://www.winchester.gov.uk/community-recreation/city-of-sanctuary>

Energy upgrades for off-gas households

The Warmer Homes scheme, which WCC is involved in alongside other local authorities, is accepting applications for the Home Upgrade Grant until the end of November. The grant provides free upgrades for eligible off-gas households with a combined income of £36,000 or less. To apply or for further information visit Warmer Homes at <https://www.warmerhomes.org.uk/> or call 0800 038 5737.

Improved sports facilities in Winchester

WCC celebrated the official opening of installation of a new community 3G football pitch in Winchester. Replacing an old grass pitch, the new high-quality pitch at Hillier Way football ground (used by Winchester City FC, Winchester City Flyers girls' and ladies' teams, and Winchester Youth FC) offers facilities that can be used all year round. The new pitch has been funded by a grant from the Premier League, The FA and Government's Football Foundation of £1,132,214; Winchester City Council Community Infrastructure Levy (CIL) funding of £300,000; and £16,000 from Winchester City FC.

Survey: Informing the future of wellbeing in the Winchester district

WCC is running a short survey, in partnership with Temple Group, to gather feedback from residents across the district that will help shape our new Community Wellbeing and Resilience Strategy. The results will help ensure the strategy addresses the needs of communities. Take five minutes to participate in the online survey at https://forms.office.com/pages/responsepage.aspx?id=qvePhv458Em1uaEdROB_EvHJtx1Y-BBJorplmjkSigFUMFRaTTJYNUwyTE1TSEZWNk5QUUISTUk1Uy4u&route=shorturl