

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
16 JULY 2024 AT 7.30 PM IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs Moody; Stansbury; King; Green, Herring; Sinclair to Item 13 c); Vainorius; Gilbert from Item 13 a). Attending: One member of the public; Clerk.

There being neither elected Chair nor Vice-Chair present, Cllr Moody was agreed to Chair the meeting.

1. **Election of Chair for Parish Council**  
Cllr Green proposed Cllr Moody; seconded by Cllr Stansbury and unanimously agreed. Cllr Moody signed the Declaration of Office.
2. **Declaration of Interest:** None received.
3. **Apologies for Absence**  
County Cllr Warwick, District Cllrs Laming, Brophy, Warwick. Cllr Gilbert later arrival.
4. **Minutes of Meetings**  
– to approve the Minutes of the Parish Council meeting 21 May 2024.  
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 Chair.
5. **Action Points and Matters arising from Minutes**  
All items had been actioned or would be reported on in the meeting, except for:
  - Commemorative bench at Oakwood Park Recreation Ground: bench installed and reimbursement from resident received.
  - Tribute Area Maintenance: Cllr Moody to follow-up with Otterbourne School.
  - D-Day 80 event – Cllrs Green and King were thanked for their input and delivering a successful event with very good turnout and feedback, including photographs and coverage in the Hampshire Chronicle. Thanks were extended to Otterbourne Brass and Otterbourne Theatre Group for their contributions, a letter of thanks had been sent to Vice-Admiral Sir Charles Montgomery (retd) and Cllr Warwick was thanked for the £500 grant received. The beacon and silhouettes had been returned for storage in Allbrook.
6. **Vacancy for a Councillor**  
One vacancy for a member. Notices were on the boards and website publicising. Councillors were asked to contact any potential candidates who might be interested.
7. **County Councillor’s Report**  
Report attached.
8. **District Councillors’ Report**  
Report attached.
9. **Local Crime Report**  
Three incidents reported April: 1 public order; 1 criminal damage; 1 anti-social behaviour. Also reported in June a burglary on Poles Lane with request for any witnesses to contact Hampshire Constabulary via website or 101. Cllr Vainorius had arranged for a talk on cyber-crime by Hampshire Constabulary at Otterbourne Village Hall on 5 November 7pm.

10. **Open Session for Parishioners**

No parishioners attending and nothing previously raised.

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

OVHC: tickets to the September Murder Mystery were selling well. Work would soon commence on tidying up the gardens surrounding the village hall.

12. **Community Projects and Events**

Otterbourne Allbrook Climate Solutions (OACS)

Cllr Sinclair extended thanks to all who had helped and taken part at the village fete. A number of residents had signed up to be energy champions for a training event in the Sports Pavilion on 9 September 7-9 pm and for a home energy visit. An October workshop on Future Energy Landscapes was also planned with WinACC support at the Village Hall on 5 October 10 am-12 noon. Further information on the Parish website. Council approved ratification of £304 and £60 expenditure for the production of OACS banners.

13. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcement Cases

As attached. Construction and Operation of a Battery Energy Storage System (BESS) Facility, Infrastructure, Access Provision and Ecological Enhancement on Land at Silkstead Farm, Poles Lane. Cllr Sinclair was strongly in support of the application and advised that foremost consideration should be for green energy provision. Following discussion, Council agreed to submit objection – see schedule attached.

Enforcements: Springbridge Farm – the Planning Inspectorate’s decision regarding the Appeal was still awaited. Other Enforcement Cases would be followed-up with WCC.

Footpaths and Rights of Way: Footpath No 3 along the Itchen Navigation was still impassable. A report to HCC had been submitted and follow-up ongoing.

b) Strategic

Proposal for s137 grant towards ‘Save Bushfield Camp’ campaign. Information emailed with Agenda Reports. Cllr Sinclair advised that the development contained many green energy initiatives and was against the grant to support the campaign. Following discussion, Council agreed a grant of £200.

To draft letter and administer finance	Clerk	21 Sept
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c) Community Emergency Planning

Cllr Green had updated the risk assessment and emergency plan including information regarding action for gully clearing and field fire hazard. Concern for vulnerable people was raised and informal connection with village groups and creation of a WhatsApp group was proposed. A leaflet from Hampshire & Isle of Wight Local Resilience Forum would be placed on the website and investigated for delivery to all households.

To forward Risk Assessment and Emergency Plan for the website	Clerk	21 Sept
To forward leaflet for website and obtain or make enquiries for printing	Clerk	21 Sept

d) Parish Online

Cllr Green had demonstrated a digital mapping software package at the June Working Party. It was considered a useful tool, but with some reservation raised by the Clerk for certain functions. Council approved expenditure for purchase of the annual licence.

To purchase new software licence.	Clerk	21 Sept
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e) Highways

SID Sign: a parishioner had requested a new position at the northern entrance to the village. Cllr Gilbert had investigated that lamp post 65 could potentially be used.

Finger Post: a parishioner had reported that this was in need of cleaning or re-painting.

Kiln Lane: Brambridge House Management Committee had asked HCC for investigation into a new sign to deter HGVs and for increased hedge cutting. HCC report awaited.

To contact HCC for approval of proposed SID position	Clerk	21 Sept
To note finger post cleaning on Lengthsmans's list	Cllrs Green/Vainorius	21 Sept

14. **Report of the Recreation and Amenities Committee**a) Oakwood Park Recreation Groundi) General

Southern Water 'Water for Life' project: Cllr Gilbert had attended a site meeting on 15 July. SW had advised that its new pipeline would require a 40 m x 50 m area in the northeast corner of the recreation ground to be fenced off for up to three years. Proposed access was via a 5-10 m section of treeline from the SW site and the pipeline would continue on 8 m deep under the MUGA and through Oakwood Copse. Compensation would be made for loss of recreational use during the construction and the ground would be reinstated. A written report was awaited from SW with more information regarding timeline. Three replacement bollards on access road: information emailed with Agenda Reports. Council approved expenditure for purchase and installation.

To take forward meetings with SW and report to Council	Cllr Gilbert	21 Sept
To review conveyance of the ground from SW	Clerk	21 Sept
To purchase three new bollards and instruct contractor	Clerk	asap

ii) Play and Youth Facilities

Youth Facilities Swing Seat replacement: Council approved ratification of expenditure.

iii) Pavilion

Proposal for expenditure of contract balance for new windows: information emailed with Agenda Reports. Cllrs Stansbury and Gilbert had checked the installation and the Clerk had received the guarantee. Council approved expenditure.

To receive pavilion maintenance requirements: Cllr Stansbury advised that the door frame to the Home Team changing room had badly rotted. A quotation for repair by the Handyman was approved. Cllr Stansbury raised that replacement of all doors should be considered in the next budget. A changing room light associated with the security system was not operating properly. A quotation for repair by the security company was approved.

To instruct Handyman and security company with repairs	Cllr Stansbury	asap
To note replacement doors for potential 2025/26 budget	Clerk/RFO	21 Sept

b) Colden Common Football Club – there were no matters arising.c) Common

Red Lane: HCC had responded that the area of damaged tarmac was beyond the highway boundary at the Boyatt Lane junction and it would not undertake repair. However, as a track over the common, the tarmac should not have been laid in the past nor reinstated.

Horse Chestnut tree at the base of Otterbourne Hill west side: carried forward.

To respond to parishioner who raised the matter re. Red Lane	Cllr King	21 Sept
To examine Horse Chestnut tree protection with Tree Warden	Cllr Green	21 Sept

d) Open Spaces – Cranbourne Drive

Cutback of trees along footpath: Council approved ratification of expenditure for the work.  
 Public car park east verge: the Tree Warden had advised cutting a 1 m verge along the car park edge and to consider the remaining area next year after further growth of the saplings.  
 Boundary rear of Rose Cottage: following concern raised by Rose Cottage that the current fence line did not correspond to the Title Deed, the Cranbury Estates had been contacted and archive documents retrieved which supported the Parish Council's ownership and s52 agreement in place.

To obtain quotation for the 1 m verge cut back	Clerk	21 Sept
To forward documents to all Councillors and draft letter to Rose Cottage	Clerk	21 Sept

15. **Report of the Finance and Administration Committee**a) Parish Accounts, Payments, Receipts – as attached.

The 1/4ly reconciliation and budget analysis were presented.

b) Councillor Allowances

Cllr Green had proposed investigation into establishing a Parish Basic Allowance scheme for members. All Councils had a statutory responsibility to examine every 4 years. Cllr Moody advised that the matter had been raised in 2022 and a Travel and Subsistence Allowance had been agreed. The Hampshire ALC had been contacted for information.

To contact WCC for further information on the PBA scheme	Clerk	21 Sept
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c) Committees – following appointment as Chair, Cllr Moody's remaining responsibilities had been redistributed. New Committee schedule approved as attached.

To forward new schedule to website for update	Clerk	21 Sept
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16. **Risk Assessment and Management** – there were no matters arising.

17. **Notification of events and to raise items for the next meeting** – there was nothing raised

18. **Date of next Parish Council meeting** – 17 September 2024 at 7.30 pm.

Meeting closed 9.55 pm

Otterbourne Parish Council Planning Report – June and July 2024

**Applications**

- Case No. 24/00969/HOU      3 Oakwood Close, Otterbourne  
Side double storey extension and rear single storey extension  
**Objection:** Oppose due to the flat roof design of the proposed single storey extension. We acknowledge the presence of some flat roof extensions in the neighbour concerned, however in our view a new extension with a pitched roof would be more sympathetic to the house in general and the majority of houses in the area. This design would then also conform to the Village Design Statement that states extensions and alterations should reflect the original design.
- Case No. 24/00982/HOU      Wood Sorrel, Main Road, Otterbourne  
Two storey front extension and adjustment to the openings to the rear of the property. **No comment**
- Case No. 24/01227/LIS      Cherry Tree Cottage, Main Road, Otterbourne  
Creation of a hatch opening between kitchen and dining room. Wall between kitchen and dining room forms part of the modern extension to the property (c1977) rather than the older original cottage. Hatch will have a prestressed concrete lintel sat on concrete pad stones. **No comment**
- Case No. 24/01007/FUL      Land at Silkstead Farm, Poles Lane  
Construction and Operation of a Battery Energy Storage System (BESS) Facility, Infrastructure, Access Provision and Ecological Enhancement.  
**Objection:** Oppose due to the increased volume of HGVs during construction phase. Industrial creep into countryside setting. Inappropriate site re. distance to the grid connection and better options for consideration.

**Decisions**

- Case No. 24/00853/HOU      Myrtle Cottage, Main Road, Otterbourne  
Case No. 24/00854/HOU      2.2 m rear extension with zinc roof and roof light. Three conservation roof-lights installed in rear tiled roof slope.  
**Applications permitted**
- Case No. 24/00740/HOU      ‘Osmington’, 26 Oakwood Avenue, Otterbourne  
Single storey rear extension. **Application permitted**
- Case No. 24/00969/HOU      3 Oakwood Close, Otterbourne  
Side double storey extension and rear single storey extension.  
**Application permitted**
- Case No. 24/00982/HOU      Wood Sorrel, Main Road, Otterbourne  
Two storey front extension and adjustment to the openings to the rear of the property. **Application permitted**

**Appeals**

- 23/01079/FUL      Land to the south west of Woodlands Park, Poles Lane  
Appeal Ref: APP/L1765/W/24/3341310. Construction of flexible space for new businesses within a two storey, BREEAM Excellent, office building.

**Enforcement Cases**

There are five open cases within the parish.

**Statement of Parish Accounts June and July 2024**a) **Bank Statements at 30/06/2024**

	£
Lloyds Treasurer's account	26,436.60
12 month investment account to 24/01/25 @ 3.60%	30,000.00
6 month investment account to 10/10/24 @ 3.50%	<u>14,500.00</u>
	70,936.60

**Payments**Payments from Lloyds Treasurer's Account June 2024

OB Mrs J Ayre – salary May	£1,126.88
OB Mrs J Ayre – expenses 1/4ly reimbursement travel/broadband/telephone	£ 172.37
OB HMRC – Tax and NI employer and employee	£ 453.63
OB WCC – play and youth facilities annual independent inspection	£ 65.94
OB DEK Graphics – printing and D-Day posters and silhouette plans	£ 118.25
OB JPS Fire and Security Ltd – pavilion fire extinguishers and alarm	£ 108.00
OB Grass & Grounds – March and April open spaces maintenance	£ 191.40
OB Cllr D Green – expenses reimbursement D-Day event materials	£ 102.45
OB Green Smile Ltd – April, May, June recreation ground maintenance	£1,903.50
OB PCC – room hire for climate meeting	£ 30.00
OB Mark Smith – expenses reimbursement of D-Day event materials	£ 6.62
OB Cllr S King – expenses reimbursement of D-Day event hospitality	£ 22.48
OB Melon Engineering – SLR movement	£ 141.67
OB Anna Wyse – expenses reimbursement of OACS event materials	£ 304.14
OB NEST – pension employer and employee	<u>£ 80.26</u>
	£4,827.59

Lloyds Business Charge Card May 2024 Statement

B&Q – orange fencing for recreation ground access road	£ 14.70
Total June Payments	<u>£4,842.29</u>

Payments from Lloyds Treasurer's Account July 2024

OB Mrs J Ayre – salary June	£ 943.94
OB NEST – pension employer and employee	£ 80.26
OB Dek Graphics – OACS printing	£ 75.60
OB Grass and Grounds – Open Spaces maintenance	£ 189.60
OB Green Smile – Recreation Ground maintenance	£ 634.50
OB NET Tree Care – Cranbourne Drive open space tree maintenance	£ 450.00
OB Online Playgrounds – replacement swing seat youth facilities	£ 67.20
OB Anthony Platt – street amenities cleaning July	£ 90.00
OB Premlex Electrical – pavilion security lighting repair	£ 108.72
OB Taylor and Son – pavilion door frame repair	£ 130.00
OB Allbrook Parish Council – balance of shared D-Day 80 invoices	£ 165.16
OB Business Stream – recreation ground standpipes	£ 20.74
OB Business Stream – allotments April-July	£ 406.98
OB Badger Farm and Oliver's Battery Residents Association s137 grant	£ 200.00
OB Aspect Home Improvements – final windows installation payment	£ 6,008.25
OB BBO LLP – external audit fee	£ 504.00
OB Melon Engineering – SLR sign movement	<u>£ 141.67</u>
	£10,216.62

Lloyds Business Charge Card June 2024 Statement

Amazon – 3 x black ink cartridges	<u>£ 49.81</u>
Total June Payments	<u>£10,266.43</u>

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

**Council Members**

Lesley Moody; James Gilbert; Stacey King; Richard Stansbury; David Green; Ian Herring; Kerrie Sinclair; Dalia Vainorius; One Vacancy

**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)**

Cllr Moody

**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, Rights of Way and Riparian Matters:

**Cllr Green (Chair)**

Cllr King

Cllr Green

Cllr Herring

Cllrs King and Vainorius

Cllr Gilbert

Cllr King

Cllrs Green and Vainorius

Cllr Herring

**Recreation and Amenities Committee**

Recreation Ground/Play Park and Youth Facilities:

Sports Pavilion:

Football Club:

Common:

Open Spaces:

**Cllr Gilbert (Chair)**

Cllrs Gilbert and Stansbury

Cllr Stansbury

Cllr Sinclair

Cllrs King and Vainorius

Cllrs Green and Sinclair

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

Otterbourne Allotments Association:

Otterbourne Village Hall Committee:

Otterbourne Conservation Group:

Otterbourne School:

Otterbourne and Allbrook Climate Strategy:

Winchester Passenger Transport Group:

Sparrowgrove and Oakwood Copse Conservation Trust:

Parish Police Partnership:

Neighbourhood Watch:

Southampton International Airport:

Tree Warden:

The Litter Partnership/Idverde:

Footpaths and Rights of Way (Village Rep):

Website:

Cllr Stansbury and Paul Valteris

Cllr Vainorius

Cllr Stansbury and Valerie Etteridge

Cllr King

Cllr Sinclair

Cllr Vainorius

Cllr Sinclair and Valerie Etteridge

Cllr Vainorius

Cllr Vainorius

Keith Smith

David Cox

Vacant

Tracy Layzell

Elliott Lansdown-Bridge

### Update from Hampshire County Councillor Jan Warwick - July 2024

- Hampshire residents can now borrow **blood pressure monitors** from their local library, alongside books and magazines. If untreated high blood pressure can lead to strokes and heart attacks. Each monitor comes with easy-to-follow instructions and what to do if you are concerned about the readings.
- **Hampshire's** annual programme of road surface strengthening gets underway at 400 locations. You can find out more at <https://www.hants.gov.uk/News/08052024surfacedressing>
- Hampshire County Council has welcomed news that the Department for Education (DfE) will fund a new **special school** for 125 children in Hampshire – providing vital support to more children with special educational needs
- **Special D-Day tribute** events took place at Hampshire locations, offering people a chance to take part in commemorations marking the 80<sup>th</sup> anniversary including Lepe country park and Otterbourne Common.
- Hampshire County Council has announced plans for £7.1 million of extra funding to help local households struggling with the cost of food and energy prices. The funding is an extension of the **Government's Household Support Fund (HSF)** until September 2024
- Anyone living, working, visiting and commuting in Winchester is being invited to give their views on new **walking and cycling proposals** by 14<sup>th</sup> July for the area here: <https://www.hants.gov.uk/News/15052024WinchesterLCWIPsurveyPR>
- A new, single countywide **carers support service** starting in September will offer help to Hampshire carers over the age of 18 looking after someone with a long-term health condition, including dementia, and those looking after a person with a physical or learning disability. <https://www.connecttosupporthampshire.org.uk/carers>
- Our **Childrens' Holiday Activity** programme has free places for eligible children during the summer, Christmas and Easter holidays for four hours a day, four days a week. For more information visit [www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities](http://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities)
- **Our Hampshire Music Service** has been awarded £2.3 million by Arts Council England as part of a major national investment in high quality music provision for children and young people

Cllr Jan Warwick

Deputy Leader, Hampshire County Council

Hampshire County and Winchester City Councillor

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## Winchester City Council update – July 2024

### **Update on current consultations and engagement activity**

Consultations and surveys help to give residents opportunities to make their voices heard – and make it easier to understand how the council makes its decisions. Here is a summary of the current opportunities to feed into upcoming decisions.

NB, these are provided at [www.winchester.gov.uk/have-your-say/engagement-calendar](http://www.winchester.gov.uk/have-your-say/engagement-calendar), which includes links to further information:

### **Local Plan - Regulation 19 Consultation – Q2 2024**

The council's Local Plan makes up part of its statutory Development Plan and includes policies and guidelines that are used to determine planning applications. The Local Plan sets out how we intend to accommodate the growth we need to plan for in the district (outside the South Downs National Park) for the period up to 2040. Details of this consultation will be published soon (planned for Q2 2024).

### **Residents' Survey - until 8<sup>th</sup> September**

WCC is seeking views to help shape its plans for the next five years. We're working with door-to-door researchers, Lake Market Research Ltd, for our latest survey which asks your views on your council services and where our focus should be for the next five years. From **10th July – 8th September**, our researchers will be visiting 1600 households across the district, if you can spare 15 minutes it'll help us shape our new council plan. Your time is really appreciated.

So you can identify them, our researchers will be wearing their Lake Market Research ID badges – and they'll carry a Winchester City Council letter of authorisation too. Learn more at <https://www.winchester.gov.uk/transparency-and-open-data/residents-survey>

### **Creativity & culture across Winchester district – Until 31<sup>st</sup> December 2024**

We would like to understand what residents in Winchester think about creativity and culture across the district. What do those words mean to you, what activities do you take part in and how do you enjoy spending your time?

### **Grounds Maintenance Survey – Until 28 Feb 2025**

The council's Neighbourhood Services & Community Safety Team is seeking feedback on grounds maintenance services. This survey is open over the course of the year to offers the opportunity to feedback on aspects like grass and hedge cutting and weed control.