

OTTERBOURNE PARISH COUNCIL

Mrs J Ayre, Clerk

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To: Members of the Parish Council

16 November 2023

The Meeting of the Parish Council will be held on **Tuesday 21 November 2023 at 7.40 pm** in the Bianchi Suite of Otterbourne Village Hall.

A G E N D A

1. Declaration of Interest
2. Apologies for absence
3. Minutes of meetings – to approve the Minutes of the Parish Council Meeting 19 September 2023
4. Action Points and Matters arising in the Minutes not mentioned elsewhere
5. County Councillor’s Report
6. District Councillors’ Report
7. Local Crime Report
8. Open Session for Parishioners – for statements, observations and questions to be received (time limited)
9. Report of Representatives to various bodies
10. Community Projects and Events
 - i) Tribute to Queen Elizabeth – to receive update with updated costing
 - ii) 80th Anniversary of D-Day Landing – to receive update on the planned event on the common
 - iii) Energy Efficiency and Renewable Energy Projects – to receive update on proposed events
11. **Report of the Planning and Highways Committee**
 - a) Planning Applications, Decisions, Enforcement Cases – as schedule
 - b) Highways – pavement complaint; riparian and overgrown vegetation matters; Brambridge works
12. **Report of the Recreation and Amenities Committee**
 - a) Oakwood Park Recreation Ground
 - i) Maintenance Contract – to receive quotations and agree new maintenance contractor
 - ii) Commemorative Bench – to receive report and approve proposal for installation
 - iii) CCFC – to approve tenancy rental for 2024/25
 - iv) Pavilion – to receive quotations for replacement double-glazed windows/doors
 - v) Play Park and Youth Facilities – to receive update on maintenance work
 - b) Open Spaces – to receive update on land boundary at public car park
 - c) Common – to receive update on banks and ditches, WCC response and s38 application
 - d) Street Amenities – to note vacancy for cleaning contract; Cranbourne Drive dog bin removal
13. **Report of the Finance and Administration Committee**
 - a) Parish Accounts, Payments and Receipts – as schedule
 - b) 2024/25 Budget – to approve the budget and precept for 2024/25
 - c) Employment Matters – to note the Clerk’s appraisal and NJC pay award 2023/24
 - d) Committees and Responsibilities – to update
 - e) Parish Council email address, domain name, website hosting – to receive report and approve proposal
14. Risk Assessment and Management – to receive any matters arising
15. Notification of events and to raise 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.
16. Date of next Parish Council meeting – 16 January 2024 at 7.30 pm

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 Agenda items prior to the meeting or if you have something you would like raised at the Open Session, but are unable to attend the meeting.

Julie Ayre, Clerk