

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING
16 APRIL 2024 AT 7.40 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Gilbert (Deputy Chair); Stansbury; Green; Moody; King; Sinclair; Herring.
In attendance: District Cllr Brian Laming; three Parishioners; Clerk.

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** Cllr Smith.
3. **Minutes of Meetings**
– to approve the Minutes of the Parish Council meeting 19 March 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.
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:
 4. 13 a) ii) Commemorative bench proposed for Recreation Ground: Cllr King reported that all had been agreed and the Clerk would be notified when to place the order.
 4. 13 b) Cranbourne Drive letter to Cranbury Estate – follow-up letter had been actioned without response and a further follow-up would be made.
 8. To contact SW for sewer investigation – Report from Cllr Smith that an email had been sent to SW and the matter forwarded to the County Waste Management Team and the Sewer Network Manager.
To contact HCC for gully investigation – Cllr King reported that HCC had advised inspections were on an annual schedule and last completed in Otterbourne second week of April for Boyatt Lane and Main Road.
 9. Bollard reinstatement at Allotments – quotation still awaited.
 10. iv) Village Litter Pick – Cllr Moody advised that this had been worthwhile and wished to thank all those who had taken part.
 - 11.b). Highways Report on flood concerns – Cllr Gilbert reported that a follow-up had been made and the report was awaited. The residents concerned had been updated.
 - 11.c) Bushfield Camp – District Cllr Laming advised the Highways report was awaited before scheduling date for the next meeting.
 - 12.c) Otterbourne Common – Cllr Smith and the Clerk had attended a meeting on 4 April with WCC Head of Service, Service Lead and the Recreation and Projects Officer. WCC’s responsibility for the works under the Scheme of Management and the approval procedure had been raised. WCC had agreed to an investigation into the legal challenge, to determine the status of the common and to share costs should application to the Planning Inspector be required by the Parish Council.
 14. HALC AGM Community Resilience session – Cllr Green reported that it had been a worthwhile meeting with various matters explored such as: the use of CIL funds for projects to build in resilience, the holding and sharing of data on vulnerable people, DBS checking, shared parish sandbag procurement, desktop exercises for risk assessments and the use of digital mapping software. Cllr Sinclair raised use of funds for engaging a wildfire expert to work with the Parish Council.
Community Risk Assessment – Cllr Green had updated the Otterbourne Emergency Planning and Risk Assessment document.

To c/f outstanding matters for action or further report	All Cllrs/Clerk	21 May
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5. **County Councillor's Report**
None received and no matters raised.
6. **District Councillors' Report**
None received and no matters raised.
7. **Local Crime Report**
Crime reported locally was low. No reported crimes within Otterbourne since last report.
8. **Open Session for Parishioners (meeting closed for this item)**
No matters raised.
9. **Representatives to Various Bodies**
Allotments: The annual rental receipts had been received for £1,221.50.
10. **Community Projects and Events**
- i) Tribute to Queen Elizabeth – to ratify expenditure and receive completion report. Council agreed ratification of the side fence for £803. Cllr Green reported that the event had been a great success on a fine weather day. A letter of thanks had been sent to the Lord-Lieutenant who had been enthusiastic and intended to write to King Charles about the official naming. The event had been notified to the Hampshire Chronicle. It had been a significant community project and all volunteers and those involved were thanked.
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| To write to Otterbourne School advising maintenance phase | Cllr Moody | 21 May |
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- ii) 80th Anniversary of D-Day Landing – to receive update for the event on the common. The Winchester Royal British Legion had agreed to attend as flag bearers. Response was awaited from Eastleigh RBL. The 6th June event was being planned to commence at 6 pm with lighting of the beacon at 9.15 pm.
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| To take forward project and report to Council | Cllrs Green and King | 21 May |
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- iii) Energy Efficiency Projects – to receive update and discuss group structure and budget. Otterbourne and Allbrook residents attending meetings had been committed, however bringing more residents on board was proving challenging. A meeting was scheduled 1st May in St Matthew's Church Community Room where the future structure of the group and proposed budget would be discussed, together with focus on specific projects.
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| To take forward and report to Council | Cllr Sinclair | 21 May |
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11. **Report of the Planning and Highways Committee**
- a) Planning Applications, Decisions, Appeals, Enforcement Cases
Schedule as attached. Enforcements: Springbridge Farm, Highbridge Road – Public Inquiry scheduled for 8-10 May. Kiln Lane storage of vehicles in the countryside – the case had been passed to the Principal Enforcement Officer. The land owner had not attended a site meeting. WCC acknowledged that the land use had been breached and would write to the owner to clear the land. Photographs and local knowledge showed that the former wetland appeared altered by drainage channels and the overall loss of the flood plain should be examined as a contributory factor for flooding of the Bourne upstream. Land at the Birches, Poles Lane: awaiting allocation to an Enforcement Officer to investigate.
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| To follow up with the Cases | Cllr Herring | 21 May |
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b) Highways – to receive any matters arising.

A request to HCC for double yellow lines on the Boyatt Lane bend had been declined.

Vegetation was being cut back on the footpath leading off Red Lane by the land owners.

Footpath 3 along Itchen Navigation: A length of this had been under water for the past three months and the recently constructed section of footbridge was marooned.

To send report with photographs to HCC Countryside Access	Cllr Herring	21 May
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12. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground – to receive any matters arising.

i) General – Roger Sales was thanked for his help in opening-up the access road chain gate on a daily basis over the past years and for recruiting a new volunteer to continue.

ii) Pavilion – to sign contract with double glazing contractor.

The grant agreement having been signed and returned by WCC and the first half of funding received, Council agreed the contract for signing.

To return contract and schedule the works	Clerk/Cllr Stansbury	21 May
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iii) Play Park/Youth Facilities – the 2023/24 weekly Cllr inspection report was received.

b) Open Spaces – to receive update on Sponder’s Mede and the Bourne stream.

Cllr Stansbury reported that he was meeting with the Environment Agency 7 May on site.

To report to Council on site meeting	Cllr Stansbury	21 May
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13. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments, Receipts, Reinvestment, Budget Analysis – as schedule.

The first half Precept £20,889 had been received. The 6 month account had been reinvested.

b) 2023/24 Audit

i) External Audit: to receive any Conflict of Interest for BDO’s instruction as auditors.

Cllr Stansbury advised potential conflict.

ii) AGAR Section 1: Statements 1-9 were affirmed by Council and approved for signing.

iii) AGAR Section 2 – the Accounting Statement was agreed and approved for signing.

To notify BDO of potential conflict of interest	Clerk	21 May
To send AGAR to the External Auditor	Clerk	21 May
To post Notice of Public Inspection on boards and website		

14. Risk Assessment and Management – nothing reported.

15. Notification of events and to raise items for the next meeting: Annual Village Assembly 7 May; Working Party 20 June; Village Fete 23 June. Airport Matters update requested.

To contact Cllr Smith for any update	Clerk	21 May
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16. Date of next meeting – the Annual Parish Council meeting 21 May 2024 at 7.30 pm.

Planning Report – 16 April 2024

Applications

Case No. 24/00557/HOU 1 Brooklyn Close, Otterbourne
 Single storey extensions to provide attached garage and link
 and extended canopy to front porch. **No comment.**

Decisions

None received.

Statement of Parish Accounts 16 April 2024

a) Bank Statements at 31/03/2024

£

Lloyds Treasurer's account	13,735.04
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>
	58,235.04

Payments

Payments from Lloyds Treasurer's Account April 2024

OB Mrs J Ayre – salary March	£ 1,088.74
OB NEST – pension employer and employee	£ 80.26
OB Dek Graphics – printing Tribute event and Annual Assembly	£ 8.40
OB Cllr Green – expenses reimbursement HALC AGM and Tribute area	£ 36.68
OB Cllr King – expenses reimbursement Opening Event Tribute area	£ 198.26
OB Mr D Cox – expenses reimbursement Tribute area	£ 69.94
OB Tony Taylor – remainder of payment for outstanding work	£ 170.00
OB Hampshire ALC – affiliation fees HALC and NALC	£ 532.00
OB PCC – church community room hire fee for climate event	£ 30.00
OB Paul Simmons – Tribute area second payment side picket fence	£ 411.00
OB Melon Engineering – SLR movement	£ 141.67
3233 OVHC – hall hire 2024/25	<u>£ 420.00</u>
Total	£ 3,186.95

Lloyds Business Charge Card March 2024 Statement

Hillier Garden Centre – Tribute area	£ 346.00
George Beckett Nurseries – Tribute area deer repellent	£ 13.98
B&Q – Tribute area – lawn seed	<u>£ 18.00</u>
Total	£ 377.98
<u>Total Payments</u>	<u>£ 3,564.93</u>

Meeting closed 9.10 pm.