

**MINUTES OF THE ANNUAL MEETING OF OTTERBOURNE PARISH COUNCIL
21 MAY 2024 AT 7.30 PM IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs Gilbert; Stansbury; King; Green, Moody, Herring; Sinclair.

Attending: District Cllr B Laming; Dr Keith Smith; one parishioner. Clerk.

Mark Smith had tendered his resignation as Chairman and Councillor. He was thanked for his input and for Chairing the Council from 2022-2024.

1. Election of Chair

None of the Councillors attending (full attendance) agreed to stand for election as Chair.

2. Election of Vice-Chair, Committees, Responsibilities

Cllr Gilbert proposed as Vice-Chair by Cllr Moody; seconded Cllr Green and unanimously approved. Cllr Gilbert agreed to be Acting-Chair for the meeting. Declaration of Acceptance of Office received.

The Committee positions and responsibilities were agreed – see schedule attached.

3. Declaration of Interest: Item 14 b) Cllrs Green and Moody.

4. Apologies for Absence: None received.

5. Minutes of Meetings

– to approve the Minutes of the Finance and Administration meeting 16 April 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 Chairman.

– to approve the Minutes of the Parish Council meeting 16 April 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 Chairman.

– to record accuracy of the Minutes of the Annual Assembly 7 May 2024.

The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as an accurate record for presentation 6 May 2025.

– to record correction noted by the internal auditor to the 19 March Minutes which should read ‘to approve the Minutes of the *Parish Council Meeting* 16 January 2024’

6. Action Points and Matters arising from Minutes

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

- Southampton International Airport: Dr Keith Smith reported. The Airspace Change Proposal process was still at Stage 3 and thought to be awaiting the outcome of the Gatwick airport runway decision. Further data could be expected assessing the routes SIA had decided upon at Stage 2. It was hoped that WCC would take an active part in the Stage 3 process. Currently air traffic appeared to be utilising the Itchen Valley rather than overflying populated areas in line with the 2017 Navigation Regulations. Colden Common and Twyford Parish Councils held positions on the SIA Consultative Committee, but there was potential to request representation for any Council affected by aircraft traffic.
- Commemorative bench at Oakwood Park Recreation Ground: a new position mirroring another bench had been agreed and the sub-base formed. The plaque had been agreed and the bench ordered.
- Tribute Area Maintenance: Councillor Moody to follow-up with Otterbourne School.

- Itchen Navigation: Cllr Herring reported that a significant length was still flooded. Following substantial rainfall and flooding to many footpaths, HCC Countryside Access website advised it would not accept reports at the present time. Cllr Herring to monitor.
- Allotment bollard: Clerk to forward quotation.
- Cranbourne Drive open space: Clerk to forward with the Chamberlayne Estate.
- Bourne stream: Cllr Stansbury had met with an Environment Agency representative who had advised that the Bourne did not need dredging to improve flow. It was suggested that future flooding might be alleviated by creation of a bank and ditch along the Sponder's Mede track. A report from the EA representative was awaited.
- Flood concerns: HCC and SW reports still awaited. Working Party 16 June was suggested for discussion re. flood concerns and community resilience/risk assessment.

7. **Co-option of a Councillor**

The statutory notice for Cllr Smith's resignation would be posted on the notice boards and website. A second long-term vacancy existed for co-option and one application had been received. Dalia Vainorius proposed by Cllr Moody; seconded Cllr King and agreed.

To complete administrative process	Clerk	asap
------------------------------------	-------	------

8. **County Councillor's Report**

See Annual Report at the Village Annual Assembly.

9. **District Councillors' Report**

See Annual Report at the Village Annual Assembly.

WCC Local Plan: Cllr Laming advised that following Regulation 18 public consultation, Regulation 19 would commence in the autumn with the Inspector's report which would include assessment of the housing development sites put forward to WCC.

Bushfield site: Response was awaited to matters raised by National Highways and HCC.

To attend 3 June meeting at Badger Farm at 7.30 pm	Cllrs Green/Cllr King	3 June
--	-----------------------	--------

10. **Local Crime Report**

Three incidents reported March: 1 burglary; 1 vehicle crime and 1 sexual/violent offence.

11. **Open Session for Parishioners**

A Parishioner advised that as part of the Local Plan process, Grassroots Planning could be expected to forward the results of its village consultation for the development site at Land west of Cranbourne Drive to WCC. See also Items 9 and 14.b).

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

OVHC: refurbishment of the toilet areas had been completed. The next project would be to install LED lighting. Tickets were selling well for the summer musical.

SOCCT: To note grant of £500 for maintenance of the copses in payments for May.

Otterbourne School: a request to place a new recycled clothing bin on the access road to the school had been made, however it had been determined that this was not Parish land.

To respond to Otterbourne School	Clerk	18 June
----------------------------------	-------	---------

13. Community Projects and Events

Tribute Area Opening: a letter of thanks had been received from the Lord Lieutenant.

i) D-Day 80 – to receive update for the event on the common 6 June.

The road closure notice had been posted. Military silhouettes were being prepared and posters to publicise. The schedule for the evening had been finalised. A grant application to County Cllr Warwick would be made for £500 towards the event.

To forward the event and email Risk Assessment to the Clerk	Cllrs Green/King	6 June
To apply for grant funding from Cllr Warwick	Cllr King	1 June

ii) Climate and Energy Efficiency – to agree Terms of Reference, budget, new website link. Documents relating had been circulated to all Councillors and were agreed. A budget of £500 was agreed. A new website link on the Otterbourne Parish Council was agreed. The preferred name of the group was proposed as Otterbourne Allbrook Climate Solutions (OACS). The former head of sustainability at WCC, Anna Wyse, would be proposed Chair.

To forward joint initiative with Allbrook PC	Cllr Sinclair	16 July
--	---------------	---------

iii) Village Fete 23 June – to receive plans for a Parish Council stand.

A stand was agreed for the Climate and Energy Efficiency Group (OACS) to promote projects on home energy and renewable energy, supported by the Parish Council.

To forward with the group at the 5 June meeting	Cllr Sinclair	23 June
---	---------------	---------

14. Report of the Planning and Highways Committee

a) Planning Applications, Decisions, Enforcement Cases

As attached. Springbridge Farm: Cllr Herring reported on the Inspector's Hearing which included a site meeting, and the Inspector's report was awaited. Vehicles stored on Land off Kiln Lane: the owner had failed to respond to WCC which would consider an enforcement order if a second follow-up email did generate response.

b) Strategic – to note Grassroots Planning consultation for site West of Cranbourne Drive. Grassroots Planning had issued a village wide postal consultation about its new proposal for SHELAA site OT08. The Parish Council's preferred option submitted to WCC in May 2023 was for a partial development of site OT03 at Land east of Main Road. The WCC Local Plan Regulation 19 would commence in the autumn with the Planning Inspector's report which would include assessment of the housing development sites.

c) Highways

– to receive any matters arising.

Fencing at the base of Otterbourne Hill had been replaced. Concern was raised that large HGVs continued to access the garden centre via Kiln Lane.

To ask HCC to assess signage and cut back overhanging vegetation	Cllr King	16 July
--	-----------	---------

– to sign 2024/25 Lengthsman's contract and note worksheet for May visit.

Hursley Parish Council had agreed to be the new scheme administrator. The contract and schedule were awaited. The new contractors were Grass and Grounds. The first visit to Otterbourne was proposed 23 May and the worksheet had been submitted.

To meet with contractor	Cllr Green	23 May
-------------------------	------------	--------

– Public Consultations received.

Hampshire Water Transfer and Water Recycling Project 29 May – 23 July.

Feedback to: HampshireWTWRP@southernwater.co.uk

Winchester Local Cycling and Walking Infrastructure Plan (LCWIP) 13 May - 7 July.

Feedback to: <https://winchester-district-focus-lcwip-hampshireonline.hub.arcgis.com/>

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

a) Oakwood Park Recreation Ground

i) General – to receive any matters arising.

It was noted that two of the white cross rail barriers for the football pitch had been stolen.

ii) Play and Youth Facilities.

– to receive annual independent safety inspection report.

All items noted were either Very Low or Low Risk.

Councillors to assess for action	Cllrs Gilbert/Moody/Stansbury	16 July
----------------------------------	-------------------------------	---------

– to ratify expenditure for replacement MUGA goal post tops.

Ratification agreed for the order of two post tops that had been stolen.

iii) Pavilion – to note inspections for Legionella, gas boiler, fire safety and security alarm.

The fire extinguishers and fire alarm had been serviced. The gas boiler would be serviced in June. The Legionella test had been received as negative. Security alarm due in August.

16. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts – as attached.

b) Audit 2023/24 – to receive Internal Audit report.

The internal audit report raised no recommendations. The AGAR had been sent to BDO for external audit. The Notice of Electors Rights would be posted 2 June -12 July.

c) Annual Meeting Matters

i) Standing Orders, new Model Financial Regulations and other Governance Documents. All governance documents had been reviewed and were adopted.

ii) Terms of Reference for Committees, Sub-Committees, Working Groups.

The Terms of Reference had been reviewed and were adopted.

iii) Assets Register and Insurance.

The documents had been reviewed and were approved.

iv) Subscriptions and Grants for 2024/25.

Council approved as per budget. Subscriptions: Hampshire Association of Local Councils (incl. NALC portion) £552; Campaign for the Protection of Rural England £45;

Information Commissioner £35. Grants (s137): Sparrowgrove and Oakwood Copse Conservation Trust £500; War Memorial wreath £25; Winchester Citizens Advice Bureau £150; Otterbourne Life' parish magazine £120.

v) Dates of Meetings for 2024/25.

Parish Council meetings and dates for use by Committees or Working Parties had been issued with the Agenda. All dates were agreed, including Annual Assembly 6 May 2025.

To send updates to the webmaster on all matters	Clerk	16 July
---	-------	---------

17. **Risk Assessment and Management** – no matters arising.

18. **Notification of events and to raise items for the next meeting**
Working Party 18 June; Village Fete 23 June
19. **Date of next Parish Council meeting** – 16 July 2024 at 7.30 pm.

Meeting closed 9.00 pm

Planning Report – 21 May 2024

Applications

- Case No. 24/00740/HOU ‘Osmington’, 26 Oakwood Avenue, Otterbourne
Single storey rear extension. **No Comment.**
- Case No. 24/00654/FUL Four Dells Farm, Poles Lane, Otterbourne
Change of Use to a mixed B2 and B8 use.
Objection: 24 previous applications for change of use/ownership recorded. Cumulative site assessment requested. Concern that the combination of the larger storage area coupled with mixed usage could enable the whole to operate as general industrial. Although there are time constraints for traffic movement, there are none imposed on the volume of traffic which could increase and, without knowledge of what the site will eventually become could result in heavier HGVs accessing and operating at the site. Besides the potential impact on the local highways network, we feel this site is becoming a prime example of industrial creep in the midst of open countryside.
- 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.
No comment.

Decisions

None received.

Statement of Parish Accounts 21 May 2024**a) Bank Statements at 30/04/2024**

£

Lloyds Treasurer's account	34,994.28
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>
	79,494.28

The Precept is attached to see your budgets and plan expenditure for the year.

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

OB Aspect Home Improvements Ltd – pavilion windows deposit	£ 2,286.75
OB Mrs J Ayre – salary April	£ 1,149.80
OB NEST – pension employer and employee	£ 80.26
OB John Murray – internal audit fee	£ 265.00
OB WCC – dog bins Jan-Mar	£ 65.00
OB Business Stream – recreation ground standpipes	£ 21.30
OB Business Stream – allotments	£ 21.28
OB HCC – street lighting Oct-Mar	£ 498.82
OB Dek Graphics – printing	£ 112.60
OB Kompan – youth facilities replacement goal ends	£ 64.00
OB CPRE – annual subscription	£ 45.00*
OB SOCCT – annual donation	£ 500.00*
OB Melon Engineering – SLR movement	£ 141.67
OB Anthony Platt – street amenities cleaning May	£ 90.00
OB Cllr David Green – expenses reimbursement D-Day 80	<u>£ 183.74</u>
Total	£ 5,525.22

Lloyds Business Charge Card April 2024 Statement

Legionella kit – pavilion	£ 52.50
Post Office – Annual Assembly postage to outlying areas of the parish	£ 17.00
Amazon – 2 x black ink cartridges	<u>£ 34.00</u>
Total	£ 103.50

Total Payments**£ 5,628.72**

*Subject to approval in the Agenda

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

Council Members

James Gilbert; Stacey King; Lesley Moody; 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, Moody & 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 Moody and Paul Valteris

Cllr Moody

Cllr Stansbury and Valerie Etteridge

Cllr Moody

Cllr Sinclair

Cllr Vainorius

Cllr Sinclair

Cllr Vainorius

Dalia Vainorius

Keith Smith

David Cox

Cllr Moody

Tracy Layzell

Elliott Lansdown-Bridge