



Oliver's Battery Parish Council meeting

Tuesday 8th May at 7.30pm

St Mark's Church Hall,

Oliver's Battery Road South, Oliver's Battery

MINUTES OF THE AGM MEETING OF 8th May 2018

<u>Present</u>	<u>In attendance</u>	<u>Apologies</u>
Cllr Mitchener	Cllr Bell – entered the meeting at 8.20pm	Cllr Furlong
Cllr Kirkby	Cllr Laming – entered the meeting at 8.20pm	
Cllr Hare	Clerk – E Billingham	
Cllr De Liberali		
Cllr Leach		
Cllr Collin		

Item		ACTION
18/14	Apologies for absence and declarations of interest.	
	Cllr Warwick had sent her apologies. Cllr Laming and Cllr Bell were attending a WCC meeting and hoped to attend later in the evening. Declarations of Interest were received from Cllr Leach relating to Planning Application for 13 Braeside Close.	
18/15	To Elect the Chair	
	Nominations for Chair were requested. Cllr Kirkby nominated and Cllr Leach seconded Brian Mitchener – All Agreed – RESOLVED Cllr Mitchener was elected Chair.	
18/16	To Elect the Vice Chair	
	Nominations for Vice Chair were requested. Cllr Leach nominated Cllr Kirkby and Cllr Furlong seconded – all agreed. RESOLVED Cllr Kirkby was elected Vice Chair.	
18/17	Appointment of councillors	
18/17.1	To receive declaration of acceptance of office from councillors	
	Clerk received all the Declarations from the Councillors	
18/17.2	To receive declaration of interest forms from councillors	

	Clerk received the Declaration of Interest Forms from the Councillors	
18/17.3	To agree Working groups: The following roles were agreed: Planning – Cllr Furlong Recreation ground – Cllr Kirkby Communications – Cllr De Liberali, Cllr Hare and Clerk Parish Plan Actions – Cllr Mitchener and Cllr Leach	
18/17.4	To agree Footpaths representative and Tree Warden	
	Cllr De Liberali – Footpaths Cllr Hare – Tree Warden Cllr Hare progressing Risk Assessment	
18/18	To adjourn for public participation	
	No members of the public were present	
18/18.1.	To receive Police, Neighbourhood Watch and PACT reports.	
	There was no report at this meeting. Cllr Collin would attend the meetings for a year and reassess role at next AGM – Cllr Hare will arrange for Cllr Collin to be sent the Neighbourhood Watch emails. ACTION Cllr Mitchener to get an extra key cut for the Recreation Ground	Cllr Hare Cllr Mitchener
18/18.2	To receive the County Councillor's report.	
	Cllr Warwick was not present at the meeting. She had sent her report prior to the meeting. The report included brief information on the Shared Services Partnership (HCC providing HR and finance services for other authorities) and on the M3 J9-J14 Smart Motorway Upgrade (due to take place from March 2020 to March 2022). Millers Lane – fly-tipping was reported by Cllr Warwick and Cllr Furlong	
18/18.3	To receive the District Councillor's report.	
	Matters arising: Item 18/02.3 Winchester District Association Local Councils meeting – WDALC – ACTION Clerk to forward the minutes of the meeting to the Councillors Item 18/04.1 - The Council have not yet received a copy of the report from WCC regarding the Peer review on planning. ACTION Update needed - Cllr Warwick. No report to date – On going	Clerk Cllr Warwick
	All 3 Cllrs were not present and had sent apologies. Report was sent prior to the meeting by Cllr Warwick. Cllr Laming felt that M3 Junction 9 works would cause traffic issues over a wide area. He felt that Parishes should work together to ask about road improvements and improve safety on the detour routes. Emergency vehicle consideration important. Cllr Laming confirmed that Shawford PC have representative from Highways England at a meeting and hoped Chair will attend and work a joint discussion on how to address any road needs. ACTION Cllr Laming to let Chair know details. Nothing to report on Texas Drive. Travellers at Bushfield Camp – Clerk was not notified. ACTION - Cllr Leach will look at WCC Aircraft noise action plan and will comment prior to the 22 nd May.	Cllr Laming Cllr Leach
18/19	To approve the Minutes of the meeting held on 3rd April 2018	
	RESOLVED – Agreed as a true copy	
18/20	Planning Applications and Decisions.	
18/20.1	Matters arising: Item 18/04.2 - 43 Compton Way – Clerk had been informed that Enforcement were aware but due to the Officer being away had not had an update. ACTION Clerk to chase. Item 18/04. 2 - 29 South View Park Homes (16/00240/COM) – Clerk had written and awaiting response or action by WCC enforcement.	Clerk
18/20.2	Planning report – To note updates and agree comments.	

	<p>Report was sent out prior to the meeting.</p> <p>13 Braeside Close – 18/01051/HOU – ACTION - Cllr Furlong had asked WCC for missing documentation and Cllr Furlong will comment once it has arrived. Councillors were minded to make “No Comment” unless documentation brings any concerns.</p> <p>8 Partridge Down – 18/00875/PNHOU – AGREED No Comment – ACTION Cllr Furlong will enquire what Prior Notification applications are and when they are applicable.</p> <p>Battery Storage – 18/00725/FUL – Noted that there were anomalies within the application but there were no planning grounds to object to the revised access route. ACTION Cllr Furlong to inform WCC of anomalies. ACTION Cllr Leach to forward “Local generation and storage of electricity in the countryside” document from CPRE.</p> <p>10 Compton Way – 18/00612/HOU – AGREED No Comment</p> <p>22 Priors Way – 18/00665/HOU – AGREED No Comment</p> <p>Confirmed that applications for 3 Lisle Close (18/00437/HOU) and 120 Oliver’s Battery Road South (18/00127/HOU) permitted, the later includes an amended drawing for a single storey double garage with green roof.</p> <p>Noted that 3 Lisle Close had been added to the Enforcement List. – ACTION Clerk to inform Enforcement that the number is incorrect on the list and should be number 3 (not 1).</p>	<p>Cllr Furlong</p> <p>Cllr Furlong</p> <p>Cllr Furlong</p> <p>Cllr Leach</p> <p>Clerk</p>																																																																																					
18/21	Finance and Council matters.																																																																																						
18/21.1	<p>Matter arising: Centenary Fields – Item 18/05.2 - Cllr Furlong gave Cllr Hare the Land registry numbers needed for the application.</p> <p>Item 18/05.4 Table Tennis table - Clerk had applied for Open Space funding and once approved would place order. Location of the table would need to be agreed prior to delivery. ACTION Clerk to arrange site visit to agree location before completing order process.</p> <p>Item 18/06 – ACV - WCC have stated that they could not review their decision to refuse the nomination and the Council would need to submit a new nomination. ACTION Cllr Mitchener to arrange submission of a new nomination</p>	<p>Clerk</p> <p>Cllr Mitchener</p>																																																																																					
	Goal nets – to be discussed further – ACTION - AGENDA	AGENDA																																																																																					
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18/21.3	To agree to the 2017/2018 Accounts to be submitted to the Internal Auditor																																																																																						

OLIVER'S BATTERY PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT 2017/2018						
BUDGET 2018/2019						
			To date	Total YTD		
Actual-v- Budget	RECEIPTS					
100%	Precept		£25,300.00	£25,300.00		
29%	Bank Interest		£2.87	£2.87		
199%	Other		£1,993.32	£1,993.32	VAT return and £660 bench donation including maintenance	
	Grants		£3,000.00	£3,000.00	HCC grant £1,000 and balance of Tesco Bags of Help grant £2,000	
	TOTAL RECEIPTS		£30,296.19	£30,296.19		
PAYMENTS						
86%	Salaries & Allowances		£6,034.51	£6,034.51		
84%	HCC - Pension Contributions		£1,353.37	£1,353.37		
164%	Clerk's Expenses Net VAT		£573.21	£573.21	Inc £18 pm bank fees	
100%	Loan Repayment		£3,099.89	£3,099.89	Last payment	
5%	Councillors Expenses		£10.00	£10.00		
176%	Meeting costs		£967.00	£967.00	Room hire £260, APM costs and £192 toilets for event	
94%	Insurance Premium		£1,128.07	£1,128.07		
142%	Grants & Donations:		£1,706.25	£1,706.25		
0%	Section 137		£0.00	£0.00		
15%	Training		£30.00	£30.00		
0%	Magazine		£0.00	£0.00		
100%	Audit Fees		£400.00	£400.00		
102%	Subscriptions		£430.00	£430.00		
131%	Rec Ground Contracts and Play Inspection		£6,251.33	£6,251.33	Inc £5081.25 Grass cutting of Recreation and Battery inc March 2017 -	
24%	Rec Ground Repairs and Maint		£972.44	£972.44	£241.47 Conservation area - Play area inspections £679.20	
	Capital		£13,077.30	£13,077.30	Viking/Saxon Play Equipment - £12079.80 (supported by Tesco Bags of Help Grant see receipts) Bench £462 (donation see receipts), Defibrillator - £534	
305%	Parish Plan		£2,441.43	£2,441.43	Inc OB Film Nights loan - £588 and Plan printing (supported by HCC grant see receipts)	
	Dog Bins		£390.00	£390.00		
68%	VAT on payments		£4,649.84	£4,649.84	To be reclaimed	
	TOTAL PAYMENTS		£43,514.64	£43,514.64		
RESOLVED - to the agree the accounts for 2017 2018						
ACTION Clerk to continue with Internal Audit						
18/21.4	To agree Standing Orders					Clerk
	RESOLVED to approve the Standing Orders (2014) however Cllr Kirkby will now review the 2018 Model Standing Orders as emailed from HALC and new Standing Orders will be prepared for agreement at the next meeting. AGENDA and ACTION – Cllr Kirkby to draft new Standing Orders and Clerk to include on next Agenda.					Cllr Kirkby Clerk
18/21.5	To agree Financial Regulations and Financial Risk Assessment and Policies					
	RESOLVED to agree – ACTION - Clerk to enquire if new Financial Regulations will be forthcoming.					Clerk
18/21.6	General Data Protection Regulation – Appointment of Data Protection officer and agree Data Protection Policy					
	RESOLVED to agree Data Protection Policy – ACTION Clerk to check with HALC and Auditor about the Data Protection Officer role.					Clerk
	ACTION Cllr Leach to email the ACV respondents and ask if they are happy for their details to be kept.					Cllr Leach
	ACTION Clerk to check if there is standard wording to be used on a request to keep details					Clerk
18/21.7	Agree the Freedom of Publication policy					
	RESOLVED to agree.					
18/21.8	To confirm details of APM 18th May					
	Agenda has been distributed.					
	ACTION Cllr Warwick to forward any City and County Council annual reports.					Cllr Warwick
18/21.9	To discuss the options for enacting the General Power of Competence					
	The Council are now fully elected and can consider the General Power of Competence.					
	Need the Clerk to be qualified. Cllr Mitchener explained the benefits of having the Power. The Clerk explained what would be involved in taking on the qualification. ACTION - Agreed to reflect and discuss at a future date.					All
18/21.10	To discuss the Interpretation Board launch					

	<p>To be installed 9th May at the Battery, together with new Countryside Walks from Oliver's Battery sign at Recreation Ground.</p> <p>A formal unveiling of Interpretation Board would take place. It was suggested that the Council should ask the Mayor and invite the Battery Club and other groups to be present for the unveiling. Cllr Collin to find out dates of Battery Club but it was thought they met on alternate Wednesdays.</p> <p>ACTION Cllr Mitchener to agree a date. Clerk to invite the Mayor then local groups would be invited.</p>	Clerk / Cllr Mitchener
18/22	Parish Plan – Update on Council Actions	
	Matters arising: Item 18/06 – ACTION – Cllrs to meet on Friday 20 th April to establish working groups and responsibilities to deliver actions. Councillors had met.	
	<p>Proposed PC Action Leads issued prior to meeting.</p> <p>The Chair noted that the Rev Ed Dines had spoken to the Chair about the plans for the Community Centre and that he felt he would like the project to be church led. Cllr Mitchener will update the Council on any further updates.</p> <p>Councillors agreed to the roles assigned. There was some discussion about timescales, but these can be agreed once all the councillors have assessed their tasks.</p>	
18/23	Communications	
	<p>Matters arising – Item 18/07.1 - ACTION Clerk to delete content on the old site and set up a link. – Complete</p> <p>It was agreed that elements of the Oliver's Battery Plan Overview might be useful on the PC website. These could all be built on the Website Dashboard and once complete then made public.</p> <p>It was suggested that website roles should be reviewed and that Councillors need to look at their section and make any suggested changes.</p> <p>Review the areas/structure and how presented on the website. ACTION Cllr Hare, Cllr De Liberali and Clerk</p> <p>Ask groups if their information can be shared on the website. ACTION Clerk and Cllr Hare</p>	Cllr Hare, Cllr De Liberali and Clerk Clerk / Cllr Hare
18/24	Footpaths and Tree Warden report	
18/24.1	<p>To receive Footpath report – Matters arising – Item 18/08 - ACTION – Cllr De Liberali to forward email from Landowner. ACTION complete</p> <p>Item 18/08.1 - Cllr De Liberali had not progressed Parliament Place. – On Going</p>	
	<p>Footpath from Austen Avenue to the bridge was getting overgrown. It is generally believed to be a path for which HCC is responsible. Need to check.</p> <p>ACTION Clerk to ask County Surveyor/Legal – if it is undistinguished highway or HCC path – Contact - Peter Barty Highways. – Clerk – copy Cllr Warwick.</p> <p>SSE may also know who owns the land as it has recently done maintenance on the area.</p>	Clerk
18/25	Highways	
	<p>Matters arising: Item 18/09 - Grit Bins location. It was confirmed that there was a small grit bin on Keats Close.</p> <p>ACTION Clerk to chase up new bin at the top of the steps from Austen Avenue to Parliament Place and progress with refill requests. Copy in Cllr Warwick</p>	Clerk
18/26	Lengthsman scheme	
	<p>Matters arising - Item 18/10 - Benches – five identified – 4 in the Recreation Ground and 1 at corner Compton Way and Austen Avenue – ACTION Clerk to chase up.</p>	Clerk
	<p>Repair the bench with two bits of wood. ACTION Clerk to check with Lengthsman if he is able to do the work</p> <p>Chase Lengthsman on time scale for identified benches – ACTION Clerk</p>	Clerk Clerk
18/27	Recreation Ground and Conservation area	
18/27.1	<p>Matters arising: Item 18/11.1 - ACTION Clerk to book Cllr Hare onto the tree course. On going</p>	Clerk

	<p>Anti-slip decking stain (see list). ACTION Cllr Mitchener and Cllr De Liberali to do staining (Rob Ducker still has stain).</p> <p>MUGA – Fencing meeting arranged and options will be discussed with Cllr Kirkby.</p> <p>Sign wording – ACTION Clerk to ask HALC for advice on wording and get quote – On going</p> <p>Benches – Countryside area – Agreed to remove but leave wood for the Group to use. ACTION Clerk to add to Lengthsmans list</p> <p>Item 18/10 - Cllr Kirkby is meeting the Green Smiles to discuss proposed works. ACTION report to the next meeting on actions</p> <p>Richard Randall – ACTION Clerk to chase outstanding items. – On going</p> <p>Outdoor Classrooms – have met with Cllr Kirkby – New rope bridge ordered and other outstanding items planned when rope bridge installed this month.</p> <p>Clerk to chase response about any cyclic preservative timber treatment recommended for older timber equipment. Outdoor Classrooms do not recommend any cyclic timber preservation treatment.</p>	<p>Cllr Mitchener / Cllr De Liberali Clerk / Cllr Kirkby Clerk</p> <p>Clerk</p> <p>Cllr Kirkby</p> <p>Clerk</p>
18/27.2	To consider Monthly Play inspection report.	
	<p>Glass was reported on tennis court and immediately removed.</p> <p>Items identified for next visit of Lengthsman. ACTION Clerk to include on list</p> <p>Green Smiles – meeting 9th May 4pm – see above</p> <p>Cllr Kirkby informed Outdoor Classrooms of one new item which should be completed when new rope bridge installed. Outdoor Classrooms suggested a regular routine maintenance checklist that could be done by a Councillor:</p> <p>Cllr Collin to check and tighten bolts to the flat swing seats and flexi-bridge slats (bi-monthly) and grease dry baring on the swings (every six months). ACTION</p> <p>Cllr De Liberali to install missing plastic bolt / nut caps, tap in projecting pegs to safety surfacing and smooth any timber splinters (monthly).ACTION</p> <p>Cllr Kirkby has requested that Rob Ducker returns the anti-slip decking stain and plastic bolt / nut caps.</p>	<p>Clerk</p> <p>Cllr Collin</p> <p>Cllr De Liberali</p>
18/28	Correspondence	
	<p>Matters arising: Item 18/12 - Item 17/160 – SSE reply – ACTION Cllr Mitchener to add “been” and send to Clerk to send to SSE. - Complete</p> <p>Item 18/12 Telephone box – BT asked what we wanted to do with it. Needed cleaned. ACTION – Clerk to contact Steve Lincoln – Carried forward</p> <p>Item 18/12 Film Group – Funds repaid</p> <p>Item 18/12 - APM agenda – distributed.</p>	Clerk
	<p>Tilling’s/Allotment water – Clerk had written to the Tilling’s about the water supply. ACTION Clerk to follow up</p> <p>Ian Millar letter had been received and copied to all Councillors</p> <p>Make Badger Farm Road Junctions Safe petition - Councillors discussed the petition and agreed it should not be added to the PC website. ACTION. Cllr Mitchener and Cllr Kirkby to invite Mr Preiseman to a meeting</p> <p>Traffic Regulation Order – WCC have requested that the new TRO comes into force on the 1st June but is dependent on the yellow lining being completed by an HCC contractor. To introduce limited waiting restrictions to the two parking bays (Oliver’s Battery Road South and Downlands Road) would need a new TRO.</p>	<p>Clerk</p> <p>Cllr Mitchener / Cllr Kirkby</p>
18/29	Date of next meeting	
	7th June	
	Meeting ended – 10.10pm	

