



Oliver's Battery Parish Council meeting

Tuesday 3 December 2019

at 7.30pm

St Mark's Church Hall,

Oliver's Battery Road South, Oliver's Battery

MINUTES OF THE MEETING held on 3 December 2019

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	1 member of the public	Cllr Collin
Cllr Kirkby	Clerk – S Sawyer	Cllr Bell
Cllr Furlong	Cllr Laming	Cllr Warwick
Cllr Hare	Cllr Williams	
Cllr Leach		
Cllr de Liberali		

Item		ACTION
19/78	Apologies for absence and declarations of interest	
	Apologies received from Cllr Collin, Cllr Warwick and Cllr Bell	
19/79	To adjourn for public participation	
	There were no questions raised by the public.	
19/79.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/69 Report blocked drain in Compton Way – action complete Item 19/69 Report pavement issues in Compton Way – action complete (see item 19/79.2 below)	
19/79.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included local updates (state of the pavement in Austen Ave/Compton Way has been reported and there is still a vacancy for a crossing patrol officer for the Badger Farm roundabout), the Eastleigh Local Plan response, the winter flu vaccinations, Hampshire Carers Support and Dementia Advisor Service. There was also a section on Hitting the Cold Spots – ACTION Clerk to publicise on website and Facebook	Clerk
19/79.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included the M3 upgrade/diversion, the proposed extension to the runway at Eastleigh Airport, a paper on climate change policy going to cabinet this month, maintenance of hedges and verges taking place and encouraging people to continue to report potholes to HCC on their website or via the app.	

	The report also mentioned bus provision and Cllr Laming confirmed that they are still waiting for a response from Stagecoach.	
19/80	To approve the Minutes of the meeting held on 5 November 2019	
	RESOLVED – Agreed as a true copy	
19/81	Planning Applications and Decisions	
19/81.1	Planning report – to note updates and agree comments	
	<p>Report was sent out prior to the meeting. One new application:</p> <p>12A Sunnydown Road (19/02354/HOU) – extension to attached garage. RESOLVED to make no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>152 Olivers Battery Road South (19/02202/HOU) – application permitted</p> <p>32 Parliament Place (19/02185/HOU) – application permitted</p> <p>Maybush, Oliver’s Battery Gardens (19/02189/TPO) – comments not invited</p> <p><u>Enforcement</u></p> <p>No open cases at 25 November 2019.</p>	
19/82	Finance and Council matters	
19/82.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 19/72.1 Contingency plan – Recent progress shared with Cllrs Mitchener and Kirkby. Cllr Hare is hoping to meet with Eve Pritchard regarding obtaining advice in January. Action ongoing</p> <p>Item 19/72.1 Find out details of Civic Resilience meeting. Clerk established that meeting is not open to Parish Councils. Action complete.</p> <p>Item 19/72.1 Report on current WiFi hotspots in the parish. Action complete.</p> <p>Item 19/72.3 Half-yearly financial report. Action complete.</p> <p>Item 19/72.4 Amend and publish appraisal policy. Action complete.</p> <p>Item 19/72.6 Pay £300 to Olivers Battery Primary School. Action complete.</p> <p>Item 19/72.8 Confirm Council’s decision re Christmas tree to Events Group. Action complete.</p>	Cllr Hare
19/82.2	RESOLVED to approve payments	

<u>Payments/Receipts List and Bank Reconciliation for Dec 2019 Meeting</u>				
04/11/2019	HCC	Grant claim		£1,000.00
26/11/2019	Incognito	Working Group Christmas Tree donation		£100.00
05/11/2019	Green Smile	Monthly grounds maintenance		451.50
08/11/2019	Peter Arnold	Repair two benches on The Battery		260.00
08/11/2019	ID mobile	Mobile phone		10.63
12/11/2019	Victim Support	Donation (s137)		100.00
12/11/2019	Friends of Oliver's Battery School	Donation		300.00
11/11/2019	Outdoor Classrooms	Tap work/4 Nr signs/repair to mound		718.01
11/11/2019	Outdoor Classrooms	Green rubber surface to mound		3,588.00
20/11/2019	Worthy Heating & Plumbing	Tap at the Recreation Ground		414.00
24/11/2019	S Sawyer	Novsalary (inc back payments)		1,533.68
24/11/2019	Hampshire Pension	Nov		378.95
08/12/2019	ID mobile	Mobile phone		10.63
11/12/2019	HMRC	NI employee and employer		267.14
			Bank balance as at 1 Nov	£32,086.56
			Plus Receipts - as above	1,100.00
				33,186.56
			Less Payments presented Nov	7,694.18
			Bank balance as at 30 November	£25,492.38
			Payments still to be made	£1,403.27
19/82.3	To consider the preparation of the 2020/21 Precept/Budget			
	Cllr Mitchener confirmed that the letter had been received from Winchester City Council requesting the precept by 10 January, which is after the next Council meeting. A draft report was presented by Cllr Mitchener showing re-allocated categories of spend based on the six-monthly financial report and a suggestion that the precept is increased from £27,000 to £28,000. ACTION Cllrs are invited to ask questions and suggest items that will require expenditure in 2020/21 with a view to approving the final version of the budget at the January meeting. Cllr Hare suggested that a sum be included for management of trees to comply with best practice.			All Cllrs
19/82.4	To agree changes to draft Working Group Policy			
	A report had been circulated suggesting minor changes to the Policy. RESOLVED to approve changes. ACTION Clerk to publish on website.			Clerk
19/82.5	To consider options with regard to Oliver's Battery Countryside Group			
	A report had been circulated following Cllr Mitchener's meeting with the Countryside Group. The issue is public liability insurance. The Council's insurers have said that to be covered the Group would have to become a Working Group of the Council. The Group prefer to remain separate and have obtained a quote of £190.83 which includes a discount for membership of the Trust for Conservation Volunteers which the Group has joined at £38/year. The Group may also have some cover and benefit of risk assessments by the RSPB. It was agreed the Council benefits greatly by having the Countryside Group manage the Conservation Area. RESOLVED to pay a grant to cover the public liability insurance for the year on receipt of a grant application form from the Group, and the Countryside Group to submit a grant application form for consideration next year. ACTION Clerk to forward grant application to the Group.			Clerk
19/82.6	To consider recommendations for a new laptop			
	A report had been circulated confirming that the current laptop is seven years old and giving options of various replacements with a recommendation that a band of expenditure be approved to allow for the current volatility in prices. RESOLVED to approve purchase of a laptop costing between £400-£500, plus an extended warranty for up to £45 and a recovery USB stick for £20. ACTION Clerk to purchase.			Clerk
19/82.7	To consider report and recommendations for WiFi hotspots			
	A report had been circulated with a recommendation that the matter not be pursued further.			

19/82.8	To discuss whether to contribute to the consultation on strengthening police powers to tackle unauthorised encampments	
	An email had been received from HALC inviting contributions to a Home Office consultation on strengthening police powers to tackle unauthorized encampments, closing date 19 February. The clerk had forwarded the email to Cllr Collin who is not present at the meeting. ACTION Cllr Mitchener to contact Cllr Collin to see if he is interested in contributing to the consultation.	Cllr Mitchener
19/82.9	To approve Events Group progress report	
	A report had been circulated with an update on money received towards the Christmas Tree on the Battery, planned expenditure, risk assessments and purchasing arrangements. A later report will be brought back to the Council reconciling the differences between planned and actual expenditure with a recommendation about the balance of funding. RESOLVED to approve the Working Group's recommendations. ACTION £50 cheque from WI and £100 in cash collected from local shops was handed to the clerk for paying into the bank.	Clerk
19/83	Parish Plan – Parish Council Actions update	
19/83.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/73.1 Provide contact details to Cllr Leach to facilitate a discussion about new wildflower verges. Action complete.	
19/84	Recreation Ground, Wildlife Conservation Area and the Battery	
19/84.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 19/74.1 Events Group to work with the clerk on risk assessment of Christmas Tree on the Battery. Action complete.</p> <p>Item 19/74.1 Create a simple user survey. Action complete – see item 19/84.6</p> <p>Item 19/74.1 Provide aerial photo and continue to develop design and wording for signs. Action ongoing. New ACTION – Cllr Mitchener to forward photos obtained from Parish Online.</p> <p>Item 19/74.1 Bench treatment proposal. Action complete – see item 19/84.5</p> <p>Item 19/74.1 Obtain programme of all outstanding items from Outdoor Classrooms. Action cancelled as works commenced on 8 November.</p> <p>Item 19/74.2 Cllr Kirkby to review paviers monthly and clerk to check when mound works would be undertaken. First action complete. Second action cancelled as mound works had commenced.</p> <p>Item 19/74.2 Establish whether there is any personal liability for councilors carrying out maintenance. Action c/f – clerk had received advice from HALC and insurers but needed to ask further questions of the insurers.</p> <p>Item 19/74.2 Apply anti-slip stain as soon as possible, depending on weather. Weather has not permitted application. Action cancelled – see next item (risk assessment) and item 19/84.2 (anti-slip strips).</p> <p>Item 19/74.2 Recreation Ground risk assessment – review risk assessment (which includes the Battery). Action carried forward - risk assessment still being worked on and Cllr Hare circulated a draft for comment. A handyman was proposed in principle and it was agreed that this be brought to the January meeting with options and kinds of jobs that might be undertaken. New ACTIONS – Cllr Hare to upload risk assessment to website, Cllr Kirkby to prepare Handyman proposal, Clerk to include on agenda</p>	<p>Cllrs de Liberali, Hare & Mitchener</p> <p>Clerk</p> <p>Cllrs Hare & Kirkby and Clerk</p>

	<p>Item 19/74.2 Request alternative prices from Outdoor Classrooms for installing two cheaper options for removable bollard. Action complete – see item 19/84.4.</p> <p>Item 19/74.2 Instruct WCC to include Oliver's Battery on the list of parishes The Play Inspection Co will be inspecting play areas. Action complete.</p>	
19/84.2	To discuss matters arising from weekly reports	
	A Recreation Ground report had been circulated in advance of the meeting. Two items identified. Firstly, leaves in play area. RESOLVED to accept recommendation. Secondly, regarding wooden equipment being very slippery when wet. It was noted that high risk areas already had strips fitted but they are spaced too widely. RESOLVED to accept recommendation 1a, obtaining and fitting anti-slip strips as urgent works under Financial Regulation 11.1h, due to the hazardous condition of the timber, at an approximate cost of £300 exc VAT.	Cllr Kirkby
19/84.3	To agree a variation in the cost of the recreation ground signs	
	A report had been circulated in advance of the meeting comprising two items. Misunderstandings arose further to a meeting with Outdoor Classrooms. Firstly, the quote did not include for slightly larger signs – additional cost £45 exc VAT. Secondly, a quote was obtained for four posts instead of four signs ie eight posts – additional cost £30 exc VAT. RESOLVED to accept recommendation. ACTION Clerk to pay Outdoor Classrooms the additional cost of £75 excluding VAT.	Clerk
19/84.4	To consider prices for removable bollards	
	A report had been circulated in advance of the meeting providing prices for two alternatives as agreed at the previous meeting, both of which are cheaper than replacing like for like would have been. One price was for £440 exc VAT and the other for £355 exc VAT. RESOLVED to accept the lower of the two prices. ACTION Clerk to place order with Outdoor Classrooms for the GFC2000 bollard.	Clerk
19/84.5	To consider proposal for benches treatment	
	A report had been circulated in advance of the meeting providing a cost of treating the benches, which is a sensible investment now that a programme of repairing the benches is under way. The recommendation was that the five benches which have been repaired so far (four on the Battery and one on Old Kennels Lane) be hand cleaned and oiled in spring and autumn. RESOLVED to accept recommendation. ACTION Clerk to place an order with Peter Arnold for the annual cost of £250 - £300.	Clerk
19/84.6	To consider simple user survey	
	Cllr de Liberali has drafted a survey which will be accessed by a link. ACTION Cllr de Liberali to circulate the survey for comment.	Cllr de Liberali
19/84.7	To consider proposal for a geophysical survey of the Battery	
	A report had been circulated in advance of the meeting. The purpose of the survey is to enhance the knowledge of the scheduled monument and in anticipation of holding more events on the Battery in the future. The proposal is for a geophysical survey to be carried out, after seeking necessary approvals from Historic England, and seek confirmation whether the Archaeology Departments of Winchester University or Southampton University would undertake specialist surveys of the Battery. RESOLVED to accept the recommendations of the report ie to grant approval, as landowner, for a geophysical survey and to support the liaison with WCC Archaeology and the local universities – both subject to the necessary approval, conditions and constraints imposed by Historic England, and to include a link to the reports on the “Excavations at the Battery were undertaken in 1930” on the Council’s website, subject to any necessary approvals. ACTIONS Cllr Kirkby to inform Colin Stride about resolution, so he can liaise with WCC Archaeology and the local	Cllr Kirkby & Clerk

	Meeting ended at 9.25 pm	
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