



Oliver's Battery Parish Council meeting

Tuesday 7 January 2020

at 7.30pm

St Mark's Church Hall,

Oliver's Battery Road South, Oliver's Battery

MINUTES OF THE MEETING held on 7 January 2020

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	0 members of the public	Cllr Hare
Cllr Kirkby	Clerk – S Sawyer	Cllr Bell
Cllr Furlong		Cllr Laming
Cllr Collin	Cllr Williams	Cllr Warwick
Cllr Leach		
Cllr de Liberali		

Item		ACTION
19/89	Apologies for absence and declarations of interest	
	Apologies received from Cllr Hare, Cllr Warwick, Cllr Laming and Cllr Bell	
19/90	To adjourn for public participation	
	There were no members of the public present	
19/90.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/79.2 Publicise section from HCC Councillor's report on Hitting the Cold Spots – action complete	
19/90.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included Climate Change and Cllr Warwick now being the Climate lead at the Council. ACTION Clerk to ask Cllr Warwick to keep the Council updated on this.	Clerk
	The new resident permit system at the Household Waste Recycling Centres was also included in the report, with details of how residents can register their vehicles both online and via the call centre. ACTION Clerk to add a post to the website and Facebook and Cllr Mitchener to include in his Annual Report.	Clerk Cllr Mitchener
	The report also included a link to the consultation on the Library Service Strategy. ACTION Clerk to add to website and Facebook	Clerk
	Cllr Warwick had also emailed updates on local issues: <ul style="list-style-type: none"> Downlands Road pavement and dropped kerb. Issues had been raised by local residents and drivers about safety and signage and the County Council engineer will be making suggestions on how this can be resolved. The state of the Austen Avenue pavement was raised with HCC Operation 	Cllr Warwick

	Resilience team and Cllr Warwick would chase the inspecting officer's report	Cllr Warwick
19/90.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included Stagecoach meeting regarding deficit in bus provision, Highways England and the M3 and other roads, road closures on the M3 and road works on Bar End Road, and WCC's Carbon Neutral Plan 2024. Other items mentioned briefly were promoting rewilding and tree planting, reviewing the Local Plan in line with reducing carbon, acting as a leader on climate change and lobbying government to give the Council more resources to deliver the action plan.	
19/91	To approve the Minutes of the meeting held on 3 December 2019	
	RESOLVED – Agreed as a true copy	
19/92	Planning Applications and Decisions	
19/92.1	Planning report – to note updates and agree comments	
	<p>Report was sent out prior to the meeting. Two new applications:</p> <p>Fir Grove, Compton Close (19/02460/HOU - retrospective) – additional first floor involving raising the ridge. The work is already completed.</p> <p>21 Old Kennels Lane (19/02565/HOU) – first floor extension to provide a second storey. There is nothing the Council can reasonably object to. RESOLVED to make no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>12A Sunnydown Road (19/02354/HOU) – application permitted</p> <p>Maybush, Oliver's Battery Gardens (19/02189/TPO) – application permitted</p> <p><u>Enforcement</u></p> <p>No open cases at 6 January 2020.</p>	
19/93	Finance and Council matters	
19/93.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 19/82.1 Contingency Plan (update): Cllr Hare not present at the meeting but had confirmed that she has sent a draft document to Eve Pritchard and has offered to meet her at her offices in Winchester. Hope to have a document ready for review at the February meeting</p> <p>Item 19/82.3 Draft budget: ask questions and suggest items that will require expenditure in 2020/21 – action complete</p> <p>Item 19/82.4 Make approved changes to Working Group Policy and publish on website – action complete</p> <p>Item 19/82.5 Forward grant application form to Countryside Group – action complete</p> <p>Item 82.6 Purchase laptop/extended warranty/recovery USB – action complete</p> <p>Item 82.8 Contact Cllr Collin to see if he is interested in contributing to consultation on strengthening police powers to tackle unauthorised encampments – action complete (no interest)</p>	Cllr Hare

	Item 82.9 Pay £50 cheque and £100 cash in to bank for Events Group – action complete																																																																																																					
19/93.2	<p>RESOLVED to approve payments</p> <table border="1"> <thead> <tr> <th colspan="4">Payments/Receipts List and Bank Reconciliation for January 2020 Meeting</th> </tr> </thead> <tbody> <tr> <td>02/12/2019</td> <td>St Lukes PCC</td> <td>Xmas Tree Event</td> <td>£100.00</td> </tr> <tr> <td>04/12/2019</td> <td>Cash from local shops</td> <td>Xmas Tree Event</td> <td>£100.00</td> </tr> <tr> <td>10/12/2019</td> <td>Womens Institute</td> <td>Xmas Tree Event</td> <td>£50.00</td> </tr> <tr> <td>04/12/2019</td> <td>D Kirkby</td> <td>Xmas Tree Event - SWater asset plan</td> <td>49.92</td> </tr> <tr> <td>05/12/2019</td> <td>J Sheehan</td> <td>Xmas Tree Event - decorations, lights etc</td> <td>197.89</td> </tr> <tr> <td>05/12/2019</td> <td>A Paterson</td> <td>Xmas Tree Event - refreshments</td> <td>109.48</td> </tr> <tr> <td>07/12/2019</td> <td>S Sawyer</td> <td>Reimburse laptop</td> <td>419.97</td> </tr> <tr> <td>07/12/2019</td> <td>S Sawyer</td> <td>Reimburse extended warranty, recovery USB</td> <td>62.00</td> </tr> <tr> <td>05/12/2019</td> <td>Green Smile</td> <td>Monthly grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>05/12/2019</td> <td>Outdoor Classrooms</td> <td>4 x extra noticeboards/posts</td> <td>90.00</td> </tr> <tr> <td>05/12/2019</td> <td>Premier Grounds</td> <td>1 bulk bag green waste (Lengthsman visit)</td> <td>28.50</td> </tr> <tr> <td>04/12/2019</td> <td>D Kirby (Safe Tread)</td> <td>Fine grit non-slip decking strips</td> <td>334.48</td> </tr> <tr> <td>06/12/2019</td> <td>C Stride</td> <td>Xmas Tree Event - Wickes</td> <td>64.78</td> </tr> <tr> <td>24/12/2019</td> <td>S Sawyer</td> <td>Dec salary</td> <td>961.82</td> </tr> <tr> <td>24/12/2019</td> <td>Hampshire Pension</td> <td>Dec</td> <td>229.23</td> </tr> <tr> <td>31/12/2019</td> <td>Unity Trust Bank</td> <td>Service charge</td> <td>18.00</td> </tr> <tr> <td>05/01/2020</td> <td>Green Smile</td> <td>Monthly grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>12/01/2020</td> <td>HMRC</td> <td>Dec payroll NI employee and employer</td> <td>88.30</td> </tr> <tr> <td>06/01/2020</td> <td>Mint Signs</td> <td>Newsletter</td> <td>1,030.85</td> </tr> <tr> <td></td> <td></td> <td>Bank balance as at 1 Dec</td> <td>£25,492.38</td> </tr> <tr> <td></td> <td></td> <td>Plus Receipts - as above</td> <td>£250.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£25,742.38</td> </tr> <tr> <td></td> <td></td> <td>Less Payments presented Dec</td> <td>£3,940.82</td> </tr> <tr> <td></td> <td></td> <td>Bank balance as at 31 December</td> <td>£21,801.56</td> </tr> </tbody> </table> <p>Cllr Leach to forward details to Clerk in order that invoice can be raised for advertising, and also to provide suitable text for promoting newsletter advertising on the website, to try and generate more interest and hence more revenue.</p>	Payments/Receipts List and Bank Reconciliation for January 2020 Meeting				02/12/2019	St Lukes PCC	Xmas Tree Event	£100.00	04/12/2019	Cash from local shops	Xmas Tree Event	£100.00	10/12/2019	Womens Institute	Xmas Tree Event	£50.00	04/12/2019	D Kirkby	Xmas Tree Event - SWater asset plan	49.92	05/12/2019	J Sheehan	Xmas Tree Event - decorations, lights etc	197.89	05/12/2019	A Paterson	Xmas Tree Event - refreshments	109.48	07/12/2019	S Sawyer	Reimburse laptop	419.97	07/12/2019	S Sawyer	Reimburse extended warranty, recovery USB	62.00	05/12/2019	Green Smile	Monthly grounds maintenance	451.50	05/12/2019	Outdoor Classrooms	4 x extra noticeboards/posts	90.00	05/12/2019	Premier Grounds	1 bulk bag green waste (Lengthsman visit)	28.50	04/12/2019	D Kirby (Safe Tread)	Fine grit non-slip decking strips	334.48	06/12/2019	C Stride	Xmas Tree Event - Wickes	64.78	24/12/2019	S Sawyer	Dec salary	961.82	24/12/2019	Hampshire Pension	Dec	229.23	31/12/2019	Unity Trust Bank	Service charge	18.00	05/01/2020	Green Smile	Monthly grounds maintenance	451.50	12/01/2020	HMRC	Dec payroll NI employee and employer	88.30	06/01/2020	Mint Signs	Newsletter	1,030.85			Bank balance as at 1 Dec	£25,492.38			Plus Receipts - as above	£250.00				£25,742.38			Less Payments presented Dec	£3,940.82			Bank balance as at 31 December	£21,801.56	Cllr Leach Clerk
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19/93.3	To approve the 2020/21 Precept/Budget																																																																																																					
	It was proposed to increase the precept to £29,000 but RESOLVED to request a precept of £28,000 as per the draft that had been circulated in advance of the meeting. ACTION Clerk to complete precept form and submit to WCC by 10 January deadline.	Clerk																																																																																																				
19/93.4	To approve the Grants Policy																																																																																																					
	The draft Policy had been circulated in advance of the meeting. RESOLVED to approve the Policy subject to a few minor amendments. ACTION Clerk to make amendments and publish the Policy and application forms on the website.	Clerk																																																																																																				
19/94	Recreation Ground, Wildlife Conservation Area and the Battery																																																																																																					
19/94.1	To discuss the progress of resolutions from the last meeting: see Action List																																																																																																					
	<p>Item 19/84.1 Provide aerial photo and continue to develop design and wording for signs – Cllr Hare had reported that she has sent Cllrs Kirkby and de Liberali updated diagrams and she is awaiting feedback. Cllr de Liberali to comment on the wording of the Fitness Trail Instructions</p> <p>Item 19/84.1 Forward photos obtained from Parish Online – action complete (Cllr Mitchener handed over an aerial photo from Parish Online for Cllr de Liberali to use.)</p> <p>Item 19/84.1 Ask further questions of insurers regarding personal liability of councilors – action complete</p> <p>Item 19/84.1 Upload risk assessment to website – action complete (currently in Members Area and will need updating based on decision about handyperson options)</p> <p>Item 19/84.1 Prepare handyperson proposal and add to agenda – action complete</p> <p>Item 19/84.2 Fit anti-slip strips as urgent works – action complete</p>	Cllr de Liberali Cllr Hare																																																																																																				

	<p>Item 19/84.4 Pay Outdoor Classrooms additional cost of £75 exc VAT – action complete</p> <p>Item 19/84.5 Place order with Peter Arnold for annual benches treatment – action complete</p> <p>Item 19/84.6 Circulate survey for comment – action complete. So far Cllrs Mitchener and Kirkby have commented on the wording but all councillors are requested to complete draft survey as a trial and comment and then Cllr de Liberali will circulate another version to be agreed at the February meeting. Cllr Mitchener to include in text in the next Badger Farm and Oliver's Battery Community Newsletter</p> <p>Item 19/84.7 Inform Colin Stride about geophysical survey of The Battery resolution – action complete</p> <p>Item 19/84.7 Add link on archaeological investigations to website – Action not complete as Clerk waiting to hear that the Hampshire Field Club have given consent. ACTION Clerk to chase.</p>	<p>All Councillors Cllr de Liberali Cllr Mitchener</p> <p>Clerk</p>
19/94.2	To discuss matters arising from weekly reports	
	A Recreation Ground report had been circulated in advance of the meeting. No issues had been identified and it was confirmed that the anti-slip strips had been installed.	
19/94.3	To consider options and agree prices for works to millennium bench	
	A report had been circulated providing details of options to refurbish or replace the bench. RESOLVED to accept recommendation of report that an order be placed with Peter Arnold for the refurbishment option. ACTION Clerk to place order. Also RESOLVED to add millennium tree to tree survey. ACTION Clerk to add tree to scope of works for arborists quotations (see item 19/94.5)	<p>Clerk</p> <p>Clerk</p>
19/94.4	To consider proposals for the handling of ad hoc practical tasks	
	A report had been circulated in advance of the meeting providing options for completion of various tasks by councillors, volunteers forming a Handyperson Working Group or employment of an operative. RESOLVED to accept the recommendations. ACTION Councillors to complete Appendix A by Monday 13 January and Cllr de Liberali to speak to his social group and complete Appendix B with names of volunteers	<p>All Cllrs</p> <p>Cllr de Liberali</p>
19/94.5	To agree price for inspections of trees at The Battery and The Recreation Ground/Conservation area	
	Due to the Christmas break enquiries were slow in coming back. ACTION Clerk to chase and check with WCC Tree Officer which contractors they use (subject to approval by the Council's insurers), which may result in four prices being received	Clerk
19/94.6	To consider request from St Marks to hold an event on The Battery in June	
	The event is on 28 June and a further one is planned for 19 July. There has been some correspondence between Cllr Mitchener and Barry Trewinnard. RESOLVED to agree the events can be held on The Battery subject to adequate insurance (especially for the bouncy cathedral) being in place and to approval by Historic England. ACTION Cllr Kirkby to ask his contact at Historic England to advise on the process of gaining approval and Cllr Mitchener to communicate the decision and conditions to St Marks	Cllrs Kirkby & Mitchener
19/95	Footpaths	
19/95.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/86.1 Confirm cutting schedule paths to HCC – action complete	
19/96	Correspondence	
19/96.1	To discuss the progress of resolutions from the last meeting: see Action List	

	<p>Item 19/87.2 Update website and Facebook for millennium bench – action complete</p> <p>Item 19/87.2 Add ACV decision notice to website – action complete. Cllr Leach to send a further chaser asking consent to using contributors' photographs from the evidence submitted by the Council</p>	Cllr Leach
19/96.2	To discuss new correspondence received	
	<p>Cllr Leach fed back on the Parish Plan:</p> <p>The Christmas Tree Event was a great success and the Events Group is looking at simplifying the RAMS paperwork. There is £175 in funds due to donations for the mulled wine to be paid into the Council's bank account. ACTION Cllr Leach to chase</p> <p>There is a new issue of the Ob-Server out now and the new editor is doing well.</p> <p>Cllr Leach has applied for lottery funding for the VE Day street party and has also contacted Coral Rogers at WCC regarding wildflower verges</p> <p>An email had been received from a member of the public about inconsiderate parking during school pick-up times. Cllr Collin is to set up a meeting with the school head teacher to see how it can be managed and improved</p> <p>WCC has been inviting residents and interested parties to contribute to a consultation on their budget and medium-term financial strategy, via an online survey. ACTION Clerk to add to website and Facebook.</p> <p>An email had been received by Cllr Warwick from a member of the public praising HCC for carrying out the dropped kerb at Downlands Road but observing that not everyone is happy that it has been carried out (see also minute 19/90.2).</p> <p>Cllr Mitchener had received an email from a member of the public expressing gratitude for the successful ACV appeal.</p> <p>Cllr Mitchener had also received an email concerning the refurbishment of St Marks Church and public consultation meetings that will take place in the afternoon and evening of 10 February. The church had requested a sentence of support, but the Council has not seen the proposals. Some councillors expressed interest in attending although it was noted that there is another Council meeting before this event takes place.</p> <p>The Clerk had received an email from Cllr Warwick about the proposals for car registration at the Household Waste Recycling Centres (see item 19/90.2)</p>	<p>Cllr Leach</p> <p>Cllr Collin</p> <p>Clerk</p>
19/97	Date of next meeting – 4 February 2020	
	Meeting ended at 9.10 pm	