



Oliver's Battery Parish Council meeting

Tuesday 5 May 2020

at 7.30pm

Meeting held online as permitted by
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility
of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020

MINUTES OF THE MEETING held on 5 May 2020

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	No members of the public	Cllr Williams
Cllr Kirkby	Clerk – S Sawyer	
Cllr Furlong	Cllr Bell	
Cllr Leach	Cllr Laming	
Cllr Hare	Cllr Warwick	
Cllr de Liberali		
Cllr Collin		

Item		ACTION
20/1	Apologies for absence and declarations of interest	
	Apologies had been received from Cllr Williams There were no declarations of interest.	
20/2	To adjourn for public participation	
	There were no members of the public in attendance	
20/2.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/107.3 Identify opportunities for new tree locations and numbers – this has been delayed by the coronavirus, action carried forward	Cllr Hare
20/2.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included items affected by the coronavirus including providing support to vulnerable residents, alcohol and drug treatment, key workers and school closures and the Hampshire Library Service. Household Waste Recycling Centres are due to re-open during week commencing 11 May with appropriate social distancing measures in place and HCC are working with Hampshire Constabulary on this regarding queuing etc. ACTION Cllr Warwick will provide details of restrictions at Household Waste Recycling Centres when published	Cllr Warwick
20/2.3	To receive the District Councillor's report	
	No report had been received.	

20/3	To approve the Minutes of the meeting held on 3 March 2020 (no April meeting held)	
	RESOLVED – Agreed as a true copy (to be signed at next face-to-face meeting when there will be an information-only agenda item)	
20/4	Planning Applications and Decisions	
20/4.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 99/110.2 Make an objection to planning application at 123 Oliver's Battery Road South – objection made, action complete</p> <p>Item 99/110.2 Circulate comments for councillors to respond to in order to decide on a response to application at 1 Austen Avenue, and include in next month's report – action complete</p> <p>Item 99/110.2 Circulate comments for councillors to respond to in order to decide on a response to application at Linden Lea/2 Compton Close, and include in next month's report – action complete</p> <p>Item 99/110.2 Make an objection to application at Compton Lodge/3 Compton Close – action complete</p> <p>Item 99/110.2 Request that notification of comment re Land at the rear of 93-95 Oliver's Battery Road South be changed to objection – action complete</p>	
20/4.2	To ratify approval given to temporary procedures for planning confirmed at informal meeting on 22 April	
	This was covered by this month's report and RESOLVED to ratify approval.	
20/4.3	Planning report – to note updates and agree comments	
	<p>Report was sent out prior to the meeting. New applications:</p> <p>2 Fairway Drive (20/00675/HOU) – dormer loft conversion: proposals do not contravene the Village Design Guidelines. RESOLVED to make no comment</p> <p>8 Sunnydown Road (20/00260/HOU) – roof alterations including creation of two dormer windows, loft conversion, side and rear extension: the application is in keeping with other nearby properties and does not contravene the Village Design Guidelines. There are seven comments of support and one objection regarding overlooking though this appears to be fairly minimal. The Case Officer had a few concerns but the detail is unknown. There are no objections considered to be material considerations. RESOLVED to make no comment</p> <p>155 Oliver's Battery Road South (20/00520/HOU) – proposed replacement solid roof conservatory to rear of property: this has been covered by email consultation and RESOLVED to make no comment</p> <p>29 Old Kennels Lane (20/00492/FUL) – double garage: this has been covered by email consultation. The consultation closing date has now passed but the Case Officer has several concerns despite revised drawings and will keep the Council advised. RESOLVED Cllr Furlong to keep a watching brief</p> <p><u>Update on applications previously discussed</u></p> <p>123 Oliver's Battery Road South (20/0090/HOU) - the Council objected following the March meeting but application was permitted</p> <p>1 Austen Avenue (20/00232/HOU) – application still current. This has been covered by email consultation and RESOLVED to make no comment</p>	Cllr Furlong

	<p>Compton Lodge, 3 Compton Close (19/02823/HOU) – application still current. The Council objected following the February meeting. All planning committees in April were cancelled, decision awaited</p> <p>Land at the rear of 93-95 Olivers Battery Road South (19/02852/FUL) – the Council had objected and then commented on the viability report, and waiting for response from the City Council</p> <p><u>Enforcement</u></p> <p>No open cases at 2 March 2020.</p>																																																																													
20/5	Finance and Council matters																																																																													
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	<p>Item 19/111.1 Meet with Eve Pritchard regarding obtaining advice – see minute 20/5.9.</p> <p>Item 19/111.1 Start looking at the areas on the list in respect of proposals for the Council’s approach to Climate Change – Cllr Warwick confirmed that officers are still working on Climate Change policies and she is hoping for a virtual catch-up meeting with them soon. Action carried forward</p> <p>Item 19/111.3 Adopt Employer Discretion Policy, publish it and lodge with HCC Pension Fund Administrators – action complete (the Pension Fund Administrators have not confirmed that it must be published).</p>	Cllr Hare																																																																												
20/5.2	To accept payments for April and agree the April bank transactions with the bank balance																																																																													
	<p>RESOLVED to approve payments</p> <table border="1"> <thead> <tr> <th colspan="4">Payments/Receipts List and Bank Reconciliation for May 2020 Meeting</th> </tr> <tr> <th colspan="4">PAYMENTS</th> </tr> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>11-Mar-20</td> <td>HMRC (also in 19/20 s/sht)</td> <td>Mar payroll</td> <td>88.30</td> </tr> <tr> <td>26-Mar-20</td> <td>Outside Classrooms</td> <td>Painting in play area</td> <td>324.00</td> </tr> <tr> <td>09-Apr-20</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td>22-Apr-20</td> <td>A Paterson/OB Community Group</td> <td>Mobile phone contribution</td> <td>100.00</td> </tr> <tr> <td>24-Apr-20</td> <td>S Sawyer</td> <td>April</td> <td>927.06</td> </tr> <tr> <td>24-Apr-20</td> <td>Hampshire Pension</td> <td>April</td> <td>264.11</td> </tr> <tr> <td>01-May-20</td> <td>SLCC</td> <td>Membership 1/5/20-30/4/21</td> <td>126.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1,840.10</td> </tr> <tr> <td>01-May-20</td> <td>HMRC</td> <td>Apr payroll</td> <td>144.21</td> </tr> <tr> <td>01-May-20</td> <td>HALC</td> <td>Annual Fees 20/21</td> <td>478.43</td> </tr> <tr> <td>05-Apr-20</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>09-May-20</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td>07-May-20</td> <td>S Sawyer</td> <td>Annual office allowance</td> <td>200.00</td> </tr> <tr> <td>09-Apr-20</td> <td>Wel Medical</td> <td>Defibrillator pads</td> <td>46.68</td> </tr> <tr> <td>27-May-20</td> <td>CPRE</td> <td>Annual membership 27/5/20-26/5/21</td> <td>36.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1,367.45</td> </tr> </tbody> </table>	Payments/Receipts List and Bank Reconciliation for May 2020 Meeting				PAYMENTS				Invoice Date	Supplier	Details	Gross	11-Mar-20	HMRC (also in 19/20 s/sht)	Mar payroll	88.30	26-Mar-20	Outside Classrooms	Painting in play area	324.00	09-Apr-20	ID Mobile	Mobile phone	10.63	22-Apr-20	A Paterson/OB Community Group	Mobile phone contribution	100.00	24-Apr-20	S Sawyer	April	927.06	24-Apr-20	Hampshire Pension	April	264.11	01-May-20	SLCC	Membership 1/5/20-30/4/21	126.00				1,840.10	01-May-20	HMRC	Apr payroll	144.21	01-May-20	HALC	Annual Fees 20/21	478.43	05-Apr-20	Green Smile	Grounds maintenance	451.50	09-May-20	ID Mobile	Mobile phone	10.63	07-May-20	S Sawyer	Annual office allowance	200.00	09-Apr-20	Wel Medical	Defibrillator pads	46.68	27-May-20	CPRE	Annual membership 27/5/20-26/5/21	36.00				1,367.45	
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	Bank balance as at 31 March	14,530.93	
	Plus receipts		
	3 April - WCC - Grant	500.00	
	14 April - WCC - Precept	14,000.00	14,500.00
			29,030.93
	Less payments April		1,840.10
	Less payments from previous list*		771.45
			26,419.38
	Bank balance as at 30 April	£26,419.38	
	*Payments still to be made' - April sheet		
	Green Smile	451.50	
	P Arnold	275.00	
	WCC	44.95	
		771.45	

20/5.3 To ratify previous payments list approved via email as April meeting did not take place

RESOLVED to ratify payments

March Payments/Receipts List and Bank Reconciliation for April 2020 Meeting (meeting did not take place)			
05/03/2020	Grovely Pet Supplies	Advertising in newsletter	£80.00
10/02/2020	King's School	VE Day - 750 nr A4 flyers	59.78
04/03/2020	Clr D Kirkby	2 Nr Slippery When Wet stickers	11.78
08/03/2020	ID mobile	Mobile phone	10.63
09/03/2020	HMRC	Feb payroll	88.30
05/03/2020	Green Smile	Monthly grounds maintenance	451.50
19/03/2020	WCC	Annual Play Area Inspection Texas Drive	44.95
22/03/2020	Peter Arnold	Millennium bench	275.00
24/03/2020	S Sawyer	March	981.82
24/03/2020	Hampshire Pension	March	229.23
31/03/2020	Unity Trust Bank	Service charge	18.00
		Bank balance as at 29 February	£16,301.84
		Plus Receipts - as above	80.00
			£16,381.84
		Less Payments presented Mar	1,850.91
		Bank balance as at 31 March	£14,530.93
		Payments still to be made	£771.45

20/5.4 To ratify email approval given to order replacement defibrillator pads

RESOLVED to ratify email approval given. Also RESOLVED to delegate authority to Clerk to purchase further pads in three years' time on expiry of the new pads

20/5.5 To ratify instruction to internal auditor

RESOLVED to ratify instruction to internal auditor

20/5.6 To ratify email approval given to agree to the 2019/20 Accounts to be submitted to the internal auditor

RESOLVED to ratify email approval to submit the 2019/20 Accounts to the internal auditor

OLIVER'S BATTERY PARISH COUNCIL					
SUMMARY RECEIPTS AND PAYMENT ACCOUNT 2019/20					
BUDGET 2020/21					
Budget 2020/21	Annual Budget 2019/20	Actual v Budget			Total YTD 2019/20
RECEIPTS					
£28,000.00	£27,000.00	100%	Precept		£27,000.00
£0.00	£10.00	0%	Bank Interest		£0.00
	£0.00	N/A	Other		£7,317.85
	£0.00	N/A	Parish Plan grant		£0.00
£28,000.00	£27,010.00		TOTAL RECEIPTS		£34,317.85
PAYMENTS					
Comparison not possible due to changes in cost heads	£7,000.00	151%	Salaries & Allowances		£10,588.64
	£1,612.00	183%	HCC - Pension Contributions		£2,855.73
	£350.00	97%	Clerk's Expenses Net VAT		£327.31
	£0.00	N/A	Loan Repayment		£0.00
	£200.00	87%	Councillors Expenses		£174.67
	£550.00	387%	Meeting costs and Admin		£2,128.90
	£1,400.00	102%	Insurance Premium		£1,327.37
	£1,000.00	62%	Grants & Donations		£740.83
	£500.00	14%	Section 137		£100.00
	£200.00	399%	Training		£797.49
Comparison not poss	£0.00	N/A	Magazine		£0.00
£500.00	£420.00	96%	Audit Fees		£405.00
£800.00	£600.00	148%	Subscriptions		£887.98
Comparison not possible due to changes in cost heads	£4,779.00	110%	Rec Ground Contracts and Play Inspection		£5,260.28
	£4,000.00	296%	Rec Ground Repairs and Maint		£11,853.54
	£2,000.00	0%	Capital		£0.00
£0.00	£4,000.00	86%	Parish Plan		£3,423.51
£500.00	£600.00	65%	Dog Bins		£390.00
£0.00	£0.00	N/A	VAT on payments		£4,205.87
£34,870.00	£29,511.00		TOTAL PAYMENTS		£45,467.12
Unity Trust Account (per bank statement) Year End					£14,530.93

20/5.7	To approve an update to the Grants policy and procedures	
	A report had been circulated in advance of the meeting which included four proposals, to omit the requirement that only one grant will be given to a group in any one financial year, minor procedural changes to recognise that not all applications need to be made on the application forms and minor changes to wording to be consistent through the policy. RESOLVED to accept the recommendation for the change of wording. ACTION Clerk to amend Policy	Clerk
20/5.8	To ratify approval given to pay £200 towards mobile phone costs of Oliver's Battery Community Group at informal virtual meeting on 22 April	
	RESOLVED to ratify the approval	
20/5.9	To provide update on Oliver's Battery Community Emergency Plan	
	An update report by Cllr Hare had been circulated in advance of the meeting. Although the Plan is subject to further discussion with Eve Pritchard it has been approved and shared onto Resilience Direct where LRF partners (police, fire, ambulance etc) will be able to view it if there is an incident. Comments were invited to Cllr Hare	All councillors
20/5.10	To agree insurance details for next year and agree payment	
	A report had been circulated in advance of the meeting following receipt of five quotations (three from Came & Company, one from Zurich and one from BHIB) because the current three-year agreement with Came and Company is coming to an end on 31 May and	

	because the fixed assets needed to be reviewed. The proposal was to take out insurance with BHIB Ltd at £381.67 per year over three years, that the Council self-insures its fixed assets and sets aside a sum of £1,000 per annum as a contingency fund for any repairs or replacement of fixed assets previously insured. Further advantages of insuring with BHIB are that Business Interruption cover can be excluded (it is not required by the Council) and the saving on Parish Online subscription. RESOLVED to accept the recommendations of the report and ACTION Clerk to contact BHIB to extend the personal accident cover to include volunteers on the proviso that the increase is nominal as previously advised.	Clerk
20/6	Social Media	
20/6.1	To ratify approval given to proposal to review the Council's website and email policy at informal virtual meeting on 22 April	
	RESOLVED to re-confirm the decisions regarding attachments, emails and archiving, noting that a large quantity of data and emails has now been deleted from the server, including some large back-ups, and GDPR dictates that information no longer required should be deleted and councillors are responsible for any data stored locally ie away from the oliversbattery.info domain. ACTION Cllrs Mitchener and de Liberali to discuss storing items on the website in future to keep allocated storage space down.	Cllrs Mitchener & de Liberali
20/7	Recreation Ground, Wildlife Conservation Area and the Battery	
20/7.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/112.1 Apply anti-slip stain to dragon as soon as weather permits – action complete (covered by minute 20/7.2)	
	Item 19/112.1 Confirm the names of the extra volunteers and which tasks they are able to undertake so the Handyperson Working Group can be updated – action carried forward	Cllr de Liberali
	Item 19/112.1 Arrange for tasks 4 to 9 to be undertaken ASAP to establish the ongoing routine – action carried forward	Cllr de Liberali
	Item 19/112.1 Advise Cllr Collin when group of volunteers are planning to undertake tasks 5 and 6 for the first time so they can meet at the Recreation Ground – action carried forward	Cllr de Liberali
	Item 19/112.1 Add survey to Facebook – action complete	
	Item 19/112.2 Obtain price for pads for the defibrillator and add to April agenda – action complete	
	Item 19/112.2 Look through archive to try and establish ownership of fence on north side of car park – action complete (not able to establish ownership)	
	Item 19/112.2 Obtain prices for provision of site signage in accordance with the recommendations set out in BS EN 1176 Part 7 and MUGA signage to BS EN 15312 – action carried forward	Clerk
	Item 19/112.2 Add clean and treat appropriately algae or moss growth on safety surfacing around ship to lengthsman's list for 18 March – action complete	
	Item 19/112.2 Obtain prices for replacing missing components on climbing wall, tucking in and securing edges of grass mat to remove trip hazards at multi-play platform adjacent to high level tunnel and for replacing worn or missing bushes to swings – action complete	
	Item 19/112.2 Handyperson Working Group to remove all rough and sharp edges of timbers on ship, multi-play platform adjacent to monkey bars and multi-play platform adjacent to high level tunnel, tighten to secure swing seat connectors and treat rusting components and repaint basketball hoop backboard – action carried forward	Cllr de Liberali
	Item 19/112.3 Names of two other volunteers to be confirmed – action carried forward	Cllr de Liberali

	<p>Item 19/112.3 Purchase 10 more 'Slippery When Wet' signs – action complete</p> <p>Item 19/112.3 Include the list on the PC website – action complete</p> <p>Item 19/112.4 Provide hard copies of survey – action carried forward</p> <p>Item 19/112.5 Appoint Merrit subject to approval from insurers – awaiting risk assessment: ACTION Clerk to chase</p> <p>Item 19/112.5 Health survey to be undertaken by Tree Warden on the trees at the Recreation Ground and Conservation area and the Millennium Tree – action carried forward</p> <p>Item 19/112.5 Attend tree awareness course in summer 2020 as a refresher of responsibilities and identification of issues – action carried forward</p> <p>Item 19/112.5 Investigate small tree blown down behind substation on the Battery and possibly a trip hazard – action carried forward</p>	<p>Cllr de Liberali</p> <p>Clerk</p> <p>Cllr Hare</p> <p>Cllr Hare/Clerk</p> <p>Cllr Mitchener</p>
20/7.2	To discuss matters arising from weekly reports	
	A report had been circulated by Cllr Kirkby prior to the meeting which included the groundsman's weekly inspections. No issues were identified in the Groundsman's report. Progress of resolutions from previous meetings included blue paint had been applied around the Viking ship and anti-slip stain had been applied to the dragon and other pieces of play equipment. RESOLVED to note the contents of the report.	
20/7.3	To ratify emailed resolution to accept price for works to Recreation Ground resulting from annual play area inspection	
	RESOLVED to ratify emailed resolution.	
20/8	Lengthsman Scheme	
20/8.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/113.1 Provide map for lengthsman visit on 18 March – action complete	
20/9	Roads and Footpaths	
20/9.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 19/114.1 Clean signs twice a year – action carried forward	
20/10	Items for Consideration Only	
20/10.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 19/115.1 Send a further chaser asking consent to using contributors' photographs from the evidence submitted by the Council – it was proposed to have a section in Out and About on the website, with an introduction and three documents including photographs, Council's submission to the First Tier tribunal and the Decision Notice. ACTION Cllr Kirkby to compile information for Clerk to upload.</p> <p>Item 19/115.1 Set up a meeting with the school head teacher to see how parking during school pick-up times can be managed and improved – action complete</p> <p>Item 19/115.1 Contact Mint Signs to obtain a price for replacement parish gateway sign at the entrance to Oliver's Battery Road South from Badger Farm Road – item written off as sign has been cleaned instead and does not need replacing</p> <p>Item 19/115.2 Book places for Cllrs Leach and Kirkby for Local Plan Briefing Session by WCC on 23 March – action complete but event cancelled due to lockdown</p>	<p>Cllr Kirkby/Clerk</p>

	<p>Item 19/115.2 Add to April agenda CPRE Local Plan Workshop 17 April – action complete but both meeting and workshop cancelled due to lockdown</p> <p>Item 19/115.2 Chase BT re removal of phone box in Oliver’s Battery Road South – action complete</p> <p>Item 19/115.2 Add to April agenda community transport minibus event in May – action complete but both cancelled</p>	
20/10.2	To discuss new correspondence received during the month and items for the agenda at the next meeting	
	<p>The Council noted the following correspondence received (all emails) which the Clerk had forwarded since the last meeting:</p> <ul style="list-style-type: none"> • Parish Connect – 7 March • Winchester Live at Home newsletter – 7 March • Winchester Sport & Leisure Park - Update – 9 March • Hants 2050 Parish Council Event 9 Jan 2020 – 9 March • Romsey Show – advertising boards – 11 March • Hants CC Public Health Update (from HALC) – 15 March • Electric Vehicle Charging Points – 15 March • HALC Briefing – Coronavirus COVID 19 – 15 March • HCC Briefing Coronavirus COVID 19 – 15 March • Email from Cllr Williams re supporting communities at this difficult time – 15 March • Email from CPRE – message from our Chair and local group news – 27 March • Daily Coronavirus updates from HCC forwarded by Cllr Warwick • Covid 19 Four Phase Policing Approach – 28 March • Relocation of haematology and oncology services – 4 April • Virtual Meetings – Regulations in force from 4 April 2020 – 6 April • Response by the Planning Inspector to the Eastleigh Local Plan – 7 April • Winchester Local Plan Workshop Notes – 8 April • Parish Connect – 18 April • HCC Newsletter – Your Hampshire – 23 April • HALC – Community Hubs Newsletter – 30 April • Letter from HCC Leader re Hampshire Waste and Recycling Centres – 30 April • CPRE Hampshire Newsletter – 30 April • WCC – COVID-19: Support and Information from your city council – 4 May 	
20/11	Date of next meeting – 2 June 2020	
	Meeting ended at 8.40 pm	