



Oliver's Battery Parish Council meeting

Tuesday 2 June 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 2 June 2020

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

Item		ACTION
20/12	Apologies for absence and declarations of interest	
	No apologies had been received. There were no declarations of interest.	
20/13	To adjourn for public participation	
	There were no issues raised.	
20/13.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/2.1 Identify opportunities for new tree locations and numbers – this will be wrapped up into a report to be written by Cllr Hare which will also include TPOs on The Battery etc Item 20/2.2 Provide details of restrictions at Household Waste Recycling Centres when published – action complete	Cllr Hare
20/13.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included that there will be a pre-booking system for Hampshire Household Waste Recycling Centres, although Cllr Warwick confirmed that there are no details of this yet. Report is on Council website under Current News and Updates.	
20/13.3	To receive the District Councillor's report	
	Report had been sent out prior to the meeting, which was mainly of general interest and	

	nothing specific to the parish. Report is on Council website under Current News and Updates.	
20/14	To approve the Minutes of the meeting held on 5 May 2020	
	RESOLVED – Agreed as a true copy (to be signed at next face-to-face meeting when there will be an information-only agenda item)	
20/15	Planning Applications and Decisions	
20/15.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/5.1 Keep a watching brief on 29 Old Kennels Lane application – covered in planning report at 20/15.2	
20/15.2	Planning report – to note updates and agree comments	
	<p>Report was sent out prior to the meeting. There were no new applications.</p> <p><u>Update on applications previously discussed</u></p> <p>2 Fairway Drive (20/00675/HOU) – dormer loft conversion: application has been withdrawn</p> <p>8 Sunnydown Road (20/00260/HOU) – roof alterations including creation of two dormer windows, loft conversion, side and rear extension: the Council had previously resolved no comment, application still current</p> <p>155 Oliver’s Battery Road South (20/00520/HOU) – proposed replacement solid roof conservatory to rear of property: Council had previously resolved no comment, application permitted on 28 April</p> <p>29 Old Kennels Lane (20/00492/FUL) – double garage: Cllr Leach stated that she had lodged an objection (as a local resident) and therefore did not participate in the discussion, in order to avoid possible predetermination. The proposed garage is in the front garden close to its boundaries. The amended plans reduce the footprint of the proposed building but the height appears unchanged at about 5.25m. Its bulk and height will be clearly visible from each direction up and down Old Kennels Lane and Momford Road. The Planning Portal website notes: ‘Outbuildings must be single storey with a maximum eaves height of 2.5 metres and maximum overall height of 4 metres with a dual pitched roof, or 3 metres in any other case.’ The proposal also contravenes the OBVDS design guidelines. RESOLVED to submit an objection</p> <p>1 Austen Avenue (20/00232/HOU) – application permitted 7 May</p> <p>Compton Lodge, 3 Compton Close (19/02823/HOU): the Council had objected to the original scheme with a request that it should go to committee if WCC were minded to approve it. Since then the application has been amended and the Council had notified WCC that its request for the application to go to committee was withdrawn due to the amended application</p> <p>Land at the rear of 93-95 Oliver’s Battery Road South (19/02852/FUL): there has been no change to this since the last meeting</p> <p><u>Enforcement</u></p> <p>No open cases at 27 May 2020.</p>	Cllr Furlong/Clerk
20/16	Finance and Council matters	
20/16.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/5.1 Start looking at the areas on the list in respect of proposals for the Council’s	

	<p>approach to Climate Change – Cllr Hare will try and talk to Cllr Warwick in the next month. Cllr Warwick confirmed that the County Council is building a good Climate Change website so things are moving forward despite the current situation.</p> <p>Item 20/5.7 Amend Grants Policy – action complete</p> <p>Item 20/5.9 Provide comments to Cllr Hare on Community Emergency Plan – none were received, action closed</p> <p>Item 20/5.10 Contact BHIB to extend the personal accident cover to include volunteers on the proviso that the increase is nominal as previously advised – action complete</p>	Cllr Hare																																																																																														
20/16.2	To accept payments for May and agree the May bank transactions with the bank balance																																																																																															
	<p>RESOLVED to approve payments and bank reconciliation</p> <table border="1" data-bbox="247 622 1300 1198"> <thead> <tr> <th colspan="4">Payments/Receipts List and Bank Reconciliation for June 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>17-Apr-20</td> <td>WCC</td> <td>Dog bin emptying Jan, Feb, Mar</td> <td>130.00</td> </tr> <tr> <td>30-Apr-20</td> <td>Do the Numbers</td> <td>Internal audit</td> <td>240.00</td> </tr> <tr> <td>24-May-20</td> <td>S Sawyer</td> <td>May</td> <td>1,049.06</td> </tr> <tr> <td>24-May-20</td> <td>Hampshire Pension</td> <td>May</td> <td>264.11</td> </tr> <tr> <td>31-May-20</td> <td>BHIB</td> <td>Insurance 1/6/20 - 31/5/21</td> <td>334.34</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2,017.51</td> </tr> <tr> <td>05-May-20</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>01-Jun-20</td> <td>HMRC</td> <td>May payroll</td> <td>22.21</td> </tr> <tr> <td>12-May-20</td> <td>Business Stream</td> <td>Water supply 22 Jan - 11 May 2020</td> <td>26.70</td> </tr> <tr> <td>18-May-20</td> <td>Colden Common PC</td> <td>Contribution to lengthsman scheme</td> <td>56.00</td> </tr> <tr> <td>30-May-20</td> <td>Outside Classrooms</td> <td>Estimate 3068 - result of play inspectn</td> <td>348.00</td> </tr> <tr> <td>09-Jun-20</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td></td> <td></td> <td></td> <td>915.04 To be paid</td> </tr> </tbody> </table> <table border="1" data-bbox="247 1227 933 1747"> <tbody> <tr> <td></td> <td>Bank balance as at 30 April</td> <td>26,419.38</td> </tr> <tr> <td></td> <td>Plus receipts</td> <td></td> </tr> <tr> <td></td> <td>None received</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>26,419.38</td> </tr> <tr> <td></td> <td>Less payments May</td> <td>2,017.51</td> </tr> <tr> <td></td> <td>Less payments from May sheet</td> <td>1,367.45</td> </tr> <tr> <td></td> <td></td> <td>23,034.42</td> </tr> <tr> <td></td> <td>Bank balance as at 31 May</td> <td>£23,034.42</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Payments still to be made</td> <td>915.04</td> </tr> </tbody> </table>	Payments/Receipts List and Bank Reconciliation for June 2020 Meeting				PAYMENTS				Invoice Date	Supplier	Details	Gross	17-Apr-20	WCC	Dog bin emptying Jan, Feb, Mar	130.00	30-Apr-20	Do the Numbers	Internal audit	240.00	24-May-20	S Sawyer	May	1,049.06	24-May-20	Hampshire Pension	May	264.11	31-May-20	BHIB	Insurance 1/6/20 - 31/5/21	334.34				2,017.51	05-May-20	Green Smile	Grounds maintenance	451.50	01-Jun-20	HMRC	May payroll	22.21	12-May-20	Business Stream	Water supply 22 Jan - 11 May 2020	26.70	18-May-20	Colden Common PC	Contribution to lengthsman scheme	56.00	30-May-20	Outside Classrooms	Estimate 3068 - result of play inspectn	348.00	09-Jun-20	ID Mobile	Mobile phone	10.63				915.04 To be paid		Bank balance as at 30 April	26,419.38		Plus receipts			None received	-			26,419.38		Less payments May	2,017.51		Less payments from May sheet	1,367.45			23,034.42		Bank balance as at 31 May	£23,034.42					Payments still to be made	915.04	
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20/16.3	To discuss the internal auditor's report																																																																																															
	<p>The report had been circulated in advance of the meeting. The Council noted the report and the following actions will be taken as a result of the recommendations:</p> <ul style="list-style-type: none"> • Review the Grants Policy • VAT will be reclaimed more frequently and also at year end <p>Payment authorisation and Bank reconciliation – the Council believes it is already complying because the Payments sheet and Bank reconciliation is circulated in advance</p>	Clerk Clerk																																																																																														

	<p>of the meeting and approval to payments is further sought by two councillors at the time of payment</p> <p>Transparency Code – this is voluntary for the Council and it believes it complies due to its compliance with the Freedom of Information Act</p> <p>Adding the laptop to the insurance schedule and the asset register has already been actioned, also AGAR box 4 recommendation</p>	
20/16.4	To agree Section 1 (Annual Governance Statement 2019/20) of the Annual Governance and Accountability Return Part 2	
	At this point the Clerk lost audibility for the rest of the meeting so the Chair read out the statement and noted Councillors responses. Items 1 to 8 were agreed as Yes and item 9 was noted as N/A. The Chair signed Section 1.	
20/16.5	To agree Section 2 (Accounting Statements 2019/20) of the Annual Governance and Accountability Return 2019/20 Part 2	
	RESOLVED to agree and Chair signed Section 2.	
20/16.6	To approve the General Data Protection Regulation Privacy Notices and Consent Form	
	A report and drafts of a Privacy Notice, General Privacy Notice and a Consent Form had been circulated in advance of the meeting RESOLVED to adopt as formal documents. ACTION Clerk to update website with the new documents. It was noted that in order to be fully compliant with Data Protection Act 2018 there is more work to do updating the policies and procedures that were written in 2018.	Clerk
20/16.7	To consider allocation of responsibilities under Special Events & Activities Guidelines for VE Day Event	
	A report had been circulated in advance of the meeting which included five proposals in connection with allocation of responsibilities under the new insurance policy, in respect of all activities organised by the Events Working Group on behalf of the Council. RESOLVED to accept the recommendations in the report. ACTION Cllr Leach to provide a copy of the Special Events & Activities Guidelines to the Events Group and ensure that they understand their responsibilities	Cllr Leach
20/16.8	To agree a variation in the remedial works to swings	
	A report had been circulated in advance of the meeting explaining that when carrying out the work previously approved it became apparent that on the toddler swings the four shackle fixings needed to be upgraded rather than simply replacing the nylon bushes, as this will provide a more robust and longer-lasting solution at a modest additional cost. RESOLVED to accept the additional cost of £60.00 plus VAT for the upgrade. ACTION Clerk to instruction the variation to the original order	Clerk
20/17	Social Media	
20/17.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/6.1 Discuss storing items on (this had subsequently been corrected to 'off') the website in future to keep allocated storage space down – it was noted that the storage currently used is just under 52% of storage, so as this is no longer a pressing issue it will now be included within an upcoming project to comply with the (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.	
20/18	Recreation Ground, Wildlife Conservation Area and the Battery	
20/18.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/7.1 Confirm the names of the extra volunteers and which tasks they are able to	

	<p>undertake so the Handyman Working Group can be updated – no one came forward after all so Cllr de Liberali carried out the urgent works himself – action ongoing</p> <p>Item 20/7.1 Arrange for tasks 4 to 9 to be undertaken ASAP to establish the ongoing routine – several tasks had been completed by Cllr de Liberali. Details to be confirmed to maintain records</p> <p>Item 20/7.1 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 complete</p> <p>Item 20/7.1 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 – item is on the agenda</p> <p>Item 20/7.1 Handyman 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 complete</p> <p>Item 20/7.1 Names of two other volunteers to be confirmed – action carried forward</p> <p>Item 20/7.1 Provide hard copies of survey – action in abeyance until end of restrictions</p> <p>Item 20/7.1 Appoint Merritt subject to approval from insurers – action complete</p> <p>Item 20/7.1 Health survey to be undertaken by Tree Warden on the trees at the Recreation Ground and Conservation area and the Millennium Tree – action complete</p> <p>Item 20/7.1 Attend tree awareness course in summer 2020 as a refresher of responsibilities and identification of issues – action carried forward</p> <p>Item 20/7.1 Investigate small tree blown down behind substation on the Battery and possibly a trip hazard – action complete</p>	<p>Cllr de Liberali</p> <p>Cllr de Liberali</p> <p>Cllr de Liberali</p> <p>Cllr de Liberali</p> <p>Clerk/Cllr Hare</p>
20/18.2	To discuss matters arising from weekly reports	
	A report had been circulated prior to the meeting which included the groundsman's weekly inspections. No issues were identified in the Groundsman's report and all other items are covered in the agenda.	
20/18.3	To consider quotations for signage	
	Some prices have been received but further work needs to be done on getting consistency between them. Also some questions have been sent to the Play Inspection Company regarding the wording and location to try to ensure they comply with the requirements.	Clerk/Cllr Kirkby
20/18.4	To consider allowing access to parts of the Recreation Ground	
	The clerk had received and circulated a number of comments via phone, email and Facebook. It was noted that people are accessing the Rec anyway and putting themselves at risk in so doing. Cllr Mitchener had issued a link to the Government's Guidance for providers of outdoor facilities on the phased return of sport and recreation updated on 1 June 2020. RESOLVED to source sufficient warning tape to prevent use of the play equipment, design notices, lock the tennis court gate open and when in place open pedestrian gate and gate to Conservation Area, and make regular checks to ensure the measures remain in place.	Cllrs Mitchener/de Liberali/Hare/Furlong/Collin
20/19	Lengthsman Scheme	
20/19.1	To agree works for visit on 24 June 2020	
	A suggested list had been circulated in advance of the meeting. RESOLVED to agree	

	suggested list of works without further amendment. ACTION Clerk to forward list to scheme co-ordinator and lengthsman	Clerk
20/20	Items for Consideration Only	
20/20.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/10.1 Compile information for Clerk to upload – action complete	
20/20.2	To discuss 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"> • HALC newsletter – 6 May • HALC Comms, email from a clerk requesting survey participation - 11 May • WCC Local Council update May 2020 – 19 May • WCC Your Council news – 19 May • WCC Infographic and Live Streaming of Cabinet on Thur 21 May – 20 May • HALC Covid-19 Update – 22 May • Update to Rights of Way 2020 Priority Cutting List – 22 May • WCC Virtual Local Councils Conference 16 June – 22 May • Compton Lodge, 3 Compton Close – notification of planning committee 3 June – 22 May • BHIB Special Events and Activities Guidelines – 22 May • CPRE Hants – 29 May • HCC – space for safe cycling and walking during lockdown – call for suggestions – 22 May • Hampshire Councillors COVID-19 Briefings 	
20/21	Date of next meeting – 7 July 2020	
	Meeting ended at 9.10 pm	