



## Oliver's Battery Parish Council meeting

Tuesday 7 July 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 7 July 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 Williams
Cllr Furlong		Cllr Laming
Cllr Leach		Cllr Warwick
Cllr Hare		
Cllr de Liberali		
Cllr Collin		

Item		ACTION
<b>20/22</b>	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllrs Bell, Williams, Laming and Cllr Warwick was unable to join the meeting due to technology issues.  There were no declarations of interest.	
<b>20/23</b>	<b>To adjourn for public participation</b>	
	There were no issues raised by the member of the public.	
20/23.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/13.1 Identify opportunities for new tree locations and numbers –agenda item 5.6	
20/23.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included temporary changes being made to road space to support social distancing in town centres. Cllrs' attention was drawn to the relevant web page relating to changes at junctions including Badger Farm Road and cllrs were invited to add any comments on this. There was also a reminder of the booking system and new car registration plate rules at the household waste recycling centres to reduce queues of traffic.	All cllrs
20/23.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included a summary of the past ten weeks' achievements by WCC, emerging financial pressures and steps towards recovery, plus a Local Plan update and praise for the community in Oliver's Battery working to	

	support the vulnerable.	
20/24	To approve the Minutes of the meeting held on 2 June 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)	
20/25	<b>Planning Applications and Decisions</b>	
20/25.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/15.2 – submit objection to 29 Old Kennels Lane application (20/00492/FUL) – action complete	
20/25.2	Planning report – to receive updates on applications and agree actions	
	<p>Report was sent out prior to the meeting. New applications:</p> <p>50 Old Kennels Lane (20/01237/HOU) – double garage. Concern over ridge height and non-compliance regarding Village Design Statement in respect of erosion of the uncluttered nature of the street scene and loss of character of the local area. RESOLVED to object and confirm that a flat roof would be less obtrusive.</p> <p>74 Old Kennels Lane (20/01027/HOU) – single storey extension and elevational alterations following demolition of existing detached garage, roof alterations, roof lights and rear dormer, replacement of remaining existing detached garage flat roof with a pitched roof. Concern over loss of views to golf course and loss of character but not sufficient to warrant an objection. RESOLVED no comment.</p> <p>1 Plovers Down (20/01028/HOU) – single storey rear extension, first floor extension and porch. RESOLVED no comment</p> <p>123 Oliver’s Battery Road South (20/00090/HOU) – amended plans. Amendments to external materials and additional sun tunnels. RESOLVED no comment</p> <p>Land at the rear of 93-95 Oliver’s Battery Road South (19/02852/FUL) – redevelop to provide seven new dwellings. Amended plans have been received but the Council’s comments in objection still apply. The Council has concerns about commercial space in the village centre being lost to residential. RESOLVED to add link to the relevant page on Winchester City Council’s website on Facebook so people can comment and Cllr Furlong to circulate draft objection including responding to the key points from policies.</p> <p>13 Treble Close (20/00915/HOU) – the Council had requested an extension to enable the application to be discussed at the meeting but this was declined and the application was permitted on 2 July.</p> <p><u>Update on applications previously discussed</u></p> <p>21 Old Kennels Lane (19/02565/HOU) – first floor extension: application was refused on 17 March 2020 and has now gone to appeal but public comments are not required, for information only.</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 permitted.</p> <p>Compton Lodge (19/02823/HOU) – roof extensions, addition of first floor accommodation, proposed car port and porch: permitted on 3 June</p> <p>29 Old Kennels Lane (20/00492/FUL) – double garage: objection submitted, still current</p> <p><u>Enforcement</u></p>	<p>Cllr Furlong/Clerk</p> <p>Cllr Furlong/Clerk</p>

	No update had been received from the planners since the June meeting.																																																																	
<b>20/26</b>	<b>Finance and Council matters</b>																																																																	
20/26.1	To discuss the progress of resolutions from the last meeting: see Action List																																																																	
	<p>Item 20/16.1 Start looking at the areas on the list in respect of proposals for the Council's approach to Climate Change – item carried forward</p> <p>Item 20/16.3 Review the grants policy – agenda item 5.8</p> <p>Item 20/16.3 VAT to be reclaimed more frequently – action complete, Clerk has made diary note to make next claim halfway through the financial year.</p> <p>Item 20/16.6 Adopt GDPR Privacy Notices and Consent Form as formal documents and update website – action complete</p> <p>Item 20/16.7 Provide a copy of the Special Events and Activities Guidelines to the Events Group and ensure they understand their responsibilities – action not yet complete but Cllr Leach is in the process of setting up the next meeting of the Group</p> <p>Item 20/16.8 Accept the £60 variation to the original tender for the upgrade to the toddler swings – action complete</p>	<p>Cllr Hare</p> <p>Cllr Leach</p>																																																																
20/26.2	To accept payments for June and agree the June bank transactions with the bank balance																																																																	
	<p>RESOLVED to approve payments and bank reconciliation</p> <table border="1"> <thead> <tr> <th colspan="4"><b>Payments/Receipts List and Bank Reconciliation for July 2020 Meeting</b></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>04-Jun-20</td> <td>B Mitchener</td> <td>Mats for isolating play equipment</td> <td>37.99</td> </tr> <tr> <td>24-Jun-20</td> <td>S Sawyer</td> <td>June</td> <td>988.06</td> </tr> <tr> <td>24-Jun-20</td> <td>Hampshire Pension</td> <td>June</td> <td>264.11</td> </tr> <tr> <td>22-Jun-20</td> <td>Mint Signs</td> <td>Print newsletter</td> <td>1,957.20</td> </tr> <tr> <td>30-Jun-20</td> <td>Unity Trust Bank</td> <td>Service charge</td> <td>18.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>3,265.36</b></td> </tr> <tr> <td>05-Jun-20</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>29-Jun-20</td> <td>Merritt Tree Specialists</td> <td>Visual Tree Assessment</td> <td>462.00</td> </tr> <tr> <td colspan="4"><b>July Dated:</b></td> </tr> <tr> <td>08-Jul-20</td> <td>HMRC</td> <td>June payroll</td> <td>83.21</td> </tr> <tr> <td>22-Jul-20</td> <td>ICD</td> <td>Data Protection fee renewal</td> <td>40.00</td> </tr> <tr> <td>09-Jul-20</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>1,047.34 To be pai</b></td> </tr> </tbody> </table>	<b>Payments/Receipts List and Bank Reconciliation for July 2020 Meeting</b>				PAYMENTS				Invoice Date	Supplier	Details	Gross	04-Jun-20	B Mitchener	Mats for isolating play equipment	37.99	24-Jun-20	S Sawyer	June	988.06	24-Jun-20	Hampshire Pension	June	264.11	22-Jun-20	Mint Signs	Print newsletter	1,957.20	30-Jun-20	Unity Trust Bank	Service charge	18.00				<b>3,265.36</b>	05-Jun-20	Green Smile	Grounds maintenance	451.50	29-Jun-20	Merritt Tree Specialists	Visual Tree Assessment	462.00	<b>July Dated:</b>				08-Jul-20	HMRC	June payroll	83.21	22-Jul-20	ICD	Data Protection fee renewal	40.00	09-Jul-20	ID Mobile	Mobile phone	10.63				<b>1,047.34 To be pai</b>	
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	Bank balance as at 31 May	£23,034.42
	<b>Plus receipts</b>	
	VAT refund	4,130.62
		27,165.04
	<b>Less payments June</b>	3,265.36
	Less payments from June sheet	915.04
		22,984.64
	Bank balance as at 30 June	£22,984.64
	Payments still to be made	1,047.34

20/26.3

To approve financial report for the first quarter

The report had been circulated in advance of the meeting.

RESOLVED to approve report subject to showing the amount of VAT on purchases to demonstrate VAT neutrality and balance in the accounts. Cllr Kirkby asked the clerk to check the status of the bench maintenance works

Clerk

Oliver's Battery Parish Council				
Quarterly Budget Control Report for Year Ended 2021				FIRST QUARTER
	Approved Budget	To Date	Actual v Budget	Comments
	2020/21	2020/21	2020/21	
Expenditure	£	£	%	
Salary & NI	£13,580.00	3,397.49	25%	
Pension	£2,455.00	613.74	25%	
Clerk Expenses	£200.00	200.00	100%	Annual payment
Mobile Phone	£130.00	31.89	25%	
Travel	£350.00	0.00	0%	
Training	£200.00	0.00	0%	
Meeting Costs	£300.00	0.00	0%	
Admin	£200.00	0.00	0%	
Bank Charges	£80.00	18.00	23%	
Insurance Premium	£1,400.00	334.34	24%	
Audit Fees	£500.00	240.00	48%	
Subscriptions	£800.00	640.43	80%	SLCC, HALC, CPRE
Grants	£1,000.00	100.00	10%	Mobile phone contribution OB Community Group
Events	£500.00	0.00	0%	
Tree Surveys	£150.00	385.00	257%	Merritt as per quotation January
Newsletter	£2,700.00	1,631.00	60%	
Bench Maintenance	£500.00	0.00	0%	
Lengthsman Rubbish Disp	£100.00	56.00	56%	Amount paid is for lengthsman contract annual fee
Dog Waste Bins	£500.00	130.00	26%	
<b>Recreation Ground:</b>				
Contracts/Play Inspection	£5,000.00	1,128.75	23%	
Annual Play Inspection	£50.00	0.00	0%	
Conservation Area Rent	£50.00	0.00	0%	
Water Supply	£125.00	22.26	18%	
Repairs & Renewals	£1,000.00	597.99	60%	Painting in play area, works resulting from play inspection, fencing off play area
Improvements	£2,000.00	0.00	0%	
Miscellaneous	£500.00	38.90	8%	Defibrillator pads
S137	£500.00	0.00	0%	
	<b>£34,870.00</b>	£ 9,565.79	27%	
VAT on purchases		£ 753.17		
<b>Income</b>				
Precept	£28,000.00	14,000.00	50%	
Other	£0.00	500.00	N/A	WCC VE Day grant
VAT		4,130.62	N/A	
	<b>£28,000.00</b>	£18,630.62		

This budget control report is used to monitor spend against budget and to set the following year's budget

20/26.4	To receive progress report on the Events Working Group	
	The report had been circulated in advance of the meeting with a proposal for a scarecrow competition and that the Council earmark up to £150 to fund this. This is an event that will not attract large gatherings and is therefore a safe option. It is expected that there will be an alternative, including the Swing Band, to the VE Day event which was cancelled due to COVID-19 and that the grants from WCC and BFOBRCA could be used. RESOLVED to accept the recommendation in the report. ACTION Cllr Leach to bring a firm proposal and costs to the September meeting for the scarecrow competition and to contact Cllr Laming to establish the status of the £150 grant for the VE Day event. Clerk to add this to the September agenda.	Cllr Leach  Cllr Leach Clerk
20/26.5	To receive progress report on the newsletter	
	The report had been circulated in advance of the meeting with an update. Due to the pandemic the newsletter has not been published as it normally would have and a bumper edition will be distributed this month. Although the budget is now 60% spent Cllr Leach is confident there is sufficient remaining to publish one more edition before the year end.	
20/26.6	To consider report from Councillor Hare on trees and future planting and to agree action in response to recommendations	
	A report had been circulated in advance of the meeting listing the tree preservation orders in Oliver's Battery and suggesting possible trees for future applications as well as outlining the options for planting new trees. RESOLVED to publicise this in the Oliver's Battery and Badger Farm newsletter and provide text for the website and Facebook page also.  RESOLVED to accept the recommendations in the report on considering whether to apply for TPO's on the Scots Pines in Oliver's Battery Road South and Compton Way, identifying other trees for an application, making a plan for replanting suitable trees on the Battery, and adding suitable trees in the Recreation Ground following a suitability check. It was noted that Historic England would need to be consulted on removal and replacement of trees on the Scheduled Monument. ACTION all cllrs to suggest to Cllr Hare possible trees for inclusion in a TPO application, Cllr Hare to research and propose suitable trees for the Battery and the Recreation Ground.	Cllr Mitchener/Clerk        All cllrs  Cllr Hare
20/26.7	To consider report on compliance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	
	A report had been circulated in advance of the meeting based on work carried out by Cllr Hare and the clerk, with recommendations for action prior to 23 September which is when the regulations come into force.  A report was also presented to the meeting by Cllr de Liberali. ACTION Cllr de Liberali to add analytics to the website plus the statutory 'cookie' warning notice to users  RESOLVED to accept the recommendations of the report which is to delete some web pages, unpublish others until they can be made compliant and re-introduced as time, expertise and money allows, produce a plan for areas that are still not compliant and how the Council will address these, and publish an Accessibility Statement. Cllr Hare and the Clerk will liaise with page owners in this exercise.	Cllr de Liberali      Cllr Hare/Clerk
20/26.8	To approve the changes to the Grant Policy following the internal auditor's report	
	The clerk had circulated some proposed minor amendments to the Policy and the application forms following the internal auditor's report. RESOLVED to accept the proposals. ACTION clerk to update the documents and publish them.	Clerk
20/26.9	To consider report from Councillor Leach on the CPRE report 'Introducing a South Hampshire Green Belt'	
	A report had been circulated in advance of the meeting providing a general and local	

	context and proposing that the Council supports the notion of both South Hampshire Green Belt and a Green Belt for Winchester, and that the Council presents its support for a notion of a South Hampshire Green Belt including Oliver's Battery and South Winchester Golf Club and land further south to the west of the A3090 (Romsey Road) to the Winchester Local Plan Review. RESOLVED to accept the proposals in the report. ACTION Cllr Leach to draft a detailed proposal with support from Cllrs Furlong and Kirkby for the September meeting and Clerk to add to the agenda.	Cllrs Leach/Furlong/ Kirkby/ /Clerk
<b>20/27</b>	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
20/27.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/18.1 Confirm the names of the extra volunteers and which tasks they are able to undertake so the Handyperson Working Group can be updated – action complete  Item 20/18.1 Confirm details of tasks completed by Cllr de Liberali – agenda item 6.3  Item 20/18.1 Attend tree awareness course in summer 2020 as a refresher of responsibilities and identification of issues – action carried forward  Item 20/18.3 Get consistency between prices for signs, act on responses to questions from the Plan Inspection Company when received – agenda item 6.6  Item 20/18.4 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 – action complete	Cllr Hare
20/27.2	To receive updates and agree actions from weekly reports	
	A report had been circulated in advance of the meeting which included the groundsman's weekly inspections. No issues had been identified but it was noted that there had been a lot more litter lately.	
20/27.3	To receive reports on routine and ad-hoc tasks that have been completed	
	Report had been circulated in advance of the meeting. Tasks 4 to 9 had been carried out in June and tasks 5, 6 and 7 were completed on 6 July. The handyperson group has planned the dates when tasks are due. Cllr de Liberali to liaise with Cllr Kirkby regarding maintenance of benches and noticeboard (March 2021 proposed by group).	Cllrs de Liberali & Kirkby
20/27.4	To consider allowing access to further areas of the Recreation Ground	
	Following government advice that play areas can be reopened from 4 July if it is safe to do so, Cllr Hare had revised the Recreation Ground risk assessment to reflect coronavirus risks. Equipment has been checked and found to be safe. Draft signs agreed subject to change to keep 2m apart (rather than 1m+). RESOLVED to keep the tennis court gate and pedestrian gate held open, add to the Council's Facebook page the four points in the Register of Play Inspectors International which gives advice for families, put up a number of signs, safely remove the temporary barriers etc, increase the litter bin emptying to twice weekly and unlock the vehicle gate.	Cllrs Mitchener, Kirkby, Collin/Clerk
20/27.5	To consider arboricultural report and recommendations	
	Item carried forward to next meeting, subject to any items in the report needing to be completed sooner (there are 4 Priority 1 items). ACTION Cllr Hare to contact Cllr Mitchener if this is the case.	Cllr Hare
20/27.6	To consider quotations for signage and agree supplier	
	A report had been circulated in advance of the meeting together with a table comparing the quotations received. Four companies had been contacted but only three had	

	provided a price in the time scale. RESOLVED to accept the recommendation of the report and place an order with Mint Signs for £253.41 plus VAT, subject to the necessary health and safety and insurance checks as the order will cover installation as well as supply.	Clerk
20/27.7	To consider quotations for footpath cutting being funded by HCC	
	A report had been circulated in advance of the meeting outlining that HCC had cancelled the PROW vegetation cutting contract this year and had offered to pay reasonable costs to individual parish councils if they carried out the work themselves. Quotations had been received from the contracted groundsman to cut four PROW. The price was less than HCC would have paid their contractor (more extensive cutting). RESOLVED to accept the recommendations of the report which are that the Council will instruct Green Smile to carry out the work subject to obtaining written confirmation from HCC that they will fund the work, amounting to £170 plus VAT.	Clerk
<b>20/28</b>	<b>Items for Consideration Only</b>	
20/28.1	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"> <li>• HCC – social distance signage and stencils at bus stops – 4 Jun</li> <li>• Crisis line for 11-17 year olds – 4 Jun</li> <li>• Call Companions – 4 Jun</li> <li>• HALC – Weekly updates and information – 8 Jun</li> <li>• Rights of Way Guidance for Parishes – 8 Jun</li> <li>• Update on Rights of Way 2020 Priority Cutting List – 12 Jun</li> <li>• HCC Flood Strategy Consultation – 18 Jun</li> <li>• M3 Jn9 improvements update – 18 Jun</li> <li>• HCC Strategic Transport – 18 Jun</li> <li>• CPRE Hampshire Newsletter – 22 Jun</li> <li>• HCC Playgrounds Reopening – 29 Jun</li> <li>• HCC HWRC Update – 29 Jun</li> <li>• HCC Gordon Rd to St Cross 33kV replacement scheme SSE – 30 Jun</li> <li>• HALC Guidance on reopening play parks – 30 Jun</li> <li>• HALC Newsletter – 30 Jun</li> <li>• NALC Newsletter – 1 July</li> <li>• WCC Update – 2 July</li> <li>• Hampshire Councillors COVID-19 Briefings</li> </ul> <p>The Clerk informed the Council that a complaint had been received in early June that one of the dog waste bins was smelly in the hot sun and causing a nuisance to people sitting in their gardens, requesting that the Council considers more frequent emptying and relocating the bin. The Clerk has contacted WCC twice to establish information on the terms of the contract and costs for extra emptying but not received a response. ACTION Clerk to seek assistance from WCC Cllrs.</p>	Clerk
<b>20/29</b>	<b>Date of next meeting – 1 September 2020</b>	
	Meeting ended at 9.25 pm	