



## Oliver's Battery Parish Council meeting

Tuesday 1 September 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 1 September 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 Leach
Cllr Furlong	Cllr Bell	Cllr Williams
Cllr de Liberali	Cllr Laming	
Cllr Collin	Cllr Warwick	

Item		ACTION
<b>20/30</b>	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllrs Hare and Leach.  There were no declarations of interest.	
<b>20/31</b>	<b>To adjourn for public participation</b>	
	There were no members of the public in attendance	
20/31.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/23.2 Add comments to HCC web page relating to changes at junctions including Badger Farm Road – action complete	
20/31.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included Climate Change initiatives, Hampshire Highways re-using recycled material from old roads, the Emergency Response to the flash flooding in Winchester, an update on the Household Waste Recycling Centres and Covid-19 Councillor Grants. Cllr de Liberali reported that there were some blocked gullies in the parish which became evident after the flash floods. ACTION Cllr de Liberali to provide Clerk with exact locations of gullies so she can report to the relevant party	Cllr de Liberali/ Clerk

20/31.3	To receive the District Councillor's report	
	<p>Report was sent out prior to the meeting, which included the Winchester Local Plan Review (including two Government consultations of planning), Public Health England being replaced, a White Paper on Devolution (replace two tier local government (county and district) by Unitary Authorities) and Local Recovery and Floods in Winchester and surrounding area. There was an addendum on changes to the planning use classes which came into effect today.</p> <p>It was pointed out that the first consultation was very technical and the PC needed some advice and a briefing by WCC on 21 Sept was too late to formulate a meaningful response before 1 Oct. ACTION Cllr Bell to provide some pointers asap.</p> <p>A local ward meeting of Parish Council representatives was recommended to discuss the SHELAA, and the way forward in the light of the government proposals, to formulate responses, and to reopen discussions on Neighbourhood Plans.</p>	Cllr Bell
20/32	To approve the Minutes of the meeting held on 7 July 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)	
20/33	<b>Planning</b>	
20/33.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/25.2 Submit objection to 50 Old Kennels Lane (20/01237/HOU) and confirm that a flat roof would be less intrusive – action complete</p> <p>Item 20/25.2 Add link to the relevant page on WCC website on Facebook so people can comment on Land at the rear of 93-95 Oliver's Battery Road South (19/02852/FUL) and Cllr furlong to circulate draft objection including responding to the key points from policies – action complete</p>	
20/33.2	To consider planning report from Councillor Furlong and agree actions	
	<p>Report was sent out prior to the meeting. New applications:</p> <p>18 Priors Way (20/01500/HOU) – ground floor rear extension. There is one objection on the website concerned about considerable loss of view and light due to the rear extension however there is limited or no grounds for the Council to object on this basis. RESOLVED no comment</p> <p>41 Compton Way (20/01507/HOU) – garden room. The Village Design Statement provides no guidance on garden buildings but it was RESOLVED to submit comment confirming no objections but requesting a planning condition that the space must not be used for habitation at any point.</p> <p>82 Old Kennels Lane (20/01456/HOU) – move driveway and dropped kerb a few metres up its boundary with Old Kennels Lane. Closing date for comments has passed but discussion via email had resolved to make no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>76 Old Kennels Lane (20/01350/HOU) – two storey extension and enlarge first floor bedroom over the garage. Closing date was during August and the Council had resolved to make an objection based on the bulk of the proposed extension not respecting the character of the immediate neighbourhood and would adversely dominate the street scene. Status: still current.</p> <p>48 Compton Way (20/01350/HOU) – double garage. Closing date was during August and the Council had resolved to make a comment to the effect that the overall height should not exceed 4m. Application permitted 24 August.</p>	Cllr Furlong/ Clerk

	<p>50 Old Kennels Lane (20/01237/HOU) – double garage. Discussed at the July meeting and an objection was submitted. Amended plans were subsequently submitted and councillors were consulted by email in August and a further objection submitted based on bulk and height and adverse impact on open uncluttered street scene and out of keeping with the local area. Application permitted 13 August.</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. Council resolved to make no comment at its July meeting. Application permitted 27 July.</p> <p>1 Plovers Down (20/01028/HOU) – single storey rear extension, first floor extension and porch. Council resolved to make no comment at its July meeting. Application permitted 22 July.</p> <p>123 Oliver’s Battery Road South (20/00090/HOU) – amended plans. Amendments to external materials and additional sun tunnels, minor amendments to internal layout. Application permitted 9 July.</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 30 June 2020. Application still current.</p> <p>29 Old Kennels Lane (20/00492/FUL) – double garage, further amended plans 8 July 2020): the application was permitted on 23 July.</p> <p><u>Enforcement</u></p> <p>WCC Planning Enforcement have reported one current enforcement case in Oliver’s Battery Parish:</p> <p>20/00156/WKS, 85 Old Kennels Lane: alleged works not in accordance with plans – addition of Velux in roof (planning application 18/02884/FUL).</p> <p>The planning report also provided an update on WCC’s Strategic Housing and Employment Land Availability Assessment (SHELAA) which will be published as part of the evidence base for the new Local Plan. Public consultation on the SHELAA will take place immediately after its publication for six weeks.</p> <p>WCC Strategic Planning Team have invited parish councillors (maximum of three per parish) to attend a virtual meeting on the evening of Monday 21 September, to update parishes on the government’s proposed changes to the planning system. RESOLVED that Cllrs Furlong, Collin and Kirkby will attend, Clerk to book places by 4 September closing date.</p> <p>The two government consultations have closing dates of 1 October and 29 October. RESOLVED that Cllr Furlong will liaise with Cllr Kirkby and draft responses.</p> <p>RESOLVED that Cllr Furlong will draft a piece for the Clerk to post on the website and Facebook encouraging residents to contribute their own comments to the government consultations.</p>	<p>Clerk/Cllrs Furlong, Collin &amp; Kirkby</p> <p>Cllrs Kirkby &amp; Furlong/</p> <p>Cllr Furlong/ Clerk</p>
20/33.3	To consider report from Councillor Leach on green belt proposal for submission to the Winchester Local Plan Review	
	A report had been circulated in advance of the meeting which was presented by Cllr Kirkby in the absence of Cllr Leach. RESOLVED to accept the proposal in the report, to submit the comments in the report to WCC Strategic Planning.	Clerk
<b>20/34</b>	<b>Finance and Council matters</b>	
20/34.1	To discuss the progress of resolutions from the last meeting: see Action List	



**Payments/Receipts List and Bank Reconciliation for September 2020 Meeting**

PAYMENTS			
Invoice Date	Supplier	Details	Gross
05-Jul-20	Green Smile	Grounds maintenance	451.50
06-Jul-20	OutsideClassrooms	Shackles as estimate 3075	72.00
13-Jul-20	HMRC	July payroll	83.21
13-Jul-20	S Sawyer	July	988.06
13-Jul-20	Hampshire Pension	July	264.11
11-Jul-20	Krystal	Domain renewal 8/8/20 - 7/8/21	14.39
22-Jul-20	S Sawyer	Printer ink	27.48
29-Jul-20	WCC	Dog bin emptying Apr, May, June	140.00
08-Aug-20	ID Mobile	Mobilephone	10.63
12-Aug-20	S Sawyer	August	988.06
12-Aug-20	Hampshire Pension	August	264.11
21-Aug-20	PKF Littlejohn	External audit	240.00
<b>Unpaid - for approval at Sept meeting</b>			<b>3,543.55</b>
04-Aug-20	P Arnold	Benches on Battery re-oil - spring visit	120.00
05-Aug-20	Green Smile	Grounds maintenance	451.50
22-Jul-20	Green Smile	PROW cutting (paid for by HCC)	204.00
12-Aug-20	HMRC	August payroll	83.21
			<b>858.71 To be paid</b>

	Bank balance as at 30 June	£22,984.64
<b>Plus receipts</b>		
	BFOBCA - grant	150.00
		23,134.64
	<b>Less payments July and August</b>	<b>3,543.55</b>
	<b>Less payments from July and August sheet</b>	<b>1,047.34</b>
		18,543.75
	<b>Bank balance as at 31 August</b>	<b>£18,543.75</b>
	<b>Payments still to be made</b>	<b>858.71</b>

RESOLVED that Clerk should chase HCC for payment for the PROW cutting and copy in Cllr Warwick

Clerk

20/34.3

To consider report from Councillor Leach on scarecrow event and to agree actions

The report had been circulated in advance of the meeting, which was presented by Cllr Kirkby in the absence of Cllr Leach. Some first aid training queries had been raised by a member of the Events Working Group and consequently the proposed allocation of responsibilities have not yet been agreed. The costs of tabards and a first aid kit are covered by the WCC grant. Cllr Leach is stepping down as the link between the Council and the Events Group. This role is confirmed in the Working Groups Terms of Reference document. The Events Group will outline what events they are likely to be hosting in the next twelve months and this will help to identify what kind of training is required. The risk assessments completed for each event will also determine what first aid is required. ACTIONS Cllr de Liberali will fulfil the role of link to Events Group in the interim and item to be added to agenda for October meeting for Events Group update including allocation of responsibilities.

Cllr de Liberali  
Clerk/Cllr Kirkby

RESOLVED to pay £93 for flyer and prizes (£48 and £45 respectively) upon receipt of

	<p>paperwork.</p> <p>The Countryside Group had requested putting a scarecrow on The Battery. RESOLVED to agree to this, by the flower bed by the sign (ie not in the area of the Schedule Ancient Monument). ACTION Cllr Mitchener to notify the Countryside Group of the decision.</p>	<p>Clerk</p> <p>Cllr Mitchener</p>
20/34.4	To consider report from Councillor de Liberali on new dog bin and agree actions	
	<p>Cllr de Liberali presented his report verbally, which was an explanation of the issue raised by a local resident due to smells from a dog bin located close to their property. Following a site meeting with the Council, a representative from WCC and the resident, WCC have agreed to install a new duo bin at the end of Oliver's Battery Road South, on a verge owned by HCC. If the bin faces the field brambles will have to be cleared. WCC are emptying the bin three times a week.</p>	
20/34.5	To approve revised Standing Orders	
	<p>The proposed revised Standing Orders had been circulated in advance of the meeting, based on the National Association of Local Councils (NALC) template. RESOLVED to approve the revised Standing Order. ACTION Clerk to upload to website.</p>	Clerk
20/34.6	To approve revised Financial Regulations	
	<p>The proposed revised Financial Regulations had been circulated in advance of the meeting, again based on a NALC template. RESOLVED to approve the revised Financial Regulations. ACTION Clerk to upload to website.</p>	Clerk
20/34.7	To approve Accessibility Statement	
	<p>The draft Accessibility Statement had been circulated in advance of the meeting based on work carried out by Cllrs Hare and Kirkby and the Clerk. This was based on a gov.uk template and there were a few statements in it that the Clerk was unable to verify. Cllr de Liberali reported that he had come across a better template which he will complete as relevant to the Council's website and circulate for virtual approval in order that it can be published in time for the compliance date of 23 September.</p>	Cllr de Liberali/Clerk
20/34.8	To consider grant application from Citizens Advice	
	<p>The clerk had circulated the application, for £250, prior to the meeting. RESOLVED to pay the grant under the relevant statutory power to pay grants to Citizens Advice under the terms of the Council's Community Grants Policy</p>	Clerk
20/34.9	To consider grant application from Marie Curie	
	<p>The clerk had circulated the application, for £1,260, prior to the meeting. RESOLVED to decline the application because it is above the Council's annual budget and due to the Policy stating that grants in excess of £1,000 will only be paid in very specific or exceptional circumstances and it was not possible to provide grants to national charities from the limited budget.</p>	Clerk
20/34.10	To note report from external auditor	
	<p>The clerk had circulated the report prior to the meeting and also posted the statutory notices. RESOLVED to note the report.</p>	
<b>20/35</b>	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
20/35.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/27.1 Attend tree awareness course in summer 2020 as a refresher of	

	<p>responsibilities and identification of issues – action carried forward. Cllr Hare is attending an online NALC course in September on the Woodland Trust Tree Charter Movement.</p> <p>Item 20/27.3 Liaise Cllr Kirkby regarding maintenance of benches and noticeboard – covered in Cllr de Liberali’s report.</p> <p>Item 20/27.4 Keep tennis court gate and pedestrian gates held open, add to the Facebook page the four points in the RPII which gives advice for families, put up signs, safely remove the temporary barriers etc, increase the litter bin emptying to twice weekly and unlock vehicle gate - action complete</p> <p>Item 20/27.5 Contact Cllr Mitchener if there are any items in the arboricultural report needing to be completed sooner than following consideration of the report at the next meeting (ie Priority 1 items) – non reported (see agenda item 20/35.4)</p> <p>Item 20/27.6 Place an order with Mint Signs for £253.41 plus VAT, subject to the necessary health and safety and insurance checks – action complete</p> <p>Item 20/27.7 Instruct Green Smile to carry out the PROW work subject to obtaining written confirmation from HCC that they will fund the work, amounting to £170 plus VAT – action complete</p>	Cllr Hare
20/35.2	To consider report from Cllr Kirkby based on Groundsman’s weekly reports and agree actions	
	A report had been circulated in advance of the meeting which included the groundsman’s weekly inspections. There were no issues identified this month.	
20/35.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	Cllr de Liberali presented his report verbally due to technical issues uploading the complete document. Some ‘Slippery When Wet’ signs have been erected. Overall the status of the equipment is good but the report recommended that a risk assessment be carried out in September on the main area with the high level tunnel. RESOLVED to accept the recommendations of the report. ACTION Cllr de Liberali to arrange a meeting with Cllr Kirkby and to subsequently meet with Outside Classrooms to discuss any necessary remedial works.	Cllrs de Liberali & Kirkby
20/35.4	To consider arboricultural report from Councillor Hare and agree actions	
	<p>A report had been circulated in advance of the meeting which was presented by Cllr Kirkby in the absence of Cllr Hare. The report was based on the Merritt survey carried out in the summer, TPOs and recommendations of trees to be used to replace and add to tree cover in Council land. RESOLVED to accept the recommendations of the report.</p> <p>ACTION Cllr Hare/Clerk to obtain quotes for the works identified on the Recreation Ground and on The Battery.</p> <p>ACTION Cllr Hare/Cllr Kirkby to identify what of the other tree work, including crown lifting and pruning, could be done by the lengthsman or volunteers and report back to the October meeting. This to include sequence and priority of work to be completed.</p> <p>ACTION Clerk to make a request for TPOs on the Scots pines on Oliver’s Battery Road South.</p> <p>ACTION Cllr Hare to enquire about the feasibility of putting TPOs on some of the trees in the school grounds and if this is feasible, report back to a future meeting. This will include liaising with the school and identifying the individual trees.</p> <p>ACTION Cllr Hare to attend course and create a definitive list based on size and location and subsequently identify further locations on the Recreation Ground for new trees and report back to a future meeting.</p> <p>ACTION Clerk to circulate Merritt survey to councillors</p> <p>ACTION Advise the Countryside Group of the recommendations in the survey report relating to the Countryside Area.</p>	<p>Cllr Hare/Clerk</p> <p>Cllrs Hare &amp; Kirkby Clerk</p> <p>Cllr Hare</p> <p>Cllr Hare</p> <p>Clerk</p> <p>Clerk</p>

	Cllr Mitchener reported that he had received an email in response to his article in the recent OB&BF Community Newsletter, relating to trimming the trees between the Recreation Ground and the open field. Cllr Mitchener to draft a response for the Clerk to send, referring to the recent arboricultural report and that the Council is acting on its recommendations in terms of public safety etc.	Cllr Mitchener/ Clerk
20/35.5	To consider quotation for bench repair	
	A report had been circulated in advance of the meeting relating to a bench on The Battery that had been identified as having a broken slat. RESOLVED to accept the recommendation of the report and accept quotation from Peter Arnold to replace the slat for £20. ACTION Clerk to instruct the work.	Clerk
20/35.6	To consider report from Cllr Kirkby on replacement bollard at Recreation Ground and agree actions	
	A report had been circulated in advance of the meeting comparing quotations for both timber and recycled plastic bollards. RESOLVED to accept the price for replacement timber bollard from Outside Classrooms for £50 plus VAT. ACTION Clerk to instruct the work.	Clerk
<b>20/36</b>	<b>Lengthsman Scheme</b>	
20/36.1	To agree works for visit on 16 September.	
	Councillors put forward suggestions for works to be added to the list. ACTION Clerk to draft list based on standing items and the councillors' suggestions.	Clerk
<b>20/37</b>	<b>Items for Consideration Only</b>	
20/37.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/28.1 Seek assistance from WCC councillors re getting a response to the dog bin enquiries – action complete (agenda item 20/34.4)	
20/37.2	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"> <li>• HALC: Briefing Covid-19 – 13 Jul</li> <li>• HCC: Local Outbreak Control Planning – for information – 14 Jul</li> <li>• Update regarding Southampton airport's runway planning application – 14 Jul</li> <li>• Invitation to Biodiversity Action Plan Presentation on 27 Jul – 15 Jul</li> <li>• CPRE: NEF Green Belt Consulting Report – 22 Jul</li> <li>• WCC: Parish Connect July 2020 – 24 Jul</li> <li>• WCC: Stakeholder Presentation on the Biodiversity Action Plan – 27 Jul</li> <li>• HALC: LGA Member Code of Conduct consultation, deadline 17 Aug – 29 Jul</li> <li>• CPRE: Hampshire update – 3 Aug</li> <li>• HALC: AGM – 4 Aug</li> <li>• HALC: Briefing Note – 7 Aug</li> <li>• HALC/BHIB: Risk Assessments, free training course – 13 Aug</li> <li>• WCC: Parish Council Meeting on changes to the planning system – 24 Aug</li> <li>• NALC: Events to help communities go green – 26 Aug</li> <li>• WCC: Parish Connect Aug 2020 – 28 August 2020</li> </ul> <p>The Clerk read out an email from a resident who had been walking in the Texas field when she was confronted by a large dog who jumped up on to her back, and</p>	

