



## Oliver's Battery Parish Council meeting

Tuesday 3 November 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 3 November 2020

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

Item		ACTION
<b>20/49</b>	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllr Furlong There were no declarations of interest.	
<b>20/50</b>	<b>To adjourn for public participation</b>	
	There were no members of the public in attendance.	
20/50.1	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included Lockdown 2, Hampshire Green Belt, help for vulnerable families and a food waste survey. Cllr Mitchener asked Cllr Warwick about the recent notice about the change of age range at the school. ACTION Clerk to add the link to the Notice to the website and Facebook page	Clerk
20/50.2	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included Green Economic Recovery Plan, CIL funding latest, former goods shed to offer small business accommodation,	

	Alcohol Control Zone being renewed, two Winchester beauty spots set for environmental makeover, a 10 year vision for Winchester, support in the high streets, an update on the Christmas market and COVID-19 secure business checks.	
<b>20/51</b>	To approve the Minutes of the meeting held on 6 October 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)	
<b>20/52</b>	<b>Planning</b>	
20/52.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/42.3 Work together to circulate a draft for comment to allow a response to Planning for the Future within the timeframe – action complete	
20/52.2	To consider planning report from Councillor Furlong and agree actions	
	<p>Report was sent out prior to the meeting. New application:</p> <p>8 Parliament Place (20/02050/HOU) – two storey extension to replace a conservatory, the impact is relatively small. RESOLVED no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>15 Crescent Close (20/01733/HOU) – replacement solid roof on existing conservatory. Permitted 9 October</p> <p>Land at the rear of 93-95 Oliver’s Battery Road South (19/02852/FUL) – redevelop to provide seven new dwellings. The Council made an objection following its July meeting. Application still current.</p> <p><u>Enforcement</u></p> <p>WCC Planning Enforcement have reported two current enforcement cases 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>20/00236/WKS, 29 Old Kennels Lane: alleged new fence approximately 2.75m high has been erected.</p>	
<b>20/53</b>	<b>Finance and Council matters</b>	
20/53.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/43.1 Start looking at the areas on the list in respect of proposals for the Council’s approach to Climate Change – Cllr Hare is going to write an article for the OB-server and proposes to ask locals if they want to create a working group. The hope is to link with WinAcc and other parishes.</p> <p>Item 20/43.1 Chase HCC for payment for the PROW cutting and copy in Cllr Warwick – action still in progress, HCC having now confirmed there was a glitch in their approval process. Action complete, payment received</p> <p>Item 20/43.1 Chase outstanding paperwork for payment of £48 for flyer for Scarecrow Competition – action carried forward</p> <p>Item 20/43.1 Agree final version of Accessibility Statement – action moved forward but not complete. ACTION – Cllr Kirkby to issue the latest version of the document and Clerk to arrange Zoom meeting including Cllrs Hare and de Liberali to agree final</p>	<p>Cllr Hare</p> <p>Cllr Leach</p> <p>Cllr Kirkby Clerk/Cllrs Hare &amp; de</p>

	wording  Item 20/43.4 Provide details of proposed key objectives and priorities for the 2021/22 Action Plan to the Clerk in time for budget-setting – action complete	Liberali																																																																												
20/53.2	To accept payments for October and agree the October bank transactions with the bank balance																																																																													
	<p>RESOLVED to approve payments and bank reconciliation with amendment to Outside Classrooms details from 'work to swings' to 'work to playground'.</p> <p><b>Payments/Receipts List and Bank Reconciliation for November 2020 Meeting</b></p> <table border="1"> <thead> <tr> <th colspan="4"><b>PAYMENTS</b></th> </tr> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>08-Oct-20</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td>12-Oct-20</td> <td>S Sawyer</td> <td>October</td> <td>1,010.83</td> </tr> <tr> <td>12-Oct-20</td> <td>Hampshire Pension</td> <td>October</td> <td>271.38</td> </tr> <tr> <td>15-Oct-20</td> <td>Mint Signs</td> <td>Playground signs following inspection</td> <td>304.09</td> </tr> <tr> <td colspan="3"><b>Unpaid - for approval at Nov meeting</b></td> <td><b>1,596.93</b></td> </tr> <tr> <td>21-Oct-20</td> <td>Peter Arnold</td> <td>Bench repair</td> <td>20.00</td> </tr> <tr> <td>26-Oct-20</td> <td>S Sawyer</td> <td>Microsoft 365 annual subscription</td> <td>59.99</td> </tr> <tr> <td>30-Oct-20</td> <td>WCC</td> <td>Lease of former sewage disposal works</td> <td>50.00</td> </tr> <tr> <td>05-Oct-20</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>12-Oct-20</td> <td>HMRC</td> <td>October</td> <td>92.70</td> </tr> <tr> <td>14-Oct-20</td> <td>Outside Classrooms</td> <td>Work to playground</td> <td>336.00</td> </tr> <tr> <td colspan="3"></td> <td><b>1,010.19</b> To be paid</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Bank balance as at 30 September</td> <td>£29,928.37</td> </tr> <tr> <td><b>Plus receipts</b></td> <td></td> </tr> <tr> <td><b>No receipts</b></td> <td>-</td> </tr> <tr> <td></td> <td><b>29,928.37</b></td> </tr> <tr> <td><b>Less payments October</b></td> <td><b>1,596.93</b></td> </tr> <tr> <td><b>Less payments from October sheet</b></td> <td><b>1,279.03</b></td> </tr> <tr> <td></td> <td><b>27,052.41</b></td> </tr> <tr> <td><b>Bank balance as at 31 October</b></td> <td><b>£27,052.41</b></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Payments still to be made</b></td> <td><b>1,010.19</b></td> </tr> </tbody> </table>	<b>PAYMENTS</b>				Invoice Date	Supplier	Details	Gross	08-Oct-20	ID Mobile	Mobile phone	10.63	12-Oct-20	S Sawyer	October	1,010.83	12-Oct-20	Hampshire Pension	October	271.38	15-Oct-20	Mint Signs	Playground signs following inspection	304.09	<b>Unpaid - for approval at Nov meeting</b>			<b>1,596.93</b>	21-Oct-20	Peter Arnold	Bench repair	20.00	26-Oct-20	S Sawyer	Microsoft 365 annual subscription	59.99	30-Oct-20	WCC	Lease of former sewage disposal works	50.00	05-Oct-20	Green Smile	Grounds maintenance	451.50	12-Oct-20	HMRC	October	92.70	14-Oct-20	Outside Classrooms	Work to playground	336.00				<b>1,010.19</b> To be paid	Bank balance as at 30 September	£29,928.37	<b>Plus receipts</b>		<b>No receipts</b>	-		<b>29,928.37</b>	<b>Less payments October</b>	<b>1,596.93</b>	<b>Less payments from October sheet</b>	<b>1,279.03</b>		<b>27,052.41</b>	<b>Bank balance as at 31 October</b>	<b>£27,052.41</b>			<b>Payments still to be made</b>	<b>1,010.19</b>	
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20/53.3	To consider the draft action plan for 2021/22																																																																													
	The Clerk had assembled suggestions made by councillors into a document that had been circulated in advance of the meeting. Cllr Mitchener had identified broadly five categories: Planning (including Neighbourhood Plan and Green Belt), Climate Change, Recreation Ground/Equipment, Trees and Fundraising. The possible addition of Community Support relating to wellbeing due to the pandemic and events related to this was also discussed. ACTION Clerk and Cllrs Mitchener and Kirkby to submit an updated summary in advance of the December meeting.	Clerk/Cllrs Mitchener & Kirkby																																																																												
20/53.4	To consider the draft budget for 2021/22																																																																													
	A report had been circulated in advance of the meeting consisting of the draft budget drawn up by the Clerk and a list of considerations from Cllr Mitchener. Various scenarios were discussed. ACTION Clerk and Cllrs Mitchener and Kirkby to submit a proposal for the budget for 2021/22, level of reserves to be maintained and Precept for 2021/22 a couple of weeks before the December meeting.	Clerk/Cllrs Mitchener & Kirkby																																																																												

<b>OLIVER'S BATTERY PARISH COUNCIL</b>			
<b>2021-22 BUDGET PROPOSAL - for November 2020 meeting</b>			
Annual Budget 2020/21		Explanation	Proposed Budget 2021/22
<b>RECEIPTS</b>			
28,000.00	Precept	Should be the balancing figure to preserve reserves	
	Other	Grants and other receipts	
	VAT		
<b>£28,000.00</b>	<b>TOTAL RECEIPTS</b>		<b>£0.00</b>
<b>PAYMENTS</b>			
13,580.00	Salary & NI	Includes all HMRC payments and employee pension - tax/NI depends on budget etc	8,750.00
2,455.00	Pension	Employer contribution only	1,740.00
200.00	Clerk Expenses	Just annual allowance	200.00
130.00	Mobile phone		130.00
350.00	Travel		100.00
200.00	Training	Inc tree course	400.00
300.00	Meeting costs		300.00
200.00	Admin		200.00
80.00	Bank charges		80.00
1,400.00	Insurance Premium		340.00
see above	Insurance Contingency	For repair/replacement of fixed assets previously insured	1,000.00
500.00	Audit Fees		500.00
800.00	Subscriptions	Based on HALC 478, SLCC 140, CPRE 36, ICO 40, Krystal 132 (12 for domain, 120 for next 3 yrs website), MS Office 65	900.00
1,000.00	Grants & Donations		1,000.00
500.00	Events		700.00
150.00	Tree Surveys and Remedial Works	Survey and resulting works	1,500.00
N/A	Tree Planting	Inc new specimen trees or tree guards	500.00
2,700.00	Newsletter		3,000.00
500.00	Bench maintenance		500.00
100.00	Lengthsman rubbish disposal		100.00
500.00	Dog Waste Bins		600.00
5,000.00	Rec Ground: contracts and play inspection	Green Smile services only	5,500.00
50.00	Rec Ground: annual play inspection	Inspection only	100.00
50.00	Rec Ground: Conservation Area rent		50.00
125.00	Rec Ground: water supply		125.00
1,000.00	Rec Ground: repairs and renewals	Based on 2020/21 expenditure ie 71% spent at six months	1,500.00
2,000.00	Improvements	eg for new equipment at the Rec resulting from the Action Plan	3,000.00
500.00	Miscellaneous	Climate Change?	500.00
500.00	Section 137		200.00
-	VAT on payments		-
<b>£34,870.00</b>	<b>TOTAL PAYMENTS</b>		<b>£33,515.00</b>

<b>20/54</b>	<b>Social Media</b>	
20/54.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/44.1 Content owners review the current information on the website and provide any necessary updates to the Clerk who will check to ensure compliance with the Accessibility Regulations before updating the website – action commenced but not complete	Cllrs Leach, Collin, Furlong, Hare & de Liberali
20/54.2	To consider report from Councillor Leach on providing a digest of useful articles for the website and Facebook	
	A report had been circulated in advance of the meeting concerning publicising sundry items of news. ACTION Cllr Leach will prepare a short digest of news and information and send to the Clerk for publication on the website. Cllr Leach will also use the OB-server newsletter to encourage people to look at the website and Facebook.	Cllr Leach
<b>20/55</b>	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
20/55.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/45.1 Provide location map showing exact locations of Scots pine trees – action commenced but not complete. Cllr Hare to mark up precise locations on Parish Online for Clerk to respond to WCC's queries  Item 20/45.1 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 includes liaising with the school and identifying the individual trees – action put back to spring  Item 20/45.1 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 – action put back to next year	Cllr Hare/Clerk

	<p>Item 20/45.3 Obtain a price for replacement bolts for swing and report to next meeting – covered under item 20/55.3</p> <p>Item 20/45.3 Find a volunteer to review and validate report with Cllr de Liberali – action still underway</p> <p>Item 20/45.3 Plan and assign future tasks to the volunteers – will trial a different system with contact initiated by other Cllrs or Clerk. Cllr de Liberali to advise volunteers of changed procedure and reconfirm volunteer contact details</p> <p>Item 20/45.4 Accept the quotation of £280 plus VAT (for remedial works to play equipment) and to place an order with Outside Classrooms – action complete</p> <p>Item 20/45.5 Accept the recommendations in the report (on simple tree work by volunteers) ie Cllr Hare to produce risk assessments for the work – this will be ongoing and is dependent on volunteers being lined up as item 20/45.3</p> <p>Item 20/45.5 Identify days at weekends when volunteers are available and Cllr Hare to attend to identify trees and work required - this will be ongoing and is dependent on volunteers being lined up as item 20/45.3</p> <p>Item 20/45.5 Identify in each location where cuttings can be put/removed – dependent on earlier activities</p> <p>Item 20/45.6 Accept the quotation from C&amp;D Trees including the optional extra tree removal, for £1,180 plus VAT – action complete</p>	<p>Cllr de Liberali</p> <p>Cllr de Liberali</p> <p>Cllr Hare</p> <p>Cllr Hare</p>
20/55.2	To consider report from Councillor Kirkby based on Groundsman's weekly reports and agree actions	
	<p>A report had been circulated in advance of the meeting which included the groundsman's weekly inspections. RESOLVED to accept the proposals in the report.</p> <p>ACTION Handyperson group comprising Cllrs Mitchener and Kirkby and David Warren to undertake removal of leaves (as last year)</p> <p>ACTION Clerk to ascertain whether groundsman is interested in pricing for applying moss killer on tennis court and MUGA in November</p> <p>ACTION Handyperson Working Group in consultation with Cllr Hare to attend to the few low branches on the walking path around the ground</p> <p>ACTION Clerk to instruct Outside Classrooms to replace dragons tooth at the car park if price is similar to the previous price</p>	<p>Cllrs Kirkby/ Mitchener Clerk</p> <p>Cllr Hare</p> <p>Clerk</p>
20/55.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	<p>A report had been circulated by Cllr de Liberali to Cllr Kirkby and the Clerk. There was only one significant item, ie a bolt was missing from one swing seat and the swing was taken temporarily out of use. RESOLVED to accept the recommendations.</p> <p>ACTION assign next tasks to the volunteers (anti-slip and benches preparation and staining)</p> <p>ACTION get a volunteer to review and validate the report with Cllr de Liberali</p> <p>ACTION replacement bolt to be installed to allow swing to be brought back into use</p>	<p>Cllr de Liberali</p> <p>Cllr de Liberali</p> <p>Cllr Kirkby</p>
20/55.4	To consider the pothole on the section of road leading to the recreation ground	
	<p>An email from a resident had been received by Cllr Mitchener reporting a large pothole in the access road down to the Recreation Ground, which is a bridleway that has been metalled in the past but HCC do not accept responsibility for repair of the tarmac. The surface was previously repaired by the Parish Council in 2016. It was confirmed that Parish Online does not show adjacent properties owning the land. RESOLVED that Clerk and Cllrs Mitchener and Kirkby will obtain quotations including</p>	<p>Clerk/Cllrs Mitchener &amp; Kirkby</p>

	an extra over price for reinstating the sleeping policeman.	
20/55.5	To consider quotation for further remedial works to play equipment	
	A report had been circulated in advance of the meeting. An action from the last meeting being an instruction for remedial works to composite play equipment with high level tunnel had resulted in the work not resolving the issue. The Clerk requested another price for a replacement horizontal timber but the contractor has proposed a simpler and cheaper solution using larger bolts and filler if any small gaps remain. RESOLVED to accept the recommendation in the report. ACTION Clerk to accept the price and place an order with Outside Classrooms in the sum of £135 plus VAT	Clerk
<b>20/56</b>	<b>Lengthsman Scheme</b>	
20/56.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/46.1 Investigate why at least one task was not carried out and also request a timesheet completed on the day of the visit – timesheet had been received by the Clerk indicating that not all tasks had been completed but no explanation of why. Subsequently the lengthsman had clarified that the Council is owed one hour but owes for one green waste disposal trip and the situation is therefore even, with an apology. Agreed to accept the trade off and that any issues in September visit were due to impact of Covid-19 on workforce that month. ACTION Clerk to again request that completed timesheets are forwarded after each visit.	Clerk
<b>20/57</b>	<b>Items for Consideration Only</b>	
20/57.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/37.2 Remind Cllr Mitchener at the appropriate time to remind dog owners of their responsibilities in next report in the OB & BF Community newsletter – action complete  Item 20/47.2 Include in next article for the OBBF newsletter highlighting the responsibilities of animal owners using the footpaths and bridleways in the parish – action complete  Item 20/47.2 Add to the November agenda large pothole on the section of road leading to the Rec – action complete	
20/57.2	To discuss correspondence received during the month and items for the agenda at the next meeting	
	The Council noted the following correspondence received (all emails) which the Clerk had forwarded since the last meeting: <ul style="list-style-type: none"> <li>• HALC: Mini conferences – 7 Oct</li> <li>• Community First: Funding for Winchester organisations and Free Crowdfunding training – 7 Oct</li> <li>• CPRE: Government Planning Consultations – Parish Council support from CPRE Hants – 8 Oct</li> <li>• Crowdfunding Winchester Training Session and Grants Update – 12 Oct</li> <li>• CPRE: Planning for the Future update – 12 Oct</li> <li>• HCC: Update from Climate Change team – 12 Oct</li> <li>• HALC: Annual Review and October Newsletter – 12 Oct</li> <li>• HALC: Virtual Mini Conferences – 13 Oct</li> <li>• WCC: Parish Connect October '20 – 19 Oct</li> <li>• WCC: White Paper 'Planning for the Future' – Consultation – 21 Oct</li> <li>• HALC: Training Courses – 22 Oct</li> <li>• WCC: Local Parish Briefing 10 Nov – 26 Oct</li> <li>• Cllr Williams: M3 Junction 9 Improvement Scheme – project update – 27 Oct</li> </ul>	

	<ul style="list-style-type: none"> <li>• Green Belt Suggestion Hursley PC – 27 Oct</li> <li>• CPRE Hants: autumn/winter newsletter – 2 Nov</li> </ul> <p>The Clerk reported that she had received the Chair's Report from the Countryside Group and asked if councillors would like it to be circulated. ACTION Clerk to forward report and ask the Group for a copy of their insurance policy.</p> <p>The Clerk had also received communication regarding Hursley PC's investigations into a possible Neighbourhood Plan. ACTION Clerk to add to Members Only Area.</p> <p>Cllr Mitchener asked whether any councillors were interested in attending the WCC Virtual Briefing on 10 November. ACTION Clerk to reserve places for Cllrs Mitchener, Collin and if possible, de Liberali</p> <p>Cllr Collin enquired about minute 20/47.2 at the previous meeting which had no action point against it as Cllr Kirkby was awaiting a formal approach from Winchester Rotary. ACTION Clerk to check if crocus bulbs are still available for planting at Austen Avenue. If crocus bulbs are planted, WCC to be requested not to cut grass in these areas</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>20/58</b>	<b>Date of next meeting – 1 December 2020</b>	
	Meeting ended at 9.15 pm	