



## Oliver's Battery Parish Council meeting

Tuesday 1 December 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 December 2020

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	5 members of the public	Cllr Williams
Cllr Kirkby	Clerk – S Sawyer	
Cllr Furlong	Cllr Warwick	
Cllr Leach	Cllr Bell	
Cllr de Liberali	Cllr Laming	
Cllr Collin	Cllr Jackie Porter, WCC	
Cllr Hare		

Item		ACTION
<b>20/59</b>	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllr Williams  There were no declarations of interest.	
<b>20/60</b>	<b>To adjourn for public participation – including questions to Cllr Jackie Porter, WCC Cabinet Member for the Built Environment and Wellbeing</b>	
	Questions were posed by members of the Council and from the public. Key responses from Cllr Porter included:  Although Royaldown is not an application, local residents should be on their guard and remain concerned.  Sustainability usually means development that connects to existing communities rather than being isolated.  Although Gaps are very important, the Compton Settlement Gap is no guarantee against development.	

	<p>If land is designated as a Local Green Space (see NPPF paras 100 and 101), the land would have the same protection as a Green Belt.</p> <p>WCC does not have a general policy that brownfield sites should be developed ahead of greenfield sites but the public will be asked to identify brownfield sites. WCC's intention to put forward statement that brownfield sites to be developed before greenfield sites in Strategic Issues and Options and if public agree that is where the new Local Plan will go.</p> <p>Regarding whether land between Oliver's Battery and Hursley will be a Growth or Protected Area, cannot give a promise what will come out of the Local Plan (which must be improved by an inspector) but in Cllr Porter' view it should be a Protected Area.</p> <p>There is no need for Green Belt protection now as there will be places appropriate for development as the city grows. PUSH (Partnership for South Hampshire) have been commissioned to review the CPRE's South Winchester Green Belt proposal to study if it's the best thing to do.</p> <p>Absolutely not supporting development such as Royaldown.</p> <p>MHCLG has also been asked what the issues will be for Winchester having a Green Belt, would it force the housing required into a smaller area.</p> <p>Cllr Porter was unaware of the recent decision to permit seven residential affordable homes in land designated as part of a Local Centre in Oliver's Battery Road South (behind the shops) despite being contrary to Local Plan policies but which was permitted by Planning Committee following recommended for approval by WCC planning officers. Cllr Porter would look into this and get back to the Council.</p> <p>The government still has not given housing numbers because there was such a fuss at national level and not aware of any Planning Authority who responded that they were happy with the equation used to calculate the numbers and this is probably going to happen after the May elections now.</p> <p>It is still unknown whether the recent White Paper will become law in 2022. The new Local Plan will have to be developed flexibly to be for the old or new legislation.</p>	
20/60.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/50.1 Add link to notice of change of age range at the school to the website and Facebook page – action complete	
20/60.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included a Covid Winter Grant Fund and Operation Transmission 31 December (risk of severe traffic delays) and "Check, Change, Go" both in connection with Brexit.	
20/60.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included Covid marshals and ambassadors, garden waste collection, Central Winchester plans and Christmas cards for the community.	
<b>20/61</b>	To approve the Minutes of the meeting held on 3 November 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>20/62</b>	<b>Planning</b>	

20/62.1	To consider planning report from Councillor Furlong and agree actions	
	<p>Report was sent out prior to the meeting. New application:</p> <p>50 Old Kennels Lane (20/02377/FUL) - variation of condition 2 (approved plans) of 20/01237/HOU to change the position of the garage. RESOLVED no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>8 Parliament Place (20/02050/HOU) – two storey extension to replace a conservatory. Permitted 24 November.</p> <p>Land at the rear of 93-95 Oliver’s Battery Road South (19/02852/FUL) – redevelop to provide seven new dwellings. The Planning Committee voted to accept the Case Officer’s recommendation and the application was permitted on 19 November.</p> <p><u>Enforcement</u></p> <p>WCC Planning Enforcement have provided updates on the previously 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). Awaiting site visit.</p> <p>20/00236/WKS, 29 Old Kennels Lane: alleged new fence approximately 2.75m high has been erected. In progress.</p>	
20/62.2	To consider strategy to support Hursley in saving the countryside and developing their Neighbourhood Plan	
	<p>A report had been circulated in advance of the meeting. There is a need to keep on top of publicity and a Facebook page @Save South Winchester has been created. Compton is also starting to engage in the process. Cllr Kirkby had also circulated a summary of the Local Plan Advisory Group meeting held 23 November (chaired by Cllr Porter) noting especially Winchester will try hard to ensure the new Local Plan will assist in addressing their climate change concerns. RESOLVED to accept the proposals of the report which were to continue to work with and support Hursley and others in connection with the three strands of pushing back on the SHELAA and helping demonstrate flaws in Royaldown, supporting Hursley PC in completing its Neighbourhood Plan and continuing to promote the Green Belt (Save South Winchester), plus that Cllrs Furlong, Kirkby and Leach are to be main points of contact with Hursley.</p>	
<b>20/63</b>	<b>Finance and Council matters</b>	
20/63.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/53.1 The Council’s approach to Climate Change – write an article for the Observer and ask locals if they want to create a working group – action complete.</p> <p>Item 20/53.1 Chase outstanding paperwork for payment of £48 for flyer for Scarecrow Competition – action complete</p> <p>Item 20/53.1 Agree final version of Accessibility Statement – action complete</p> <p>Item 20/53.3 Submit an updated summary of the proposed key objectives and priorities for the 2021/22 Action Plan – agenda item (see minute 20/63.3)</p> <p>Item 20/53.4 Submit a proposal for the budget for 2021/22, level of reserves to be maintained and precept for 2021/22 – agenda item (see minute 20/63.4)</p>	
20/63.2	To accept payments for November and agree the November bank transactions with the bank balance	

RESOLVED to approve payments and bank reconciliation.

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

<b>PAYMENTS</b>			
Invoice Date	Supplier	Details	Gross
01-Sep-20	Kings School	Scarecrow competition flyers	58.20
07-Nov-20	ID Mobile	Mobile phone	10.63
10-Nov-20	S Sawyer	November	1,010.83
10-Nov-20	Hampshire Pension	November	271.38
<b>Unpaid - for approval at Nov meeting</b>			<b>1,351.04</b>
05-Nov-20	Green Smile	Grounds maintenance	451.50
10-Nov-20	HMRC	November	92.70
13-Nov-20	Outside Classrooms	Repair of bollard	60.00
20-Nov-20	Business Stream	Water supply 11 May - 19 Nov (net of CN)	40.29
18-Nov-20	Kings School	700 A4 flyers printed	71.52
			<b>716.01</b> To be paid

	Bank balance as at 31 October	£27,052.41
<b>Plus receipts</b>		
	3 Nov - HCC PROW cutting reimb	170.00
		<b>27,222.41</b>
	<b>Less payments November</b>	<b>1,351.04</b>
	<b>Less payments from November sheet</b>	<b>1,010.19</b>
		<b>24,861.18</b>
	Bank balance as at 30 November	£24,861.18
	<b>Payments still to be made</b>	<b>716.01</b>

20/63.3

To consider the draft action plan for 2021/22

Since the last meeting Cllr Collin had agreed to take responsibility for fund raising. A report by Cllr Mitchener and Action Plan plus budgeting implications had been circulated in advance of the meeting. Cllr Kirkby requested that £500 be taken from both of the Recreation Ground and Miscellaneous (Climate Change) budget heads for expenditure on Action Plan category 1 items (Planning) for Local Plan and Neighbourhood Plan as there is likely to be some expenditure in these areas in terms of publicity and specialist advice and support. This will not affect the overall budget of £33,515, however. RESOLVED to accept the Action Plan incorporating these changes.

20/63.4

To consider the budget and precept for 2021/22

The budget was included in the Action Plan report mentioned at 20/63.3 which included advice received by the Clerk on the level of reserves. RESOLVED to accept the proposals in the report, that the expenditure budget be £33,515 and the precept set at £36,000.

Annual Budget 2020/21		Explanation	Agreed Budget 2021/22
<b>RECEIPTS</b>			
28,000.00	Precept		36,000.00
	Other	Grants and other receipts	U/K
	VAT		
<b>£28,000.00</b>	<b>TOTAL RECEIPTS</b>		<b>£36,000.00</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	2,000.00
N/A	Planning (Action Plan)	As per Action Plan	1,000.00
500.00	Miscellaneous	Climate Change inc plus possible training £100	500.00
500.00	Section 137	Including £100 for Community Support	200.00
-	VAT on payments		-
<b>£34,870.00</b>	<b>TOTAL PAYMENTS</b>		<b>£33,515.00</b>
20/63.5	To consider grant application from Badger Farm Community Centre		
	A letter had been received on email by the Chair, from the Badger Farm & Oliver's Battery Residents' Community Association requesting a grant of £5,000 to change the floor covering and to enable the Centre to be financially secure for the next twelve months. The pressing reason was to facilitate its use as an area Covid-19 immunisation centre. The Clerk had commented that the application was not in compliance with the Council's grant policy. Due to current financial constraints, the Council was not minded to approve the request. ACTION Clerk to formally advise the Community Association.		Clerk
20/63.6	To consider proposals for first aid training to support responsibilities for community events and activities		
	A report had been circulated in advance of the meeting with a proposal following on from the meeting on 2 June when the recommendations for Allocation of Responsibilities under Special Events and Activities Guidelines were agreed. The proposal for first aid training is in order to facilitate the provision of qualified first aid personnel to be in attendance at community events. RESOLVED to accept the recommendations that the Council notes the agreement of the Events Group to adopt the recommendations regarding allocations of Events Group responsibilities in the June report and agrees to fund the first aid training for 4 volunteers from the Group. It was noted that training is likely to cost £30 per person (depending on the trainer and venue etc) and that training is unlikely to take place until next year due to the pandemic. It was also confirmed that the interface between the Council and the Events Group going forward is to be Cllr Leach.		
20/63.7	To consider update on Community Christmas Tree		
	A report had been circulated in advance of the meeting following on from the report to the July meeting. It was noted that costs will be much lower this year as the hole is already in place and lights and decorations already purchased. Subject to government regulations regarding tiering the tree is expected to be delivered on 3 December and a separate risk assessment has been issued taking into account Covid restrictions. RESOLVED to accept the recommendations in the report that the		

	Council allocate £90 for this year's Christmas tree.	
20/63.8	To consider small Christmas gift for non councillor members of the Oliver's Battery Distribution Team	
	A report had been circulated in advance of the meeting explaining that the Distribution Team was established out of the Parish Plan and has served the local community well over the last few years. For a relatively small amount it would be a good gesture to show appreciation for all they do for the local residents throughout the year. RESOLVED to accept the proposal to allocate £100 in total to provide a small gift to all members of the Distribution Team, excluding councillors.	
20/63.9	To ratify email decision to create and circulate Royaldown flyers	
	RESOLVED to ratify the virtual decision to create and circulate flyers to local residents in the sum of £59.60 plus VAT, the payment being included in the Payments List for the month.	
<b>20/64</b>	<b>Social Media</b>	
20/64.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/54.1 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 although in most cases action will probably consist of just confirming the existing content has not changed  Item 20/54.1 Prepare a short digest of news and information and send to the Clerk for publication on the website – action to be completed 'as and when'	Cllrs Leach, Collin, Furlong, Hare & de Liberali
<b>20/65</b>	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
20/65.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/55.1 Provide location map showing exact locations of Scots pine trees – action commenced but not complete. Cllr Mitchener to mark up precise locations on Parish Online for Clerk to respond to WCC's queries.  Item 20/55.1&55.3 Find a volunteer to review and validate report with Cllr de Liberali – outstanding  Item 20/55.1 Advise volunteers of changed procedure and reconfirming volunteer contact details – outstanding  Item 20/55.1 Accept the recommendations in the report (on simple tree work by volunteers) ie produce a risk assessment for the work – action is ongoing, and dependent on volunteers  Item 20/55.1 Identify days at weekends when volunteers are available and Cllr Hare to attend to identify trees and work required – ongoing as above  Item 20/55.2 Handyperson group comprising Cllrs Mitchener and Kirkby and David Warren to undertake removal of leaves – action complete  Item 20/55.2 Ascertain whether groundsman is interested in pricing for applying moss killer on tennis court and MUGA in November – action complete (see minute 20/65.5)  Item 20/55.2 Handyperson Working Group in consultation with Cllr Hare to attend to the few low branches on the walking path around the ground – action complete  Item 20/55.2 Instruct Outside Classrooms to replace dragons tooth at the car park if	Cllr Mitchener  Cllr de Liberali  Cllr de Liberali  Cllr Hare  Cllr Hare

	<p>price is similar to the previous price – action complete</p> <p>Item 20/55.3 Assign next tasks to the volunteers (anti-slip and benches preparation and staining) – action complete</p> <p>Item 20/55.3 Replacement bolt to be installed to allow swing to be brought back into use – action complete (lock tight to be applied)</p> <p>Item 20/55.4 Obtain quotations for pothole repair including extra over for reinstating sleeping policeman – action cancelled as work had been completed by other parties</p> <p>Item 20/55.5 Accept price for further remedial works to play equipment and place order with Outside Classrooms in the sum of £135 plus VAT – action complete</p>	Cllr de Liberali
20/65.2	To consider report from Councillor Kirkby based on Groundsman's weekly reports and agree actions	
	A report had been circulated in advance of the meeting which identified that there were no issues this month.	
20/65.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	No report had been written but Cllr de Liberali confirmed that the four-weekly tasks had been carried out.	
20/65.4	To consider quotation for annual play area inspection	
	<p>A report had been circulated in advance of the meeting stating that WCC are in the process of arranging the annual independent inspection of their play areas in January 2021 and again offering the opportunity for parish councils to participate and get their own play areas inspected. The cost remains the same at £44.95 per site.</p> <p>RESOLVED to accept recommendation that Clerk confirm to WCC that the Council wish to use the Play Inspection Company from January 2021 at a cost of £44.95, with no optional extras.</p>	Clerk
20/65.5	To confirm decision under FP 4.4 for moss treatment to the MUGA, tennis court and safety surfacing under play equipment	
	<p>A report had been circulated in advance of the meeting. An action from the last meeting being that the Clerk would ascertain whether the groundsman was interested in pricing for applying moss killer on the tennis court and MUGA (see minute 20/55.2). The order had been placed for a sum of £200 plus VAT being lower than the original quotation of £250 plus VAT as removing the leaves was carried out by councillors instead of the contractor. RESOLVED to confirm the decision to proceed with the work on the basis that the situation was potentially dangerous and the tennis court was closed as part of the lockdown.</p>	
<b>20/66</b>	<b>Lengthsman Scheme</b>	
20/66.1	To discuss the progress of resolutions from the last meeting: see Action List	
	Item 20/56.1 Accept the trade-off between time and waste disposal trip and that any issues in September were due to impact of Covid-19 on workforce that month; request that completed timesheets are forwarded after each visit – action complete	
20/66.2	To agree work at visit on 9 December	
	<p>A draft list based on councillors' input had been circulated in advance of the meeting. RESOLVED to accept the list of seven items. ACTION Clerk to forward the list and map and to request that the lengthsman notifies Cllr Kirkby the previous day if he wants to meet on site.</p>	Clerk
<b>20/67</b>	<b>Items for Consideration Only</b>	

20/67.1	To discuss the progress of resolutions from the last meeting: see Action List	
	<p>Item 20/57.2 Forward Chair of Countryside Group report to cllrs and ask the Group for a copy of their insurance policy – action complete but insurance not yet received (Clerk to chase)</p> <p>Item 20/57.2 Add Hursley PC's investigations into a possible Neighbourhood Plan to Members' Area – action complete</p> <p>Item 20/57.2 Reserve places on WCC Virtual Briefing on 10 Nov for Cllrs Mitchener, Collin and if possible de Liberali – action complete. Cllr Collin had circulated a report of the meeting for information.</p> <p>Item 20/57.2 Check if crocus bulbs are still available for planting at Austen Avenue and if they are planted, WCC to be requested not to cut grass in these areas – action partially complete, Clerk requested contact details at WCC so officers can be contacted directly rather than having to leave a report on the website. WCC councillors had left the meeting. ACTION Clerk to request contact details from WCC councillors.</p>	<p>Clerk</p> <p>Clerk</p>
20/67.2	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: November newsletter – 4 Nov</li> <li>• Future plans for improving St Mark's – Zoom meeting 12 Nov – 9 Nov</li> <li>• WCC: Cabinet presentation and consultation on Central Winchester Regeneration – 10 Nov</li> <li>• WCC: Local Council Liaison (10 Nov) Powerpoints – 13 Nov</li> <li>• Cllr Eleanor Bell: Royaldown Winchester Vision Document – 13 Nov</li> <li>• WCC: Local Plan Advisory Group – 19 Nov</li> <li>• HCC: Covid Tier announcement summary – 27 Nov</li> <li>• WCC: Covid Tier announcement summary – 27 Nov</li> <li>• CPRE: November newsletter – 27 Nov</li> </ul> <p>Cllr Mitchener congratulated the Clerk on achieving the CiLCA qualification.</p> <p>Cllr Mitchener had received an email from Hursley PC regarding making a financial contribution towards the landscape consultant they will be using. The piece of work will include the area covered by the Royaldown proposal and South Winchester Golf Club. To be added to January agenda where a detailed report and specific financial proposal would be made. ACTION Clerk to add to agenda.</p>	Clerk
<b>20/68</b>	<b>Date of next meeting – 5 January 2021</b>	
	Meeting ended at 9.30 pm	