



Oliver's Battery Parish Council meeting

Tuesday 2 March 2021

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 March 2021

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Clr Mitchener	2 Members of the public	
Clr Kirkby	Clerk – S Sawyer	
Clr Furlong	Clr Warwick	
Clr Collin	Clr Laming	
Clr de Liberali	Clr Williams	
Clr Hare		
Clr Leach		

Item		ACTION
20/87	Apologies for absence and declarations of interest	
	No apologies had been received. There were declarations of interest from Cllrs Mitchener (planning application 13 Oliver's Battery Crescent), Furlong (planning application 93 Old Kennels Lane) and Hare (Community Film Nights grant application).	
20/88	To adjourn for public participation	
	One member of the public informed the meeting that they had joined to find out an update on the Council's position in respect of the Winchester District Local Plan 2038.	
20/88.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/80 Receive data re Community Speedwatch and include on website and FB page – action complete	
	Item 20/80.1 Forward correspondence on grant of planning consent for the land behind the Oliver's Battery Road South shops to Clr Laming for him to chase Clr	

	Porter for a response – action not completed, cancelled Item 20/80.2 Publicise first phase of consultation on Local Transport Plan – action complete	
20/88.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included 2021/22 budget approval, grants to support children and young people with disabilities, a reinforced commitment to tackle fly-tipping, and seeking the next chief executive	
20/88.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included a Royaldown update, Air Quality Supplementary Planning Document consultation, Strategic Issues and Priorities consultation, an Integrated Impact Assessment on which comments are welcomed, and a new Call for Sites (all links provided)	
20/89	To approve the Minutes of the meeting held on 2 February 2021	
	RESOLVED – Agreed as a true copy (to be signed at next face-to-face meeting when there will be an information-only agenda item)	
20/90	Planning	
20/90.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/82.2 Write letter of support for St Mark's Church planning application – action complete Item 20/82.2 Ask case officer for 11 Priors Way to check the concerns of a neighbour in respect of impact on natural lighting into their third bedroom – action complete Item 20/82.2 Send out the list of consultation topics identifying the lead and support councillors, together with a brief timeline for preparing draft responses (to WCC Local Plan Strategic Issues and Priorities Consultation) – action complete Item 20/82.3 Raise payment £500 towards traffic and transport planning consultant once Hursley PC has provided bank details – action removed from list Item 20/82.3 Publish flyer if costs do not exceed £75 plus VAT, to change the wording to reflect that the document is published by the Save South Winchester Group with funding from the Council and to add the printer's name – action complete but Clerk stated that she had not received a copy of the version that was printed. ACTION Cllr Kirkby to forward a copy to the Clerk	Cllr Kirkby
20/90.2	To consider planning report from Councillor Furlong and agree actions	
	Report was sent out prior to the meeting. Five new applications: 3 Downlands Road (21/00248/HOU) addition of a garage (with adjoined playroom) to the side of the property – the proposals do not contravene the OBVDS design guidelines. RESOLVED no comment. 12 Plovers Down (21/00205/HOU) first floor side and rear extensions single storey rear extension – the proposal does not appear to contravene OBVDS design guidelines. RESOLVED no comment 3A Compton Close (21/00187/HOU) erection of a single-storey ground floor rear extension and single-storey first floor rear extension – the proposals do not contravene OBVDS design guidelines. RESOLVED no comment 13 Oliver's Battery Crescent (21/00029/HOU) proposed single storey rear extension	

	<p>and detached garage – the proposals do not contravene the OBVDS design guidelines. RESOLVED no comment</p> <p>93 Old Kennels Lane (21/00023/FUL) construction of new 4 bedroom detached dwelling with detached garage following demolition of existing dwelling and garage – RESOLVED no comment</p> <p><u>Update on applications previously discussed</u></p> <p>St Mark's Church (20/02773/FUL) – permitted 19 February</p> <p>11 Priors Way (20/02327/HOU) – permitted 9 February</p> <p><u>Enforcement</u></p> <p>WCC Planning Enforcement provided an update prior to the meeting:</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). Site has been visited – officer is currently liaising with the owners to remedy the breach with the application.</p> <p>20/00236/WKS, 29 Old Kennels Lane: alleged new fence approximately 2.75m high has been erected. Owner has confirmed that the height of the fence has been reduced to the agreed height and visit to confirm is needed, after which the case will be closed.</p>	
20/90.3	To consider draft response to Strategic Issues and Priorities consultation by Cllrs Kirkby and Furlong	
	<p>Some email correspondence had been circulated in advance of the meeting, also some draft responses to the topics in the consultation. Not all are complete and once they are they will need to be assimilated into one response to WCC. There has been some observation of what Save South Winchester and Hursley PC are doing. The Council encourage as many people as possible to respond to the consultation with their views. However, the consultation is long and technical in many areas. The Council will provide further insights, including the Councils draft responses, on the consultation to local residents by 15 March to help with their responses. Most local residents will not wish to attempt a full response but it is important to at least respond to the Homes for All topic. RESOLVED to submit an email response as the online questions do not cover all the issues, and share the further insights with residents. ACTION All Cllrs to finalise their topics.</p> <p>Cllrs to identify any other key topics and insights that should be included in information to local residents by 7 March.</p> <p>Cllrs Kirkby, Furlong and Leach to circulate the further insights and information to local residents before being issued on 15 March.</p> <p>Cllrs Kirkby, Furlong and Leach to circulate a Council response for approval at April meeting.</p>	<p>All Cllrs</p> <p>All Cllrs</p> <p>Cllrs Kirkby, Furlong & Leach</p> <p>Cllrs Kirkby, Furlong & Leach</p>
20/91	Finance and Council matters	
20/91.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>Item 20/83.1 Liaise to identify options for resolving parking issues at the Recreation Ground – ongoing</p> <p>Item 20/83.5 Remove previous Data Protection Policy and replace with the new policy and add the Data Retention Policy to the website – actions complete</p> <p>Item 20/83.6 Investigate the origins of the section of draft Communications Policy on councillors not issuing any verbal or written statement which undermines decisions made by the Council – action complete</p> <p>Item 20/83.7 Add new Training and Development policy to the website – action</p>	<p>Cllrs Collin & de Liberali</p>

	complete Item 20/83.8 Purchase annual Zoom subscription – action complete																																																																																									
20/91.2	To accept payments for February and agree the February bank transactions with the bank balance																																																																																									
	<p>RESOLVED to approve payments and bank reconciliation.</p> <table border="1"> <thead> <tr> <th colspan="4">Payments/Receipts List and Bank Reconciliation for March 2021 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>15-Feb-21</td> <td>S Sawyer</td> <td>February</td> <td>677.10</td> </tr> <tr> <td>15-Feb-21</td> <td>Hampshire Pension</td> <td>February</td> <td>174.83</td> </tr> <tr> <td>15-Feb-21</td> <td>B Mitchener</td> <td>Zoom subscription</td> <td>107.90</td> </tr> <tr> <td>14-Feb-21</td> <td>Business Stream</td> <td>Water 19/11-3/2 (no Oct paymt as a/c in cr)</td> <td>17.01</td> </tr> <tr> <td colspan="3">Unpaid - for approval at March meeting</td> <td>976.84</td> </tr> <tr> <td>03-Feb-21</td> <td>WCC</td> <td>Dog bin emptying from Nov to YE</td> <td>220.00</td> </tr> <tr> <td>05-Feb-21</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>11-Feb-21</td> <td>Kings School</td> <td>700 A4 flyers printed</td> <td>71.52</td> </tr> <tr> <td>25-Feb-21</td> <td>Outside Classrooms</td> <td>Replace bollard/new fixings sign</td> <td>84.00</td> </tr> <tr> <td colspan="3"></td> <td>827.02 To be paid</td> </tr> <tr> <td colspan="2">Bank balance as at 31 January</td> <td>£20,284.90</td> <td></td> </tr> <tr> <td colspan="4">Plus receipts</td> </tr> <tr> <td colspan="2">Fab Campaigns (advertising)</td> <td>60.00</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>20,344.90</td> <td></td> </tr> <tr> <td colspan="2">Less payments February</td> <td>976.84</td> <td></td> </tr> <tr> <td colspan="2">Less payments from February sheet</td> <td>1,911.43</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>17,456.63</td> <td></td> </tr> <tr> <td colspan="2">Bank balance as at 28 February</td> <td>£17,456.63</td> <td></td> </tr> <tr> <td colspan="2">Payments still to be made</td> <td>827.02</td> <td></td> </tr> </tbody> </table>	Payments/Receipts List and Bank Reconciliation for March 2021 Meeting				PAYMENTS				Invoice Date	Supplier	Details	Gross	15-Feb-21	S Sawyer	February	677.10	15-Feb-21	Hampshire Pension	February	174.83	15-Feb-21	B Mitchener	Zoom subscription	107.90	14-Feb-21	Business Stream	Water 19/11-3/2 (no Oct paymt as a/c in cr)	17.01	Unpaid - for approval at March meeting			976.84	03-Feb-21	WCC	Dog bin emptying from Nov to YE	220.00	05-Feb-21	Green Smile	Grounds maintenance	451.50	11-Feb-21	Kings School	700 A4 flyers printed	71.52	25-Feb-21	Outside Classrooms	Replace bollard/new fixings sign	84.00				827.02 To be paid	Bank balance as at 31 January		£20,284.90		Plus receipts				Fab Campaigns (advertising)		60.00				20,344.90		Less payments February		976.84		Less payments from February sheet		1,911.43				17,456.63		Bank balance as at 28 February		£17,456.63		Payments still to be made		827.02		
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20/91.3	To agree appointment of internal auditor																																																																																									
	The Clerk confirmed that the internal auditor used last year is currently checking her fees and they are not increased over last year's. RESOLVED to appoint internal auditor.	Clerk																																																																																								
20/91.4	To consider grant application from Victim Support Hampshire and Isle of Wight																																																																																									
	A grant application for £50 plus supporting documentation had been circulated. The application is in compliance with the Grant Policy. RESOLVED to pay the grant amount applied for.	Clerk																																																																																								
20/91.5	To consider grant application from Oliver's Battery Community Film Club																																																																																									
	A grant application for £500 plus supporting documentation had been circulated. The £500 is towards the purchase of a projector that will enable the Club to become a Movieola associate rather than a partner. Movieola has increased its prices considerably which leaves the Club needing more takings in order to break even. The projector would be available to other community groups. RESOLVED to pay the grant amount applied for.	Clerk																																																																																								
20/91.6	To consider Communications Report from Cllr de Liberali																																																																																									

	A report had been circulated in advance of the meeting. There is a general channel in Slack to be used for final drafts. Cllr de Liberali is intending to add external parties to certain channels eg community groups. Tone of Voice common standard proposed to be 'OBPC' rather than 'we'. Cllr de Liberali to circulate suggested Style Guideline template for Council documents in Word for comments.	Cllr de Liberali
20/91.7	To approve Press and Media Policy	
	A draft policy had been circulated in advance of the meeting. Paragraph 'Councillors should be mindful of the decisions made by the Council and should not issue any verbal or written statement which undermines them, even if they voted against that decision' had been queried at the previous meeting when the draft policy was entitled Communications Policy and included FaceBook. The Clerk had confirmed that the paragraph was included in a HALC template. RESOLVED to check with NALC through HALC the basis for including that paragraph in the template and in the meantime to publish the Policy without this paragraph.	Clerk
20/92	Recreation Ground, Wildlife Conservation Area and the Battery	
20/92.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/84.1 Identify days at weekends when volunteers are available and Cllr Hare to attend to identify trees and work required – ongoing Item 20/84.3 Add step-ups exercise to list of items to receive application of anti-slip stain as soon as weather allows. Anti-slip stain and preparation and staining of benches (volunteers need to be identified to carry this out), and more 'slippery when wet' signs required – by the 10 th volunteers to apply anti-slip, if not done Cllrs de Liberali and Collin will do it. Item 20/84.4 Continue to develop and bring proposals for tennis court signage to March meeting – action ongoing	Cllr Hare Cllrs de Liberali & Collin
20/92.2	To consider report from Councillor Collin based on Groundsman's weekly reports and agree actions	
	No report had been written. No issues had been identified in the groundsman's weekly reports. The groundsman had requested whether there should be two cuts/visits per week from end March/April when restrictions are lifted further and there may be more people picnicking etc. RESOLVED to confirm that two visits per week are approved	Clerk
20/92.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	A report had been circulated in advance of the meeting. Cllrs de Liberali and Collin had made the playground inspection and all items were checked. Some of the basket swing screws will not tighten and this needs urgent attention. ACTION Report for a replacement swing to be brought to next meeting and invite quotation from Outside Classrooms. Cllr de Liberali proposed a temporary solution to make safe, if this does not work the swing must be taken out of use. Anti-slip stain. ACTION Cllrs de Liberali and Collin to identify handyperson volunteers to apply stain or will do it themselves. Benches. ACTION Cllrs de Liberali and Collin to check benches to confirm which ones need treatment and identify handyperson volunteers to apply treatment.	Cllrs de Liberali & Collin Cllrs Collin & de Liberali Cllrs Collin & de Liberali
20/92.4	To consider Recreation Ground and The Battery Policy schedule report by Cllrs Collin and de Liberali	
	Report not yet drafted.	Cllrs Collin & de Liberali

20/92.5	To consider Small notices/signs for the Recreation Ground report by Cllr Collin	
	Cllr Collin reported that the small notices he had mentioned previously costing £2 were now discovered to be £6. Discussions with sign printers ongoing. ACTION Cllr Collin to bring a proposal to a meeting.	Cllr Collin
20/92.6	To consider Recreation Ground Survey results review and campaign relating to easing of lockdown by Cllr de Liberali	
	Some updates are being included in survey. ACTION Cllr de Liberali will circulate link to the survey.	Cllr de Liberali
20/93	Lengthsman Scheme	
20/93.1	To agree work for visit on 11 March	
	A draft list had been issued in advance of the meeting. ACTION further items to be forwarded to the Clerk by Friday 5 March.	All Cllrs
20/94	Items for Consideration Only	
20/94.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/85.2 Investigate cleaning bin by millennium tree – action complete (Cllr Mitchener had done his best but the bin is very old)	
20/94.2	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"> • HCC Covid-19 rapid surge testing – South African variant – 15 Feb • HCC Hampshire Solar Together scheme – 15 Feb • WCC Notification of consultations: Winchester District Local Plan 2038 Strategic Issues and Priorities and Air Quality Supplementary Planning Document – 16 Feb • HALC: February Newsletter – 16 Feb • WCC Biodiversity Action Plan – 23 Feb • Designation of a New Neighbourhood Plan Area – Hursley Parish – 1 Mar • CPRE February Newsletter – 1 March 2021 HCC Promotion of Countryside Code – 1 Mar • WCC Parish Connect March – 2 Mar <p>Plus the usual Hampshire County Councillor's COVID-19 Briefings</p> <p>The Clerk reported that she had received an email from a resident concerning the possible community purchase of 'the fields in Oliver's Battery', possibly with Compton residents, and needs others on board so she can take it forward. It was noted that this is not the time to engage and the matter should wait until after the Local Plan is published without the inclusion of the land. The Council supports the principle however. ACTION Cllr Kirkby to respond to the resident.</p> <p>The Clerk reported that she had received an email from a consultant at Digital Islands inviting the Council to become involved with an online debate on 18 March about a Business Support Club. It was agreed that this is a private enterprise and not appropriate for the Council to be involved.</p> <p>The new dog bin at the end of Oliver's Battery Road South has now been installed. ACTION Cllr de Liberali to check with the old bin has been removed.</p> <p>Cllr Mitchener reported that he had been in communication with the new chair of</p>	<p>Cllr Kirkby</p> <p>Cllr de Liberali</p>

	Oliver's Battery School's PTA regarding a collaboration with Hampshire Gardens Trust. They are asking for help with one-off costs for buying items and have been directed to the Grant Policy.	
20/95	Date of next meeting – 6 April 2021	
	Meeting ended at 9.40 pm	