



Oliver's Battery Parish Council meeting

Tuesday 6 April 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 6 April 2021

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	1 Member of the public	Cllr Hare
Cllr Kirkby	Clerk – S Sawyer	Cllr Williams
Cllr Furlong	Cllr Warwick	
Cllr Collin	Cllr Laming	
Cllr de Liberali		
Cllr Leach		

Item		ACTION
20/96	Apologies for absence and declarations of interest	
	Apologies had been received from Cllrs Hare and Williams. There were no declarations of interest	
20/97	To adjourn for public participation	
	The member of the public in attendance said he wanted to thank the councillors for the excellent summary of the Local Plan consultation comments four to five weeks ago and that huge amount of work had gone into it.	
20/97.1	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included the HCC Farms Policy 2021-50, ticks and Lyme disease, and a Hampshire Waste and Recycling Centre update. ACTION Clerk to publicise the ticks and Lyme disease data on the website and Facebook page.	Clerk

	Cllr Warwick also reports that she had met Cllr Humby at the junction with Oliver's Battery Road South and Badger Farm Road following a petition of over three hundred names. HCC will carry out another review of the junction.	
20/97.2	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included updates on the new leisure park opening, the electric vehicle charging network, progress towards carbon neutral targets and re-opening of outdoor sports facilities. ACTION Cllr Laming to clarify reference to football pitches at River Park and how they could be booked.	Cllr Laming
20/98	To approve the Minutes of the meeting held on 2 March 2021	
	RESOLVED – Agreed as a true copy (to be signed in April – see below). It was noted that in accordance with instructions from the internal auditor all unsigned minutes and payments/bank statements from the commencement of virtual meetings are to be signed before the audit takes place later in the month.	Clerk/Cllr Mitchener
20/99	Planning	
20/99.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/90.1 Forward a copy of the Save South Winchester Group flyer to Clerk – action complete Item 20/90.3 Finalise Strategic Issues and Priorities topics – action complete Item 20/90.3 Submit email response (to Strategic Issues and Priorities consultation) as the online questions do not cover all the issues, and share the further insights with residents – action ongoing until 12 April Item 20/90.3 Identify any other key topics and insights that should be included in information to local residents – action ongoing until 12 April Item 20/90.3 Circulate further insights and information to local residents before being issued on 15 March – action complete Item 20/90.3 Circulate a Council response for approval at April meeting – action complete	
20/99.2	To consider planning report from Councillor Furlong and agree actions	
	Report was sent out prior to the meeting. Two new applications: 33 Old Kennels Lane (21/00285/HOU) major conversion of existing bungalow – one comment in support on WCC website. RESOLVED no comment 150 Oliver's Battery Road South (21/00327/HOU) two-storey extension. The proposals do not appear to contravene the Design Guidelines for the Oliver's Battery Road South area. No comments on WCC website. RESOLVED no comment <u>Update on applications previously discussed</u> 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 - current 12 Plovers Down (21/00205/HOU) first floor side and rear extensions single storey rear extension – a new objection had been received from a neighbour at 4 Priors Way concerned about bulk of the building. RESOLVED to ask the case officer to visit the neighbour before reaching a decision.	Cllr Furlong/ Clerk

	<p>3A Compton Close (21/00187/HOU) erection of a single-storey ground floor rear extension and single-storey first floor rear extension – permitted 25 March</p> <p>13 Oliver's Battery Crescent (21/00029/HOU) proposed single storey rear extension and detached garage – permitted 4 March</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 – permitted 11 March</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 visited, met with owner. Advised new window would require planning permission.</p> <p>20/00236/WKS, 29 Old Kennels Lane: alleged new fence approximately 2.75m high has been erected. WCC have visited but unable to measure it. It will need to be re-visited.</p> <p>21/00236/WKS, 8 Sunnydown Road: obscure glazing in dormer windows. Potential breach being investigated.</p>	
20/99.3	To consider Council's response to Strategic Issues and Priorities consultation from Cllrs Kirkby, Leach and Furlong and agree actions	
	Some email correspondence had been circulated in advance of the meeting, also draft responses to all the topics in the consultation. Cllr Mitchener echoed the member of the public's earlier comments in praise of the work on providing guidance that has been carried out by Cllrs Kirkby, Leach and Furlong. Cllr Kirkby invited comments from councillors on the sections. All agreed with the proposed wording. ACTION Cllr Kirkby to issue full consultation response to WCC Planning and to Contacts List and seek feedback from residents on their own submissions.	Cllr Kirkby
20/99.4	To ratify the urgent decision to fund SSWCG flyers issued to local residents	
	A report had been circulated in advance of the meeting recommending retrospective agreement to fund the £55 flyer costs. The flyers were issued in response to the concerns of residents that site investigation works were being undertaken on the golf course. RESOLVED to fund retrospectively	Clerk
20/100	Finance and Council matters	
20/100.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>Item 20/91.1 Liaise to identify options for resolving parking issues at the Recreation Ground – ongoing</p> <p>Item 20/91.3 Appoint internal auditor – action complete</p> <p>Item 20/91.4 Pay Victim Support grant of £50 – action complete</p> <p>Item 20/91.5 Pay Oliver's Battery Community Film Club grant of £500 – action complete</p> <p>Item 20/91.6 Circulate suggested Style Guideline template for Council documents in Word for comments – agenda item</p> <p>Item 20/91.7 Check with NALC through HALC the basis for including paragraph in the template and in the meantime to publish the Policy without this paragraph – action complete. The Clerk read out the statement received from HALC. ACTION Clerk to</p>	Cllrs Collin and de Liberali

	add to the May agenda for further discussion.	Clerk																																																																																																			
20/100.2	To accept payments for March and agree the March 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 April 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>04-Mar-21</td> <td>OB Community Film</td> <td>Grant</td> <td>500.00</td> </tr> <tr> <td>05-Mar-21</td> <td>Hursley PC</td> <td>Contributions to planning consultants</td> <td>1,000.00</td> </tr> <tr> <td>12-Mar-21</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td>15-Mar-21</td> <td>S Sawyer</td> <td>March</td> <td>677.10</td> </tr> <tr> <td>15-Mar-21</td> <td>Hampshire Pension</td> <td>March</td> <td>174.83</td> </tr> <tr> <td>30-Mar-21</td> <td>Victim Support</td> <td>Grant</td> <td>50.00</td> </tr> <tr> <td>31-Mar-21</td> <td>Unity Trust Bank</td> <td>Service charge</td> <td>18.00</td> </tr> <tr> <td colspan="3">Unpaid - for approval at April meeting (therefore 2021/22 account year cashbook)</td> <td>2,430.56</td> </tr> <tr> <td>07-Mar-21</td> <td>Peter Arnold</td> <td>Scrub clean five benches and re-oil</td> <td>80.00</td> </tr> <tr> <td>10-Mar-21</td> <td>B Collin</td> <td>Replacement tap for recreation ground</td> <td>44.47</td> </tr> <tr> <td>05-Mar-21</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>25-Mar-21</td> <td>Sarsen Press</td> <td>700 A4 letters printed</td> <td>55.00</td> </tr> <tr> <td>31-Mar-21</td> <td>WCC</td> <td>Annual play inspection</td> <td>44.95</td> </tr> <tr> <td>01-Apr-21</td> <td>S Sawyer</td> <td>HP Printer paper A4 80 gsm 5 ream</td> <td>19.98</td> </tr> <tr> <td colspan="3"></td> <td>695.90 To be paid</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td></td> <td>Bank balance as at 28 February</td> <td>£17,456.63</td> </tr> <tr> <td colspan="3">Plus receipts</td> </tr> <tr> <td colspan="2">None</td> <td>-</td> </tr> <tr> <td colspan="2"></td> <td>17,456.63</td> </tr> <tr> <td colspan="2">Less payments March</td> <td>2,430.56</td> </tr> <tr> <td colspan="2">Less payments from March sheet</td> <td>827.02</td> </tr> <tr> <td colspan="2"></td> <td>14,199.05</td> </tr> <tr> <td colspan="2">Bank balance as at 31 March</td> <td>£14,199.05</td> </tr> <tr> <td colspan="2">Payments still to be made</td> <td>695.90</td> </tr> </tbody> </table>	Payments/Receipts List and Bank Reconciliation for April 2021 Meeting				PAYMENTS				Invoice Date	Supplier	Details	Gross	04-Mar-21	OB Community Film	Grant	500.00	05-Mar-21	Hursley PC	Contributions to planning consultants	1,000.00	12-Mar-21	ID Mobile	Mobile phone	10.63	15-Mar-21	S Sawyer	March	677.10	15-Mar-21	Hampshire Pension	March	174.83	30-Mar-21	Victim Support	Grant	50.00	31-Mar-21	Unity Trust Bank	Service charge	18.00	Unpaid - for approval at April meeting (therefore 2021/22 account year cashbook)			2,430.56	07-Mar-21	Peter Arnold	Scrub clean five benches and re-oil	80.00	10-Mar-21	B Collin	Replacement tap for recreation ground	44.47	05-Mar-21	Green Smile	Grounds maintenance	451.50	25-Mar-21	Sarsen Press	700 A4 letters printed	55.00	31-Mar-21	WCC	Annual play inspection	44.95	01-Apr-21	S Sawyer	HP Printer paper A4 80 gsm 5 ream	19.98				695.90 To be paid		Bank balance as at 28 February	£17,456.63	Plus receipts			None		-			17,456.63	Less payments March		2,430.56	Less payments from March sheet		827.02			14,199.05	Bank balance as at 31 March		£14,199.05	Payments still to be made		695.90	
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20/100.3	To consider renewal of CPRE subscription																																																																																																				
	The subscription is due for renewal on 27 May. It was felt that renewal for £36 for the next twelve months was worth doing because of their usefulness in respect of local issues such as the green belt, local plan, and possible future developments in the parish. ACTION Clerk to renew membership at the relevant time.	Clerk																																																																																																			
20/100.4	To consider grant application from Countryside Group																																																																																																				
	A grant application for £190.83 had been circulated, for this year's insurance premium. The Clerk confirmed that evidence that the premium has been paid has been provided and the application is in compliance with the Grant Policy. RESOLVED to pay the grant amount applied for.	Clerk																																																																																																			
20/100.5	To consider renewal of SLCC and HALC memberships																																																																																																				
	A report had been circulated by the Clerk summarising the most relevant benefits of membership of each organisation to the PC. It was felt that membership of both																																																																																																				

	organisations were insurance policies. ACTION Clerk to renew both subscriptions at the relevant time, assuming that the HALC fee is similar to last year's, and when the HALC membership notification is received Clerk also to confirm how the fee is arrived at especially in relation to size of council.	Clerk
20/101	Communications	
20/101.1	To consider Style Guideline template for Council documents from Cllr de Liberali and agree actions	
	Cllr de Liberali confirmed that a template had been uploaded to Slack but not emailed. ACTION Cllr de Liberali to update the document and forward to the Clerk who will use the Microsoft accessibility compliance check facility before issuing to Cllrs for comments.	Cllr de Liberali & Clerk
20/102	Recreation Ground, Wildlife Conservation Area and the Battery	
20/102.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>Item 20/92.1 Add step-ups exercise to list of items to receive application of anti-slip stain as soon as weather allows. Actions due: anti-slip stain and preparation and staining of benches (volunteers need to be identified to carry this out), and more 'slippery when wet' signs are required – by the 10th volunteers to apply anti-slip, if not done Cllrs de Liberali and Collin will do it – Cllr de Liberali has suggested a couple of dates in April to carry this out so it is completed by May, and hopefully volunteers and councillors will turn up on the relevant dates. Cllr de Liberali to purchase more anti-slip stain.</p> <p>Item 20/92.2 Confirm to groundsman that two visits per week are approved – action complete</p> <p>Item 20/92.3 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 – agenda item</p> <p>Item 20/92.3 Identify handyperson volunteers to apply stain or Cllrs de Liberali and Collin to do it themselves – see comments above</p> <p>Item 20/92.3 Check benches to confirm which ones need treatment and identify handyperson volunteers to apply treatment – see comments above – need to identify which benches are affected and a programme, then who will carry out the work (ie councillors, volunteers or external party)</p> <p>Item 20/92.4 Report to consider Rec and The Battery Policy schedule – covered later by Cllr Collin's report</p> <p>Item 20/92.5 Bring a proposal re small notices to a meeting – covered later by Cllr Collin's report</p> <p>Item 20.92.6 Circulate link to Rec survey – action not done</p>	<p>Cllrs de Liberali & Collin</p> <p>Cllr de Liberali</p> <p>Cllr de Liberali</p>
20/102.2	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.	
20/102.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	No report had been received.	

20/102.4	To consider Recreation Ground and The Battery Policy schedule report by Cllrs Collin and de Liberali	
	A report had been circulated in advance of the meeting, covering various initiatives for the Recreation Ground. The report covered signs, narrative for 'rules' for the Recreation Ground on the website, the taps area, grounds maintenance, possible fundraising, a suggestion for using the tennis court as an all-weather area and the handyperson group. Cllr Collin also confirmed there is some information on the 'Recreation' channel on Slack. It was agreed that it was a good idea to take the tennis net down for the winter and to do this initially from 1 December to 28 February and see how it goes. Suggested that as there was a limited budget for remedial and new works, grants should be sought and all proposals should be prioritised and costed, including outcomes from survey, rather than dealt with in an ad-hoc way. ACTION Councillors to provide feedback on the report, Cllr Collin to chat to the greenkeepers at the golf club and Green Smile in respect of advice on re-seeding/building up areas that have deteriorated as highlighted in the recent annual inspection, Cllr Collin to provide a report to Cllr Leach for inclusion in the OB-server	All Cllrs Cllr Collin Cllr Collin
20/102.5	To consider report on Annual Play Inspection from Cllrs Collin and de Liberali and agree actions	
	No report had been prepared. ACTION Clerk to add to the May meeting agenda, Cllr de Liberali to prepare spreadsheet for the next Recreation Ground meeting, so that appropriate decisions can be identified for each item in the report. Cllr de Liberali confirmed that he had already mended a couple of items raised in the report.	Clerk Cllr de Liberali
20/102.6	To consider quotation for replacement swing or alternative proposals	
	Cllr Collin confirmed that Outside Classrooms had looked at the swing but not yet submitted recommendations for replacement. Cllrs de Liberali and Collin reported they have checked all the screws and none are projecting so there are no safety issues; the swing is still in use. ACTION Cllr Collin to chase Outside Classrooms and also seek comparative quotation from an alternative supplier.	Cllr Collin
20/102.7	To consider proposal for small notices at the Recreation Ground from Cllr Collin and agree actions	
	This was covered by the report at 20/102.4. The report contained a recommendation for sign expenditure. RESOLVED to delay any decisions on signage expenditure until the options, priorities and costings for all proposed works, including grounds maintenance had been agreed.	
20/103	Lengthsman Scheme	
20/103.1	To discuss the progress of resolutions from last meeting: see Actions List	
	Item 20/93.1 Forward further items to Clerk – action complete	
20/104	Items for Consideration Only	
20/104.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/94.2 Respond to resident re possible community purchase of field – action complete Item 20/94.2 Check the old dog bin has been removed – action complete Cllr de Liberali has received suggestions for this area of land but the ownership of the land is unknown so any actions at this point would carry risk. ACTION Cllr de Liberali to bring proposals for enhancement to the next meeting and Clerk to seek advice from HALC on the risks associated with carrying out work on land whose ownership is unknown.	Cllr de Liberali Clerk
20/104.2	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"> • WCC Local Plan website guide, consultation questions document and posters – 15 Mar • HALC March newsletter – 15 Mar • WCC Winchester District Local Plan online events invitation – 15 Mar • WCC Consultation Webinar on WCC Draft Air Quality SPD – 15 Mar • HCC Free community energy masterclass for Hampshire community groups – 18 Mar • WCC Letter to Stakeholders from Chief Constable: Violence Against Women and Girls – 19 Mar • WCC Winchester District Climate Emergency Parish Engagement Project – 29 Mar <p>Plus the usual Hampshire County Councillor's COVID-19 Briefings</p> <p>The Clerk reported that she and some councillors had received an email from a resident reporting that a shop owner rarely wears a mask and asking the PC to discuss and attempt to find a way of dealing with the matter effectively. Cllr Laming had reported that WCC Covid marshals had visited all the shops. ACTION Clerk to respond to the resident stating that enforcement of the coronavirus restrictions is not a parish council responsibility and for any future concerns advise to contact the WCC Covid marshals whose role is to support safe shopping.</p> <p>The Clerk confirmed that the new commemorative bench previously referred to has now been installed in the Conservation Area.</p> <p>The Clerk passed on thanks from Victim Support for taking the time to consider their grant application and for the £50 grant.</p> <p>Cllr Mitchener had received a request by telephone from the owner of the field bordering the Recreation Ground to replace the broken fence because footballs are going into the field. Land Registry searches do not disclose who actually owns the field or who owns the fence. ACTION if owner raises again Cllr Mitchener to discuss the matter further with him.</p> <p>The Clerk had received an email from the CPRE enquiring about litter picking within the parish as they are keen to support the local community in reducing litter. They have requested details of any active litter picking groups within the parish and any plans to hold litter picking events this year. There is at least one resident who litter picks on behalf of Winchester Litter Pickers. ACTION Clerk to respond to the CPRE.</p> <p>Cllr Mitchener reported that St Marks Church had asked if they could re-use a letter of support he had written in connection with their last CIL application in a new application and that he had consented to this.</p> <p>It was noted that the legislation permitting virtual meetings is to end after the May meeting. Cllr Kirkby will make enquiries about the availability of the school. It was also noted that the Annual Parish Meeting will not take place this year due to the pandemic, and that under the circumstances there would be no sanctions.</p>	<p>Clerk</p> <p>Cllr Mitchener</p> <p>Clerk</p>
20/105	Date of next meeting – 4 May 2021	
	Meeting ended at 9.40 pm	