



Oliver's Battery Parish Council meeting

Tuesday 4 May 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 4 May 2021

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Mitchener	No members of the public	
Cllr Kirkby	Clerk – S Sawyer	
Cllr Furlong	Cllr Laming	
Cllr Collin	Cllr Bell	
Cllr de Liberali		
Cllr Leach		
Cllr Hare		

Item		ACTION
21/1	Apologies for absence and declarations of interest	
	No apologies had been received. The following declarations of interest were received: <ul style="list-style-type: none"> • Planning application for two- and single-storey side extensions at 4 Farley Close: Cllr Furlong disclosed a personal interest • Planning application for demolition of existing detached single garage and erection of attached double garage: Cllr Mitchener disclosed a personal interest 	
21/2	To elect the Chair	
	Nominations for Chair were requested. Cllr Kirkby nominated Cllr Brian Mitchener and this was seconded by Cllr Furlong – All Agreed – RESOLVED Cllr Mitchener was elected Chair.	
21/3	To elect the Vice Chair	
	Nominations for Vice Chair were requested. Cllr Mitchener nominated Cllr Kirkby and this was seconded by Cllr Leach – All Agreed. RESOLVED Cllr Kirkby was elected	

	Vice Chair.	
21/4	Appointment of councillors	
21/4.1	To receive declaration of acceptance of office from councillors (Chair and Vice Chair only)	
	The Clerk had circulated the forms electronically for completion and return to her for signature and retaining on file. The Council AGREED that Cllrs Mitchener and Kirkby would sign and forward to the Clerk after the meeting.	Cllrs Mitchener & Kirkby
21/4.2	To receive register of interest forms from councillors	
	The Clerk had circulated the forms electronically for completion and return to her for signature and onward forwarding to WCC. ACTION Councillors who have not yet completed to do so.	Cllrs de Liberali & Leach
21/4.3	To agree Councillor responsibilities: Planning Recreation Ground Communications	
	The following were agreed: Planning – Cllr Furlong Recreation Ground – Cllr Collin Communications – Cllr de Liberali Councillors associated with Working Groups were also re-confirmed: Events – Cllr Leach Handyperson – Cllr de Liberali (with Cllr Kirkby taking over for the next six months while Cllr de Liberali has less time to commit and will liaise with Cllr Collin) Sustainability – group not yet formed (see agenda item) but intent is for Cllr Hare to be the councillor associated	
21.4.4	To agree Footpaths representative and Tree Warden	
	It was agreed that Cllr de Liberali would continue as Footpaths representative and Cllr Hare as Tree Warden	
21/5	To adjourn for public participation	
	There were no members of the public in attendance.	
21/5.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/97.1 Publicise the ticks and Lyme disease data on the website and FaceBook page – action complete Item 20/97.2 Clarify reference to football pitches at River Park and how they could be booked – action complete Item 20/98 Sign outstanding minutes and invoices before the internal audit – action complete	
21/5.2	To receive the County Councillor's report	
	Annual Parish Meeting Report 2021 was sent out prior to the meeting, which included some facts and figures, a Public Health – Coronavirus update, approved spending on local services in 2021/22, Climate Change and Councillor Grants	
21/5.3	To receive the District Councillor's report	

	Report was sent out prior to the meeting, which included the re-opening of indoor sports facilities, outdoor hospitality, Covid ambassadors and marshals, support for local businesses, Park and Rides open and the one-way system on Winchester High Street	
21/6	To approve the Minutes of the meeting held on 6 April 2021	
	RESOLVED – Agreed as a true copy (to be signed at the next opportunity).	Clerk/Cllr Mitchener
21/7	Planning	
21/7.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/99.2 Ask the case officer to visit the neighbour of 12 Plovers Down before reaching a decision – action complete Item 20/99.3 Issue full consultation response to WCC Planning and to Contacts List and seek feedback from residents on their own submissions – action complete Item 20/99.4 Pay £55 flyer costs – action complete	
20/7.2	To consider planning report from Councillor Furlong and agree actions	
	Report was sent out prior to the meeting. Three new applications: 35 Sunnydown Road (21/00673/FUL) demolition of existing dwelling and construction of new dwelling. RESOLVED no comment Jaspers, 4 Farley Close (21/00674/HOU) proposed two- and single-storey side extensions. Farley Close is all single storey so a consent would create a precedent. The application contravenes the Village Design Statement in several respects including height, bulk, restricting outward views. RESOLVED to make an objection. 5 Farley Close (21/00690/HOU) demolition of existing detached single garage and erection of attached double garage. RESOLVED no comment <u>Update on applications previously discussed</u> 33 Old Kennels Lane (21/00285/HOU) major conversion of existing bungalow – application permitted 150 Oliver's Battery Road South (21/00327/HOU) two-storey extension – application permitted 3 Downlands Road (21/00248/HOU) addition of a garage (with adjoined playroom) to the side of the property – application permitted 12 Plovers Down (21/00205/HOU) first floor side and rear extensions single storey rear extension – application permitted <u>Enforcement</u> WCC Planning Enforcement provided an update prior to the meeting: 20/00156/WKS, 85 Old Kennels Lane: alleged works not in accordance with plans – addition of Velux in roof (planning application 18/02884/FUL). Officer has requested an application to be submitted. 20/00236/WKS, 29 Old Kennels Lane: alleged new fence approximately 2.75m high has been erected. Officer liaising with owners to reduce height of fence. 21/00095/BCOND, 8 Sunnydown Road: obscure glazing in dormer windows not	Cllr Furlong/ Clerk

	installed – 20/00260/HOU. Site is under initial investigation.																																																																					
21/8	Finance and Council matters																																																																					
21/8.1	To discuss the progress of resolutions from the last meeting: see Actions List																																																																					
	<p>Item 20/100.1 Liaise to identify options for resolving parking issues at the Recreation Ground – ongoing. The situation hasn't worsened and it was mentioned that a Ramblers Association walk was the reason for the vehicles parking in the adjacent field on the day complaints were received. There is a question about parking in the survey which will be included in the OB-server but as there is no great desire amongst Councillors to extend the car park and it is felt that when lockdown restrictions lift people may go elsewhere/further afield/meet indoors more, to keep the matter under review. It was noted that there is no money in the current budget for the work.</p> <p>Item 20/100.1 Add HALC advice on Communications Policy to May agenda for further discussion – action complete</p> <p>Item 20/100.3 Renew CPRE membership at the relevant time – action not yet due</p> <p>Item 20/100.4 Pay £190.83 grant to Countryside Group for insurance – action complete</p> <p>Item 20/100.5 Renew SLCC and HALC memberships (assuming the HALC fee is not too dissimilar to last year's) – action not due until 20 May ...and confirm how the HALC fee is arrived at especially in relation to size of council – action complete</p>	Cllr Leach																																																																				
21/8.2	To accept payments for April and agree the April 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 May 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>08-Apr-21</td> <td>S Sawyer</td> <td>April</td> <td>677.10</td> </tr> <tr> <td>08-Apr-21</td> <td>Hampshire Pension</td> <td>April</td> <td>184.15</td> </tr> <tr> <td>09-Apr-21</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td>13-Apr-21</td> <td>OB Countryside Group</td> <td>Grant claim</td> <td>190.83</td> </tr> <tr> <td>20-Apr-21</td> <td>Do The Numbers</td> <td>Internal audit report</td> <td>200.00</td> </tr> <tr> <td>26-Apr-21</td> <td>SLCC</td> <td>Annual membership 1/5/21-30/4/22</td> <td>144.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1,406.71</td> </tr> <tr> <th colspan="4">Unpaid - for approval at May meeting</th> </tr> <tr> <td>05-Apr-21</td> <td>Green Smile</td> <td>Grounds maintenance</td> <td>451.50</td> </tr> <tr> <td>13-Apr-21</td> <td>BHIB</td> <td>Insurance - year 2 of 3-yr undertaking</td> <td>334.34</td> </tr> <tr> <td>20-Apr-21</td> <td>HALC</td> <td>Fees/NALC levy 2021/22</td> <td>498.47</td> </tr> <tr> <td>25-Apr-21</td> <td>S Sawyer</td> <td>New printer</td> <td>164.99</td> </tr> <tr> <td>07-May-21</td> <td>ID Mobile</td> <td>Mobile phone</td> <td>10.63</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1,459.93 To be paid</td> </tr> </tbody> </table>	Payments/Receipts List and Bank Reconciliation for May 2021 Meeting				PAYMENTS				Invoice Date	Supplier	Details	Gross	08-Apr-21	S Sawyer	April	677.10	08-Apr-21	Hampshire Pension	April	184.15	09-Apr-21	ID Mobile	Mobile phone	10.63	13-Apr-21	OB Countryside Group	Grant claim	190.83	20-Apr-21	Do The Numbers	Internal audit report	200.00	26-Apr-21	SLCC	Annual membership 1/5/21-30/4/22	144.00				1,406.71	Unpaid - for approval at May meeting				05-Apr-21	Green Smile	Grounds maintenance	451.50	13-Apr-21	BHIB	Insurance - year 2 of 3-yr undertaking	334.34	20-Apr-21	HALC	Fees/NALC levy 2021/22	498.47	25-Apr-21	S Sawyer	New printer	164.99	07-May-21	ID Mobile	Mobile phone	10.63				1,459.93 To be paid	
Payments/Receipts List and Bank Reconciliation for May 2021 Meeting																																																																						
PAYMENTS																																																																						
Invoice Date	Supplier	Details	Gross																																																																			
08-Apr-21	S Sawyer	April	677.10																																																																			
08-Apr-21	Hampshire Pension	April	184.15																																																																			
09-Apr-21	ID Mobile	Mobile phone	10.63																																																																			
13-Apr-21	OB Countryside Group	Grant claim	190.83																																																																			
20-Apr-21	Do The Numbers	Internal audit report	200.00																																																																			
26-Apr-21	SLCC	Annual membership 1/5/21-30/4/22	144.00																																																																			
			1,406.71																																																																			
Unpaid - for approval at May meeting																																																																						
05-Apr-21	Green Smile	Grounds maintenance	451.50																																																																			
13-Apr-21	BHIB	Insurance - year 2 of 3-yr undertaking	334.34																																																																			
20-Apr-21	HALC	Fees/NALC levy 2021/22	498.47																																																																			
25-Apr-21	S Sawyer	New printer	164.99																																																																			
07-May-21	ID Mobile	Mobile phone	10.63																																																																			
			1,459.93 To be paid																																																																			

	Bank balance as at 31 March	£14,199.05
Plus receipts		
WCC - receipt 1st tranche	18,000.00	
HMRC - VAT refund	2,270.38	20,270.38
		34,469.43
Less payments April		1,406.71
Less payments from April sheet		695.90
		32,366.82
	Bank balance as at 30 April	£32,366.82
	Payments still to be made	1,459.93

21/8.3

To receive the end of year accounts for 2020/21

The accounts had been circulated in advance of the meeting. RESOLVED to approve subject to making suggested minor alterations not affecting content.

Clerk

Oliver's Battery Parish Council				
Year Ended 2021			FOURTH QUARTER - Year End	
	Approved Budget	To Date	Actual v Budget	
	2020/21	2020/21	2020/21	Comments
Expenditure	£	£	%	
Salary & NI	13,580.00	12,285.75	90%	
Pension	2,455.00	2,223.36	91%	
Clerk Expenses	200.00	200.00	100%	
Mobile Phone	130.00	127.56	98%	
Travel	350.00	0.00	0%	
Training	200.00	0.00	0%	
Meeting Costs	300.00	89.92	30%	Zoom subscription
Admin	200.00	99.48	50%	
Bank Charges	80.00	72.00	90%	
Insurance Premium	1,400.00	334.34	24%	
Audit Fees	500.00	440.00	88%	
Subscriptions	800.00	742.41	93%	SLCC, HALC, CPRE, Krystal, ICO, Microsoft 365
Grants	1,000.00	900.00	90%	Mobile phone contribution OB Community Group, Citizens Advice, OB Film Club, Victim Support
Events	500.00	168.50	34%	Scarecrow competition, Christmas Tree lighting
Tree Surveys	150.00	1,565.00	1043%	Figure consists mainly of works and not just the survey
Newsletter	2,700.00	2,540.04	94%	Design and printing costs
Bench Maintenance	500.00	220.00	44%	
Lengthsman Rubbish Disp	100.00	76.00	76%	Amount paid includes lengthsman contract annual fee
Dog Waste Bins	500.00	650.00	130%	Some of this expenditure is for the previous year
Recreation Ground:				
Contracts/Play Inspection	5,000.00	4,905.00	98%	
Annual Play Inspection	50.00	44.95	90%	
Conservation Area Rent	50.00	50.00	100%	
Water Supply	125.00	70.01	56%	
Repairs & Renewals	1,000.00	1,049.29	105%	Painting in play area, works resulting from play inspection, fencing off play area, shackles, replace bollards, moss killer, padlock, keys, refix broken sign
Improvements	2,000.00	533.41	27%	Inc playground signs following inspection, make tunnel barrier higher
Miscellaneous	500.00	1,395.15	279%	Defibrillator pads, £170 PROW cutting (to be paid for by HCC), Royaldown flyers, contributions towards planning consultants
S137	500.00	0.00	0%	
	£34,870.00	£ 30,782.17	88%	
VAT on purchases		2,270.38		
		£ 33,052.55		
Income				
Precept	28,000.00	28,000.00	100%	
Other	-	910.00	N/A	WCC/BFOBCA VE Day grants/HCC reimbursement PROW cutting/advertising in newsletter
VAT		4,130.62	N/A	
	£28,000.00	£33,040.62		

21/8.4

To receive, discuss and approve the internal auditor's report 2020/21

The report from Do the Numbers had been circulated in advance of the meeting. The Council noted the report.

21/8.5	To approve Section 1 (Annual Governance Statement 2020/21) of the Annual governance and Accountability Return (AGAR) for submission to the external auditor	
	The Clerk read out the statement and noted Councillors responses. Items 1 to 8 were agreed as Yes and item 9 was noted as N/A. The Chair signed Section 1.	Clerk
21/8.6	To approve Section 2 (Accounting Statements 2020/21) of the AGAR for submission to the external auditor	
	RESOLVED to agree and Chair signed Section 2.	Clerk
21/8.7	To agree Standing Orders	
	RESOLVED to approve the Standing Orders with no change	
21/8.8	To agree Financial Regulations and Financial Risk Assessment	
	Financial Regulations - RESOLVED to approve with no change. Financial Risk Assessment – RESOLVED to approve current version with no change for now, but a Risk Management Scheme has been drafted by the Clerk for discussion and future submission for approval	Cllrs Mitchener/ Kirkby/Clerk
21/8.9	To agree insurance details for next year (year 2 of three-year agreement)	
	Relevant documents of the renewal with BHIB had been circulated in advance of the meeting. RESOLVED to continue as previously agreed, with no change to policy	Clerk
21/8.10	To ratify decision to purchase new printer	
	The printer had started malfunctioning and as it is several years old it had been decided to replace it rather than try and get it fixed. RESOLVED to ratify decision for purchase of new printer for £137.49 plus VAT	
21/8.11	To consider request from 3 rd Winchester City Brownies to meet on The Battery	
	A request had been circulated, together with evidence of public liability insurance and risk assessments, by the Brownies to meet on The Battery until they are able to meet at an internal venue. They also sought approval to meet occasionally on the Recreation Ground. RESOLVED to approve	
21/9	Communications	
21/9.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/101.1 Update Style Guideline template for Council documents and forward to the Clerk who will use the MS accessibility compliance check facility before issuing to Cllrs for comments – when the Clerk and Cllr de Liberali are happy with the draft it will be issued for further comment. The issues to be resolved now are compatibility between Apple and Microsoft software.	Cllr de Liberali/Clerk
21/9.2	To consider Press and Media Policy in light of fresh advice received from HALC	
	The advice statement from HALC was read out again by the Chair. RESOLVED to reinstate the paragraph into the policy as this is the advice from HALC. Cllr Collin requested that the minutes record that he voted against the motion.	Clerk
21/10	Recreation Ground, Wildlife Conservation Area and the Battery	
21/10.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/102.1 Add step-ups exercise to list of items to receive application of anti-slip	

	<p>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 – carry out in April. Cllr de Liberali to purchase more anti-slip stain – Cllr de Liberali has now bought the stain but not yet applied it. The task will be carried out with a volunteer (to be identified) and Cllr Kirkby</p> <p>Item 20/102.1 Identify which benches need treatment and a programme, then who will carry out the work (ie councillors, volunteers or external party) – Clerk to issue list of benches to Cllr de Liberali. See Handyperson report (item 21/10.3) that recommends repair of one bench.</p> <p>Item 20/102.1 Circulate link to Rec survey – Cllr Leach to include the survey in the OB-server. It is already on the website (Recreation Ground page) and QR codes issued by Cllr de Liberali will be on display in the parish</p> <p>Item 20/102.4 Provide feedback on Rec report – none received to date (agenda item)</p> <p>Item 20/102.4 Chat to greenkeepers at the golf club and Green Smile in respect of advice on re-seeding/building u areas that have deteriorated as highlighted in the recent annual inspection – action complete, the greenkeepers had no suggestions and are having difficulties themselves with the cold and dry weather although some rain and warmth should help. Cllr Collin's seeded areas should start to germinate soon.</p> <p>Item 20/102.4 Provide a report to Cllr Leach for inclusion in the OB-server – action complete, draft issued today.</p> <p>Item 20/102.5 Add Annual Play Inspection report to May agenda – action complete</p> <p>Item 20/102.5 Prepare spreadsheet for the next Rec meeting so that appropriate decisions can be identified for each item in the Annual Play Inspection report – action not done.</p> <p>Item 20/102.6 Chase Outside Classrooms and seek comparative quotation (for swing) from an alternative supplier – Cllr Collin has chased Outside Classrooms but not sought alternative quotation yet</p>	<p>Cllrs de Liberali & Kirkby</p> <p>Clerk</p> <p>Cllr Leach & Cllr de Liberali</p> <p>Cllr Collin</p>
21/10.2	To consider report from Cllr Collin based on Groundsman's weekly reports and agree actions	
	No report had been written. A broken piece of the tunnel had been identified in the groundsman's weekly reports which Cllr Collin will undertake some remedial works as a temporary measure and will meet Outside Classrooms to agree a permanent solution	Cllr Collin
21/10.3	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. Regular checks completed. The basket swing continues to have maintenance issues. The Clerk recommended taking the swing out of use. The issues have temporarily been resolved. RESOLVED to take swing out of use if Outside Classrooms have not visited within the next week to offer advice on remedying the issues and to obtain a quotation for a replacement basket swing of a different design. RESOLVED to obtain a quotation for repair of bench to north of football pitch. Clerk to request that Peter Arnold meets Cllr Kirkby to discuss	<p>Cllr Collin</p> <p>Clerk/Cllr Kirkby</p>
21/10.4	To consider report on Annual Play Inspection from Cllrs Collin and de Liberali and agree actions	
	No report had been prepared and there was some concern that the Council had not had an opportunity to agree what actions, if any, are required, even if the items identified were low risk. Cllr de Liberali will investigate a solution to One item related	

	to the notice board being too close to the balance beam and Cllr de Liberali AGREED to investigate a solution. Cllr Collin AGREED to review the report again and visit the play area next week and prepare a report by the end of the month. Cllrs Hare and Leach offered to meet Cllr Collin at the play area.	Cllr de Liberali Cllr Collin Cllrs Hare and Leach
21/10.5	To consider report on various Recreation Ground initiatives from Cllr Collin and agree actions	
	No new report had been prepared. Cllr Mitchener went through the recommendations included in the report by Cllr Collin issued for the last meeting. It was noted that the previous meeting had agreed to remove the tennis net during the winter months to allow more all-weather play surfaces. RESOLVED not to progress signs and fundraising until responses from survey have been received and analysed. Cllr Collin to re-issue narrative for use of the Rec for the website.	Cllr Collin
21/10.6	To consider report for replacement swing or alternative proposals from Cllr Collin and agree actions	
	No report had been received, item discussed elsewhere	
21/10.7	To consider report on handyperson group from Cllrs Collin and de Liberali and agree actions	
	This item was covered by the Handyperson report	
21/10.8	To consider proposal for damaged fencing between the Recreation Ground and adjacent field from Cllr Mitchener and agree actions	
	A report had been circulated including possible solutions to prevent footballs going over the fence in the short- and long-term. RESOLVED that Cllr Collin will speak to the landowner to try and persuade him to accept an access point, or failing that the fence will be repaired.	Cllr Collin
21/10.9	To consider report from Cllr Hare on green picnic on The Battery in July	
	A report had been circulated in advance of the meeting with recommendations. RESOLVED to accept the recommendations as follows: to allow the use of The Battery for the event, to find cost of a First Aid kit for the sub groups ready for approval at next meeting, to support the production of A5 leaflet for each household at a cost of £139.36, to provide £40 prize money, to write a Terms of Reference to create a new Sustainability working group of the Council ready for the next meeting, and to identify level of Covid signage, if any, required for social distancing and cost ready for the next meeting.	Cllr Hare/Clerk
21/11	Items for Consideration Only	
21/11.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 20/104.1 Bring proposals for enhancement (to area where dog bin has been removed) to the next meeting – Cllr de Liberali has provided an update on progress and will take forward in line with advice received by HALC (below) Item 20/104.1 Seek advice from HALC on the risks associated with carrying out work on land whose ownership is unknown – action complete Item 20/104.2 Respond to 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 – action complete Item 20/104.2 If owner of field adjacent to Rec raises fence replacement discuss the matter further with him – agenda item	Cllr de Liberali

	Item 20/104.2 Respond to CPRE litter picking email – action complete	
21/11.2	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"> • HALC April newsletter – 23 April • Hampshire Homes Hub – 28 April • HALC: Remote Meetings challenge decision – 30 April • CPRE: April newsletter • HALC: Guidance Note – Return to face to face meetings – 4 May <p>Plus the usual Hampshire County Councillor's COVID-19 Briefings</p> <p>The Clerk read out a statement of thanks from the Oliver's Battery Countryside Group for the grant to pay their Public Liability insurance.</p> <p>Items of correspondence had been received about cars of people using the Recreation Ground spilling over into the adjacent field and into Priors Way. This had been dealt with earlier in the meeting at item 21/8.1.</p> <p>A teacher at the school had been in contact about a local history project and was seeking contacts of Oliver's Battery who might know about items from an open day which happened on The Battery a few years ago (books and artefacts). Clerk to forward the correspondence to Cllr Hare for a response.</p>	Clerk/Cllr Hare
21/12	Date of next meeting – 6 July 2021	
	<p>Advice had been received from HALC not to hold face to face meetings after the current legislation to hold remote meetings ends on 7 May, until after restrictions on holding meetings indoors are lifted hopefully later in June.</p> <p>Meeting ended at 9.50 pm</p>	