



Oliver's Battery Parish Council meeting

Tuesday 5 July 2022

at 7.30pm

St Mark's Church Hall,
Oliver's Battery Road South, Oliver's Battery

MINUTES OF THE MEETING held on 5 July 2022

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Kirkby	5 members of the public	Cllr Laming
Cllr de Liberali	Clerk – S Sawyer	Cllr Warwick
Cllr Leach		Cllr Williams
Cllr Blundell		
Cllr Leigh-Jones		
Cllr Hare		

Item		ACTION
22/22	Apologies for absence and declarations of interest	
	Apologies had been received from Cllrs Laming, Williams and Warwick. There were no declarations of interest	
22/23	To adjourn for public participation	
	A representative from Magenta Planning was present for the agenda item relating to Texas Field and indicated that they would like to attend a future meeting and make a presentation. Brendan Gibbs, the new clerk, was in attendance observing the meeting.	
22/23.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 22/14.1 Look into any sustainability options that would be suitable for Cllr Warwick's grant – action complete, Cllr Hare confirmed that the grant is not required for the purchase of trees. Item 22/14.1 Forward WCC report to Clerk for uploading to website – action complete Item 22/14.3 Upload link to Green Homes Fair to website – action complete	

22/23.2	To receive the County Councillor's report	
	Report was sent out prior to the meeting, which included classical concerts at Royal Victoria Country Park, childcare over the summer holidays, a consultation on supported transport which is open until 24 July and defibrillators coming soon to Household Waste Recycling Centres. ACTION Clerk to upload link to consultation on supported transport to website and mention on Facebook.	Clerk
22/23.3	To receive the District Councillor's report	
	Report was sent out prior to the meeting, which included suspension of the garden waste collection during week commencing 4 July, the Business Excellence Awards, net zero grants for businesses, Ukraine refugee support, the Queen's Baton Relay on 6 July and the King George V Skatepark officially opened on 11 June. ACTION Clerk to upload the garden waste 'further information' details to the website and mention on Facebook.	Clerk
22/24	To approve the Minutes of the meeting held on 7 June 2022	
	RESOLVED – Agreed as a true copy	
22/25	Finance and Council matters	
22/25.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>Item 22/17.1 Purchase A3 laminator including an initial supply of laminating pouches and report purchase at a later meeting – action carried forward, still considering</p> <p>Item 22/17.4 Clarify items with Events Group at upcoming meeting – action carried forward, the meeting was cancelled</p> <p>Item 22/17.4 Write on behalf of Council to acknowledge the contributions of Kasbah Band, St Marks, Rotary Winchester, Parliament Place Management Group and DoE volunteer – action complete</p> <p>Item 22/17.5 Define the number and location of benches and bins and include new junior goal posts. Perimeter path to be reviewed to ensure it is affordable. Amend priority order of items. Obtain estimates for all the items on priority list. Planting and junior football pitch to be accurately plotted – action partially complete: priority order complete but additional funding for trees proposal not required. Cllr de Liberali will forward further proposals (see also item 22/27.5).</p>	<p>Cllr Hare</p> <p>Cllr Kirkby</p> <p>Cllr de Liberali</p>
22/25.2	To consider co-option to vacancy for a parish councillor following May election	
	This item was brought forward from the June meeting when one potential candidate, James Omand, came forward just after the closing date, so because no one else had come forward the Council resolved to effectively extend the closing date to enable discussion of the application at the July meeting. James had confirmed his eligibility to become a councillor and provided a statement of his experience and interests. The councillors had no questions. RESOLVED to co-opt Cllr Omand who signed his Declaration of Acceptance of Office. ACTION Clerk to forward register of interests form for completion by Cllr Omand.	Clerk
22/25.3	To accept payments for June and agree the June bank transactions with the bank balance	
	The report had been circulated in advance of the meeting. RESOLVED to approve payments and bank reconciliations.	

Payments/Receipts List and Bank Reconciliation for July 2022 Meeting

PAYMENTS			
Invoice Date	Supplier	Details	Gross
07-Jun-22	D Kirkby	Merlin Accessories (Handyperson Group)	8.88
09-Jun-22	S Sawyer	June	688.95
09-Jun-22	Hampshire Pension	June	196.12
08-Jun-22	D Kirkby	Just Stainless (shackles - Handyperson Gp)	15.30
09-Jun-22	D Kirkby	Amazon (Handyperson Group)	2.80
09-Jun-22	D Kirkby	Amazon (Handyperson Group)	9.14
09-Jun-22	ID Mobile	Mobile	10.63
29-May-22	Colin Stride	Amazon (Events Gp - adaptor)	8.99
29-May-22	Colin Stride	Amazon (Events Gp - pulley)	25.98
19-May-22	Colin Stride	Screwfix (Events Gp - ties/DPM)	38.62
31-May-22	Colin Stride	Wickes (Events Gp - chipboard)	45.90
31-May-22	Colin Stride	Printing (Events Gp - Jubilee quiz)	12.50
22-Jun-22	Colin Stride	Trophy (Events Gp - Easter Egg Hunt)	26.00
22-Jun-22	Colin Stride	Trophy (Events Gp - Scarecrow Comp)	9.00
30-Jun-22	Unity Trust Bank	Service Charge	18.00
Unpaid - for approval at July meeting:			1,116.81
06-Jun-22	Grass & Grounds	Grounds maintenance	1,029.20
20-Jun-22	ICO	Data Protection renewal fee	40.00
21-Jun-22	WCC	Dog bin emptying Apr/May/Jun	195.00
22-Jun-22	Worthy Heating	Repair to tap	78.00
23-Jun-22	Vita Play	Replace bollards & repair rotten timber	480.00
30-Jun-22	Merritt	Removal of beech and cherry	900.00
			1,380.00 To be paid

	Bank balance as at 31 May	£35,654.17
	Plus receipts	-
		35,654.17
	Less payments June	1,116.81
	Less payments from June sheet	729.20
		33,808.16
	Bank balance as at 30 June	£33,808.16
	Payments still to be made	1,380.00

22/25.4

To approve financial report for the first quarter

The report had been circulated in advance of the meeting. RESOLVED to approve the report.

Oliver's Battery Parish Council

Quarterly Budget Control Report for Year Ended 2023

FIRST QUARTER

	Approved Budget	To Date	Actual v Budget	
	2022/23	2022/23	2022/23	Comments
	£	£	%	
Expenditure				
Salary & NI	£9,000.00	2,213.49	25%	
Pension	£1,827.00	468.06	26%	
Clerk Expenses	£200.00	83.33	42%	Annual payment pro rata'ed
Mobile Phone	£132.00	31.89	24%	
Travel	£100.00	0.00	0%	
Training	£300.00	0.00	0%	
Meeting Costs	£300.00	60.47	20%	
Admin	£200.00	327.05	164%	New printer/paper
Bank Charges	£80.00	18.00	23%	
Insurance Premium	£400.00	334.34	84%	
Insurance Contingency	£1,000.00	0.00	0%	
Audit Fees	£450.00	200.00	44%	
Subscriptions	£1,000.00	674.34	67%	SILCC, HALC, CPRE
Grants & Donations	£1,000.00	240.83	24%	OB Countryside Group, £50 Winchester Hospice
Events	£1,500.00	1,070.03	71%	Inc marquee water weights, exp partially offset by receipts
Tree Surveys/Remedial Wks	£1,600.00	3,562.15	223%	Removal of two failed trees, visual tree inspection
Tree Planting	£500.00	0.00	0%	
Newsletter	£3,000.00	191.00	6%	
Bench Maintenance	£500.00	80.00	16%	
Lengthsman Rubbish Disp	£125.00	0.00	0%	
Dog Waste Bins	£600.00	130.00	22%	
Recreation Ground:				
Contracts/Play Inspection	£6,500.00	1,030.42	16%	29% incurred but latest invoice not paid until July
Annual Play Inspection	£100.00	0.00	0%	
Conservation Area Rent	£100.00	0.00	0%	
Water Supply	£150.00	20.22	13%	
Repairs & Renewals	£3,000.00	0.00	0%	
Improvements	£3,000.00	0.00	0%	
Planning (Action Plan)	£1,000.00	45.00	5%	
Sustainability	£1,500.00	13.50	1%	
Miscellaneous	£500.00	458.07	92%	Inc presentation (partially offset by receipts), Handyperson Group items
S137	N/A	0.00	N/A	
	£39,664.00	£ 11,252.19	28%	
VAT on purchases		£ 974.69		
Income				
Precept	£39,664.00	19,832.00	50%	
Other	£0.00	1,019.99	N/A	Egg Hunt entry fees, contributions to present, advertising, printer reimbursement
VAT		2,759.26	N/A	
	£39,664.00	£23,611.25		

This budget control report is used to monitor spend against budget and to set the following year's budget

22/25.5

To receive update from the Events Working Group (standing item)

No report had been received due to holiday absence.

22/25.6

To receive update from the Sustainability Working Group (standing item)

A report had been circulated in advance of the meeting, giving a brief history of the Group and its activities since its formation, plus possible projects to become involved in such as repair cafes on which the Group has been working with Badger Farm and Unit 12 in Winnall. There have also been discussions with WinACC and Community First. RESOLVED to accept the proposals in the report which are to create an A5 leaflet to describe repair cafes and advertise Green Week in colour (£182.00 plus VAT), an A4 survey (£84.00 plus VAT) and to buy stationery (£65.94).

Cllr Hare

22/25.7

To receive update from Tree Warden on visual inspections carried out (standing item)

There was nothing to report this month.

22/26

Planning

22/26.1

To discuss the progress of resolutions from the last meeting: see Actions List

Item 22/16.2 11 Mount view – submit comments with neighbours' input – action complete

22/26.2

To consider planning report and agree actions

	<p>Report was sent out prior to the meeting. Three new applications:</p> <p>15 Priors Way (22/00956/HOU) Erection of new single storey rear extension to replace existing. Minor front alterations: small porch canopy and new right front window. The application does not raise any issues in terms of the Village Design Statement as there is no overlooking issue or additional work proposed. There have been no public comments. RESOLVED no comment.</p> <p>5 Downlands Road (22/00955/HOU) Two storey side extension and raise roof to alter existing first floor accommodation. The proposed extension does not appear to be dissimilar to the appearance of adjacent number 3. There have been no public comments to date. RESOLVED no comment.</p> <p>94 Olivers Battery Road South (22/00948/FUL): Rear extension to existing dental surgery. The proposed extension will impact on the width of the tarmac adjacent to the current surgery and backing onto Compton Way, where employees' cars have been parking recently. There have been no public comments. No orange notice displayed. RESOLVED no comment.</p> <p>An addendum had also been sent out concerning an application at 17 Austen Avenue (22/01207/HOU) To replace lean-to style conservatory on the rear of the bungalow. The application does not raise any issues in terms of the Village Design Statement as there is no overlooking issue or additional work proposed. There have been no public comments to date. RESOLVED no comment.</p> <p><u>Update on applications previously discussed</u></p> <p>47 Priors Way (22/00255/HOU) Skylight in roof to allow light into upstairs landing and stairwell following the stairs being moved in order to create a kitchen diner. Application permitted 21 June.</p> <p>18 Mount View Road (22/00587/HOU) Additional storey to a bungalow with extension to the rear and single storey side extension. Application permitted 16 June.</p> <p>11 Mount View Road (22/00621/FUL) Erection of a pair of semi detached houses (1 x two bedrooms and 1 x three bedrooms), one 4 bedroom house and one 5 bedroom house, together with access, parking and landscaping. At the June meeting the Council resolved to comment with neighbours' input and in addition to the Council's comments there have now been a total of ten public objections to date, also the planners had been advised they need to take biodiversity into account. ACTION Clerk to ask the planning officer if and when they will be visiting the site.</p> <p>116 Oliver's Battery Road South (22/00354/HOU) Front and rear infill extensions, raised roof and elevational alterations, plus detached garage. Application permitted 10 June.</p> <p><u>Enforcement</u></p> <p>A new case reported on 27 June, alleged breach by failure to implement works by date. WCC request that information on cases is not shared as a whole with the general public but they have no objection to the Council using the information to assist any member of the public who asks for information on a particular enforcement case.</p>	Clerk
22/26.3	To consider feedback to Magenta Planning on the Texas Field site	
	Magenta Planning requested feedback from the Council on the site and subsequently shared a promotion document for the site. Cllr Kirkby confirmed that this meeting was not discussing the SHELAA sites, which were discussed at meetings in March and June. It was proposed that the feedback would comprise responses from the recent SHELAA sites survey, the ACV status, the settlement gap status, proposed Valued Landscape status and lack of green space. Cllr Leach directed Magenta to the judgement in the ACV appeal. RESOLVED to accept proposals and formally respond to Magenta..	Cllr Kirkby

22/27	Recreation Ground, Wildlife Conservation Area and the Battery	
22/27.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>Item 22/18.3 Contact Worthy Heating & Plumbing with a photo, to enquire if they are interested in attending to the tap – action complete</p> <p>Item 22/18.3 Handyperson Group to replace shackles [to swing] – action complete</p> <p>Item 22/18.5 Accept price for removing padlocks from First Call Locksmith in the sum of £65 including VAT – action being completed this week</p> <p>Item 22/18.6 Handyperson Group to clean sign on pedestrian gate and move the other sign (behind neighbouring allotment fence) – action added to Handyperson list but not yet complete</p> <p>Item 22/18.6 Purchase the 2 Nr signs for approximately £55 inc VAT for the two – same wording as existing – it was reported that three signs were actually produced for this price and the third sign will be affixed to the post at the entrance gate</p>	<p>Cllr Leigh-Jones</p> <p>Cllr Leigh-Jones</p>
22/27.2	To consider report based on Groundsman's weekly reports and agree actions	
	Leigh-Jones had circulated a report in advance of the meeting, plus the Groundsman's Ticklist showing that no new issues were identified this month.	
22/27.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)	
	<p>Cllr Leigh-Jones's report included that a metal post had been removed from the ground and lying beside the tap and that cans of beer had been found in the play area. It is not clear where the post has come from and resetting is not a task that can be undertaken by the Handyperson Group. RESOLVED to discuss the means to restrict littering activities in the Recreation Ground (although not a significant issue). It was confirmed that Cllr Blundell had handed over the Handyperson Group to Cllr Leigh-Jones.</p> <p>Cllr Leigh-Jones confirmed all ad hoc tasks had been completed.</p> <p>Following the discussion about littering Cllr de Liberali requested that an item be added to the September agenda in respect of CCTV and electric vehicle charging points at the Recreation Ground. ACTION Clerk to investigate whether, together with at least 25 supporters, the Council can put money into the crowdfunding to top up to the amount contributed.</p> <p>Proposed to obtain another No Dogs signs (anticipated to be less than £50) and install using the existing post noted above. RESOLVED to obtain another No Dogs sign and obtain a price from contractor for installing sign including using the existing post.</p>	<p>Cllr Leigh-Jones</p> <p>Clerk/Cllr de Liberali</p> <p>Clerk</p> <p>Cllr Leigh-Jones/ Cllr Kirkby</p>
22/27.4	To grant retrospective approval for replacement of two posts to the large multi play unit that were completely rotten at ground level	
	These posts were identified as hazardous and the equipment was taped off until the repairs could be carried out, in the sum of £480 plus VAT. RESOLVED to approve the cost.	
22/27.5	To consider update on An Inclusive Recreation Ground for all Ages project	
	No report had been received but will be submitted within the next week. Cllr de Liberali will request an extension of time on the crowdfunding from WCC. Item to be carried forward to the September meeting.	Cllr de Liberali/Clerk
22/27.6	To retrospectively approval remedial works to tap	

	The cost of the call-out from Worthy Heating & Plumbing was £65 plus VAT. RESOLVED to approve the cost.	
22/27.7	To consider prices for works identified in Annual Play Inspection Report and other remedial works	
	A report had been circulated by Cllr Kirkby prior to the meeting, following on from the report considered at the 17 May meeting and the actions agreed. The actions were allocated between contractors and the Handyperson Group but the report related only to actions by contractors. Two contractors were invited to provide prices and Cllr Kirkby met both on site. RESOLVED to accept the recommendations of the report ie to accept the prices from Vita Play in the sum of £728 for the works relating to the Annual Play Inspection and £375 for the new tunnel end, and to note that unless other funding becomes available the non-urgent safety surfacing works are considered in 2023/24.	Clerk
22/28	Lengthsman Scheme	
22/28.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 22/19.1 Forward Lengthsman list – action complete. Cllr Blundell requested that the footpath from Old Kennels Lane to the golf course (PROW 506) be cleared. ACTION Clerk to contact the Countryside Access Team.	Clerk
22/29	Items for Consideration Only	
22/29.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Item 22/20.1 Return to Imperial Homes to specifically ask if they will contribute towards the cost of a community notice board – action complete (Imperial Homes' response was that they are not entirely sure why the Parish Council are seeking a contribution from them for a community board. If the Council want to come up with a suggestion for a community board on their land they will consider any proposal.) Item 22/20.1 Re-send Hampshire Passenger Transport Forum rep email to Cllr Blundell – action complete Item 22/20.2 Respond to member of the public that the Council does not own the land where a bench was requested – action complete	
22/29.2	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"> • WCC: Carbon Neutrality Open Forum Wednesday 22 June – 10 June • HALC: June newsletter – 14 June • CPRE Hants: Hedgerows Special E-Newsletter – 15 June • HALC: AGM 2022 – Resolutions – 22 June • Southern Water: Have your say on our draft Water Resources Management Plan – 23 June • Winchester ALC: Winchester District Association Meeting Wednesday 13 July 1930 – 29 June • WCC: Parish Connect June 2022 – 30 June • WCC: Local Plan timetable update – 4 July 	
22/30	Date of next meeting – 6 September 2022	
	Meeting ended at 8.45 pm	