



## Oliver's Battery Parish Council meeting

Tuesday 6<sup>th</sup> December 2022

at 7.30pm

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

### MINUTES OF THE MEETING held on 6<sup>th</sup> December 2022

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Kirkby		
Cllr Blundell	Clerk – B Gibbs	
Cllr de Liberali		
Cllr Leach		
Cllr Leigh-Jones		
Cllr Omand		

<b>Item</b>		<b>ACTION</b>
<b>22/62</b>	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllrs Laming, Warwick and Williams  There were no declarations of interest received.	
<b>22/63</b>	<b>To adjourn for public participation</b>	
22/63.1	There were no members of the public present.	
22/63.2	To discuss the progress of resolutions from the last meeting: see Actions List	
	41.2 The Clerk to liaise with WCC and Hampshire County Council (HCC) regarding faded give way signs. The Clerk said that he would continue to progress this item in the New Year.  51.4 The Clerk was asked to speak to Sara Davis (WCC) about bus shelters. The Clerk provided historic documents to the Parish Council regarding them.  Members were clear that the bus shelters were not provided by the Parish Council and they have never been maintained by it. The letter from WCC to the Parish Council dated 19 July 2002 confirms that WCC has accepted responsibility for the future maintenance of the five bus shelters in the parish.  The shelters are now over 20 years of age. It will cost £640 each year for WCC to clean	Clerk  Clerk

	<p>the five shelters twice a year beyond March 2023.</p> <p>The Parish Council would also like to know why responsibility for maintenance of the shelters was being handed to it after WCC (not Winchester Town Forum) accepted responsibility for maintenance in 2002.</p>	Clerk
22/63.3	To receive the County Councillor's report	
	<p>Cllr Kirkby read Cllr Warwick's report about the following topics.</p> <p>HCC now has a new concrete mixer that enables it to make concrete from the gravel and tarmac taken from previous road repairs and delivered to where it is needed right across Hampshire. The mixer's green credentials are further enhanced in that it is fuelled by low carbon hydrotreated vegetable oil (HVO) fuel.</p> <p>There is a little film about gritter driver training. Clerk to add link to reporting issues with salt bins to website.</p> <p>Hampshire Highways are trialling re-wilding of our rural wide verges. This trial is being done with a view to improving biodiversity and will be monitored over a two-year period. No sites local to us yet.</p> <p>The Hampshire Waste &amp; Minerals plan that is out for consultation (like the WCC Local Plan).</p> <p>Hampshire County Council and its partner authorities are working to produce a partial update to the plan that will guide minerals and waste decision making in the plan area up until 2040.</p> <p>The partial update will build upon the adopted plan (2013) and will eventually provide new and updated policies based on up-to-date evidence of the current levels of provision for minerals and waste facilities in the Plan Area. It was noted that this work would focus upon the Hamble peninsula and the extraction of sharp sand and gravel at the former Hamble airfield.</p> <p>HCC have produced an annual climate change report.</p> <p>From 7 Nov, all keepers of poultry and captive birds are required to follow additional strict measures.</p>	Clerk
22/63.4	To receive the District Councillors report	
	No report was received. The Clerk was asked to follow this up with an email asking for a report.	Clerk
<b>22/64</b>	<b>To approve the Minutes of the meeting held on 1<sup>st</sup> November 2022.</b>	
	RESOLVED – Agreed as a true copy and duly signed by the Chairman of the Council.	
<b>22/65</b>	<b>Finance and Council matters</b>	
22/65.1	To discuss the progress of resolutions from the last meeting; see Actions List	
	<p>53.1 A co-option notice will be produced for the notice-boards and the website.</p> <p>53.2 The Clerk was instructed to follow up on all the lease of former sewerage disposal works with the officers at WCC. This would be discussed later in the meeting.</p>	Clerk All
22/65.2	Parish Councillor vacancy for co-option. To receive any applications.	
	Cllr Kirkby commented that the co-option process will need to be re-advertised so that a suitable candidate could be identified before too long. The Clerk said he would extend the deadline until 6 <sup>th</sup> Jan 2023.	Clerk

22/65.3	To accept payments for November and agree the November bank transactions with the bank balance																																																																			
	<p>All outstanding invoices had been circulated in advance of the meeting. It was RESOLVED to approve payments up to this date.</p> <table border="1" data-bbox="228 248 1195 869"> <thead> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>04/11/2022</td> <td>Copying Centre/Copyman</td> <td>2208/048 - Newsletter printing</td> <td>191.00</td> </tr> <tr> <td>04/11/2022</td> <td>Copying Centre/Copyman</td> <td>2209/015 - Newsletter printing</td> <td>191.00</td> </tr> <tr> <td>04/11/2022</td> <td>B V Gibbs</td> <td>Oct 22 Salary</td> <td>599.75</td> </tr> <tr> <td>04/11/2022</td> <td>Grass and Grounds</td> <td>3656</td> <td>729.20</td> </tr> <tr> <td>04/11/2022</td> <td>Grass and Grounds</td> <td>3680</td> <td>729.20</td> </tr> <tr> <td>04/11/2022</td> <td>HMRC</td> <td>PAYE/NI</td> <td>150.00</td> </tr> <tr> <td>04/11/2022</td> <td>HMRC</td> <td>PAYE/NI</td> <td>150.25</td> </tr> <tr> <td>09/11/2022</td> <td>ID Mobile</td> <td>Mobile</td> <td>10.63</td> </tr> <tr> <td>30/11/2022</td> <td>St Marks Church Hall</td> <td>Sept-Oct 2022 Hall Hire</td> <td>60.00</td> </tr> <tr> <td>30/11/2022</td> <td>B V Gibbs</td> <td>Nov 22 Salary</td> <td>599.75</td> </tr> <tr> <td>30/11/2022</td> <td>WCC</td> <td>Conservation Area ground rent</td> <td>50.00</td> </tr> <tr> <td>30/11/2022</td> <td>Amy Paterson</td> <td>Christmas Tree Event 22</td> <td>96.72</td> </tr> </tbody> </table> <table data-bbox="228 920 1195 1323"> <tr> <td></td> <td style="text-align: right;">3,557.50</td> </tr> <tr> <td style="text-align: right;">Bank balance as at 1st Nov</td> <td style="text-align: right;">£45,164.38</td> </tr> <tr> <td><u>Plus receipts</u></td> <td style="text-align: right;"><u>£0.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>£45,164.38</u></td> </tr> <tr> <td><u>Less payments</u></td> <td style="text-align: right;"><u>£3,557.50</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>£41,606.88</u></td> </tr> <tr> <td style="text-align: right;">Bank balance as at 30th Nov</td> <td style="text-align: right;">£41,606.88</td> </tr> </table>	Invoice Date	Supplier	Details	Gross	04/11/2022	Copying Centre/Copyman	2208/048 - Newsletter printing	191.00	04/11/2022	Copying Centre/Copyman	2209/015 - Newsletter printing	191.00	04/11/2022	B V Gibbs	Oct 22 Salary	599.75	04/11/2022	Grass and Grounds	3656	729.20	04/11/2022	Grass and Grounds	3680	729.20	04/11/2022	HMRC	PAYE/NI	150.00	04/11/2022	HMRC	PAYE/NI	150.25	09/11/2022	ID Mobile	Mobile	10.63	30/11/2022	St Marks Church Hall	Sept-Oct 2022 Hall Hire	60.00	30/11/2022	B V Gibbs	Nov 22 Salary	599.75	30/11/2022	WCC	Conservation Area ground rent	50.00	30/11/2022	Amy Paterson	Christmas Tree Event 22	96.72		3,557.50	Bank balance as at 1st Nov	£45,164.38	<u>Plus receipts</u>	<u>£0.00</u>		<u>£45,164.38</u>	<u>Less payments</u>	<u>£3,557.50</u>		<u>£41,606.88</u>	Bank balance as at 30th Nov	£41,606.88	Clerk
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22/65.4	To receive update from the Events Working Group (standing item)																																																																			
	Cllr Leigh-Jones spoke about the successful Christmas Tree event. It was well attended and passed off smoothly. He commented that the team should be thanked by the Parish Council for all their hard work during the year. The Clerk was instructed to write to Amy Paterson before too long to thank her and her colleagues.	Clerk																																																																		
22/65.5	To receive update from the Sustainability Working Group (standing item)																																																																			

	<p>What the Sustainability Group has done since the last Parish Council meeting:</p> <p>1) Organised The Big Outdoor Swap on 26<sup>th</sup> November. We are providing a useful "reusing" service where resources are reused/ recycled at no carbon cost. (Cost to us is designing, printing, laminating, distributing the posters)</p> <p>2) Attended the WeCAN workshop on community energy.</p> <p>3) A Repair Cafe meeting was held on 27<sup>th</sup> at Badger Farm. It was extremely well supported, and the project progresses well towards a launch in Spring</p> <p>4) A provisional date of Saturday 14<sup>th</sup> January has been arranged for the first home energy event.</p> <p>Cllr Omand spoke about the purchasing of a thermal imaging camera to help the work of the Sustainability Group. The cost would be about £450.00. The Clerk said that Cllr Omand should apply to County Councillor Warwick for some grant funding in order to help with the purchase.</p> <p>A discussion took place at the end of Cllr Omand's report regarding securing grant funding opportunities from WCC and HCC.</p>	Cllr Omand
22/65.6	To receive update from Tree Warden on visual inspections carried out (standing item)	
	The tree warden has reported that there are no issues currently.	
22/65.7	The lease of the former sewerage disposal works Oliver's Battery.	
	<p>The Clerk led on this item. The lease of former sewerage disposal works at Oliver's Battery dated 12<sup>th</sup> November 1997 has expired and the Parish Council is currently "holding over" on the lease.</p> <p>The Clerk presented a further report. He indicated that the City Council officers have asked if the Parish Council is interested in acquiring the freehold rather than renew the lease.</p> <p>During the discussion that took place the following points were raised.</p> <ul style="list-style-type: none"> <li>• The land would be acquired at nil consideration .</li> <li>• Legal advice would be required before progressing the potential acquisition</li> <li>• Are there any hidden liabilities to be considered.</li> <li>• How long ago was the sewage treatment works abandoned?</li> <li>• Would this site benefit by becoming an Asset of Community Value.</li> <li>• What are the benefits of acquiring the freehold instead of renewing the lease.</li> </ul> <p>The Clerk was instructed to follow up on all these points with the officers at WCC.</p>	Clerk
22/65.8	Budget & Precept 2023-24.	
	<p>The Clerk presented a discussion document opening the 2023-24 Budget and Precept process. He said that the Budget need not be agreed until March 2023 but also said the precept would need to be agreed in early January 2023.</p> <p>Members discussed the current cost of living issues and how this would affect the budget. It was noted that any pay increase for the Clerk would have an impact on the budget.</p> <p>The Clerk spoke about the precept. He reminded members that the Parish Council had received a total sum of £39,664 from Winchester City Council in 2022-23.</p> <p>The Clerk explained that the precept was calculated by multiplying the tax base by the Council Tax Band D property rate. For information the Tax Base for 2022-23 at Oliver's Battery Parish was 705.88 and the Band D rate was £51.01.</p>	

The Clerk then said that Winchester City Council should have published the tax base in early December 2022. However, this document is not available to us in time for the meeting.

It was decided that the Budget & Precept 2023-24 discussion be held over until January as a result of this.

The draft budget is presented below.

Annual Budget 2022/23	Actual v Budget (11/22)		Initial Budget 2023/24
<b>RECEIPTS</b>			
39,664.00	39,664.00	Precept	
		Other	U/K
		VAT	--
<u>39,664.00</u>		<b>TOTAL RECEIPTS</b>	<u>£0.00</u>
<b>PAYMENTS</b>			
9,000.00	5,349.00	Salary & NI	10,084.00
1,827.00	958.00	Pension	2,158.00
200.00	85.00	Clerk Expenses	200.00
132.00	86.00	Mobile phone	-
100.00	-	Travel	100.00
300.00	90.00	Meeting costs	300.00
200.00	361.92	Admin	200.00
80.00	36.00	Bank charges	80.00
400.00	334.25	Insurance Premium	700.00
450.00	440.00	Audit Fees	500.00
600.00	520.00	Dog Waste Bins	700.00
6,500.00	4,319.00	Recreation Spaces: contracts and play	6,500.00
100.00	46.50	Recreation Spaces: annual play inspection	100.00
100.00	50.00	Recreation Spaces: Conservation Area rent	-
150.00	38.00	Recreation Spaces: water supply	150.00
300.00	-	Training	300.00
1,000.00	-	Insurance Contingency	150.00
1,000.00	727.00	Subscriptions	1,000.00
1,600.00	4,393.00	Tree Surveys and Remedial Works	1,600.00
3,000.00	1,901.00	Recreation Spaces: repairs and renewals	3,000.00
125.00	-	Lengthsman rubbish disposal	125.00
-	-	Lengthsman or equivalent	-
-	-	Bus shelters	-
-	-	Legal expenses	-
1,000.00	241.00	Grants & Donations	400.00
1,500.00	1,399.70	Events	1,500.00
500.00	-	Tree Planting	500.00
3,000.00	1,056.00	Newsletter	3,000.00
500.00	80.00	Bench maintenance	500.00
3,000.00	-	Recreation Spaces: Improvements	3,000.00
1,500.00	13.50	Sustainability	1,500.00

	<b>500.00</b>	<b>658.00</b>	<b>Miscellaneous</b>	<b>500.00</b>	
	<b>1,000.00</b>	-	<b>Planning</b>	-	
	-	-	<b>Section 137</b>	-	
	-		<b>VAT on payments</b>		
	<b><u>39,664.00</u></b>	<b><u>23,182.87</u></b>	<b>TOTAL PAYMENTS</b>	<b><u>38,847.00</u></b>	
22/65.9	To appoint an Internal Auditor for the financial year ending 31st March 2023				
	RESOLVED – It was resolved to appoint Do-The-Number Ltd to act as the Parish Council's Internal Auditor for the financial year 2022-23				
22/65.10	To receive any grant applications for payment in 2023-24				
	Citizens Advice Winchester District. The Parish Council of Oliver's Battery noted that the statutory basis for this item is the Local Government Act 1972, Section 142.  RESOLVED – Oliver's Battery Parish Council having considered a grant application for the year 2023-24 from the Citizens Advice Winchester District approved the payment of a grant of £300.00.				
22/65.11	To pass a resolution to enable the Clerk to the Parish Council to join the LGPS				
	RESOLVED – Oliver's Battery Parish Council resolved to allow its Clerk, Mr Brendan Victor Gibbs to enrol as a member of the Hampshire Pension Fund. It was noted that his first day of employment by the Parish Council was the 8 <sup>th</sup> August 2022.				
<b>22/66</b>	<b>Planning</b>				
22/66.1	To discuss the progress of resolutions from the last meeting: see Actions List				
	55.1 Prepare draft response to the Regulation 18 Consultation. To be discussed at this meeting.  55.2 The Clerk was asked to enquire about outstanding CIL money from the original development. This is with the Open Spaces team at WCC.  55.2 All planning comments from November's meeting have been sent to the officers concerned.				Clerk
22/66.2	To consider any planning reports and agree actions				
	Cllr Blundell presented her report for consideration and approval.  22/02217/HOU 5 Treble Close Oliver's Battery Hampshire SO22 4JN: Conversion of flat roof double garage into mono-ridge pitched roof home office. At the rear: Replace greenhouse and small patio area with mono-ridge pitched roof home office and attached shed.  In relation to the OBVDS, there does not appear to be any reason for the PC to comment.  RESOLVED: The Parish Council has no comments to make regarding this application.  Applications previously reviewed:  22/01504/HOU (27 South View Park Homes), 22/01870/HOU (Hedgecroft, 10 Crescent Close), 22/01659/HOU (Paquita, 130 Oliver's Battery Road South), 22/01484/HOU (Hawkers Rise, 65 Old Kennels Lane) all permitted. Enforcement:  22/00223/WKS (93 Old Kennels Lane) and 22/00286/WKS (85 Old Kennels Lane) both not resolved.				Clerk

22/66.3	<p>Cllrs Kirkby and Leach spoke about the Regulation 18 consultation. There were seven pages of draft responses made by the Parish Council. Cllr Kirkby had incorporated comments from Cllr Blundell. It was RESOLVED to agree the draft and submit the responses.</p> <p>The Clerk was asked to submit the responses to the Planning policy team before the deadline.</p> <p>The Parish Council commented upon the following sections of the local plan.</p> <ul style="list-style-type: none"> <li>• Energy efficiency standards to reduce carbon emissions (Policy CN3)</li> <li>• Renewable and Low Carbon Energy Schemes (Policy CN5)</li> <li>• High Quality, well designed and inclusive places (Policy D1)</li> <li>• Design Principles for Winchester Town (Policy D2)</li> <li>• Brownfield development and making best use of Land (Policy D6)</li> <li>• Transport and Parking (Policy T2)</li> <li>• Protecting and enhancing Biodiversity and the Natural Environment in the district (Policy NE1)</li> <li>• Settlement gaps (Policy NE7)</li> <li>• Landscape Character (Policy NE9)</li> <li>• Rural Character (Policy NE14)</li> <li>• Housing Provision (Policy H1)</li> <li>• Housing Provision (Policy H1)</li> <li>• Meeting Housing Needs (Policy H5)</li> <li>• Affordable Housing Exception Sites to Meet Local Needs (Policy H7)</li> <li>• Vibrant Economy (Policy E1)</li> <li>• Town Centres Strategy and Hierarchy (Policy E3)</li> <li>• Retaining Employment Opportunities (Policy E6)</li> <li>• Maintaining the Vitality and Viability of Town Centres (Policy E7)</li> <li>• Local Shops, Services and Facilities (Policy E8)</li> <li>• Economic Development in the Rural Area (Policy E9)</li> <li>• Bushfield Camp (Policy W5)</li> </ul> <p>The Parish Council's responses and guidance on a simplified response to be issued to local residents on the Contact List.</p>	<p>Clerk</p> <p>Cllr Kirkby</p>
<b>22/67</b>	<b>Communications</b>	
22/67.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>45.1 Cllr Omand to lead on Facebook with Cllr Leach.</p> <p>56.2 Improving communications with residents (carried forward)</p>	
22/67.2	Improving communications with residents.	
	Cllr Omand asked for this item to be carried forward to the January meeting.	Cllr Omand
<b>22/68</b>	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
22/68.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>57.1 To consider a picnic table on the Battery to be purchased by the Oliver's Battery Film Team. This will be discussed later in the meeting.</p> <p>57.1 Cllr Leigh-Jones will purchase more non-slip stain. This will be discussed later in the meeting.</p> <p>58.1 Update on an Inclusive Recreation Ground for all Ages project. This will be discussed later in the meeting.</p>	
22/68.2	To consider report based on Groundsman's weekly reports and agree actions	

	The report had been received and there were no items identified last month.													
22/68.3	To receive reports on routine and ad-hoc tasks that have been completed (Standing Item)													
	The two signs have been placed by Councillor Kirkby and Leigh-Jones.  Another 5 litres of Cuprinol Anti Slip Deck Stain (Boston Teak) will be needed before the Spring treatment is necessary in April/May. Councillor Leigh-Jones will purchase this in January as requested by David Warren.  This report was NOTED by the Parish Council.													
22/68.4	To consider any updates on an Inclusive Recreation Ground for all Ages project.													
	There are still issues liberating the crowdfunded money from the Crowdfunder company.	Cllr de Liberali/Clerk												
22/68.5	To consider picnic benches at the Battery report and agree actions													
	A discussion took place regarding the proposed purchase of picnic benches for the Oliver's Battery open space. The following points were made during the discussion following the presentation of a report from Cllr Leach. <ul style="list-style-type: none"> <li>• Are parasols part of the proposal?</li> <li>• The benches will sit on the Battery throughout the year.</li> <li>• Some money has been allocated within the project to provide staining and wood preservatives.</li> <li>• One of the community groups supporting picnic benches had suggested that one could be accessible. The proposed supplier can provide an accessible picnic bench.</li> <li>• Offers of support from community groups would be most welcome.</li> </ul> RESOLVED: The Parish Council would purchase three picnic benches at a total cost of £1,675 Ex VAT.													
<b>22/69</b>	<b>Lengthsman Scheme</b>													
22/69.1	The Lengthsman is due to visit on December 7 <sup>th</sup> . It was RESOLVED to send the list drafted by Cllr Kirkby.	Clerk												
<b>22/70</b>	<b>Items for Consideration Only</b>													
22/70.1	To discuss correspondence received during the month and items for the agenda at the next meeting													
	There were no outstanding items to consider.													
	<table border="1"> <thead> <tr> <th>From</th> <th>Description</th> <th>Circulation</th> </tr> </thead> <tbody> <tr> <td>HCC</td> <td>The 63 Bus Service revised timetable</td> <td>Council</td> </tr> <tr> <td>WCC</td> <td>December Council News</td> <td>Council</td> </tr> <tr> <td>AJ Gallagher</td> <td>Community News</td> <td>Council</td> </tr> </tbody> </table>	From	Description	Circulation	HCC	The 63 Bus Service revised timetable	Council	WCC	December Council News	Council	AJ Gallagher	Community News	Council	
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<b>22/71</b>	<b>Date of next meeting – 10<sup>th</sup> January 2023.</b>													
	Meeting ended at 8.57pm													