



## Oliver's Battery Parish Council meeting

Minutes of the meeting held on 3<sup>rd</sup> October 2023 at 7.30pm at St Mark's Church Hall, Oliver's Battery.

<u>Present</u>	<u>In attendance</u>	<u>Apologies/Absent</u>
Cllr Blundell	Clerk – B Gibbs	Cllr Leach
Cllr Ironside	Cllr Laming	Cllr Brophy
Cllr Gaster	Two members of the public	Cllr Warwick
Cllr Kirkby		
Cllr Leigh-Jones		

<b>Item</b>		<b>ACTION</b>
23/55	<b>Apologies for absence and declarations of interest</b>	
	Apologies had been received from Cllr Leach and District Cllrs Brophy and County and District Cllr Warwick. Cllr Laming apologised for his late arrival.	
23/56	<b>To adjourn for public participation</b>	
23/56.1	<p>A member of the public attended who wanted to re-iterate his concerns with a planning matter in Downlands Road. This will be dealt with later in this meeting.</p> <p>The Clerk had asked to write to the Head of Planning at WCC in order to understand why recent developments have been allowed to be built that are "substantially different" to the approved plans. A reply has been received and has been circulated.</p> <p>The Parish Council has also been invited to an WCC enforcement plan review in November.</p>	Clerk
2357	<b>To receive the County Councillor's report</b>	
23/57.1	<p>Cllr Warwick had submitted a written report for the Parish Council that will be appended to these minutes.</p> <p>Items to note as follows.</p> <ul style="list-style-type: none"> <li>• HCC financial planning this autumn: The financial challenges facing the County Council are well documented with the revenue budget shortfall expected to rise to £132m.</li> <li>• Transforming in-house nursing and specialist care: A ten-week public consultation is underway on proposals that would see £173 million invested over the next five to six years to transform and expand the future of nursing and specialist accommodation directly provided by HCC for the county's growing</li> </ul>	

	<p>older population. The consultation closes on 12 November (more detail can be found at <a href="https://hampshirecc.welcomesyourfeedback.net/s/HCC-Care2023">https://hampshirecc.welcomesyourfeedback.net/s/HCC-Care2023</a>).</p> <ul style="list-style-type: none"> <li>• Countryside Services - Parish Pages: Parishes, town councils and other local groups may find the Parish page <a href="http://www.hants.gov.uk/community/parish-pages">www.hants.gov.uk/community/parish-pages</a> on the HCC website a useful source of countryside information, including opportunities for grants and funding.</li> <li>• Funding to save the UK's rarest orchids: Hampshire County Council has secured £98,000 funding from Natural England to help rare helleborine orchids to thrive.</li> <li>• New police stations for Hampshire: The Police and Crime Commissioner for Hampshire and the Isle of Wight, Donna Jones, has announced a plan to open ten more police stations and front counters over the next eighteen months, with the aim of increasing police visibility and making them more accessible to the public.</li> </ul>	
23/58	<b>To receive the District Councillors' report</b>	
23/58.1	<p>Cllr Brophy had submitted a written report for the Parish Council that will be appended to these minutes.</p> <p>Items to note as follows.</p> <ul style="list-style-type: none"> <li>• Alcohol Control zone extended to 2026: The licensing and regulation committee has supported a three-year extension of the existing alcohol consumption public spaces protection order (PSPO) to September 2026.</li> <li>• New round of grants for community projects: Applications are currently open for the latest rounds of grant funding. The District Small Grant scheme provides one-off grants of up to £1,000 to local groups and organisations who may need new equipment, start-up assistance or help with events and activities in their communities. For further information, please contact the Winchester City Council Grants team by emailing <a href="mailto:grants@winchester.gov.uk">grants@winchester.gov.uk</a> or calling 01962 848 269.</li> <li>• Winchester District Local Plan revised timetable: The revised timetable means that Regulation 19 consultation will take place in Summer/Autumn 2024, with adoption of the plan in 2025.</li> <li>• Central Winchester regeneration meet and greets: Winchester City Council's is undertaking a regeneration of a circa four-acre area of the city with a wide-ranging mix of uses including flexible work and creative spaces, food and drink offerings, a hotel and new high-quality public spaces. The proposals also include new homes to suit people of all life-stages, with a range of tenures available including private sale, homes for rent and affordable housing.</li> </ul>	
23/59	A question-and-answer session with members of the OB Sustainability Group	
	<p>Claire Shorter had been invited to attend this meeting in order to speak about Thermal Imaging Cameras. She said that the OB Sustainability Group was hoping to offer the community the opportunity to survey their homes in order to identify areas of heat-loss.</p> <p>A camera has been purchased in order to do this but there are questions regarding its suitability for use by those who are not familiar with modern smartphone technology. It was hoped to purchase a second camera with support from the Parish Council and via a small grants scheme.</p>	
23/60	<b>To approve the Minutes of the Ordinary Meeting held on the 5<sup>th</sup> September 2023.</b>	
	RESOLVED – Agreed as a true copy and duly signed by the Chairman of the meeting.	
23/61	<b>Finance and Council matters</b>	

23/61.1	To discuss the progress of resolutions from the last meeting: see Actions List																																													
	<p>23/9.7 Specific actions arising from the internal auditor's report 2022/23. The Clerk highlighted that some outstanding items have now been resolved. A Facebook group administrator had now been appointed. The Clerk also said he has produced a Financial Risk Assessment and would be passing this to the Chair for his comments. It was also hoped to have a Working Groups' Terms of Reference template ready so that this could be adopted at a future meeting.</p> <p>23/47.3 To provide a map of the scarecrow locations to the events group. Awaiting locations.</p> <p>23/47.7 To invite a representative from the sustainability group to speak about the potential to purchase a second TI Camera at the next meeting in October. Action complete.</p>	<p>Clerk</p> <p>Cllr Kirkby</p> <p>Clerk</p>																																												
23/61.2	To accept payments for September 2023 and agree the September 2023 bank transactions with the bank balance.																																													
	<p>All outstanding invoices had been circulated in advance of the meeting.</p> <p>RESOLVED: To approve all invoices &amp; payments up to this date.</p> <table border="1" data-bbox="228 801 1161 913"> <thead> <tr> <th>Payment date</th> <th>Customer</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="228 945 1161 1339"> <thead> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>05/09/23</td> <td>Grass &amp; Grounds</td> <td>INV 4118</td> <td>463.20</td> </tr> <tr> <td>05/09/23</td> <td>D Kirkby</td> <td>Reimbursement (Padlock costs)</td> <td>44.82</td> </tr> <tr> <td>11/09/23</td> <td>Mark Harrod Ltd</td> <td>Goal Posts (Part payment)</td> <td>216.08</td> </tr> <tr> <td>30/09/23</td> <td>Unity Trust Bank</td> <td>2023 quarter three service charge</td> <td>18.00</td> </tr> <tr> <td>02/10/23</td> <td>St Mark's CH</td> <td>OBPC INV 478</td> <td>40.00</td> </tr> <tr> <td>02/10/23</td> <td>Grass &amp; Grounds</td> <td>INV 4169</td> <td>463.20</td> </tr> <tr> <td>02/10/23</td> <td>HMRC</td> <td>Month 5 PAYE/NIC</td> <td>299.44</td> </tr> <tr> <td>02/10/23</td> <td>Mr B V Gibbs</td> <td>Sept 2023 Salary</td> <td>599.95</td> </tr> </tbody> </table>	Payment date	Customer	Details	Gross					Invoice Date	Supplier	Details	Gross	05/09/23	Grass & Grounds	INV 4118	463.20	05/09/23	D Kirkby	Reimbursement (Padlock costs)	44.82	11/09/23	Mark Harrod Ltd	Goal Posts (Part payment)	216.08	30/09/23	Unity Trust Bank	2023 quarter three service charge	18.00	02/10/23	St Mark's CH	OBPC INV 478	40.00	02/10/23	Grass & Grounds	INV 4169	463.20	02/10/23	HMRC	Month 5 PAYE/NIC	299.44	02/10/23	Mr B V Gibbs	Sept 2023 Salary	599.95	
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	The Clerk had been unable to produce the Bank reconciliation as at 1 <sup>st</sup> October 2023 and apologized for this omission.																																													
23/61.3	To receive update from the Events Working Group (standing item)																																													
	<p>The 4th Annual Scarecrow Competition will now be held between 27<sup>th</sup> October to the 6<sup>th</sup> November 2023. There will be three entry categories, adult, family and groups. The distribution team have been provided with flyers to publicise the event.</p> <p>The Christmas Tree event will be held in December. It was noted that it does not look like a tree will be sponsored and this may result in some extra costs.</p>																																													
23/61.4	To receive update from the Sustainability Working Group (standing item)																																													
	No report was received this month but see agenda item below to consider purchase of thermal imaging camera.																																													
23/61.5	The Oliver's Battery Wildlife Conservation Area.																																													
	The Clerk informed the meeting that Land Registry transfer document (TR1) had now been signed and counter-signed and was now with the solicitors. The next stage of the process is to exchange documents with the City Council prior to completion.																																													

	The Clerk was asked to keep the Council informed of progress between meetings.	Clerk
23/61.7	To consider purchase of thermal imaging camera	
	The Parish Council has now received a presentation by a member of the OB Sustainability Group regarding the purchase of a second thermal imaging camera.  RESOLVED: To apply for grant funding in order to facilitate the purchase of a second thermal imaging camera.	
23/61.8	To consider opening a bank account with Lloyds Bank	
	The Clerk spoke about the Parish Council's bank account with Unity Trust Bank (UTB). This bank is not considered as a "High Street" bank and some grant funding bodies will not consider paying grants to this form of bank. At UTB there is also no opportunity to have a debit card. This facility would be useful for making small purchases linked to the events group.  The Clerk proposed opening an account with Lloyds Bank as they have a fairly decent Charities and Local Council section and are able to offer a debit card facility.  If these changes are made then there will need to be a review of the Council's Financial Regulations in order to provide the necessary checks and balances when using the debit card.	Clerk
23/61.9	To note a report from the external auditor on the conclusion of 2022-23 audit	
	The Clerk reported that the external audit had now been completed. BDO LLP was appointed as the new external auditor from this April and had now reviewed our documents and had provided a report. The Clerk pointed out that the Annual Governance and Accountability return had challenged with regard to the declared fixed assets valuation.  RESOLVED: To note the external auditor's final report.  RESOLVED: To publish the audit conclusion report on the Parish Council's website.	Clerk
23/61.10	Tree reports from the Tree Warden.	
	Cllr Gaster present two reports regarding trees within the battery and the recreation ground.  Cllr Gaster was asked to liaise with two local tree surgeons who have undertaken work for the Parish Council previously, to obtain quotations.	Cllr Gaster
23/62	<b>Planning</b>	
23/62.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	23/36.3 The Clerk was asked to speak to neighbouring parishes with recently updated/new VDS in order to see how much this cost, how long it took and if the updates are more effective than the previous versions. The Clerk reported that he had spoken to the Clerk of a neighbouring parish council who had commented that their new VDS was short on strategic policies and also their design policies were rather weak. It was also reported that the whole process saw very little engagement from the community.	
23/62.2	To consider any planning reports and agree actions.	
	New Applications notified since the September 2023 PC Meeting  Cllr Blundell presented her report. She said one new application had been received from WCC since the last meeting. This was a retrospective planning application in relation to 5 Downlands Road, Oliver's Battery.	

	<p>The neighbours at number 7, who attended the September PC meeting, have made the PC aware of their concerns and were here tonight to make further comments.</p> <p>23/01970/HOU 5 Downlands Road, Oliver's Battery Winchester: Single storey side porch.</p> <p>It has been reported that the application does not give adequate information in the description or via the drawings shown on the WCC website to enable any proper assessment of what this application covers. The drawings there do not show clearly any detail of what the retrospective application includes or what is additional to the originally approved application.</p> <p>Having visited the site, Cllr Blundell said that the neighbours are concerned that work has been carried out which does not comply with the original planning application nor is it covered by the documents included in the retrospective planning application. They have a young daughter and have objected for a number of reasons, in particular about a new window with clear glass that overlooks their bathroom.</p> <p>RESOLVED: That the Parish Council should object on the basis that this retrospective application gives inadequate detail/information, and does not appear to cover all the work that has been carried out and which does not comply with approved plans. This could be expanded depending on what information is forthcoming before the 23rd October expiry date.</p> <p>23/01841/DIC 116 Olivers Battery Road South Olivers Battery: Discharge of condition 2 (details of cladding and render), 4 (foul and surface water drainage) and 7 (hard and soft boundary treatment) of planning consent 23/00288/FUL –</p> <p>Engineer's Report attached stating that, before he can recommend that the drainage condition is released without more information on the points he has raised.</p> <p>Lorna Hutchins, WCC Planning Manager, responded to the Clerk's enquiry about management of retrospective planning applications on 2 October, too late to be considered at this meeting. A working group to look at reviewing and refreshing the Local Enforcement Plan in November includes this Council.</p> <p>Cllr Kirkby was interested in further analysis of the response from WCC regarding retrospective planning applications.</p>	<p>Cllr Blundell/ Clerk</p> <p>Cllr Kirkby</p>
23/63	<b>Communications</b>	
23/6.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Cllr Ironside has now picked up the administration of the Parish Council's Facebook page and was now posting news articles and other positive news within Oliver's Battery.	
23/64	<b>Recreation Ground, Wildlife Conservation Area and the Battery</b>	
23/64.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>23/25.5 Annual Play Inspection report. Clerk is seeking quotations.</p> <p>23/38.4 It will be necessary to make contact again with the firm who provided prices for the preparation and planting. It will also be essential to secure volunteer help for watering and general maintenance. Further discussion is required regarding tree sponsoring. On agenda.</p> <p>23/50.4 To obtain quotations for the proposed benches, bins, goalposts and pitch markings for the "Recreation Ground for all Ages" project. On the agenda this evening.</p> <p>23/50.5 The Parish Council will commission a new banner framework adjacent to St Mark's Church Hall. Action complete.</p>	<p>Clerk</p> <p>Clerk</p>
23/70.2	To consider report based on Groundsman's weekly reports and agree actions.	
	Cllr Leigh-Jones had received the checklists from Grass and Grounds for September 2023 and he confirmed the checklist (along with the status of the Defib) comes up with no issues to report.	

23/64.3	To receive reports on routine maintenance and ad-hoc tasks that have been completed (Standing Item)									
	<p>The following tasks were listed as up-and coming.</p> <p>It appears some of the signage down at the recreation ground (see attached images) has been defaced. It is proposed that we paint the signage wherever it is possible to do so, although as is visible in one image, this may not be possible without the purchase of a new sign.</p> <p>Several of the plastic caps that offer protection for children using the play equipment from exposed bolt heads are missing. Councillor Leigh-Jones will replace these this week.</p> <p>The only activity this month has been regular battery changes on the speed monitor mounted in Old Kennels Lane adjacent to Number 55.</p> <p>Planned activity for later in October is the painting of Recreation Ground play equipment with non-slip coating.</p> <p>RESOLVED: Cllr Leigh-Jones to purchase 2.5 litres of Ronseal Anti-Slip Decking Stain in Boston Teak.</p>	<p>Cllr Leigh-Jones</p> <p>Cllr Leigh-Jones</p>								
23/64.4	To consider any further updates on an Inclusive Recreation Ground for all Ages project.									
	<p>Cllr Kirkby reported the progress this past month in the absence of Cllr Leach.</p> <ul style="list-style-type: none"> <li>The proposed tree planting is to be carried out Thurs/Fri 23rd and 24th November.</li> <li>A core group of watering squad has now been established with five willing volunteers from the community. Others may join later. Two of the volunteers are looking to put together the timetable at this stage.</li> <li>A meeting is needed and a decision taken on what watering equipment to purchase.</li> <li>The Clerk is looking into quotes for the benches, tables and bins and smaller football pitch. Firm orders need to be placed soon.</li> <li>At this moment in time, the Football Foundation will not release their grant to the Council's bank (Unity Trust Bank).</li> </ul> <p>The loss of the potential National Lottery Funding is very disappointing. However, WCC Cabinet meeting is expected to formally approve a CIL grant on 17 Oct). This is necessary to supplement the money received from the crowdfunding organised by former Cllr de Liberali.</p> <table> <tr> <td>Cost of Trees, etc</td> <td>£600</td> </tr> <tr> <td>Watering equipment</td> <td>£300 (approx.)</td> </tr> <tr> <td>Labour costs of planting</td> <td>£970</td> </tr> <tr> <td>Total</td> <td>£1,870</td> </tr> </table>	Cost of Trees, etc	£600	Watering equipment	£300 (approx.)	Labour costs of planting	£970	Total	£1,870	<p>Cllr Leach</p> <p>Clerk</p>
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Total	£1,870									
23/65	<b>Lengthsman Scheme</b>									
23/65.1	Cllr Kirkby asked for a list of all those tasks that may need to be done in time for the next visit due on the 18 <sup>th</sup> October. He asked the Clerk to find a list of the tasks that may have been outstanding from the last visit.	Clerk								
23/66	<b>Items for Consideration Only</b>									
23/66.1	To discuss the progress of resolutions from the last meeting: see Actions List									
	Nothing to report.									
23/66.2	To discuss correspondence received during the month and items for the agenda at the next meeting.									

The Clerk listed the following correspondence.

Date	Sender	Subject
10/09/23	OB Primary School PTA	Oliver's Battery Primary School 50th anniversary festival
22/09/23	Ministry of Justice	South Central Probation Unpaid Work Consultation Survey 2023
12/09/23	CPRE	CPRE Foraging Walk at Compton Down
22/09/23	WCC	Winchester Business Bulletin September 2023
22/09/23	WCC	Parish Connect September 2023
22/09/23	WCC	Your Council News 22 September 2023
22/09/23	Slow Ways CIC	Councils - Connect your community to the Slow Ways national walking network
26/09/23	CPRE	The Hampshire Hedge - CPRE Hampshire
28/09/23	WDALC	Winchester District ALC - Agenda and Nomination Form
02/10/23	WCC	Winchester City Council Polling Districts and Polling Places Review 2023
02/10/23	WCC	Bus shelter with exposed electrical box- Olivers Battery Old Kennels La adjacent to junction Mumford Rd
03/10/23	WCC	Winchester Business Bulletin October 2023
03/10/23	WCC	Planning Development Control in the Winchester District
03/10/23	HCC	Greening Campaign promotions
03/09/23	BDO LLP	Olivers Battery Parish Council - Conclusion of annual review 2022-23

Cllr Kirkby asked for the polling places review to be highlighted on the website so that both the Parish Council and members of the community can respond before the deadline of the 13<sup>th</sup> November.

Clerk

The Clerk was asked to respond to the email from Winchester City Council regarding the condition of the bus shelter in Old Kennels Lane.

Clerk

The Clerk was asked to respond to the email from the Ministry of Justice in order to better understand how community payback can benefit the Parish Council.

Clerk

23/67

**Date of next meeting – 3<sup>rd</sup> October 2023 at 7.30pm**

Meeting ended at 8.47pm