



Oliver's Battery Parish Council meeting

Minutes of the meeting held on 6th February 2024 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 Ironside
Cllr Gaster	Cllr Warwick	Cllr Leach
Cllr Kirkby	Cllr Brophy	Cllr Leigh-Jones
		Cllr Laming
	Seven members of the public	

Item		ACTION
23/110	Apologies for absence and declarations of interest	
	Apologies had been received from Cllrs Ironside, Leach and Leigh-Jones. Apologies were also received from District Cllr Laming and County and District Cllr Warwick apologised for her late arrival.	
23/111	To adjourn for public participation	
23/111.1	<p>Altogether seven members of the public spoke about planning application 24/00193/TPO.</p> <p>The following comments were made.</p> <ul style="list-style-type: none"> • The yew trees are on the opposite side of the bridleway which leads off Old Kennels Lane and can be seen from further afield. • They are mature tree and are slow growing. • The trees contribute to the character and visual public amenity of the local landscape. • It was said that the trees are in good health and have caused no issues to any residents or users of the bridleway. • Despite many storms, local residents have advised that they have not seen fallen branches from these yew trees. • In addition, bats have been observed and it is believed that they roost in these trees. • Long-term residents have also advised that they have no recollection of nor have seen work of any description carried out to these yew trees. • The trees do not appear to be dangerous or present a hazard to the many walkers, dog walkers, horse riders and cyclists who use the bridleway on a regular basis or to any local transport using it. • Bin lorries do not use the bridleway to prevent any incidental damage to the surface and services beneath leading to the 3 dwellings which are accessed 	

	<p>along the bridleway (there is no access to 93 Old Kennels Lane from the bridleway).</p> <ul style="list-style-type: none"> • No concerns have been expressed to the Parish Council by residents or members of the public using the bridleway regarding their or others' safety. • Even without a TPO, people should not be allowed to cut trees without the landowner's permission. • There is no reason for work to be undertaken on safety grounds. • The trees sit on a parcel of land that is unregistered. • As the trees abut a bridleway, any work required should be carried out by Hampshire County Council. 	
23/111.2	To discuss the progress of public comments from the last meeting: see Actions List	
	There were no matters arising from the public session in January 2024.	
23/112	To receive the County Councillor's report	
23/112.1	<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> <p>20mph policy</p> <p>The new policy allows communities to request the introduction of 20mph zones in their own area. There will be a number of criteria any community led application will need to meet:</p> <ul style="list-style-type: none"> • Most importantly, there needs to be clear evidence of community support • Parishes will need to fund the introduction of the schemes (funding may be possible through CIL etc) • 20mph zones would need to be accompanied by measures to reduce speed, e.g. speed indicator devices which show speed and happy or angry face. <p>Links to report road issues are here:</p> <p>Potholes: https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes</p> <p>Tree/hedge problems: https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge</p> <p>Flooding/drainage issues: https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding</p> <p>Pavement problems: https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving</p> <p>Problems with rights of way: https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem</p> <p>The HCC Budget and consultation</p> <p>All councils are under immense financial pressures and HCC needs to consider ways they can balance their budget. One area under consideration is the Household Waste Recycling Centres.</p> <p>Hampshire Forest Partnership update</p> <p>Free disease-resistant elm trees are available to help local nature recovery.</p> <p>RESOLVED – to obtain 2 elm trees for the Battery to replace trees lost.</p>	

	<p>Hampshire Hospitals 'Hampshire Together' (new hospital) consultation.</p> <p>Cllr Warwick reminded everyone that the NHS proposals for critical care are still out for public consultation.</p> <p>You can read more about the plan and respond to the consultation here: https://www.hampshiretogether.nhs.uk</p>	Cllr Gaster
23/113	To receive the District Councillors' report	
23/113.1	<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> <p>Bushfield Camp – Questions at Full Council:</p> <p>At the last WCC Full Council meeting held on 17th January, Cllrs Warwick and Brophy both asked questions to Cllr Jackie Porter, the Cabinet Member for Place and Local Plan, to clarify the latest status of the Bushfield Camp proposals. She said more time was being allowed for highways consultations which reflected local concerns and that it was understood that the present application will not come before the planning committee until May 2024 at the earliest.</p> <p>Wellbeing Walks</p> <p>WCC is running weekly Wellbeing Walks, including within the City.</p>	
23/113.2	To discuss the progress of requests to District councillors from the last meeting: see Actions List	
	23/71.1 See Planning below.	
23/114	To approve the Minutes of the Ordinary Meeting held on the 9th January 2024.	
	RESOLVED – Agreed as a true copy and duly signed by the Chairman of the meeting.	
23/115	Finance and Council matters	
23/115.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	<p>23/88.10 & 23/102.1 The Clerk was asked to open a Lloyds Bank account. Action complete???</p> <p>23/102.5 A breakdown of the payments allocated to Recreation Ground Repairs and Renewals was requested as some may need to be reallocated to Recreation Ground Improvements and Tree Planting. Action complete</p> <p>23/102.5 The Clerk was asked to liaise with our insurance provider to ascertain the likely increase to the premium. Action complete</p> <p>23/102.5 It was agreed that councillors would meet informally before the next meeting in order to run through the line items in the budget so that a budget could be agreed at the next meeting and a precept could then be set. Action complete</p>	
23/115.2	To accept payments for January 2024 and agree the January 2024 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 & payments up to this date.</p> <p>In answer to a question from Cllr Blundell, the Clerk said that the CIL money that has been allocated to the Recreation Ground project has not been received in the Parish Council's bank account.</p>	Cllr Warwick

Payment date	Customer	Details	Gross
29-Jan-24	WCC	Thermal Imaging Camera Grant	562.74
29-Jan-24	Designer Metals	Refund	384.00
29-Jan-24	OB Chiropractic	Newsletter advertising	20.00
29-Jan-24	C Thomas	Newsletter advertising	75.00
29-Jan-24	C Thomas	Newsletter advertising	10.00

Invoice Date	Supplier	Details	Gross
02-Feb-24	PASS Ltd	Thermal Imaging Camera	522.00
31-Jan-24	Mr B V Gibbs	Jan 2024 Salary	566.71
24-Jan-24	Peter Arnold	Frame at the Battery	380.00
22-Jan-24	Hants Pension Fund	LGPS Dec 2023	201.87
18-Jan-24	Krystal Hosting	DNS annual fee	84.00
17-Jan-24	Mr B V Gibbs	Office 365 Licence	59.99
15-Jan-24	Copying Centre Ltd	Dec 2023 Newsletter	307.60
15-Jan-24	Itchen Valley Trees	Tree Planting	896.00
15-Jan-24	Mr B V Gibbs	Dec 2023 Salary	566.91
15-Jan-24	DM Payroll Service	Annual fee	60.00
08-Jan-24	Business Stream	Rec Ground Water	29.77
02-Jan-24	HMRC PAYE/NIC	PAYE/NIC Month 8	169.80
02-Jan-24	Grass and Grounds	INV-4286	722.40
02-Jan-24	Infinity Play Ltd	INV-01025	8762.40
02-Jan-24	Winchester City Co	Conservation area final rental	50.00

Bank reconciliation as at 3rd February 2024

Opening balance	35,028.79
Add - income	45,921.10
less - expenditure	37,569.03
Closing balance	43,380.86
Unity Trust Bank	43,380.86
Total Balances	43,380.86
Balance as per cash book	43,380.86
Variance	0

23/115.3 To receive update from the Events Working Group (standing item)

The third Olivers Battery Easter Egg will take place on Easter Sunday 31st March. Requests have been issued by various communication channels for front gardens to be 'volunteered' to host an Easter Egg Hunt clue. The group need approximately 40 different garden frontages over Oliver's Battery in order to hold a successful event. A high-resolution map of the parish for the EEH has been produced with assistance from Parish Online.

The Clerk has arranged with HCC (the highways authority) for a suspension of parking at the parking area by the Battery for a period of 24 hours spread across the Easter weekend. This is a very good outcome.

23/115.4	To receive update from the Sustainability Working Group (standing item)	
	Cllr Blundell reported that the thermal imaging of resident's dwellings will increase thanks to the purchase of the second camera. Cllr Gaster said that it was hoped to produce an article for publication in a future newsletter.	
23/115.5	To consider draft terms of reference for the Events Working Group	
	RESOLVED – To approve the draft terms of reference for the Events Working Group and publish this on the website.	Clerk
23/115.6	To consider draft terms of reference for the Sustainability Working Group	
	RESOLVED – To approve the draft terms of reference for the Sustainability Working Group and publish this on the website.	Clerk
23/115.7	Budget / Precept 2024-25	
	<p>The Clerk spoke about the Budget & Precept for 2024-25. The Clerk said that it was not essential for the budget to be agreed this evening. Instead, the discussion could focus on fine tuning cost codes and line items within the budget.</p> <p>However, the 2024-25 precept had to be set this evening.</p> <ul style="list-style-type: none"> • The outstanding line items in the budget were discussed and agreed. • £468 was agreed as a budget for the Scribe accounts package. • £3,000 was agreed for recreation spaces repairs and renewals. • £6,000 was agreed recreation spaces improvements (including the tennis court re-surfacing). • £600 was agreed for room hire. • £800 was agreed for dog bin emptying. • £11,500 was agreed for staff salary costs including a 5% estimation of the forthcoming NJC national settlement. <p>This would result in an overall budget of £42,406 (taking into account slight adjustments after the meeting).</p> <p>RESOLVED – To approve the draft budget for 2024-25.</p> <p>Last year, the Parish Council asked for a precept of £41,410 from WCC. This meant that the Band D rate was £53.54 for the current year.</p> <p>Cllr Kirkby began the discussion by suggesting the Parish Council considers a small rise in the precept for 2024-25. He explained that a major factor in increasing the precept would be to take account of increased staff costs.</p> <p>It was proposed that the rise in the precept should be at a total of 2%. This would raise an extra £1,460 in funds for the Parish Council.</p> <p>RESOLVED: Oliver's Battery Parish Council would ask for a precept of £42,870 from Winchester City Council in 2024-25 This is equal to a Band D figure of £54.61 for Oliver's Battery.</p>	

OLIVER'S BATTERY PARISH COUNCIL

2024-25 BUDGET - DRAFT 6th February 2024

Annual Budget 2023/24		Initial Budget 2023/24	Initial Budget 2024/25
RECEIPTS			
£41,410.00	Precept	£41,410.00	£42,870.00
£1,500.00	Other	£1,500.00	-
-	VAT	-	-
£42,910.00	TOTAL RECEIPTS	£42,910.00	£42,870.00
PAYMENTS			
10,184.00	Salary & NI	10,184.00	11,500.00
2,158.00	Pension	2,158.00	2,348.00
200.00	Clerk Expenses	200.00	200.00
10.00	Mobile phone	10.00	10.00
100.00	Travel	100.00	100.00
300.00	Meeting costs	300.00	600.00
-	Scribe Accounts	-	468.00
200.00	Admin	200.00	200.00
80.00	Bank charges	80.00	80.00
1,000.00	Insurance Premium	1,000.00	1,000.00
500.00	Audit Fees	500.00	500.00
700.00	Dog Waste Bins	700.00	800.00
6,500.00	Recreation Spaces: contracts and play	6,500.00	6,500.00
100.00	Recreation Spaces: annual play inspection	100.00	100.00
-	Recreation Spaces: Conservation Area rent	-	-
100.00	Recreation Spaces: water supply	100.00	100.00
200.00	Training	200.00	200.00
1,000.00	Subscriptions	1,000.00	1,000.00
5,000.00	Tree Surveys and Remedial Works	5,000.00	1,500.00
3,000.00	Recreation Spaces: repairs and renewals	3,000.00	3,000.00
100.00	Lengthsman rubbish disposal	100.00	100.00
-	Bus shelters	-	-
500.00	Legal expenses	500.00	500.00
	Chairman's allowance	-	250.00
500.00	Grants & Donations	500.00	500.00
1,300.00	Events	1,300.00	1,700.00
1,200.00	Newsletter	1,200.00	300.00
500.00	Bench maintenance	500.00	350.00
10,000.00	Recreation Spaces: Improvements	10,000.00	6,000.00
1,200.00	Sustainability	1,200.00	1,000.00
	Community initiative	-	500.00
	Speed Calming initiative	-	1,000.00
500.00	Miscellaneous	500.00	-
-	Planning	-	-
-	Section 137	-	-
	VAT on payments		
£47,132.00	TOTAL PAYMENTS	£47,132.00	£42,406.00
27%	Clerk and associated costs	27%	33%
20%	PC required (no/minimal control over cost)	20%	24%
21%	PC required (some control over cost)	21%	15%
32%	PC Optional (more control over costs)	32%	27%
0%	Not required 2023/24	0%	0%
100%		100%	100%

23/116 Grant applications 2023-24. To receive any grant applications.

23/116.1 RESOLVED: To approve a 2023-24 grant application on behalf of the Citizen's Advice

	Winchester District for a total of £300.	Clerk
23/117	To consider purchasing Scribe accounts to replace the current financial spreadsheets.	
23/117.1	RESOLVED: to authorise the purchase of a Scribe Accounts licence at an initial cost of £717.00 and a recurring cost of £468.00.	Clerk
23/118	Planning	
23/118.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	23/89.2 The Parish Council asked that the district councillors to report back to the next meeting of the Parish Council with news of any progress of the enforcement of the planting at the Dentist's surgery in Oliver's Battery Road South. The Parish Council re-iterated its concerns to Cllrs Warwick and Brophy.	District Cllrs
23/118.2	To consider any planning reports and agree actions.	
	Cllr Blundell submitted a written report. 24/00193/TPO – 93 Old Kennels Lane, Oliver's Battery, Winchester SO22 4JT - Carry out routine maintenance (primarily crown reduction by 2-3m from the top of the trees) of the two yew trees subject of the provisional TPO 2345 of 2023: 2345G1 to ensure the safety of people and vehicles and to prevent ongoing light blockage to the property. RESOLVED: To strongly object to this application and ask for it to be determined by the planning committee if the designated officer is minded to approve the requested works.	
23/119	Communications	
23/119.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Nothing outstanding	
23/120	Recreation Ground, Wildlife Conservation Area and the Battery	
23/120.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	23/91.1 Further efforts will be made to supplement the number of volunteers for watering the new trees. Ongoing. 23/91.1 Discuss in more detail recent application to place a bench on the Battery for Mr and Mrs Butler. Ongoing. 23/91.3 Volunteers will be requested to assist with leaf clearance via the Parish newsletter. Action complete. A volunteer has come forward following an advert in the community newsletter. 23/105.4 Parish Council accepted the proposal for a small commemorative plaque to commemorate former Cllr. Ivan Arnold, and set a budget not exceeding £50.Ongoing.	Cllr Leach Clerk Cllr Leach
23/120.2	To consider report based on Groundsman's weekly reports and agree actions.	
	Cllr Leigh-Jones had received the checklists from Grass and Grounds for January 2024 and he confirmed the checklist (along with the status of the Defib) have no issues to report.	
23/120.3	To receive reports on routine maintenance and ad-hoc tasks that have been completed (Standing Item)	
	During a recent inspection of the recreational ground Cllr. Leigh-Jones found the play equipment in great working order. The only issue noticed was missing bolt caps (the plastic caps placed on metal bolts/nuts to protect users). Cllr Leigh-Jones to replace missing caps. The tap at the recreational ground continues to leak. It is not a large leak but it is a	Cllr Leigh-Jones

	<p>consistent drip. It is proposed by Cllr Leigh-Jones that we seek alternative plumber options to tackle this issue (note this has been proposed via communication to councillors by the clerk).</p> <p>No report has been received from the Handyerson group in January.</p>	Clerk																					
23/120.4	To consider any further updates on an Inclusive Recreation Ground for all Ages projects.																						
	<p>Cllr Kirkby submitted a written report.</p> <p>The new smaller football pitch has recently been lined out at the Recreation Ground. The old goalposts will be removed and new goalposts installed soon.</p> <p>Tree Watering: A member of the Handyerson Group has obtained the agreement of the owner of the allotment next to the Recreation Ground that the water carrier can be stored temporarily in the allotment area.</p> <p>The location agreed is next to two medium sized trees, well away from the gate. The water carrier will need to be secured and accessible by a number of volunteers. It has also been agreed that the water carrier will stay in Cllr Kirkby's garage until it is required in March.</p> <p>RESOLVED: To purchase a new chain/security cable and combination padlock.</p>																						
23/121	Lengthsman Scheme																						
23/121.1	<p>The final visit of 2023-24 took place on Wednesday 31st January. After this date there are no more visits for Oliver's Battery this financial year. Cllr Kirkby submitted a list to the Lengthsman on 29th January.</p> <p>It has not been decided if the current lengthsman's contract will be renewed in 2024-25</p>																						
23/122	Items for Consideration Only																						
23/122.1	<p>Several notification emails have been received recently regarding the status of the community defibrillator.</p> <p>Cllr Kirkby said that he would speak to the previous Chair for advice on the way forward.</p>	Cllr Kirkby																					
23/123	To discuss correspondence received during the month and items for the agenda at the next meeting.																						
23/123.1	<p>The Clerk listed the following correspondence.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Sender</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>03/01/24</td> <td>WCC</td> <td>Winchester business bulletin January 2024</td> </tr> <tr> <td>03/01/24</td> <td>HCC</td> <td>Report January 2024</td> </tr> <tr> <td>03/01/24</td> <td>HCC</td> <td>Hampshire Emergency Plan</td> </tr> <tr> <td>17/01/24</td> <td>WCC</td> <td>Parish Connect January 2024.</td> </tr> <tr> <td>18/01/24</td> <td>CPRE</td> <td>December 2023 eNewsletter</td> </tr> <tr> <td>28/01/24</td> <td>CPRE</td> <td>January 2024 eNewsletter</td> </tr> </tbody> </table>	Date	Sender	Subject	03/01/24	WCC	Winchester business bulletin January 2024	03/01/24	HCC	Report January 2024	03/01/24	HCC	Hampshire Emergency Plan	17/01/24	WCC	Parish Connect January 2024.	18/01/24	CPRE	December 2023 eNewsletter	28/01/24	CPRE	January 2024 eNewsletter	
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23/124	Date of next meeting – 5th March 2024 at 7.30pm																						
	Meeting ended at 9.12pm																						
23/125	<p>Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.</p> <p>At this meeting the item to be discussed will be a personnel matter.</p>																						