



Oliver's Battery Parish Council meeting

Minutes of the meeting held on 9th January 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 Leigh-Jones (late arrival)
Cllr Gaster	Cllr Laming	Cllr Warwick
Cllr Ironside		Cllr Brophy
Cllr Kirkby		
Cllr Leach		
Cllr Leigh-Jones (from 8.07pm)		

Item		ACTION
23/97	Apologies for absence and declarations of interest	
	Apologies had been received from Cllr Leigh-Jones for his late arrival, Apologies were also received from District Cllr Brophy and County and District Cllr Warwick.	
23/98	To adjourn for public participation	
23/98.1	There were no members of the public present.	
23/98.2	To discuss the progress of public comments from the last meeting: see Actions List	
	There were no matters arising from the public session.	
23/99	To receive the County Councillor's report	
23/99.1	Cllr Warwick had submitted a written report for the Parish Council that will be appended to these minutes. Items to note as follows. <ul style="list-style-type: none"> • From 1 January 2024, residents using Hampshire County Council Household Waste Recycling Centres (HWRCs) will no longer be charged for disposing of their DIY waste in line with the Government policy changes. • Flooding Storms and Drainage • You can report flooding and drainage issues here: • www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding 	

	<ul style="list-style-type: none"> You can report fallen trees here: www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge You can report issues on the road network including potholes here: www.hants.gov.uk/transport/roadmaintenance/roadproblemsall Salt Bins are filled by the County Council so please check your bins and ready in case we experience a cold snap. There is useful guidance on spreading salt and refilling bins here: www.hants.gov.uk/transport/roadmaintenance/severeweather/salting/saltinpolicy The Hampshire Minerals and Waste Plan consultation on the updated plan is expected to start during the week beginning 8th January 2024 and to last for eight weeks. Details can be found at https://www.hants.gov.uk/minerals-waste-update HCC is also launching a survey asking residents where they would like to see improvements for nature recovery, their views on nature priorities and what action they may be taking locally to help nature in their area. Gathering this information is an important first step in the development of a Local Nature Recovery Strategy which aims to ensure Hampshire's natural environment is protected for future generations The online survey is at https://lnrs-hampshireonline.hub.arcgis.com 	
23/100	To receive the District Councillors' report	
23/100.1	<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"> Nominations for the annual Mayor of Winchester's Community Awards are now open, offering an opportunity to recognise and celebrate individuals and organisations who have made a real difference in the Winchester district. The closing date for nominations is Sunday 18th February. The awards will take place on Thursday 7th March in Guildhall Winchester. To nominate a person or organisation, complete the online form at www.winchester.gov.uk/mayorsawards24. WCC and the Community Hub at Unit 12 are offering informal drop-in sessions to provide friendly advice, information and sign-posting around the cost of living. Open to all on the 3rd Thursday of the month 10.30am - 12.30am, Unit 12 Community Food Pantry, Winnall Valley Rd, Winchester SO23 0LD 	
23/100.2	To discuss the progress of requests to District councillors from the last meeting: see Actions List	
	23/71.1 The Parish Council asked for help from its District Councillors to resolve a long-running enforcement issue with the lack of planting at the Oliver's Battery Dentist's development in Oliver's Battery Road South as part of the planning approval and the status of a long running planning appeal.	

	Cllr Laming said that he had raised both issues with his colleagues at WCC and was awaiting a reply.	Cllr Laming																																																												
23/101	To approve the Minutes of the Ordinary Meeting held on the 6th December 2023.																																																													
	RESOLVED – Agreed as a true copy and duly signed by the Chairman of the meeting.																																																													
23/102	Finance and Council matters																																																													
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	<p>23/9.7 Specific actions arising from the internal auditor’s report 2022/23. To have a draft working group Terms of Reference template ready. Ongoing.</p> <p>23/88.3 A letter of thanks to be sent to Amy Paterson (on behalf of the Events Group), Chris Stride (on behalf of the WI) and Marianne Foster (on behalf of St Marks Church) for their help with the Christmas event. All sent.</p> <p>23/88.3 Cllrs to do decorated handprints. Action complete.</p> <p>23/88.5 The final rental payment needs to be made to WWC for the OB Conservation Area. Paid across.</p> <p>23/88.7 Publish the 2023-24 Financial Risk Assessment. Action complete.</p> <p>23/88.9 The Parish Council adopted the draft Environmental Policy as published on the Parish Council’s website. Action complete.</p> <p>23/88.10 The Clerk was asked to open a Lloyds Bank account. The Clerk reported that he had sent all the documentation off to Lloyds Bank and that some authorisation forms had come back. The Clerk and Cllr Kirkby would sign these items off after the meeting.</p>	Clerk																																																												
23/102.2	To accept payments for December 2023 and agree the December 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 & payments up to this date.</p> <p>Income £1,722.16</p> <p>Expenditure £10,784.88</p> <table border="1"> <thead> <tr> <th>Payment date</th> <th>Customer</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>08-Jan-24</td> <td>C Thomas</td> <td>Newsletter advertising</td> <td>10.00</td> </tr> <tr> <td>29-Dec-23</td> <td>Conrad Holdings</td> <td>Community benefits income</td> <td>1500.00</td> </tr> <tr> <td>15-Dec-23</td> <td>WCC</td> <td>Bus Shelter payment</td> <td>129.60</td> </tr> <tr> <td>04-Dec-23</td> <td>D Kirkby</td> <td>Christmas Event income</td> <td>82.56</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Invoice Date</th> <th>Supplier</th> <th>Details</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>02-Jan-24</td> <td>Mr B V Gibbs</td> <td>Dec 23 Salary</td> <td>566.91</td> </tr> <tr> <td>02-Jan-24</td> <td>DM Payroll Service</td> <td>Admin fee 2nd Trance</td> <td>60.00</td> </tr> <tr> <td>02-Jan-24</td> <td>Business Stream</td> <td>Rec Ground Water Bill</td> <td>29.77</td> </tr> <tr> <td>02-Jan-24</td> <td>HMRC PAYE/NIC</td> <td>Month 9 PAYE/NIC</td> <td>169.80</td> </tr> <tr> <td>02-Jan-24</td> <td>Grass and Grounds</td> <td>INV-4286</td> <td>722.40</td> </tr> <tr> <td>02-Jan-24</td> <td>Infinity Play Ltd</td> <td>INV-01025</td> <td>8762.40</td> </tr> <tr> <td>02-Jan-24</td> <td>WCC</td> <td>Conservation Area rental 22-23</td> <td>50.00</td> </tr> <tr> <td>31-Dec-23</td> <td>Unity Trust Bank</td> <td>Service Charge 4th Qtr. 2023</td> <td>18.00</td> </tr> <tr> <td>22-Dec-23</td> <td>D Kirkby</td> <td>Water Trolley re-imburement</td> <td>405.60</td> </tr> </tbody> </table>	Payment date	Customer	Details	Gross	08-Jan-24	C Thomas	Newsletter advertising	10.00	29-Dec-23	Conrad Holdings	Community benefits income	1500.00	15-Dec-23	WCC	Bus Shelter payment	129.60	04-Dec-23	D Kirkby	Christmas Event income	82.56	Invoice Date	Supplier	Details	Gross	02-Jan-24	Mr B V Gibbs	Dec 23 Salary	566.91	02-Jan-24	DM Payroll Service	Admin fee 2 nd Trance	60.00	02-Jan-24	Business Stream	Rec Ground Water Bill	29.77	02-Jan-24	HMRC PAYE/NIC	Month 9 PAYE/NIC	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	WCC	Conservation Area rental 22-23	50.00	31-Dec-23	Unity Trust Bank	Service Charge 4 th Qtr. 2023	18.00	22-Dec-23	D Kirkby	Water Trolley re-imburement	405.60	
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23/102.3	To receive update from the Events Working Group (standing item)															
	Cllr Kirkby commented that there had been two very successful events since September 2023. The focus for now would be on the Easter Egg hunt event that would be taking place on Sunday 31 st March. However, at the moment there was nothing to report on this item															
23/102.4	To receive update from the Sustainability Working Group (standing item)															
	Cllr Blundell reported that the grant application for the purchase of a second thermal imaging camera was progressing and that it was hoped that this would be successful. Meanwhile the other unit was being used by the group to survey local resident's houses.															
23/102.5	Budget / Precept 2024-25															
	<p>The Clerk began the precept discussion by again reminding members that the Parish Council had received a total sum of £41,410 from Winchester City Council in 2023-24.</p> <p>He said that the 2023-24 Tax Base for Oliver's Battery Parish was 773.48 and the Band D rate was £53.54. Multiplying the tax base by the Band D rate resulted in the figure of £41,410.</p> <p>The Clerk then said that Winchester City Council had published the tax base in early December and that the figure for 2024-25 of 785.07 was a slight increase on the previous year. He provided a document that showed sample precept calculations from no increase through to a 5% increase.</p> <p>The Clerk said that for information the calculation using the 2024-25 tax base increase would deliver an extra £620 without making any changes to the precept demand.</p> <p>The Clerk commented that the 2023-24 income figure was £44,869 and that the budgeted expenditure was £53,132 (including money received in previous years and CIL funding).</p> <p>Line items discussed included the following.</p> <ul style="list-style-type: none"> • Tree planting • Recreation Ground improvements • Recreation Ground repair & renewals • Insurance • Salary & PAYE/NI • Pension • Groundsman • Lengthsman • Tree surveys and remedial works • Events Group • Sustainability Group 															

	<ul style="list-style-type: none"> • Bus shelters • Newsletter • Audit costs <p>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.</p> <p>The Clerk was asked to liaise with our insurance provider to ascertain the likely increase to the premium.</p> <p>He was asked to provide these figures between meetings.</p> <p>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.</p>	<p>Clerk</p> <p>Clerk</p> <p>All Cllrs and Clerk</p>
23/102.6	To consider a proposal for Newsletter for inclusion in Budget 2024/25	
	<p>Cllr Gaster presented a report on how to produce the community newsletter moving forward. He said that he was hoping to offset some of the cost of the colour newsletter with advertising revenue (subject to identifying a volunteer to be responsible for obtaining advertising).</p> <p>It was agreed to allocate £3,000 towards the cost of the newsletter in the 2024-25 budget.</p>	
23/102.7	To consider a proposal for Bench maintenance for inclusion in Budget 2024/25	
	<p>It was proposed to recommence the treatment of the four hardwood benches on the Battery and the one by the path to the golf course.</p> <p>It was agreed to allocate £350 towards the cost of bench maintenance in the 2024-25 budget.</p>	
23/102.8	To consider a proposal for Tennis Court surface refurbishment for inclusion in Budget 2024/25	
	<p>Following the replacement of the net, it was proposed to clean, repaint the surface and lines of the tennis court.</p> <p>It was agreed to allocate £6,000 in the budget for 2024/25 for the works noted in the background document.</p>	
23/102.9	To consider proposal for Events Group funding for inclusion in Budget 2024/25	
	The proposals from the Events Group were not available in time for this meeting and a budget will be considered at a later date.	
23/102.10	To consider proposal for Sustainability Group funding for inclusion in Budget 2024/25	
	It was agreed to allocate £1,000 towards the costs associated with the Sustainability Group.	
23/102.11	To appoint an internal auditor for the financial year 2023-24	
	RESOLVED: To appoint Do the Numbers Ltd as the Parish Council's Internal Auditor for the year 2023-24.	
23/103	Planning	
23/103.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	23/89.2 The Parish Council asked that the District Cllrs to report back to the next meeting of the Parish Council with news of any progress on the planning appeal for South Park	

	Homes and the enforcement of the planting at the Dentists surgery in Oliver's Battery Road South. A progress report has been received earlier in the meeting. 23/89.3 Replace previous planning guidance on website. Action complete 23/89.4 Submit the comments on Planning Application 23/02507/OUT at Bushfield Camp. Action complete.	
23/103.2	To consider any planning reports and agree actions.	
	Cllr Blundell had provided a written report. 23/02700/HOU 68 Old Kennels Lane: Alterations to provide first floor structure including internal and external changes. Application withdrawn 23/02853/TPO: 16 Sunnydown Road: T1 lime - crown lift over highway and garden to achieve clearance above ground level of 4m and remove ivy from main stem. Removal of some limbs required which sit very close to telegraph wires. Reduction in height of 5m. RESOLVED – The Parish Council is happy for this to be left to the delegated officer. Eaglewood House, 12 Seldon Close – permitted 6 Pine Close - withdrawn All other applications listed in the background report are ongoing. Enforcement cases – no change.	
23/104	Communications	
23/104.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Nothing outstanding	
23/104.2	The Parish Council agreed that its Facebook page should only be focused on Oliver's Battery.	
23/105	Recreation Ground, Wildlife Conservation Area and the Battery	
23/105.1	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.	Cllr Leach Clerk
23/105.2	To consider report based on Groundsman's weekly reports and agree actions.	
	Cllr Leigh-Jones had received the checklists from Grass and Grounds for December 2023 and he confirmed the checklist (along with the status of the Defib) have no issues to report.	
23/105.3	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.	Cllr Leigh-Jones

	<p>The following item have been completed during December:</p> <ul style="list-style-type: none"> Recreation Ground Play Equipment where applicable painted with 2 coats of non-slip stain. <p>Items planned for January:</p> <ul style="list-style-type: none"> Protective staining of the 4 new plain wood benches in the Recreation Ground. Leaf clearance from paths around school - planned for Friday 12th January. Note: During visits to the Recreation Ground during brief periods of reasonable weather it has been encouraging to see that the new furniture has been well used. 	Handyperson group.									
23/105.4	To consider any further updates on an Inclusive Recreation Ground for all Ages projects.										
	<p>Cllr Leach had provided a written report.</p> <p>Benches, picnic tables and bins are now on the recreation ground along with the trees. This leaves the football pitch to complete that will have to wait for more clement weather.</p> <p>Cllr Leach said that the new benches and tables gives the community an opportunity to commemorate former Cllr. Ivan Arnold, who worked on the original project to acquire the field that became our Recreation Ground. A long-term resident, Ivan's worked with determination to see the project through. Recognition of his achievement is overdue she confirmed that she had spoken with Ivan's widow and she is very supportive of this small memorial.</p> <p>It is proposed that a small commemorative plaque be put up on one of the new benches/picnic tables to commemorate former Cllr. Ivan Arnold, in respect of his contribution to originally getting the Recreation Ground purchased for the community of Oliver's Battery.</p> <p>RESOLVED – The Parish Council accepted this proposal and set a budget not exceeding £50.</p> <p>Watering Regime from March to September.</p> <p>The water carrier has arrived, and is being stored with Cllr Kirkby. Concern remains at the very low numbers of volunteers offering help with watering. There were no responses from the last edition of the OB News. Now that term has started again, Cllr Ironside will be overseeing a flyer to be distributed at the primary school, put into children's bookbags, in the hope of getting some of the many younger parents involved.</p>	Cllr Leach									
23/106	Lengthsman Scheme										
23/106.1	Nothing to report.										
23/107	Items for Consideration Only										
23/107.1	To discuss the progress of resolutions from the last meeting: see Actions List										
	Nothing to report.										
23/108	To discuss correspondence received during the month and items for the agenda at the next meeting.										
	<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>12/12/23</td> <td>WDCA</td> <td>2023-24 grant application.</td> </tr> <tr> <td>13/12/23</td> <td>Conrad Ltd</td> <td>Community benefit agreement</td> </tr> </tbody> </table>	Date	Sender	Subject	12/12/23	WDCA	2023-24 grant application.	13/12/23	Conrad Ltd	Community benefit agreement	
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	13/12/23	WCC	Cultural Strategy - Resident Survey	
	15/12/23	HCC	Hampshire Minerals and Waste Plan consultation	
	15/12/23	WCC	Parish Connect - Modernising hospitals proposals	
	18/12/23	WCC	Winchester Business Bulletin	
23/109	Date of next meeting – 6th February 2024 at 7.30pm			
	Meeting ended at 9.19pm			