



Oliver's Battery Parish Council meeting

Minutes of the Annual Council Meeting held on 8th May 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 Ironside	Clerk – B Gibbs	Cllr Blundell
Cllr Gaster	Dist Cllr Brophy	Cllr Leigh-Jones (late arrival)
Cllr Leach		County Cllr Warwick
Cllr Kirkby		District Cllr Laming
Cllr Leigh-Jones (from 8.09pm)		
Cllr Almond (from 8.01pm)	Two members of the public	

Item		ACTION
25/1	To elect the Chair	
	Nominations for Chair were requested. Cllr Leach nominated Cllr Kirkby and this was seconded by Cllr Ironside - all agreed – RESOLVED Cllr Kirkby was elected Chair.	
25/2	To elect the Vice Chair	
	Nominations for Vice Chair were requested. Cllr Kirkby nominated Cllr Leach and this was seconded by Cllr Ironside - all agreed – RESOLVED Cllr Leach was elected Vice Chair.	
25/3	Apologies for absence and declarations of interest	
	Apologies had been received from Cllrs Blundell. Apologies were also received from District Cllr Laming and Cllr Warwick. Cllr Leigh-Jones apologised for his late arrival. There were no declarations of interest made at this time.	
25/4	To adjourn for public participation	
25/4.1	A parishioner spoke about a planning application 24/00695/HOU at 141 Oliver's Battery Road South. The parishioner made the following comments. • The development would result in the neighbouring property being significantly overlooked. • The development would result in a loss of privacy.	

	The development will be overbearing and of significant mass.	
25/4.2	To discuss the progress of public comments from the last meeting: see Actions List	
	There were no matters arising from the public session in April 2024.	
25/5	To receive the County Councillor's report	
25/5.1	Cllr Warwick had submitted a written annual report for the Parish Council that will be appended to these minutes. Items to note as follows. - The County Council's budget for the next financial year has been approved by the council. This budget covers £2.6 billion of public spending on the ongoing delivery of important local services to Hampshire's 1.4 million residents. - Residents are being asked to separate their waste ahead of a visit to a Household Waste Recycling Centre (HWRC) to reuse and recycle more, and to reduce the amount of material that goes to costly disposal methods such as landfill. - OurHants – the county council's app is available where you can report problems including potholes, trees and hedges, flooding or drainage, paving, street lighting, traffic lights, traffic signs, salt bins and rights of way. There is also a section on "Emergency situation" with contact numbers for water, gas, electricity and flooding. The Clerk was asked to include reference to OurHants under the Useful Information section on the Welcome page of the PC Website.	Clerk
25/6	To receive the District Councillors' report	
25/6.1	Cllr Brophy had submitted a written annual report for the Parish Council that will be appended to these minutes. Items to note as follows. - Grants. - The revised timetable for the Local Plan means that Regulation 19 consultation will take place in Summer/Autumn 2024, with adoption of the plan in 2025. - The Bushfield planning application was delayed after National Highways requested more time to consider the impact of the proposals.	
25/6.2	To discuss the progress of requests to District councillors from the last meeting: see Actions List	
	23/71.1 & 23/89.2 & 23/100.2 & 23/144.2 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 promised as part of planning application 22/00948/FUL. Cllr Kirkby said this item was still outstanding. The Clerk said that he had written to Cllr Porter at WCC about this item.	Cllr Laming
25/7	Councillor Co-option process	
25/7.1	The Clerk said that Mrs Eve Almond had submitted an application for co-option. Mrs Almond explained about her interest in the position and how she felt she might contribute. RESOLVED – To co-opt Mrs Eve Almond as a Parish Councillor. Having signed her acceptance of office form Cllr Almond then joined the meeting as a	

	councillor.	
25/8	To agree Councillor roles and any delegated authority under S101 of the Local Government Act 1972	
25/8.1	The following roles and responsibilities were agreed: Planning – Cllr Blundell and the Clerk Recreation Ground (General) – Cllr Leigh-Jones Recreation Ground for All Ages project – Cllr Leach Website general administration – The Clerk Social Media – Cllr Ironside Newsletter – Cllr Gaster Trees – Cllr Gaster Community – Cllr Leach Events Working Group – Cllr Kirkby Handyperson Working Group – Cllr Leigh-Jones Sustainability Working Group – Cllr Almond	
25/9	To approve the Minutes of the Ordinary Meeting held on the 4th April 2024.	
	RESOLVED – Agreed as a true copy and duly signed by the Chairman of the meeting.	
25/10	Finance and Council matters	
25/10.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	23/115.2 The Clerk said that the CIL money has now been received from WCC. 23/132.5 Parking issues. Carried forward 23/146.6 The draft Community Emergency Plan has been updated and Cllr Kirkby had submitted a written report. After some discussion it was agreed to include the local schools on the notification list. The recommendations were accepted subject to these changes. 23/146.6 The current Community Emergency Plan is now on our website.	Cllr Kirkby
25/10.2	To accept payments for April 2024 and agree the April 2024 bank transactions with the bank balance.	
	The Clerk spoke about the new accounts package that has now been introduced for the financial year 2024-25. He commented that there was no longer a requirement to manually input reports into the minutes as these can now be printed and appended to the minutes. They can also be published on the website. The Clerk also commented that he had recently submitted a VAT claim from the period 1st April 2022 to the 31st March 2024. This was to the value of £8,477.49	
25/10.3	To receive update from the Events Working Group (standing item)	
	Cllr Kirkby submitted a brief written report prior to the meeting. Following another successful Easter Egg Hunt, the Events Group are looking for someone to take on the organising a Summer Event for the community. Looking further forward to the autumn, this year's Scarecrow Competition will be in late September, whilst the Christmas Tree lighting, carols and mulled wine/mince pies event will be in early December.	
25/10.4	To receive update from the Sustainability Working Group (standing item)	
	No report was received.	

25/10.5	To receive an update from Tree Warden on visual inspections carried out	
	Cllr Gaster submitted a brief written report prior to the meeting. The tree warden commented that there may be work to do on the Battery this winter for the trees overhanging Oliver's Battery Road South.	
25/10.6	The PC Community Newsletter	
	Cllr Gaster submitted a brief written report prior to the meeting. Cllr Gaster commented that there were two items emerging from the last edition. He was looking for further feedback on the use of colour. He hoped to receive this feedback as it is a significant cost of production. Some of the documents that are sent to him have hyperlinks embedded. These have to be removed for the printed version but he is wondering if they can be kept for the electronic version on the website. He concluded his report by saying he would like more contributions from the local schools, the Church and local community groups.	All Cllrs
25/10.7	To receive and approve the internal auditor's report 2023-24	
	The Clerk led with this item. The Parish Council's accounts, minutes, website and all background documents have been audited by Do the Numbers Ltd and a report has been received. The Parish Council reviewed the document and commented on each item. • The Parish Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for. <i>The Parish Council noted this.</i> • The Parish Council has opened but not yet brought into use a bank account with a debit card facility. The financial regulations may need to be updated to take this into account. <i>The Parish Council noted this.</i> • The Parish Council did not review the Standing Orders or Financial regulations in the year. It is best practice to ensure that the most up to date version is in use every year. <i>The Parish Council re-adopts its Standing Orders and Financial Regulations each year. A review of both documents can be undertaken in 2024-25.</i> • The minutes of the Parish Council are very long and include multiple items that are information or repetitions of past decisions as well as details of discussion. <i>The Parish Council noted this but it was generally agreed that this recommendation is not accepted.</i> • The VAT126 form has not been submitted since March 2022. <i>A VAT claim has now been submitted.</i> • All minutes up to April 2023 had already been sent to Archive by the date of audit. Please ensure that physical records are retained by the clerk at least until the external audit is complete. <i>The Parish Council noted this.</i> • The Parish Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. The council has not updated its risk assessment since the change in Clerk. <i>The Parish Council noted this.</i> • Some of the policies of the council have not been reviewed recently. <i>The Parish Council noted this.</i> • The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate. <i>The Parish Council noted this.</i> • Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. <i>The Parish Council noted this.</i> • Salaries to employees and allowances to members we paid in accordance with	

	the Parish Council's approvals, and PAYE and NI requirements were properly applied. <i>The Parish Council noted this.</i> • Asset and investment registers were complete and accurate and properly maintained. <i>The Parish Council noted this.</i> • The whole asset register should be entered onto the new Scribe software to agree back to the AGAR. <i>The Parish Council noted this.</i> • Periodic Bank reconciliations were carried out during the year. <i>The Parish Council noted this.</i> • Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded. <i>The Parish Council noted this.</i> RESOLVED – To accept the annual Internal Audit report. The Chairman commented that there was work to be done over the next few months but that the Parish Council was in a good position none the less. He thanked the Clerk for his report.	
25/10.8	To agree insurance details for next year (year two of three-year agreement) and updated Asset Register	
	RESOLVED – To note the Parish Council's insurance policy was in the second year of a three-year agreement. RESOLVED – To pay the premium of £1,051.16 for this insurance policy.	Clerk
25/10.9	To re-affirm the Council's eligibility to exercise the General Power of Competence	
	The Clerk led with this item. The Parish Council had been re-elected in 2022 and had a couple of vacancies at that time that had been filled by co-option. There are still sufficient numbers of elected councillors on the Parish Council to retain the General Power of Competence. It was noted that this power would be lost if any of the councillors elected in 2022 or in by-elections since were to resign. RESOLVED – To grant the General Power of Competence to the Parish Council for the municipal year 2024-25.	
25.10.10	To receive and determine a grant application from the Oliver's Battery Countryside Group	
	Cllr Kirkby led with this item. There was an agreement in place for the Parish Council to pay for Oliver's Battery Countryside Group's Public Liability Insurance. The premium had recently been paid by the group and they have now applied for a grant to cover the costs. RESOLVED – To grant the sum £190.81 for the Oliver's Battery Countryside Group's annual insurance premium.	Clerk
25/11	Planning	
25/11.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Nothing outstanding.	
25/11.2	To consider any planning reports and agree actions.	
	Cllr Blundell submitted a written report including an addendum. New applications: 24/00695/HOU 141 Oliver's Battery Road South: First floor extension, new porch, replacement windows and doors, bifold doors and raised patio to rear.	

	There have been no public comments to date. RESOLVED – Cllr Blundell was authorised to visit the property and provide a report to the Parish Council between meetings. 24/00875/HOU 8 Plovers Down: Single storey rear and first floor front and rear extensions, garage conversion plus all associated alterations. There have been no public comments to date. RESOLVED – no reason for the Parish Council to comment.	Cllr Blundell
25/12	Communications	
25/12.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	Cllr Ironside confirmed that the Parish Council's Instagram account is now live.	
25/13	Recreation Ground, Wildlife Conservation Area and the Battery	
25/13.1	To discuss the progress of resolutions from the last meeting: see Actions List	
	25/91.1 & 25/105.1 Discuss in more detail the recent application to place a bench on the Battery for Mr and Mrs Butler. Cllr Kirkby had submitted a written report outlining options for the Butler Memorial Bench. The report was accepted in its entirety. The Clerk was asked to speak to Mr & Mrs Butler's children seeking approval to proceed. 25/105.4 Parish Council accepted the proposal for a small commemorative plaque to commemorate former Cllr Ivan Arnold, and set a budget not exceeding £50. Cllr Leach ongoing.	Clerk Cllr Leach
25/13.2	To consider report based on Groundsman's weekly reports and agree actions.	
	Cllr Leigh-Jones had received the checklists from Grass and Grounds for April 2024 and he confirmed the checklist (along with the status of the Defib) have no issues to report.	
25/13.3	To receive reports on routine maintenance and ad-hoc tasks that have been completed (Standing Item)	
	During the last month, the Handyperson Group have carried out the following: • Reacted to requirement to fence off damaged equipment in the Recreation Ground. • Cleared and weeded the area around each of the new trees in the Recreation Ground. • Applied bark mulching around the gate of each of the new trees. • Continued to instruct various group leaders on use of tree watering requirement. • Continued to keep the speed warning device operational by cleaning and regular changing the battery. During May when weather allows, it is intended to complete the staining of the new benches in the Recreation Ground.	
25/13.4	To consider any further updates on an Inclusive Recreation Ground for all Ages projects.	
	There was no report to present. Cllr Kirkby asked Cllr Leigh-Jones to prepare a report with recommended actions based on the Annual Play Inspection Report for the next meeting. Cllr Kirkby agreed to email Cllr Leigh-Jones the reports relating to last year's Annual Play Area Inspection Report, which he could use these as a draft for his report to the June Meeting on this year's Annual Play Area Inspection Report.	Cllr Leigh-Jones
25/13.5	To receive an update from the Tree Warden	

	No report was received.	
25/14	Lengthsman Scheme	
25/14.1	The Scheme administrator is now Elizabeth Billingham at Hursley. The new contractor is now Grass & Grounds. It is proposed that the Parish Council goes for 12 manhours and 4 visits per annum but are awaiting confirmation of the additional cost and the start date.	
25/15	Items for Consideration Only	
25/15.1	No reports were received.	
25/16	To discuss correspondence received during the month and items for the agenda at the next meeting.	
25/16.1	No correspondence was received due to it being the election period	
25/17	Date of next meeting – 4th June 2024 at 7.30pm	
	Meeting ended at 9.18pm	
25/17	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. There were no exempt items to discuss.	