



## Council Meeting Minutes

St Mark's Church Hall

Oliver's Battery Road South, Oliver's Battery, Winchester

### Minutes of the meeting on Tuesday 6th December 2016

<u>Present</u>	<u>In attendance</u>	<u>Apologies</u>
Cllr De Liberalli	Cllr Laming	Cllr Mitchener
Cllr Furlong	Cllr Warwick	
Cllr Gernon	Cllr Bell	
Cllr Leach		
Cllr Kirkby		
Cllr Ducker	5 members of the public	

Item	Subject	Action
<b>16/97</b>	<b>Apologies for absence and declarations of interest.</b>	
	Apologies were received from Cllr Mitchener	
<b>16/98</b>	<b>To adjourn for public participation</b> Item 16/84 Bus cancellation – Number 63 - ACTION Cllr Laming had not heard about this and would consider the situation. Hampshire Passenger Transport – Clerk to write and ask why no consultation	
	No entry signs on field - It was reported that several No Entry signs had appeared on the field below Oliver's Battery. It was noted that there was evidence that the footpath 7 was established in 1999. The signs had all been knocked over or turned around. It was suggested that there should be a volunteer working party in the spring to work on clearing the paths. Bus service – 36 – Thursday service has gone. Bus 63 still running HCC Hampshire Passenger Transport services – Bus timetable – It was noted that there had been a report that the printed version would cease being printed and would only be available online. The member of the public wanted some clarity on whether this was true. It was noted it showed all services throughout the region and the only other timetables were specific to Stage coach. ACTION – Enquire with HCC and Cllr Bailey about whether there would be a printed bus timetable CLERK	Clerk

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	<p>Pam Vandersteen would contact Colin Wright at HCC.</p> <p>Fields/Footpaths – Although Footpath 7 had some areas that were overgrown HCC Right of Way had confirmed that the rights of the Right of Way were unaffected. HCC Rights of Way priority cut 6 paths per Parish and the Council would nominate six paths. It was noted that new finger post signs were needed. It was noted that in 1998 footpath 6 became an official Right of Way.</p> <p>It was felt that the path that goes from Oliver's Battery Road South to the butterfly reserve via the tumuli may have been in use for over 20 years and there were residents that could attest to this being fact so it would be advisable to consider how to establish the path as an official right of way. It is visible on an OS map. ACTION Clerk to request confirmation and use.</p> <p>The ownership of the field was being established – Cllr Laming noted he had requested the information ACTION Cllr Laming</p> <p>It was noted that the Ramblers association might have volunteers who will help with path clearance. ACTION Cllr De Liberalli to check</p> <p>Recreation Ground – it was noted that there were opportunities for volunteers to keep eyes open over vandalism and report to the Parish Council.</p> <p>Parish Plan – Would be producing a newsletter on a bimonthly basis and information about working party could be included.</p>	<p>P Vandersteen</p> <p>Clerk</p> <p>Cllr Laming</p> <p>Cllr De Liberalli</p>
16/98.1	<p>To receive Police, Neighbourhood Watch and PACT reports - Update from Cllr Ducker</p> <p>Matters arising – Item 16/84.1 – Professional beggars – Police warning - ACTION: Cllr ducker to send an article for Facebook concerning this.</p> <p>Item 16/84.1 - Reports that there had been some break ins to vehicles within Oliver's Battery. ACTION Cllr Mitchener – to include a section about locking cars in his article for the BF&amp;OB Newsletter. To ask Maggie Collin to ensure Cllr Ducker gets Neighbourhood Reports in future.</p>	
	Car crime continued within Winchester – No update on who is committing break-ins.	
16/98.2	To receive the County Councillor's report.	
	It was noted by Cllr Bell that the report was sent prior to the meeting but the Clerk had not received it. Clerk to check	Clerk
16/98.3	<p>To receive the District Councillors report:</p> <p>Matters arising – Item 16/83.3 - Cllr Warwick – to ask Julie Pinnock about the planning issues – have not heard of any response. Cllr Warwick.</p> <p>Grass cutting – WCC considering handing over responsibility for the grass cutting of verges to parishes. ACTION Cllr Laming to make further investigation.</p> <p>WCC Pavements – Cllr Laming requested a list of pavement areas not getting adequate maintenance so it can be added to the list of the pavements and schedule of works. ACTION Cllr Laming to send to the Clerk the current list.</p> <p>ACTION: Submit to Clerk and Chair – areas that should have been covered but have been missed.</p>	
	<p>Bushfield Camp – Public consultation on 13 December. Although no plans are currently in place for site development the site is allocated for employment land in WCC Local Plan, perhaps as a Knowledge park. It was noted that Army will also be leaving the Sir John Moore Barracks in 2020 and this might also be the site for a</p>	



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OLIVER'S BATTERY PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT 2016/2017						
			To date	Total YTD		
Budget 2017-2018	Annual Budget	Actual-v-Budget	December			
<b>RECEIPTS</b>						
£25,300.00	£25,300.00	100%	Precept	£25,300.00	£25,300.00	
£10.00	£10.00	106%	Bank Interest	£10.59	£10.59	
	£1,000.00	0%	Other		£0.00	
			Parish Plan grant		£0.00	
<b>£25,310.00</b>	<b>£26,310.00</b>		<b>TOTAL RECEIPTS</b>	<b>£25,310.59</b>	<b>£25,310.59</b>	
<b>PAYMENTS</b>						
£7,000.00	£6,100.00	74%	Salaries & Allowances	£4,491.49	£4,491.49	
£1,612.00	£1,560.00	65%	HCC - Pension Contributions	£1,007.40	£1,007.40	
£360.00	£360.00	110%	Clerk's Expenses Net VAT	£386.04	£386.04	
£3,100.00	£6,200.00	50%	Loan Repayment	£3,099.89	£3,099.89 Note this end next August 2017	
£200.00	£200.00	0%	Councillors Expenses	£0.00	£0.00	
£550.00	£550.00	92%	Administration	£507.50	£507.50 £270 Hall rent £192 Webhosting 2014/15	
£1,200.00	£1,600.00	79%	Insurance Premium	£1,188.15	£1,188.15	
£1,200.00	£1,200.00	104%	Grants & Donations:	£1,250.00	£1,250.00	
£700.00	£700.00	0%	Section 137	£0.00	£0.00	
£200.00	£200.00	35%	Training	£70.00	£70.00	
£1,250.00	£1,250.00	0%	Magazine	£0.00	£0.00	
£400.00	£500.00	78%	Audit Fees	£390.00	£390.00	
£420.00	£460.00	91%	Subscriptions	£419.00	£419.00	
£4,779.00	£4,275.00	93%	Rec Ground Contracts and Play Inspection	£3,954.53	£3,954.53	
£4,000.00	£1,000.00	264%	Rec Ground Repairs and Maint	£2,638.59	£2,638.59 RRandall repairs £2065 Recreation Ground sign £365 bollard £104.26	
£2,000.00	£2,000.00		Capital	£2,046.00	£2,046.00	
£800.00	£1,200.00	85%	Parish Plan	£1,019.32	£1,019.32	
£570.00	£570.00	23%	Dog Bins	£130.00	£130.00	
£0.00	£0.00		VAT on payments	£740.77	£740.77	
<b>£30,331.00</b>	<b>£29,815.00</b>		<b>TOTAL PAYMENTS</b>	<b>£23,338.68</b>	<b>£23,338.68</b>	
				Unity Trust Account (per bank statement)	£36,883.55	
				Payments to clear Dec 6th	£1,662.64	
				After payments	£35,220.91	
				CTR Grant £312	£312.00	
				Precept	£24,988.00	
				<b>TOTAL</b>	<b>£25,300.00</b>	

16/102.3 **To approve orders for payment**

**APPROVED**

<b>December payments</b>					
1st December 2016	pd	E Billingham	October	£488.21	
1st December 2016	pd	HCC	October Pensions	£100.74	
06 December 2016		Green Smiles	November	£427.50	
06 December 2016		Green Smiles	Summer bin collection	£252.00	
06 December 2016	pd	WCC	Lease of the Sewage works	£50.00	
06 December 2016	pd	Kings School	Barn Dance	£360.00	
08 November 2016	pd	Friends of OB School	Fireworks grant	£300.00	
8 November 2016	pd	BFGA	Grant - newsletter	£500.00	
8 November 2016	pd	Crawley PC	Lengthsman clearance	£85.00	
8 November 2016		South Wonston PC	Training cllr Furlong and Cllr Liberalli	£70.00	
6 December 2016		E Billingham	Clerk Exp - ink, printing APM£45.50, misc office	£145.54	
6 December 2016		Sarsens Press	Barn Dance tickets	£42.00	
6 December 2016		Sarsens Press	750 leaflets Parish Plan	£83.00	
6 December 2016		Southern Water	Recreation ground water	£47.20	
6 December 2016		WCC	Dog bins April - June	£130.00	
6 December 2016		Nick Adams	Recreation ground report	£50.40	
				<b>Total</b>	<b>£3,111.56</b>
				Unity Trust Account (per bank statement)	£36,883.55
				Payments to clear Dec 6th	£1,662.64
				After payments	<b>£35,220.91</b>

16/102.3 **Proposal to adopt policy of Council meeting reporting from County, City and Parish Councillors.**

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	<p>Cllr Kirkby reminded the Council about the email that had been circulated by Cllr Mitchener on 15 November 2016.</p> <p>Reports should be sent 4 days ahead of the meeting. It was noted that the report from District Councillors may not be issued until 2 days before the meeting. Report to include actions from the last meeting.</p> <p>AGREED to adopt new reporting policy. ACTION: All Councillors</p>	All Councillors
<b>16/103</b>	<b>Parish Plan – Update</b>	
	<p>Matters arising: Item 16/88 - South Winchester Golf club bar was making its facilities available to Oliver's Battery residents once a month. The next would be held on 17th November – ACTION Clerk to put on Facebook. – done</p>	
	<p>Report sent prior to the meeting.</p> <p>Thread Leaders to complete initial drafts for action plan by Xmas.</p> <p>Cllr Leach and Parish Plan representatives to meet with Steve Lincoln (WCC Community Planning Manager) to review progress in early January 2017.</p> <p>South Winchester Golf club social event went well. No dates yet for the new year.</p> <p>Proposal to extend Survey monkey subscription agreed. ACTION Cllr Leach to advise Data Controller to renew subscription.</p> <p>Oliver's Battery Newsletter will start as hard copy in January 2017 but will subsequently be available on Facebook and website.</p>	Cllr Leach
<b>16/104</b>	<b>Communications</b>	
16/104.1	Developing the Communications role – report – Cllr De Liberalli	
	<p>Cllr De Liberalli – draft guidelines – Clerk to publish general interest on Facebook and Website</p> <p>Councillors to send attachments to Clerk to include in link and not to individuals.</p> <p>Hoping to change of the theme of the website.</p> <p>Check on how much space on the website for documents. ACTION: Cllr De Liberalli</p> <p>ACTION: Cllr Gernon and Cllr De Liberalli to meet to discuss website structure.</p> <p>ACTION: Cllr De Liberalli to send guidelines to the Parish council</p> <p>Suggested the use of Instagram for the community. To share community photos of the area.</p>	<p>Cllr De Liberalli</p> <p>Cllr Gernon/Cllr De Liberalli</p> <p>Cllr De Liberalli</p>
<b>16/105</b>	<b>Footpaths and Tree Warden report</b>	
16/105.1	<p>Matters arising: Item 16/90 - ACTION: Cllr De Liberalli to discuss pavements and footpaths with Norma Goodwin.</p> <p>Footpath 7 – Lost its definition – ACTION: Clerk to contact Mr Biles.</p>	
	Clerk had contacted Mr Biles and confirmed status of the path.	
16/105.2	<b>To receive Footpath report</b>	
	<p>Report sent prior to the meeting by Norma Goodwin.</p> <p>Report highlighted the recent No Entry signs around the large open field and importance of maintaining rights of way.</p> <p>New report summary from Cllr de Liberalli will include actions. Photographs will be included to show areas needing work. Regular work parties to be identified to work</p>	

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	<p>on clearing paths if owners or HCC can/will not clear or maintain.</p> <p>HCC Countryside Access Area Teams reduced from 4 to 3. They have requested that PC's prioritise which 6 paths/bridleways would benefit from maintenance in 2017. Agreed the footpaths that would be recommended to HCC Rights of Way team:</p> <p>In priority</p> <p>Footpath 505 – not wide enough and has narrow drop.</p> <p>Footpath 6</p> <p>Footpath 7</p> <p>Footpath 9</p> <p>Footpath 506</p> <p>Footpath 8 is in Compton Parish so check to ensure it is on Compton Parish Council's list</p> <p>ACTION Clerk to confirm priorities.</p>	Clerk
16/105.3	<b>To agree attendance at a HCC – Footpath workshop</b>	
	Footpath workshop – Training will take place between January and April 2017. Clerk to confirm dates to Cllr De Liberalli who will attend if possible.	Clerk/CllrDe Liberalli
<b>16/106</b>	Highways	
<b>16/106.1</b>	<p>Matters arising: Item 16/91.1 - ACTION: Clerk to chase Cllr Bailey about the speed data report.</p> <p>It was noted that the slabs around the Millennium tree were uneven due to the tree roots. ACTION Cllr Ducker to look at the best way to address the issue.</p> <p>Meeting with Cllr Humby - ACTION Cllr Mitchener to follow up with the promised actions.</p>	
	<p>Cllr Mitchener had sent the promised information to Cllr Humby.</p> <p>No formal feedback to date but some cutting back had been done on Badger Farm Road from Sainsbury's roundabout to OBRS and new Speed Detections Radar survey equipment had been installed on Badger Farm Road. The current accident data will be reviewed for the whole of Badger Farm Road.</p> <p>Cllr Kirkby had requested the speed data for Oliver's Battery and for Badger Farm Road from Andy Smith (HCC).</p> <p>Cllr Gernon and the Clerk had separately contacted Cllr Bailey about the data and had not received a response.</p> <p>Andy Smith sent the speed data information from Oliver's Battery (previously sent to Cllr Bailey) to Cllr Kirkby – Data showed the mean speed was – OBRS near the shops, 23mph (southbound)/27mph (northbound), OBRS (passed Old Kennels Lane junction) 23mph (northbound)/24mph (southbound) and Old Kennels Lane 28mph (in both directions)</p> <p>Cllr Kirkby asked for the highest speed, and the 10th, 25th, 75th and 90th percentiles at each of the locations. Andy Smith has advised that he can only provide the 85th percentile.</p> <p>Cllr Gernon suggested asking for the raw data so that further analysis can be undertaken by the PC.</p> <p>Cllr Warwick has also exchanged emails with Andy Smith including an email from Steve Brine MP regarding the changes to the arrows and filter lanes associated with the small housing development on Badger Farm Road.</p> <p>Cllr Mitchener had tried to get the blue tooth to work on the SLR without success.</p>	

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	<p>ACTION Clerk to go back to the manufacturer.</p> <p>Millennium tree – Cllr Ducker had sought advice from an arboriculturist and it was felt that it may be safe to remove the tree root and relay paving. Will not know full problems until root exposed.</p> <p>Agreed to expose the root and come up with a solution.</p> <p>ACTION: Quote for extending the bed and round bench – Cllr Ducker</p>	<p>Clerk</p> <p>Cllr Ducker</p>
16/107	Lengthsman's scheme	
16/107.1	Matters arising – Item 16/92 - Matters arising: item 16/79 - Cllr Mitchener to undertake a survey of benches in Oliver's Battery	
	<p>Cllr Kirkby would be meeting the Lengthsman Wednesday 7 December at 8am.</p> <p>Cllr Mitchener had completed a survey of the benches and has requested a quote from the Lengthsman for a rolling programme of maintenance of the benches, detailing the work needed.</p>	Cllr Kirkby
16/107.2	Items for next visit – 7 <sup>th</sup> December 2016	
	List read out and agreed.	
<b>16/108</b>	<b>Recreation Ground and Conservation area</b>	
16/108.1	<p>Matters arising – Item 16/93 - The Clerk had sent the requested changes to Nick Adams.</p> <p>Cllr Kirkby agreed to issue the draft Recreation Ground Action Report to the other Cllrs for their comments.</p> <p>Chaffer bug - ACTION: Clerk to forward the report about Nematodes when it is received.</p>	
	On going	
16/108.2	To consider Monthly Play inspection report.	
	<p>Report received and summary sent by Cllr Kirkby with recommendations.</p> <p>All agreed to proceed with the actions. ACTION Cllr Kirkby to obtain costs from proposed Contractors, including obtaining supply of plastic bolt/nut caps.</p> <p>Volunteers sought to attach plastic caps – ACTION Cllr Ducker to replace missing caps.</p> <p>Padlock needed for the gate between the two areas on MUGA. ACTION Cllr Kirkby to identify and install appropriate padlock.</p> <p>Discussed wheel chair accessibility of the MUGA and general accessibility of the play area and MUGA. It was agreed that wheel chair access would be desirable from near the bottom of the existing path towards the new play equipment. ACTION Cllr Kirkby to explore options and costs with Outdoor Classrooms</p>	<p>Cllr Kirkby</p> <p>Cllr Ducker</p> <p>Cllr Kirkby</p> <p>Cllr Kirkby</p>
16/108.3	Update on the Tesco grant.	

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	<p>Grant was successful and it had been confirmed that the award would be for £8000. PC need to accept terms and conditions, complete and submit all forms by 6 January 2017. There was an opportunity to amend.</p> <p>Cllr Kirkby had met with the contractor. Further discussion would take place with the contractor. The Council could add a maximum of £4000 to the project.</p> <p>There was some discussion about keeping the metal play equipment and move it to another area. ACTION To meet at the play area and agree where it can be repositioned.</p> <p>Find out how much it would cost to move it. Need to be aware of the terms of the grants. If it is repositioned it would need to be a separate cost to the Parish Council.</p> <p>[Post Meeting Note: The Application Form under a Heading of "Tell us the current condition of the project site. Why does it need improving?" states "The pre-school children's equipment is old and in urgent need of replacement and we take the opportunity to add the learning journey to this needed refurbishment"]</p> <p>Letter to thank Tesco for the grant. ACTION: Cllr Kirkby</p>	<p>All Councillors</p> <p>Cllr Kirkby</p>
<b>16/109</b>	<b>Correspondence</b>	
	<p>Matters arising: Item 16/95 - Countryside Group – wish to discuss the cutting of the ditches at the Battery. ACTION: Cllr Kirkby to contact and discuss. It was noted that residents and Councillors were happy with the current cutting regime.</p>	Cllr Kirkby
	<p>Field signs - Correspondence had been received regarding the notices in the field and dealt with within the meeting.</p> <p>LPP2 consultation deadline – The website links provided by WCC did no work and Cllr Kirkby had sought clarity of changes. Cllr Warwick provided some clarity.</p> <p>Cross Country race – 8<sup>th</sup> January – ACTION Clerk to put on Facebook in New Year</p> <p>Cllr Gernon would be stepping down from the Council. The Council thanked him for all his contribution over the two years he was a member of the Council.</p>	Clerk
<b>16/110</b>	<b>Date of next meeting – 10<sup>th</sup> January 2017</b>	
	Meeting ended at 9.45pm	