

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 9TH NOVEMBER 2017

Present: Mrs. Blackman (Chairman), Mrs. Bettridge, Mr. Bullions, Mr. Ellison, Mrs. Foster-Key, Mr. Hewitt, Dr. Johnstone, Mr. Law, Mr. Parry, Mr. Startin and Ms. Tofts. 2 Members of the public attended the meeting.

Public Session: Kirsty Bowen from the Revamp Kennet Park Group came to address the members. She advised that they had been working closely with the Borough and had some (still very speculative) designs and costings and were awaiting the results for the formal tender process. The group are working towards obtaining charity status which will assist in obtaining grants etc. Kirsty agreed that timescales were much greater than initially thought and that the process as a whole will take longer than they had envisaged.

The LIF application is in progress and Kirsty has a meeting with Ms. Daly at the Borough w/c 13th November. The group is working to obtain evidence of local support – to date this has mainly been online and there are inherent difficulties as at this stage of the tender process designs and costings cannot be shared with the public, but local business, the church, the schools etc have all been very supportive.

Mr. Ellison asked if the group were concentrating solely on Kennet Way; the Borough has two other play areas (at Lightsfield and St John's Piece) as well, that both also need refurbishment. He also commented that he felt that the group should be working more closely with the Parish to avoid any duplication as the Parish had long-term plans in place to upgrade their three play areas in the village, and despite the offer made in April, the group had not met with the Parish Council Sports and Play Areas Working Party. Mrs. Bowen replied that the Kennet Way Park is seen as the 'main' park due to its location and that is the one they are working on – at the end of the process it may be possible to continue and work on the others as well, but that is not currently in scope. Mr. Parry commented that it was refreshing to see enterprise and initiative being shown by the group and all members thanks Mrs. Bowen for the update.

1. Apologies

Apologies were received from Mrs. Gavin, and from Mrs. Taylor (Borough Councillor).

2. Minutes of the meeting held on 10th October 2017

Minutes of the meeting having been previously distributed to all members were agreed to be an accurate record of the meeting and the Chairman signed the minutes.

3. Notices, Circulars and Correspondence

a) **HALC AGM Report:** Mrs. Blackman and Mr. Bullions attended the meeting and the report was issued to all members. Mrs. Blackman highlighted the resolution made in respect of parking supply becoming a Material Consideration in planning legislation.

b) **Allotment Rents:** the clerk had previously circulated a communication from an allotment holder asking why the rent had increased for 2017/18.

The clerk also forwarded her response to the query. It was agreed by all members that Oakley & Deane allotment rental costs were considered to be fair. Mr. Ellison suggested that the clerk contact OAKS to see if other complaints had been received by them.

- c) **Report from meeting with Borough councillors, including Time-banking Scheme:** the report from the meeting was issued to all members. The clerk circulated leaflets explaining the time-banking scheme, and it was agreed that it was a very good idea, but that the running of such a scheme was outside the remit of the Parish Council.
- d) **Army Engagement Team:** the clerk circulated an invitation to attend an evening reception on 23rd November but no members were available.
- e) **Thank you letter from Scouts and Guides Premises Committee:** the clerk informed members that she had received a letter of thanks for the donation made in September.
- f) **Boundary Commission Changes:** the clerk informed members that there were Boundary Commission reviews for both Parliamentary and local election areas currently being undertaken. Ms. Tofts mentioned the potential impact of Manydown as currently some of the land that will be built on comes under Oakley & Deane. The clerk was asked to find out what criteria is used to determine how many Parish Councillors are needed for a Civil Parish, and to report back to the next meeting.
- g) **BDAPTC meeting:** the meeting has been rescheduled for 21st November and Mr. Startin and Mrs. Blackman will represent the Parish Council. There is also a Speedwatch meeting on 13th December and Ms. Tofts will contact Mr. Harding to confirm he can attend.

4. Clerk's Report

The clerk had distributed her report in advance of the meeting and there were no queries.

5. Planning Matters

- a) **Minutes of the Planning Committee Meeting** held on 2nd November were circulated to all members prior to the meeting and there were no comments or queries.

6. Working Party Reports

a) Burial Grounds and Churchyards

- i. **The Working Party report** was circulated to all members in advance of the meeting. It was confirmed that the Risk Assessment would take place on 18th November.

b) Environment

- i. **The Working Party report** was issued to all members in advance of the meeting.
- ii. **Notice Board:** the proof for the new notice board had been sent to the Working Party but there was a decision to be made as to whether to include the Oakley & Deane 'logo' or just have writing on the header board. It was agreed by all members that the decision be delegated to the Working Party.

- iii. **Allotments:** the quote from Simon Gosling to clear the two overgrown plots was approved. Ms. Tofts confirmed that she and the clerk would attend the site w/c 13th November to do the final inspection of the year. The clerk advised that only two rentals remained unpaid as of 9th November. She further advised that she had received a verbal complaint from an allotment holder about the new rules in terms of inclusivity and she would forward to the Working Party once she had this in writing.
- iv. **Community Involvement:** Ms. Tofts proposed that the Working Party contacts local businesses to try and gain sponsorship for the three flower bed areas in the village – and the monies raised be used to pay a contractor to do planting, weeding, pruning etc. Mrs Blackman also offered to ask whether members of the Oakley Gardening Club would be willing to help. This was approved.
- v. **New co-opted member:** now Mrs. Boutle has resigned, it was agreed that the Working Party would advertise in the Link magazine for a new co-opted member and the clerk agreed to put the advert on Spotted Oakley as well.
- vi. **Pond at Oakley Lane:** a quote of £600 was received from Mr. Warner to clear the remaining half of the pond and spray and clear the duck house and this was approved by all members. The clerk informed members she had obtained a skip free of charge, courtesy of Basingstoke Skip Hire.

c) Finance

- i. **Approval of payments:** it was proposed by Mr. Law and seconded by Dr. Johnstone and agreed by all members that the following payments be approved:

Payee	Amount	Service	Status
NEST	37.83	Clerk Pension October	Paid
EE and T Mobile	18.13	Clerk mobile phone	Paid
Oakley with Wootton PC	10.00	Table at Christmas Fayre	Unpaid
John Dollin	381.00	Service Sheets plus flyers	Unpaid
D Tofts	184.07	Expenses re plants etc	Unpaid
B Bedford	106.34	Chairs for NF, office expense	Unpaid
HCC	31.63	Hand towels	Unpaid
BDBC	20.00	Small lottery fund	Unpaid
T Harrington	201.41	Cleaning October	Unpaid
Larkstel	1992.00	October Grounds Maintenance	Unpaid
Nigel Jeffries	582.79	October Grounds Maintenance	Unpaid
Data Commissioner	35.00	Data Protection Registration	Unpaid
Bishop Sports and Leisure	215.23	Brushes	Unpaid
Vision ICT	118.20	Domain hosting + web support	Unpaid
M Bastick expenses	74.45	Handyman expenses	Unpaid
Kompan	637.20	Spares for Puppet Unit	Unpaid
J Potter	100.00	Bugler	Unpaid
Malshanger Estate	250.00	Rental for Andover Road site	Unpaid
BDBC	304.50	October Grounds Maintenance	Unpaid
M Bastick	494.00	Handyman Hours	Unpaid
F Bullions	41.50	Expenses	Unpaid

N Goodyear	240.00	Work at Beach Park	Unpaid
Abinger Joinery	74.40	Wood to repair benches	Paid
Royal British Legion	68.00	Remembrance Service Wreaths	Paid
HMRC	498.51	October Contributions	Paid
SSE	120.56	Electricity for NF and PH	DD
Jolly Olly	35.00	Training meeting	Unpaid

- ii. **Electronic Banking:** the clerk informed members that the test payment using the electronic banking system had been made successfully and that all three salary payments would be made from November onwards using on line banking. She had distributed a list of the regular suppliers and contractors and requested approval to add them to the payment database from December onward. It was proposed by Mr. Hewitt and seconded by Ms. Tofts that these suppliers be paid electronically from December 2017 onwards, and all members agreed.
- iii. **CCLA redemption:** the clerk had sent to the Finance Working party a forecast cash flow showing that a partial redemption from the Money Fund was necessary at the end of November, and requested approval to send a redemption notice for £20,000 (current investment is £110,000.00). It was proposed by Ms. Tofts and seconded by Mr. Law that this be done, and all members agreed.
- d) Highways and Transport**
- i. **Working Party Report** was issued to all members in advance of the meeting.
- ii. **Traffic Policy:** there are two additions to the issues and solutions table, relating to the increased traffic along Trenchards Lane, and the parking of HGVs at Modern Moulds in Lightsfield. Ms. Tofts has been in contact with PCSO Jones about the latter issue and she has proposed the introduction of double yellow lines from Pack Lane.
- iii. **Parking:** the Working Party have requested approval from the Parish Council to put an article in Link highlighting the importance of considerate parking and road use. This was agreed by all members.
- iv. **Lengthsman Scheme:** the Working Party requested approval to have further discussions with HCC and the local lead parish to get more information about the scheme, and all members agreed.
- v. **Crossing at Oakley Schools:** Ms. Tofts informed members that she had received a letter of support from the Infant School and Councillor Nigel Pierce had contacted Mrs. Blackman to confirm that the Junior School was also in support.
- vi. **St. John's Piece Parking:** Mr. Bullions informed members he had visited the house affected by contractor's lorries parking on the grass verge and had agreed to monitor the situation and speak to contractors if necessary.
- vii. **Dangerous Road Use:** the clerk has received emails from a concerned resident about a young person roller skating in the road. The clerk advised the resident to contact CSPO and their advice was that no specific offence is being committed but they forwarded some road safety advice. Members

agreed that the Parish Council should not have any further involvement in this issue.

viii. **Grit Bins:** the clerk circulated a list of salt / grit bins in the village to all members and asked each to visit the bin closest to them and check it is full, and that the salt / grit can be used as we have reports that some of it has solidified so it may need to be broken up.

ix. **Bus Shelter:** Mr. Ellison proposed that the higher quote from Ben Davis builders for £360 which included inserting a lintel in the bus shelter at the bus stop in Fox Lane be accepted, and all members agreed.

e) Parish Council Governance

i. **Social Media:** the clerk reminded members that all email communication sent to her at the oakleydeanepc@gmail.com address was subject to the Freedom of Information Act and that no personal views or non-Parish related content should be sent to this address. She also reminded members that any communications that express the view of the Parish Council should come from her or from the Chairman, not individual members. Members can of course express their own views, and can communicate with other organisations on matters delegated to them. Ms. Tofts suggested that the issues of separate email addresses for councillors be explored, so that members of the public were not contacting councillors using their personal email details.

f) Publicity and Events

i. **The Working Party report** was issued to all members in advance of the meeting.

ii. **Christmas Fayre:** Mrs. Blackman asked approval that the Parish Council donate six mini Christmas Puddings to the food hampers, and this was agreed by all members.

iii. **Carols at the Pond:** the tree is being delivered on 12th December and members were asked to volunteer to help erect it. Mrs. Bettridge, Mr. Ellison and the clerk will be there, and Mr. Startin will attend as part of Adhoc.

g) Sports and Play Areas

i. **The Working Party Report** was issued prior to the meeting.

ii. **Conifer trees at Peter Houseman:** a quote of £550 was received from Mr. Warner to do face trimming of the trees on the south side of the field and all members agreed that the quote be accepted.

iii. **Ongoing track repairs:** it was agreed by all members that the Working Party have delegated authority to request repairs to be done as needed on the track from Rectory Road to the gate at Peter Houseman Field (to a maximum of £225 plus VAT) and to the track at Newfound entrance (to the maximum value of £320 plus VAT). Both quotes are from Mr. Goodyear and are valid until July 2018.

iv. **Water Softener at Peter Houseman:** the Working Party requested approval to undertake necessary repairs to the softener under the budget of £400, using best value for money. All members approved.

- v. **Security light at Newfound:** the Working Party proposed that when the electrician replaces the light pulled off during the attempted break-in that he fits a cage to protect the light from further damage. Cost is £65.95. All members agreed.
 - vi. **Septic Tanks at Newfound:** the Working Party requested approval to contact KLG Services and ask them to inspect the tanks which have not been emptied for a considerable time. All members agreed.
 - vii. **PAT Testing:** all items were tested, and only the urn that was in storage failed the testing. This will be scrapped. The Working Party propose that a new urn is purchased at a cost of £70 plus VAT for use at Newfound and the current one which has a faulty thermostat, is kept in storage for emergency use. All members agreed.
 - viii. **Avon Road Play Area:** the Working Party obtained three quotes from Vita Play that were circulated to all members in advance of the meeting. The quotes are to repair the Kompan Spica Unit (cost £1,204.50 plus VAT), and to replace the plastic matting with Rhyno Mulch, to install a Moon Rider see-saw unit at a cost of £1,414.00 plus VAT which includes installing Rhyno Mulch safety surfacing, and replacing the safety surfacing around the SMT swings with Rhyno Mulch (at a cost of £1,260 plus VAT). All items can be funded from current budget. All members agreed.
 - ix. Kompan Puppet Unit at Beach Park: the Working Party requested approval to purchase spare parts for the equipment; a central bearing (cost £531 plus VAT) and a bracket unit (cost £40 plus VAT). The handyman will be able to repair the unit using these spares. All members agreed.
- 7. Reports from Representatives to Other Organisations**
- a) **Andover Road Village Hall:** Mr. Hewitt confirmed that tests on the Emergency Lighting had been undertaken successfully.
 - b) **East Oakley Village Hall:** Mrs. Foster-Key informed members that the AGM would take place w/c 13th November and that she would attend.
 - c) **Jubliloaks:** Ms. Tofts confirmed the management meeting would be held in November and she would attend.
 - d) **Woodlands Group:** nothing to report
 - e) **Village Show Committee:** a meeting report was sent to all members. The school has not yet confirmed that the show can be held at the site, which means that bookings for entertainment etc cannot be made.
 - f) **Oakley Community Association:** a meeting report was circulated to all members. The fireworks were a huge success although there were parking issues, and this will be discussed at the November meeting. The next event is the Proteus Production of 'A Christmas Carol' at the school on 9th December. The clerk informed members that a donation from OCA to the school to replace the vandalised pool cover had been made.
- 8. Confidential Items**
9. **Date of Next Meeting** is confirmed as 14th December 2017.

