



OAKLEY & DEANE PARISH COUNCIL

MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2017

Present: Mrs. Blackman (Chairman), Mrs. Bettridge, Mr. Bullions, Mr. Ellison, Mrs. Foster-Key, Mr. Hewitt, Dr. Johnstone, Mr. Law, Mr. Parry, Ms. Tofts and Mrs. Taylor (Borough Councillor). 3 members of the public attended the meeting.

Public Session – 7.15pm

The Chairman had written to the Chief Operating Officer of Virgin Media, outlining the Councillors' concerns and detailing all the issues experienced during the year-long works in the village. Adrian Smith (Regional Community and Wayleave Manager), Byron Jervis (Community Liaison Manager) and Paul Harvey (Senior Project Manager) attended the meeting. Mr. Smith apologised for all the issues, the lack of communication and the extra work that was generated. He assured members that lessons had been learnt and that Virgin's ways of working in future installations had changed as a result of the issues experienced in the Oakley build. AFL (the contractor) will be ceasing operations in Europe shortly but they are still responsible for the two year period once the works have been signed off for ensuring any issues are made good.

It is expected that Hampshire County council will be doing the formal sign-off at the beginning of October and at that stage the two year period commences. After that, HCC will be responsible for any ongoing maintenance or repairs.

Mr. Harvey explained that although it is always the intention to re-instate to permanent, sometimes the weather or other circumstances means it has to be done temporarily but they understand how frustrating it is that residents are seeing the same piece of pavement or road dug up for the third time in as many months.

The main build has now been completed, but Virgin Media were asked by the clerk if they would hold one further public event to give the residents more information about the service and also give them the chance to raise any issues or concerns.

It was agreed by the majority of the councillors that the second group of contractors had been polite and helpful, but that there were still issues with making good verges etc that had not been followed up on.

It was agreed that Virgin Media would explore the possibility of providing reduced price connectivity for the Parish Council at Newfound Pavilion, and that the PC would advertise the fact that Virgin were supporting the community in this way.

Mr. Ellison also commented on the lack of communication and the lack of direct supervision of the workforce especially at the beginning of the process.

Mr. Smith thanked the members for the opportunity to attend the meeting and assured them that the comments and concerns were taken seriously and that processes were changed going forward. The public session ended at 7.55pm.

1. Apologies for Absence

Apologies were received from Mrs. Gavin and Mr. Startin, and from Mr. Golding and Mr. Frost (Borough Councillors).

2. Minutes of the meeting held on 10th August 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) **Resignation of Parish Councillor:** the clerk informed members that Mr. Hooker had resigned at the end of August and that she had informed the Borough of the vacancy. The Chairman advised members that she had thanked Mr. Hooker for all his hard work on the cleaning protocols and the S106 submissions for the Sports and Play Areas Working Party over the last two years, and all members agreed that he had made a large and valuable contribution during his time as a Parish Councillor.
- b) **HALC 70th Anniversary meeting on 10th October:** Mr. Bullions will attend and represent the Parish
- c) **Neighbourhood Plan Reception on 19th September:** Mrs. Blackman will attend, accompanied by Mr. Elkin
- d) **BDAPTC meeting:** this was originally scheduled for September but was cancelled and the proposed date is now 10th October. The clerk had written to the organiser pointing out the clash with the HALC meeting but so far had not heard back. The agenda includes Disaster Recovery planning and other interesting subjects.
- e) **HALC AGM:** will be on 4th November at Chandlers Ford – further details will follow.

4. Clerk Report

The clerk had distributed her report in advance of the meeting and there were no queries. The Chairman suggested that the report be published on the website to inform residents of the type of questions and complaints received. Mrs. Bettridge commented that there needed to be a column showing which body is actually responsible for the query and the clerk agreed to add this to the report going forward.

5. Planning Matters

- a) **Minutes of the meeting of the Planning Committee** held on 7th September were circulated to all members prior to the meeting and there were no comments or queries.
- b) **Training at BDBC on September 11th:** the clerk had provided a report to all members. It was agreed that when the presentation was sent out from the Borough the section about what did and did not carry weight when making an objection to a Planning application should be put in Link and on the website.
- c) **Park Farm Outline Application:** Mr. Ellison proposed that as the Outline Application included provision of a pond, play area and allotments, that any discussions on the application should go back to full council and all members agreed.

6. Working Parties

- a) **Burials and Church Grounds:** nothing to report.

b) Environment

- i. **The Working Party report** was circulated to all members prior to the meeting.
- ii. **Replacement Notice Boards:** it was agreed by all members that the Finance Working Party should, at their meeting on 2nd October, discuss and consider whether it was more cost effective to purchase all three notice boards at one time, making a saving of approximately £1500.00 over buying them separately. Mr. Ellison was concerned that the current level of vandalism in the village suggested that these boards may also be targeted and that had to be part of the consideration.

- iii. **Allotment Rules:** it was agreed by all members that the revised rules be accepted, with the addition of a point raised by Mrs. Bettridge, that if a plot holder leaves the village they should be allowed to keep their plot until the following September at which point they must surrender it.
- iv. **Rent Increase:** it was agreed by all members that at the Finance Working Party meeting the issue of increasing the allotment rents to cover the annual provision of a skip and of other improvements should be discussed and confirmed.
- v. **State of Allotments:** it was agreed that the clerk should obtain quotes to get the three plots currently in an overgrown and very poor state cleared ready for new allocation.
- vi. **Skip:** Basingstoke Skip Hire will only accept payment either by debit card or cash, which means that the clerk has to pay for the provision and reclaim. The WP request that the Finance Working party agree a solution to this issue at their next meeting.
- vii. **Main Pond:** it was agreed that the clerk should contact Simon Warner to arrange the clearing of the other half of the pond.
- viii. **Jubilee Flower Bed:** it was agreed that Ms. Tofts will contact Pococks (rose specialists) and purchase roses according to their recommendations, up to the amount in the budget.

c) Finance

- i. **Approval of Payments:** it was proposed by Ms. Tofts and seconded by Mr. Hewitt and agreed by all members that the following payments be approved:

Payee	Amount	Service	Status
NEST	37.83	Clerk Pension August	Paid
EE and T Mobile	18.94	Clerk mobile phone	Paid
HMRC	498.31	August Contributions	Paid
HMRC	511.71	September Contributions	Unpaid
Larkstel	2276.40	Grounds Maintenance	Unpaid
Trade UK	86.80	Key safes, cable ties	Unpaid
BDBC	304.50	Grounds Maintenance	Unpaid
Martin Bastick	588.25	Handyman Hours August	Unpaid
Barbara Bedford	126.03	Wheels, welding, wallets,	Unpaid
Vision Signs	36.00	Plaques for bench and table	Unpaid
BT	52.49	Clerk Phone	Unpaid
Tina Harrington	183.16	Cleaning August	Unpaid
Rigby Taylor	846.02	Goal Posts, nets etc for PH	Unpaid
Nigel Jeffries	582.79	Grounds Maintenance	Unpaid
Malshanger Estate	219.20	Water for allotment site	Unpaid
SSE	194.88	Electricity for PH and NF	Unpaid
SSE	276.26	Gas for NF	Unpaid

- ii. **Electronic Banking:** is progressing, with one member set up and two others awaiting bank confirmation, so it is hoped that the first electronic payments can be made in October 2017.
- iii. **Insurance Renewal:** it was agreed by all members to devolve the decision as to whether to renew with Zurich, and if so for one or three years, to the Finance Working Party and Sports and Play Areas Working Party.
- iv. **Grant for Scout and Guide Hut:** Mrs. Grace had written to the Parish Council to ask if any grant funding could be made available as their heating system had to be replaced. After discussion it was agreed that the Scouts and Guides organisations are a real benefit to the village and the wider community and the

PC wants to support them, and that an amount of £250.00 be made available for this purpose and the clerk was asked to inform Mrs. Grace of this decision.

d) Highways and Transport

- i. **SID:** the equipment is broken. It was agreed by all members that although there was no money allocated in the budget for this, it was a vital piece of equipment and the repairs (the cost of which cannot be quantified until the unit is received by the repairers and assessed) should go ahead, and the clerk was asked to notify Mr. Harding to get him to arrange the machine to be collected by courier.
- ii. **Meeting with HCC:** was confirmed as taking place in Winchester on November 15th.
- iii. **Street Name signs:** the clerk confirmed she had received no comments or photos of any signs needing replacement or repair.
- iv. **Goddards Firs Parking:** the clerk had circulated the revised plans, and Ms. Tofts confirmed she had visited the area and thought the changes would be very beneficial to the residents.
- v. **Flooding in Station Road:** a meeting with Mr. Beere, Mrs. McNair-Scott and a representative of Hampshire Highways has been agreed for 7pm on Monday 2nd October. Mr. Law and Mr. Bullions will attend – the location is not yet confirmed but the clerk will ask for this information to be sent while she is on holiday.

e) Parish Council Governance

- i. **Clerk Holiday Cover:** it was agreed that Mrs. Gavin would have the phone and laptop for the first week of the clerk's holiday, and Mrs. Bettridge for the second week. Mrs. Blackman would have the Burial register.

f) Publicity and Events

- i. **The Working Party Report** was issued to all members prior to the meeting.
- ii. **Act of Remembrance:** all members agreed that the wreaths could be purchased at an estimated cost of £65.00. Also, all members agreed that the service sheets could be ordered from Dollins at a cost of £232.00.
- iii. **Carols at the Pond:** it was agreed that the clerk should invite the MP and the Mayor to the event. It was also agreed by all members that the proceeds from the collection be shared between The Gap Youth Centre and the Scouts and Guides Premises Committee.
- iv. **Sebastian's Action Trust Certificate:** all members agreed that the certificate should be displayed at Jolly Ollys, and also that the Chairman should invite the groups named by Sebastian's Action Trust to tea and cake at the café, paid for out of the Chairman's allowance.
- v. **Advertising PC Events - Flyer:** it was agreed by all members that the flyers be purchased from Dollins at a cost of £149 for 2,500 double sided A5 documents.

g) Sports and Play Areas

- i. **The Working Party Report** was circulated to all members prior to the meeting.
- ii. **Beach Park:** it was agreed by all members that there be delegated authority to the Working Party and the Parish Clerk to sign off the work done by Mr. Goodyear which was as of today not completed.
- iii. **Newfound Pavilion** – repairs after vandalism. It was agreed by all members that the Working Party progress the repairs based on best value, and that there be a delegation to the Working Party, the Finance Working Party and the clerk to sanction the repairs.

- iv. **Roller Shutter maintenance:** it was agreed to obtain quotes for the biennial servicing of the roller shutters at Newfound and Peter Houseman pavilions.
- v. **PAT Testing:** it was agreed by all members for the clerk to contact the contractor to arrange for the annual testing of portable electrical equipment
- vi. **Fire extinguisher annual inspection:** it was agreed that the clerk contact Peterlee Fire Company to arrange the annual inspection
- vii. **Replacement chairs for Newfound:** it was agreed that the clerk purchase another four chairs from Staples at a cost of approximately £150.00
- viii. **Boot brushes:** it was agreed by all members that the clerk purchase two further sets of boot brushes to use with the existing frames.
- ix. **Tree lopping:** it was agreed by all members that the clerk obtain quotes to lop overhanging branches of conifers at Peter Houseman field, on the south side, near to the mini-pitches.
- x. **Financial agreement between Oakley Youth FC and Oakley and Deane Parish Council:** it was agreed by all members that the document be approved.
- xi. **Sports Pitch and Hire agreement:** it was agreed by all members that the document be approved.
- xii. **Floodlights at Peter Houseman:** it was agreed that OYFC could progress with the planning application. It was further agreed that the list of requirements stated in the report be communicated to OYFC.
- xiii. **Kennet Way Park revamp:** the clerk was contacted by BDBC to ask if the Parish Council would like to take over the running of the park, and to work with the revamp group to upgrade the park. All members felt that currently we did not have the resources to do this (as no funding would be provided) and so the clerk was asked to inform the Borough that we could not proceed with this. Mr. Ellison asked Mrs. Taylor if after the hard work that Mr. Hooker and the other members of the Working Party had done in preparing and submitting the S106 applications for the three Parish-run play areas she could confirm that any potential funding destined for those areas would not be diverted to Kennet Way, and she did confirm this.

7. Reports from representatives to other organisations

Andover Road Village Hall: Mr. Hewitt informed members that the hall was working to obtain charity status, and that extra trustees would be required for this.

East Oakley Village Hall: Mrs. Foster-Key informed members that a clock in memory of Linda Piper had been erected. The committee are in need of a secretary. They are also looking for grants to enable the refurbishment of the kitchen and toilet areas. The AGM will be held in November.

Jubiloaks/Oakley Woodlands Group: Ms. Tofts informed members that there will be a management meeting in October.

Village Show Committee: a meeting report was circulated to all members.

Oakley Community Association: a meeting report was issued prior to the meeting. The clerk updated members that the Fox PH would be providing food at the Fireworks event on November 5th.

8. Confidential Items

RESOLVED: that owing to the confidential nature of the business to be transacted, the public and press be excluded from the remainder of the meeting.

9. Date of Next meeting was confirmed as 12th October 2017.