

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 14TH DECEMBER 2017

Present: Mrs. Blackman (Chairman), Mrs. Bettridge, Mr. Ellison, Mrs. Gavin, Mr. Hewitt, Mr. Parry, Mr. Startin and Ms. Tofts. Two members of the public attended the meeting.

Public Session: Mr. Pryce attended the meeting on behalf of the PCC. A very recent quinquennial inspection had identified a serious problem with the wall supporting the lychgate on the north side. Mr. Pryce explained that to obtain a faculty he would need to see quotes, and the clerk was asked to obtain quotes and forward them to the working party.

a) Apologies

Apologies were received from Mr. Bullions, Mrs. Foster-Key, Dr. Johnson and Mr. Law, and from Mrs. Taylor (Borough Councillor).

b) Minutes of the meeting held on 9th November 2017

The 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.

c) Co-option of Parish Councillor

Mr. Laurence Bealing had submitted a resume which the clerk had distributed to all members in advance of the meeting. Mr. Parry proposed and Mr. Ellison seconded that Mr. Bealing be co-opted as a Parish Councillor for East Oakley West Ward, and all members agreed. Mrs. Blackman welcomed Mr. Bealing and all members introduced themselves.

d) Resignation of Vice-Chairman and election of new Vice-Chairman

Mrs. Gavin had previously informed members that she would be resigning from the Parish Council at the end of March 2018 but had decided to step down from her role as Vice-Chairman with effect from 14th December. Mrs. Blackman thanked Mrs. Gavin for all her help and support over the last two and a half years. Mrs. Gavin proposed Ms. Tofts be elected as Vice-Chairman and Mr. Hewitt seconded this, and Ms. Tofts agreed to be nominated for election. All members were in favour, and Ms. Tofts was elected as Vice-Chairman effective immediately.

e) Notices, Circulars and Correspondence

- a) **Report from BDAPTC meeting:** Mr. Startin attended the meeting in November and the report was issued to all members.
- b) **Report from the Parish Liaison Meeting:** the clerk attended the meeting, and highlighted the difference in the proposals for the charging of by-elections from that of the BDAPTC meeting. No decision on charging for by-elections has yet been agreed but Mrs. Blackman agreed that there would need to be a provision in the budget in case such costs were incurred during 2018/19.
- c) **Ashe Park Footpaths:** the clerk distributed the HCC report and a map showing the footpaths that HCC are proposing to record. Although the Parish has no input into the decision, it is important that all members are aware of the decision in case any residents contact them.
- d) **CCTV and Funding Request:** there have been postings on Spotted Oakley and the clerk has received an email from a resident asking the Parish Council to install CCTV cameras including ones equipped with ANPR at various points around the village, including the shops, doctors, Pack Lane and Trenchards Lane. The clerk has contacted both the CSPO and the PCSO and consulted the relevant information on the ICO website and presented this to the members. The members agreed unanimously that the Parish Council does not have the resources to setup and monitor CCTV and the legislation, especially around data protection, is far too onerous to be taken on by a group of volunteers who are already stretched to meet their current responsibilities. The clerk was asked to respond to the email explaining this. The email also made a

request that the PC set up a kind of lottery to fund the CCTV cameras but again this was agreed to be outside the remit of the Parish Council.

f) Clerk's Report

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

g) Planning Matters

- a) **Minutes of the Planning Committee Meeting** held on 16th November were circulated to all members prior to the meeting and there were no comments or queries.
- b) **Chairmanship of the Planning Committee:** Mrs. Gavin has already informed members that she will be resigning from the Parish Council at the end of March 2018. At the meeting in October she asked members to consider standing as Chairman of Planning so that she could do a handover to the new person. None of the current members of the Planning Committee have expressed an interest in becoming Chairman and so it was opened to all members. No-one volunteered, so the Chairman asked all members to consider this, and to attend the Planning Meeting next week to see how the Committee functions. It was also suggested that the person who does the Chairman of Planning role has no other Working party commitments as it is a large and sometimes very complex role. Mr. Hewitt expressed his frustration with the Borough Planning team, but Mrs. Gavin explained that for many of the residents this is the most important job that the Parish Council do – to support them in any objections against applications. Mr. Ellison asked if a co-opted person could perform the role but Mrs. Blackman confirmed that a co-opted member could not vote. Mr. Parry stated that he believed that the role had to be taken by a member of the Parish Council, for reasons of accountability. Ms. Tofts commented that this was a good example of where targeted recruitment would be a useful tool – to stress in the advert for the next Parish Councillor that Planning was an area that the person should become involved in. Mrs. Blackman explained that unfortunately if there was only one applicant the PC would still have to accept them onto the Council even if the candidate indicated that they did not wish to be part of the Planning Committee. Ms. Tofts replied that it was still possible to insist they join a specific Working Party or Committee regardless of whether they expressed an interest in that area.

h) Working Party Reports

a) Burials and Churchyards

- i) **Working Party Report:** there was no report, but the clerk was asked to chase Mr. Warner for a quote for the works to the trees in the churchyard and the cremated remains areas in the burial ground. The clerk was also asked to obtain quotes for the works required under the quinquennial council report.

b) Environment

- i) **Working Party Report:** the report was circulated to all members in advance of the meeting. The proposals relating to OAKS were agreed by all members, and it was agreed that the Parish Council would join the Allotment Keepers Association as this was much cheaper than OAKS members joining separately. It was agreed to pass the cost on to the allotment holders.
- ii) **The quote for the Jubilee Flower bed** was accepted by all members and the clerk was asked to contact Mr. Gosling to arrange the work.
- iii) **OCA** has expressed an interest in sponsoring the Jubilee Flower bed and Ms. Tofts will prepare an outline of what would be involved. Oakley Gardening Club have agreed to maintain the area behind the bench in Hill Road and the planter in Oakley Lane.

c) Finance

- i) **Approval of Payments:** it was proposed by Mr. Parry and seconded by Mrs. Gavin, and agreed by all members that the following payments be approved, with one

exception being that the Sports and Play Areas Working Party would have delegated authority to release the payment to Vitaplay Ltd only when they are satisfied with the work recently done at Avon Road:

Payee	Amount	Service	Status
NEST	37.83	Clerk Pension November	Paid
EE and T Mobile	18.23	Clerk mobile phone	Paid
B Bedford	248.30	Office supplies and wheels	Unpaid EFT
BT	55.80	November Landline	Paid DD
Basingstoke Skip Hire	360.00	Skip for Allotment site	Paid EFT
T Harrington	135.37	Cleaning October	Unpaid EFT
Larkstel	1959.00	October Grounds Maintenance	Unpaid EFT
Nigel Jeffries	582.79	November Grounds Maintenance	Unpaid EFT
Peterlee Fire Co	141.60	Fire extinguisher service	Unpaid
Public Works Loan Board	4942.30	Loan repayment	Paid DD
Light Works Plus	30.00	PAT testing	Unpaid
Pure Water Softeners	144.00	Service of softener at PH	Unpaid
Basingstoke Locksmiths	895.80	Roller shutter repairs at NF	Unpaid
SW Contract Services	720.00	Main Pond clearing	Unpaid EFT
BDBC	304.50	November Grounds Maintenance	Unpaid EFT
M Bastick	559.00	Handyman Hours	Unpaid EFT
HMRC	498.51	November Contributions	Unpaid EFT
SSE	349.08	Gas for NF	Paid DD
Vitaplay	4654.20	Play equipment for Avon Road	Unpaid
Basingstoke Glass Centre	182.29	Replace unit at Newfound	Unpaid
Kompan Ltd	64.80	Clamp for Puppet Rider	Unpaid

- ii) **Electronic Banking Approvers:** the regular suppliers and contractors that the council pays every month have now been setup in the Electronic Banking system. Currently there are only three approvers and as Mrs. Bettridge is resigning at the end of December, the clerk asked for two more volunteers and Mr. Parry and Ms. Tofts both agreed, so the clerk will forward them the forms to complete.

d) Highways and Transport

- i) **Working Party Report:** the report was circulated to all members in advance of the meeting.
- ii) **Report from the meeting with HCC:** Mrs. Blackman thanked Ms. Tofts and the working party for their hard work in getting the meeting set up, and for Mr. Harding's excellent report which helped to focus on the issues around roads in the village and surrounding area.

- iii) **Salt Bins:** Mr. Hewitt offered to go to any remaining bins and loosen the salt which was solid. The clerk will send him a list of the bins.
- e) **Parish Council Governance**
 - i) **GDPR (replaces Data Protection Act in May 2018):** the clerk had circulated a check list from the ICO website about preparation for the GDPR and has started compiling a list of the data the Parish Council holds, in what form, and how it is stored. It is a requirement that a Data Protection Officer is appointed and Mr. Parry agreed to take on this role. Mr. Ellison suggested and members agreed that rather than the clerk spend a significant amount of time trying to interpret the requirements, she writes to HALC to request that they issue formal, parish-wide advice as all parishes will be subject to the revised legislation. The clerk advised that the Parish has to have a Privacy Statement to include on all communications and this needs to be done as soon as possible.
 - ii) **Bramley IT project:** Bramley Parish Council won the Council of the Year for 2017 and this was in part due to their use of IT to improve and enhance the Parish Council's interactions with each other and with the residents. They have obtained a .gov domain, which all councillors use rather than their personal email addresses, and they have a PO Box for the clerk rather than using her address. Mr Ellison suggested that the Finance WP and the Governance WP work together to review the report from Bramley and propose to the March meeting what aspects they feel are appropriate for Oakley & Deane PC.
 - iii) **Working Party and New Councillor Documentation:** Mrs. Blackman asked if members of the PCG had received the documents that she had sent out, as she had not received any response. Members confirmed they had received the documents and this will now be put on the agenda for January.
- f) **Publicity and Events**
 - i) **Working Party report:** the working party report was distributed to all members at the meeting, and there were no comments or queries.
 - ii) **Mr. Burgess:** it was agreed that a gift in recognition of Mr. Burgess's contributions to the village as a co-opted member of the working party be purchased, and the members expressed their thanks for all his hard work.
 - iii) **Carols at the Pond:** Mrs. Blackman reminded all members to come on Saturday equipped with a sock or hat to collect donations. She will be presenting a copy of both the Oakley books to the mayor as agreed at the November meeting.
- g) **Sports and Play Areas**
 - i) **Working Party Report:** there was no formal report but Mr. Ellison confirmed he had attended the OYFC meeting on 4th December and that the only issue raised was of dog-fouling at Peter Houseman.
 - ii) **OCA donation:** OCA have proposed to donate two seating areas (one at Newfound and one at Peter Houseman) and Mr. Ellison has given the clerk a copy of some benches that would be suitable, which she will take to the next OCA meeting. Mr. Ellison advised that installation costs would be approximately £150 for each unit.
 - iii) **Fencing at Beach Park:** Mr. Ellison asked Ms. Tofts to request some advice from Jubiloaks about suitable hedging material for the boundary with the tennis courts now the trees have all been cut down. It was also suggested this could be a suitable project for a Community day for Waitrose or Bombay Sapphire and that the local cubs and scouts may also be able to help.
- 9. **Reports from representatives to other organisations**
 - a) **Andover Road Village Hall:** the appointment of the trustees is ongoing, as are the negotiations with Malshanger Estate about the exchange of land at the hall.
 - b) **East Oakley Village Hall** – nothing to report
 - c) **Jubiloaks / Woodland Group** – nothing to report

- d) **Village Show Committee** – a report was circulated to all members in advance of the meeting
- e) **OCA** – a report was issued to all members prior to the meeting.

10. 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.

- 11. **Date of Next Meeting** was agreed to be 11th January 2018. The meeting concluded at 9.40pm.