



## **OAKLEY & DEANE PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> AUGUST 2017**

**Present:** Mrs. Blackman (Chairman), Mrs. Bettridge, Mr. Bullions, Mrs. Gavin, Mr. Hewitt, Mr. Hooker, Dr. Johnstone, Mr. Startin and Mrs. Taylor (Borough Councillor).

#### **1. Apologies for Absence**

Apologies were received from Mr. Ellison, Mrs. Foster-Key, Mr. Law, Mr. Parry and Ms. Tofts and from Mr. Golding and Mr. Frost (Borough Councillors).

#### **2. Minutes of the meeting held on 13<sup>th</sup> July 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 70<sup>th</sup> Anniversary celebration on 10<sup>th</sup> October:** the clerk had distributed the agenda to all members prior to the meeting and Mr. Bullions agreed to attend to represent the Parish.
- b) **HCC Balancing the Budget Consultation:** the clerk had provided the email link to the survey and requested that members respond to her by 18<sup>th</sup> August for her to reply by 21<sup>st</sup> August.
- c) **Police and Crime Panel Survey:** responses are due by 29<sup>th</sup> August so the clerk asked for members' comments to be provided to her by Monday 21<sup>st</sup> August.
- d) **Virgin Media issues:** the volume of complaints has escalated recently, and the clerk contacted the AFL project manager to ask him to attend the September meeting. He informed her that AFL is closing its European operations and most staff will have left by end of September, although the projected date for completion in Oakley is still end November. Mrs. Blackman proposed that the clerk contacts Dana Strong, President and Chief Operating Officer of Virgin Media, to ask her to resolve the issues. All members agreed.
- e) **Jane Austen Event in Deane:** Mrs. Blackman attended the event, and Mrs. Taylor represented the Borough. After the organ recital there was a drinks reception.
- f) **Report from the Transport Forum 4<sup>th</sup> July:** Mr. Bullions prepared a report which was distributed to all members, and there were no questions or comments.
- g) **Wates:** the clerk confirmed that Wates had donated £500 to OCA as part of their community work.
- h) **Neighbourhood Planning Reception 19<sup>th</sup> September:** the clerk informed members that there was to be an event on 19<sup>th</sup> September and Mrs. Blackman agreed to attend to represent the Parish Council, but asked the clerk to request if she could be accompanied and if so, to invite Mr. Glasscock in recognition of the time and effort he put in to get the Plan through to completion.
- i) **Waitrose Community Works:** Mrs. Blackman informed members that a representative of Waitrose attended a recent WI meeting and mentioned that Waitrose are committed to working with local community groups on projects to improve the area. The clerk informed members that Mr. Flint had suggested work on the footpath from Honeysuckle Interiors to Bulls Bushes but that it would be

preferable to have at least one other proposal to give to Waitrose therefore members were asked to identify any other projects and bring these to the September meeting.

#### **4. Clerk's report**

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

#### **5. Planning Matters**

- a) **Minutes of the meeting of the Planning Committee** on 20<sup>th</sup> July were circulated to all members prior to the meeting and there were no comments or queries.
- b) **Notification for Street Trading (Barley Mow Car Park):** the application has to be responded to by 17<sup>th</sup> August, and members were in favour of the proposal provided that adequate facilities for disposal of litter were supplied, and the clerk was asked to respond to the Licensing team. Mrs. Taylor commented that as part of the due process the fish and chip van would be tasked with providing adequate litter disposal but as people might eat in the pub there should be further facilities in the car park as well.
- c) **Planning Training Meeting:** there will be meeting on September 10<sup>th</sup> at the Council Offices, run by BDBC, which Mrs. Bettridge and the clerk will attend, and further meetings for individual parishes will be set up later in the year.
- d) **Co-op:** Mrs. Taylor reported that she had spoken to the Planning Officer responsible for the pre-application and also to the Co-op representatives and the land owner, and the application will hopefully be revised and re-submitted in the near future.

#### **6. Working Parties**

##### **a) Burials and Churchyards**

- i. **Working Party report** was issued to all members prior to the meeting. It was agreed that the quote for the paths at the Burial Ground from Mr. Goodyear be accepted and the clerk was asked to notify him and also the unsuccessful contractors.
- ii. **Responsibilities for Closed Churchyards:** Mrs. Blackman informed members that there was a document issued at the time the Churchyard was closed detailing the responsibilities of the Parish Council and the clerk was requested to forward this to all working party members.
- iii. **Letter to Link:** a letter from the son of two former residents who are interred in the Burial Ground was sent to Link detailing various issues and complaints. Mrs. Blackman will respond to the letter on behalf of the Parish Council.

##### **b) Environment**

- i. **FP6:** the clerk had contacted HCC who will correspond with Malshanger to arrange the permissive footpath and the diversion from the existing.
- ii. **Allotment Rules:** Mrs. Blackman proposed that the Environment Working Party and the Parish Council Governance Working Party together agree the changes to the rules in advance of the September meeting to enable the clerk to get the rules and rent letters out before her holiday, and all members agreed.
- iii. **Roses:** Ms. Tofts will source roses and other plants for the autumn planting of the Jubilee flower bed.
- iv. **Charcoal Burning:** following an article in Link Magazine the clerk was contacted by a resident complaining about this activity and asking that the Parish contact the Woodlands Group. The Woodlands Group confirmed that they had not yet done any burning and that it was anyway not done in the vicinity of the resident, and the clerk informed him.

c) **Finance**

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

Payee	Amount	Service	Status
NEST	37.83	Clerk Pension July	Paid
EE and T Mobile	18.23	Clerk mobile phone	Paid
HMRC	498.51	July Contributions	Paid
Nigel Jeffries	582.79	Grounds Maintenance July	Unpaid
Larkstel	2208.00	Grounds Maintenance July	Unpaid
Trade UK	139.40	Fence panels and posts, paint	Unpaid
BDBC	304.50	Grounds Maintenance July	Unpaid
Martin Bastick	614.25	Handyman Hours July	Unpaid
Barbara Bedford	116.36	Bins, stationery	Unpaid
Barbara Bedford	61.10	Village Show Hamper	Unpaid
BT	61.50	Clerk Phone	Unpaid
Tina Harrington	125.86	Cleaning July	Unpaid
S E Water	41.41	Peter Houseman Water supply	Unpaid

- ii. **Electronic Banking:** the clerk has received completed application forms from three members which she will forward to Lloyds to get Electronic Payments set up for the Parish Council, initially for salary and other regular payments.
- iii. **Newfound Compound:** the clerk informed members that Bidwells had not contacted her, despite confirming to Mrs. Taylor that they would, and also that Bidwells had instructed Wills Chandler to close the case (the clerk instructed them not to). Mrs. Taylor will contact them again to arrange a meeting.

d) **Highways and Transport**

- i. **An update report** was issued to all members prior to the meeting.
- ii. **Meeting with HCC:** a date of 15<sup>th</sup> November has been agreed for a meeting with HCC to discuss the compact roundabout and other Oakley transport issues.
- iii. **Street name signs:** despite a request in Link the clerk had only received one photograph of street signs in the village that need repair or repainting and it was agreed to include this again in the September issue.
- iv. **Ashe Hill Park footpaths:** Mrs. Taylor informed members that there is likely to be a meeting in October once a decision by HCC has been taken on the footpaths through the Ashe Hill Park estate.
- v. **Goddards Firs Parking:** the clerk informed members that a scheme, similar to that carried out in Sunnymead in 2016, to increase parking availability in Goddards Firs would be carried out in 2017 and all members were in favour.
- vi. **Flooding in Station Road:** due to the heavy rain the road was again flooded and Mr. Beere contacted Mrs. McNair-Scott to progress the issue. It is proposed to hold a meeting with Mr. Beere, Mr. Small, a representative from HCC and Mrs. McNair Scott in October (date to be confirmed) and Mr. Bullions will attend to represent the Working Party.
- vii. **Pack Lane and B3400:** the heavy rain caused the road under Battledown Bridge in Pack Lane to flood making it impassable. The clerk notified HCC and the police but the road was not closed. Due to the extra traffic generated by the traffic lights in Worting Road there is even more of an issue if the road is closed due to flooding. The clerk was asked to speak to Mrs. McNair Scott to try and get the traffic lights removed and the silt removed from under the bridge.

- viii. **Bus stop in Fox Lane:** Mrs. Blackman, having declared an interest, stepped down and Mrs. Gavin assumed the chairman's role. Following the recent vandalism the clerk has received a quote from a bricklayer to repair not only the damage caused by the vandalism but other issues as well. The clerk had previously asked members to give her details of other bricklayers but had not been given any, but Mr. Bullions said he know of one but did not have his contact details to hand so would forward them to her asap. Once she has a second quote she will update the Working Party. Mrs. Blackman resumed the chair.

**e) Parish Council Governance**

- i. **Disaster Recovery Protocol:** the Borough has forwarded a link to their DRP and also sent an agenda from a previous meeting held at BDBC. Although the agenda covers items at a 'higher' level than the Parish would be involved in, it is helpful to know that such items are covered so that our plan can complement the HCC and Borough schemes and ensure that everything is covered.
- ii. **Clerk holiday cover:** the clerk is on holiday for two weeks later in the year. She has prepared a list of items that need to be covered in her absence and Mrs. Bettridge agreed to take the phone and laptop for the second week of the holiday (Mrs. Gavin had already agreed to cover the first week). The clerk has prepared a list of emergency contacts which she will distribute to all members
- iii. **Key safe:** the clerk asked if members would approved the purchase of 3 outside-mounted key safes outside her home, to store keys to the pavilions, lock up and notice boards, so that if required members can take the keys directly. All member agreed.
- iv. **Roles and Responsibilities:** Mrs. Gavin sent out to all members an extract from the Good Councillor Guide, the clerk's job description and a table showing what the Borough and parish councils were responsible for, to clarify the roles of each participant.

**f) Publicity and Events**

- i. **Village Show:** Mrs. Blackman and Mrs. Bettridge have been working to get the website ready for the village show. It was confirmed who would be attending on Saturday and that some members would be available from 9am to help set up the gazebos etc. Other members would be attending from 11am, and Mrs. Burgess has kindly agreed to assist with merchandise. Mrs. Blackman will be accompanying the mayor during the show. Also, members were asked to be on hand at the end of the day to help with the takedown and clear up.
- ii. **Merchandise:** a suggestion from a resident that the PC consider selling jigsaws is being considered and more research will be done on this, for a possible addition in 2018.
- iii. **Christmas Bazaar:** it was agreed that the PC have a table at the Bazaar, subject to cost being agreed (previously it was £10 which is easily recovered from sale of merchandise).
- iv. **Remembrance Sunday:** Mrs. Gavin agreed to do the reading. The clerk confirmed that Kit Malthouse MP would not be able to attend.
- v. **Website Competition:** Mrs. Blackman asked members if they would agree to submitting the PC website for consideration for the HALC competition and all members agreed.
- vi. **Welcome Pack:** Mr. Bullions asked if the Welcome Pack would be available at the Village Show and Mrs. Blackman confirmed that it would be, and that the clerk would be informed when new residents came to the village and would pass the information to Mrs. Bettridge who would arrange for a pack to be delivered.

**g) Sports and Play Areas**

- i. **Pitch marking and Financial agreements with OYFC:** OYFC confirmed that they are happy with the revised proposals re double marking one pitch at Peter Houseman and so when the Financial agreement is amended, this can be signed.
- ii. **Break in at Newfound:** the clerk informed members that she had received quotes for the light and the broken window but still awaited a quote for the shutters, although she had had two contractors come out to look at it.
- iii. **Beach Park:** the clerk informed members that there have been several occasions recently where fires have been lit under the skate park equipment and on three occasions in one week BDBC had to send out a team to clear fly tipping where items are removed from the recycling bins and put under the skate-park equipment. There is evidence of misuse of aerosol cans, plus empty alcohol bottles. The clerk has reported this to the police and to the CSPO team.
- iv. **BMX track:** a resident has offered to work on the existing track while the decision as to its longer term use is decided. However, members felt that while the offer was very generous, there were issues around insurance that would prevent this from being accepted and the clerk was asked to contact the resident to thank her and explain.
- v. **Kennet Way Park:** the group working on the revamp of Kennet Way park are progressing and are looking to become a registered charity. They have plans and are awaiting costings.

**7. Reports from representatives to other organisations**

- a) **Andover Road Village Hall:** Mrs. Freeman has met with solicitors as the Trustees Agreement needed to be updated due to the giving and taking away of land as proposed by Malshanger. The work on the car park will commence in spring 2018.
- b) **East Oakley Village Hall:** nothing to report
- c) **Jubiloaks/Oakley Woodlands Group:** nothing to report
- d) **Village Show Committee:** a report was distributed to all members prior to the meeting.
- e) **Oakley Community Association:** a report was sent to all members before the meeting.

**8. Confidential Items**

**Date of the next meeting** was agreed to be 14<sup>th</sup> September 2017