

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 9TH JANUARY 2020

Present: Mr. Parry (Chairman), Mr. Bealing, Mr. Bullions, Mr. Ellison, Mr. Harding, Dr. Johnstone, Mr. Paler, Mrs. Richards, Mr. Startin and Mrs. Taylor (Borough Councillor). No members of the public attended the meeting.

1. Apologies for Absence

Apologies were received from Mrs. Eydatoula, Mr. Hewitt and Mrs. Smith.

2. Minutes of the Meeting held on 12th December 2019

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

3. Precept for FY 2020/21

An initial discussion on the figure for the precept was held at the December meeting, and Mr. Startin subsequently published an explanatory note confirming that to meet the capital and ongoing expenses the precept needed to increase by approximately 19% (which in monetary terms equates to around £7 per annum on a Band D property). Mr. Parry agreed that while there was a recognised need to provide support for the Parish Clerk, that such a measure needed to be justified to the residents – for example, the expanding population in the village, the higher workload (with items being ‘pushed down’ to Parish level from County or Borough) etc. Although the actual increase is very low in real terms, the % figure would attract many questions from residents and it was important that there was an evidence based justification to support the increase.

Mr. Startin commented that excluding capital expenditure, the base running costs of the Parish needed to increase by around £14,000.00 pa. Costs will continue to increase, so this cannot be deferred indefinitely.

The major capital projects identified are the acquisition and fitting out of a burial ground, and the restoration of the main pond, and works to the Rectory Road pond. Mr. Ellison proposed a sequenced case to the public, outlining the direction the Parish Council is working towards; it is likely that these projects will be supported by the majority of the residents. Mr. Harding expressed concern that costs will continue to increase and so the Parish should go ahead with the provision of support to the clerk (and hence to the residents) rather than delay. Mr. Parry agreed with Mr. Harding but felt that it was important to be able to provide residents with data to support the additional support for the clerk. She and Mr. Paler will prepare a recording system to note her actual hours vs the 30 she is paid for, and to highlight which areas in particular cause the excess hours to be worked. The clerk commented that while she will continue to work the hours she needs to, to ensure that her duties to the residents and the council are fulfilled, there is no formal cover for her holiday or unplanned absence and this needs to be addressed until such time as there is support provided.

Mr. Ellison pointed out that historically, the Parish had always increased the precept by around RPI, and had proposed a rise of approximately 4.9% which is in keeping with both the Borough and the County. This would give a figure of £91,500.00. Dr. Johnstone commented that it was possible that funding could be made available from other sources to assist with both the burial ground and the ponds, and that there were planning applications that could result in Community Infrastructure Levy being available to the Parish, which again could contribute to the requirements (although these are one off payments by nature). Mr. Parry commented that the extra houses (for example Beech Tree Close) would contribute further properties paying Council tax, which would dilute the actual amount payable still further.

Mr. Harding said that as the Parish Council was accountable to residents, the lack of provision of cover for the clerk had to be resolved, and Dr. Johnstone agreed that there needs to be a definite time frame and communication strategy. The Environment, Burial Grounds, Governance and Publicity and Events working parties need to meet and report back every two months on progress on ponds, burial ground, clerk cover and comms strategy respectively. Mr. Parry suggested this should be part of the APM agenda.

Mr. Ellison proposed, and Mr. Bealing seconded, that the precept for 2020/21 be set at £91,500.00. A majority of members agreed (with Mr. Harding voting against, and Mr. Parry abstaining).

4. Notices, Circulars and Correspondence

- a. **Ceramic model of the pond:** a generous resident has commissioned a model of the pond for the Parish to raffle to generate funds for the Pond restoration. Photographs of the model will be provided to the Link magazine and published on our website.
- b. **Use of HCC HWRC:** the clerk informed members that she had provided a link on social media, and on the Parish website, and sent it as a news item, to the registration page for HCC to register their private vehicles to use the recycling centres, and Mr. Harding and Mr. Paler confirmed they had already done this.
- c. **Death of Vendy Treagust:** the clerk informed members of the death on 24th December of Ms. Treagust, who was HALC secretary for many years. The clerk sent a message of condolence to Ms. Treagust's family on behalf of the Parish Council.
- d. **Re-election of Kit Malthouse MP:** the clerk informed members that she had written to Mr. Malthouse on behalf of the Parish Council to congratulate him on his re-election as MP for North West Hampshire.

5. Clerk Report

The clerk had distributed her report in advance of the meeting and there were no queries. She advised members that there had been a significant number of complaints about the Christmas tree recycling scheme and Mr. Ellison advised

her to contact Ms. Searle at BDBC to inform her of the issues and for them to resolve for next year.

6. Planning Matters

- a. **Minutes from meetings on 19th December and 2nd January** were distributed to all members, and there were no comments or questions.
- b. **Application from Wates:** the application has now been validated and is on the Planning portal. The clerk proposed that the meeting scheduled for January 16th is postponed until January 23rd to give members time to read the documents associated with the application. The response cutoff is currently 29th January but Cllr. Taylor will be meeting with Planning on January 10th to see if this can be extended. The clerk will meet with Cllr. Taylor and residents w/c 13th January to discuss how to ensure a consolidated response.

7. Working party reports

1. **Burials and churchgrounds:** nothing to report

2. Environment

Main Pond: a meeting is being arranged for end of January to discuss funding options. A meeting at the Borough is scheduled for 4th February to discuss LIF funding.

Footpath from Hill Road: it was agreed that a quote be obtained to replant the area along the footpath with privet. It was further agreed that so long as the quote is within budget that the Working Party can proceed with the request as the season for bare root planting will be over shortly.

3. Finance

Approval of payments: It was proposed by Mr Paler and seconded by Mr. Ellison, and agreed by all members, that the following payments be made:

Payee	Charge to Budget	Total Cost	Service	Status
NEST	108.45	108.45	Clerk Pension December	Paid DD
EE and T Mobile	16.14	19.37	Clerk mobile phone	Paid DD
HMRC	570.50	570.50	December Contributions	Unpaid EFT
Scofell	296.66	355.99	December Grounds Maintenance	Unpaid EFT
M Bastick	249.75	249.75	Handyman Hours December	Unpaid EFT
Larkstel Ltd	1758.00	351.60	December Grounds Maintenance	Unpaid EFT
Nigel Jeffries	587.92	705.50	November Grounds Maintenance	Unpaid EFT
T Harrington	199.80	199.80	December cleaning	Unpaid EFT

BT	10.00	12.00	Portable mini hub	Paid DD
P Williams	317.90	317.90	Works at Peter Houseman/NF	Unpaid EFT
J Paler	136.27	136.27	Ragic subscription	Unpaid EFT
BT	42.00	50.40	Office phone December	Paid DD
S Harding	4.00	4.00	Data request	Paid EFT
National Allotment Soc	55.00	66.00	Annual Membership	Unpaid
S Harding	25.20	25.20	OTIS travel etc	Unpaid EFT
Oakley Scout/Guide Premises Committee	82.00	82.00	Donation from Carols at the Pond Collection	Unpaid

The EFT payments were approved by Mr. Harding and Mr. Parry.

Expenditure up to end of March 2020: the clerk reminded all working parties that if there are purchases to be made before end of March that approval must be given in advance at a full PC meeting (even if the item is in the 2019/20 budget).

FWP meeting: the clerk reminded WP members that they need to meet before the February meeting to agree hire fees, burial fees, salaries etc for approval at by the full council. The clerk was asked to circulate dates for w/c 3 February.

4. Highways and Transport

Working party report was issued to all members in advance of the meeting, and there were no comments or questions.

The OTIS report on the Deane Gate Crossroads site was approved and the clerk was asked to put v2 on the Parish website.

5. Parish Council Governance

The meeting report was issued to all members in advance and there were no queries or comments.

It was agreed that the clerk should circulate proposed dates for a meeting with the Borough Councillors, Mr. Parry and Mr. Hewitt.

6. Publicity and Events

Carols at the Manor: Mr. Bealing reported that Carols at the Manor raised £348 for Sebastian's Action Trust. Although this was not a Parish event, several members attended, as well as the clerk, who helped to organise the evening.

Carols at the Pond: Mr. Bealing reported that a collection was taken, which raised £164, split equally between the pond restoration fund and the Scout/Guide premises committee.

Annual Parish Meeting: it was agreed to request to hire the school hall on either 21st, 22nd, 28th or 29th of April and the clerk will contact the school to arrange this. As well as PCSO Jones, a representative from the CSPO team, Ms. McNair Scott, and our borough councillors, it was suggested that Andrew Reynolds from the Manydown team be invited. Mr. Harding will speak about OTIS, and there will be an update on the pond restoration. Mr. Parry asked the clerk to forward him a copy of the 2019 Agenda.

Communication strategy: further to discussions about the precept, the WP were asked to formulate a strategy to get information to residents about the challenges facing the Parish Council in terms of clerk support and this could involve a leaflet drop, an item at the APM, article in Link, social media and other formats.

7. Sports and Play Areas

The working party report was issued to all members in advance of the meeting and there were no questions. Mr. Ellison asked for approval to carry out the annual service/maintenance on the fire extinguishers (done by Peterlee Fire and scheduled for 14th January), for the annual service/maintenance of the alarm system (Guardwell) and the boiler service and provision of Gas Safe certificate (done by WG Shenton) and all members agreed.

He further asked for approval for Larkstel to do a chain harrowing of all pitches at both PH and NF, as worm casts are making the ground uneven and the pitches are in need to improved water drainage/runoff. The cost is £200 and all members agreed.

The dates for the 6 a side Tournament were agreed as 23/24 May 2020.

8. Reports from representatives to other organisations

- a. **Andover Road Village Hall:** nothing to report.
- b. East Oakley Village Hall: nothing to report.
- c. **Jubiloaks/Woodlands Group:** Mr. Ellison reported that the group continue to work on planting at Peter Houseman, and have planted trees at Beach Park, Upper Farm Road, PH and Newfound. He proposed that a letter of thanks be sent to the groups for all their hard work and support, and that any 'left over' plants be donated for planting along the Multi User Route. All members agreed.
- d. **Village Show Committee:** meeting scheduled for Monday 13th January.
- e. **OCA:** nothing to report.

9. Confidential Items

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

10. Date of next meeting was agreed to be 13th February 2020.