

## **MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 13<sup>TH</sup> JUNE 2019**

**Present:** Mr. Parry (Chairman), Mr. Bullions, Mr. Ellison, Mr. Harding, Mr. Hewitt, Dr. Johnstone, Mr. Paler, Mrs. Richards, Mr. Startin, and Mrs. Taylor (Borough Councillor). 2 members of the public attended the meeting.

### **Public Session**

A resident attended to raise concerns about a Certificate of Lawfulness application relating to putting in a kerb along the eastern side of Sainfoin Lane. In the application the lane is referred to as an unadopted road, rather than a bridleway. Mrs. Warner, the former clerk, has informed the current clerk that there is historic correspondence on this issue, which the clerk will locate and forward to the Borough legal team. It was agreed that the clerk will check the response date and get the information to the Borough within the agreed time.

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

Apologies were received from Mr. Bealing and Mrs. Smith.

#### **2. Minutes of the meeting held on 9<sup>th</sup> May 2019**

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. Accounts for the year ended 31<sup>st</sup> March 2019**

- a) The clerk explained that the Internal Auditor, Mrs. Campbell, had reviewed the accounts and signed the appropriate certificate. She then reminded members that it is a statutory duty that an Annual Return showing that we are compliant with the Audit requirements has to be completed and approved before being forwarded to the External Auditors. After considering the Annual Governance Statement it was agreed by all members that the Chairman and the Responsible Finance Officer (the clerk) should sign the return and submit it to the auditors.
- b) The draft accounts section of the Annual Return was also reviewed and it was agreed by all members that Accounting Statement should be signed and submitted to the auditors.

#### **4. Notices, Circulars and Correspondence**

- a) **Leaving Party for retiring Chairman:** the clerk circulated a card from Mrs. Blackman expressing her thanks to all members for an enjoyable evening on 10<sup>th</sup> May.

- b) **Open Garden at the Manor:** the clerk informed members that approximately £400 had been taken at the gate, and thanked those members who had attended the event.
- c) **Co-option of new members:** the clerk received confirmation from the Borough that no election had been called, so new members can now be co-opted.
- d) **Annual Parish Conference:** Mr. Ellison and Mr. Harding represented the Parish at the meeting (their report is later in the minutes).
- e) **Flag Raising Day 24<sup>th</sup> June:** all members are invited to attend the event at the Borough Offices.

## **5. Clerk Report**

The clerk had distributed her report in advance of the meeting. Dr. Johnstone asked about the Kings Orchard wild flower meadow, and the clerk advised that she had spoken with residents and that a survey should be carried out among residents to ask them what they wanted on the area.

## **6. Standing Orders**

Mr. Parry raised the following items:

- a) Should the time of the meeting be bought forward?
- b) Should there be a meeting in August?
- c) Should the date of the monthly meeting be changed?
- d) What date should the strategy morning be arranged for?

It was broadly agreed that bringing the time of the meeting to 7pm would enable it to finish at a more appropriate time.

It was further agreed that unless there was any really urgent business that there was no requirement for a meeting in August, and that at the July meeting delegations for approval of payments etc could be granted to the Finance WP to ensure that the Parish can meet its obligations.

The clerk agreed to circulate potential dates for the meeting for September/October and that the venue would be St Leonards Centre.

Some members preferred the idea of holding the meeting early in the week – Monday was suggested but some other members could not come on that date. Mr. Parry asked members to think about this and that it could be discussed further at the strategy session.

## **7. Planning Matters**

- a) **Minutes from the Planning Meetings** held on 16<sup>th</sup> May and 6<sup>th</sup> June were distributed and there were no comments or questions.

- b) **Meeting re Local and Neighbourhood Plan updates:** Mr. Parry, Mr. Hewitt and the clerk will attend a meeting in July.
- c) **Windfall Development:** the clerk has received a response from the Chair of Bramley PC and she has requested a meeting with the Chief Executive of BDBC and asked the clerk to support her in pushing for more weight to be given to the policies in the respective Neighbourhood Plans. The clerk is still waiting for a response from BDBC regarding the siting of Windfall development across the Borough.
- d) **Site at 32 Oakley Lane:** the clerk confirmed that no decision had been announced. Mr. Bullions stated that no removal of waste from the site be allowed before 9.30 am or between 14.30 and 15.30 on school days, and that construction traffic follow a clearly marked route.

## **8. Working Party Reports**

### **Burials and Churchyards**

The new cremated remains area and memorial garden is in progress but work has been affected by the bad weather.

The clerk will chase Mr. Goddard again for the tender documents.

### **Environment**

The clerk advised that a recent accusation of a plan to steal items from allotment plots has been passed to the police.

Mr. Hewitt and the clerk attended the Junior School to judge the Environment project displays. The clerk will present the award at the assembly on Friday 14<sup>th</sup> June.

An allotment inspection will be carried out shortly and the clerk will contact Mr. Crafer to carry out the review.

### **Finance**

Approval of Payments: it was proposed by Mr. Hewitt and seconded by Dr. Johnstone, and agreed by all members that the following payments be approved:

<b>Payee</b>	<b>Charge to Budget</b>	<b>Total Cost</b>	<b>Service</b>	<b>Status</b>
NEST	108.45	108.45	Clerk Pension May	Paid DD
EE and T Mobile	16.14	19.52	Clerk mobile phone	Paid DD

HMRC	585.10	585.10	May Contributions	Unpaid EFT
Scofell	296.66	355.99	May Grounds Maintenance	Unpaid EFT
Public Works Loan Board	4942.30	4942.30	Loan repayment	Paid DD
M Bastick	479.25	479.25	Handyman Hours May	Unpaid EFT
Larkstel Ltd	1698.00	2037.60	May Grounds Maintenance	Unpaid EFT
Nigel Jeffries	587.92	705.50	April Grounds Maintenance	Unpaid EFT
T Harrington	172.20	172.20	May cleaning	Unpaid EFT
BT	10.00	12.00	Portable mini hub	Paid DD
BDBC	1.00	1.00	Annual rent for Beach Park	Unpaid DD
EDF	70.88	74.42	Electricity Peter Houseman	Paid DD
KLG	190.00	190.00	Cleaning, Peter Houseman	Unpaid
EDF	42.78	44.92	Electricity NF	Unpaid DD
SSE	209.57	220.04	Final electricity for PH and NF	Paid DD
EDF	7.00	7.00	Gas for NF	Paid DD
B Bedford Expenses	172.29	194.91	Monitor, stationery, refreshments, keys, magnets	Unpaid EFT
HCC	50.00	50.00	Junior School Environment Project	Unpaid
HCC	50.00	50.00	Infant School Environment Project	Unpaid
M Bastick	81.25	94.90	Handyman expenses	Unpaid

Mr. Startin and Mr. Parry approved the EFT payments.

### **Highways and Transport**

The working party report was issued to all members in advance of the meeting.

It was agreed that the purchase of the accident data could be made but Mr. Parry will contact the Police and Crime Commissioner to complain that such data is not available to Speed Watch and other affiliated services free of charge.

It was further agreed that the purchase of a ladder and brackets be made.

### **Publicity and Events**

It was agreed by all members that Mrs. Blackman be co-opted to the Working Party.

Village Show: the clerk asked what the members wished to do at the show. It was agreed that it was important that the Parish Council had a presence at the show, and that it might be an opportunity to sell some of the merchandise. The clerk suggested having copies of the Traffic policy, the welcome pack and the prospective councillor pack available. The decision as to whether there is a formal display and if so, what the theme will be, will be agreed in the July meeting. Mr. Parry also confirmed that a rota should be set up so that one person is not expected to man the stall all day (and to put up and take down the gazebo).

### **Sports and Play Areas**

A working party report was circulated to all members in advance of the meeting.

It was agreed to purchase of a double sided star seat from NBB at a cost of £400.

It was further agreed to meet with Woodlands Group to confirm the purchase of beech whips for the hedging at Beach Park.

### **Parish Council Governance**

This discussion was held back until Mr. Ellison and Mr. Harding arrived from the BDBC meeting.

At the May meeting Mr. Ellison made two proposals: first that a small group be set up to look at the longer term objectives (ie support for the clerk, and a Parish Office), and another group to look at short term issues of cover for the clerk's absence.

On 5<sup>th</sup> June a meeting was held at Newfound to discuss the second point. It was proposed that all working parties were to create a list of their assets and their responsibilities – ie that the Burial ground would be responsible for the burial book, the database, working with the undertakers etc. It was further proposed that the Strategic Planning WP be closed at this time. All members agreed that this was a good way forward. It was agreed that before the July meeting all Working parties would meet and elect a leader, and communicate this to the clerk. The clerk and Mr. Startin would send to the leaders of the WP a list of assets for them to identify and allocate ( a final check will be made to make everything is covered and not duplicated) .

It was further agreed that another group, consisting of Mr. Parry, Mr. Ellison, Dr. Johnstone and the clerk meet to discuss the longer term issues.

## **9. Reports from representatives to other organisations**

Andover Road Village Hall – nothing to report

East Oakley Village Hall – nothing to report

Jubiloaks/Woodland Group- report from AGM was distributed to all members.

Village Show Committee- meeting report sent to all members

OCA – meeting report sent to all members, AGM is 27<sup>th</sup> June.

## **10. Report from Annual Parish Conference 13 June 2019**

Mr. Ellison and Mr. Harding attended to represent the Parish.

The main topics covered were the introduction of new legislation to remove illegal encampments. Mr. Ellison asked for a clear policy document stating what areas are covered and it was agreed that this could be provided.

Dr. Decker from Watership Down Health gave a presentation on the future of local health care.

Mr. Ellison reported that there is a review of the Local Plan, but it was stated by the Borough that the Neighbourhood Plans do not revision. Mr. Harding noted that the five-year land supply is under threat and should this happen, developments outside those agreed in either Local or Neighbourhood Plans may be given permission.

Mr. Ellison raised the issue of delays in responding to requests and queries – particularly that the clerk has to send reminders to the Borough to get a response. She was asked to provide details to the Chief Executive.

## **11. 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.

### **AOB**

Mr. Harding asked that all documents be marked with page numbers.

Dr. Johnstone informed members of a scheme she had been made aware of where HCC could issue grants that could support on line borrowing of

library books via tablets, which could be made available for elderly residents. It was agreed that she could investigate this further.

12. **The date of the next meeting** was agreed to be 11 July 2019.