

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 14TH MARCH 2019

Present: Mrs. Blackman (Chairman), Mr. Bealing, Mr. Bullions. Mr. Ellison, Mr. Harding, Dr. Johnstone, Mr. Law, Mr. Paler, Mr. Parry, Mr. Startin, Ms. Tofts and Mrs. Taylor (Borough Councillor). Two members of the public attended the meeting.

Presentation on Information Infrastructure: Mr. Paler gave a power-point presentation to members. He outlined what would be involved in the set up and ongoing use of such a system, and what benefits it could bring to the Parish Council. Initially Mr. Paler examined the system devised by Bramley PC, but felt it was too complex and too expensive for O&DPC so devised a bespoke solution. The online database Mr. Paler recommends is Ragic which is used by some large corporations including Intel and Boeing, and has strong support and backup functionality. Data storage would be cloud based and there is no requirement for the purchase of any hardware. Data security is strong as all data is encrypted and internal security procedures are rigorous. There is no ongoing contract. Mr. Harding confirmed that the intention is to reduce the clerk's workload significantly, especially in the amount of data keying that she currently does. Costs would be approximately £10 per user per month. Charges would only be incurred when the system was fully operational and that is likely to be after a development period of 6 / 9 months. It was agreed that Mr. Paler continue with the project and that the clerk purchases a development licence (cost of £14 pm which can be covered by the savings from the telephony changes referred to in agenda item 6.c.d). The clerk will then work with Mr. Paler to assess what the system can, and cannot, improve in terms of efficiency, effectiveness, data protection and ease of access for members etc and will report back to a future meeting.

Public Session

A resident of Pardown spoke to the members about his concerns for safety issues with the proposed developments at 2 and 4 Pardown. The road is already busy and is not wide enough to take the current volume of traffic, and this will get worse with the proposed new dwellings. There was a scheme agreed in 2006 where the road would be widened but this did not proceed and subsequent applications have also not gone ahead.

The resident also expressed concerns about the access to the Sainfoin Lane development as agreed in the Neighbourhood Plan – access to Sainfoin Lane is either down the bridle path from the doctors' surgery, or down Pardown. The members were asked to consider the current ambience of Pardown and the effect such traffic would have upon it.

The third issue that the resident raised was the state of the 'Bring to' site at Beach Park – he visited earlier in the week and found it untidy and full of rubbish that had been left in the car park. Ms. Tofts explained that the PC were aware of the issues and the clerk informed the resident that she and Mr. Ellison had met with members of Hart DC and Serco to try and find a solution to the increasing amount of fly-tipping at the site (and around the village in general).

1. Apologies for absence

Apologies were received from Mr Hewitt and Mrs. Richards.

2. Minutes of the meeting held on 14th February 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. Notices, Circulars and Correspondence

- a. **Elections May 2019:** the clerk had sent a brief note about the meeting on Tuesday 12th March, as well as a copy of the presentation. She reminded all members that the last date for receipt of nomination forms to the Borough is 4pm on April 3rd and that forms can be scanned to the Borough for a preliminary check if required.
- b. **Letter to Virgin Media:** the clerk will prepare a letter to Virgin expressing the Parish Council's disappointment with the response to the request to honour the commitment made to the Council to install broadband at Newfound as a gesture of goodwill for all the issues caused during the implementation period.
- c. **Use of Twitter/Facebook:** Mrs. Richards had changed the Oakley and Deane Facebook account to be a 'page' and it now has over a hundred followers. The clerk is able to share any news items direct onto the website, and we had over 700 views on a recent post she put up. Members decided not to progress with a Twitter feed at present.
- d. **CCTV at Beach Park:** fly-tipping or illegal dumping at the recycling centre at Beach Park is definitely increasing. Mr. Ellison and the clerk met with representatives from Hart DC and Serco to try and identify ways to improve the facility and reduce the untidy look of the site. A resident has asked for CCTV and the clerk will contact BDBC to ask if they can lend some equipment for a brief period. Also, Mr. Harding has a trail camera which he has offered to lend to the Parish Council and the clerk will speak to BDBC to see if this falls under the same restrictions as CCTV (i.e. display of notices, data protection etc).

4. Clerk Report

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

5. Planning Matters

- a. **Minutes from the Planning Meetings held on 21st February and 7th March** were circulated to all members and there were no comment or queries.
- b. **Manydown:** a report from the public meeting about the latest Manydown Outline Application was circulated to all members. Mr. Bealing, Mr. Harding and Mr. Law attended the meeting to represent the Parish.
- c. **Basingstoke Golf Club development:** members of the Planning Committee and the clerk attended the public meeting on 1st March. Bloor Homes have asked for an opportunity to attend a Planning Meeting and discuss in more detail their vision for the site, but members have said they would prefer to wait until a more formal plan is in place, and the clerk was asked to confirm this with Bloor Homes.

6. Working Party Reports

Review of all Terms of Reference for Working Parties was deferred until the April meeting.

Burials and Churchyards

- a. **Tenders for cleared area in the Burial Ground:** the clerk sent out four requests for tender but only two contractors replied. Ms.Tofts proposed, and Mr. Harding seconded, that the quote from Mr. Warner for £2,230 plus VAT be accepted and all members agreed. The clerk was asked to inform Mr. Warner and also the unsuccessful tenderer.
- b. **Removal of Hawthorn:** the clerk informed members that BDBC had given permission for the self-seeded hawthorn at the front of the churchyard to be removed, and that the Men's Shed had done the work. The stump needs to be poisoned and the clerk will ask Mr. Warner to do that.
- c. **Shrub in Burial Ground:** a large photinia is spreading and covering surrounding graves. Mr. Crafer confirmed that it is safe to trim it back hard at this time of year, so the handyman has been asked to attend to this.
- d. **Update on church wall:** a flint has come loose from the wall. The clerk has again chased the surveyor who has agreed to prepare the tenders for the repairs to the wall to get the paperwork ready to send out so works can commence as soon as possible.
- e. **Niche burials:** the clerk had discussed with Spencer and Peyton whether niche burials (where cremated remains are interred in a vault on a wall) were offered by other burial ground providers, and was told that they are indeed very popular. She has the contact details for Worthing Road Cemetery and members of the Working Party agreed to arrange a visit to the cemetery to see the niche burials and discuss with the site manager.

Environment

- a. **Working party report:** was circulated to all members in advance.
- b. **Allotments:** Mrs. Blackman commented that Mr. Crafer had agreed to carry out the allotment inspections so the clerk was asked to contact him and arrange a date.
- c. **Planter in Oakley Lane:** it was agreed that the planter should be left in situ until the bulbs had flowered and then it could be removed. Ms. Tofts will contact Mr. Hall to see if he wants the planter back.
- d. **Bench along MUR:** the decision taken by the Finance Working Party to spend up to £150 on repairs to the vandalised bench on the MUR was ratified and all members were in agreement.

Finance

- a. **Approval of payments:** it was proposed by Mr. Bealing and seconded by Mr. Harding, and agreed by all members, that the following payments be approved:

Payee	Charge to Budget	Total Cost	Service	Status
NEST	64.26	64.26	Clerk Pension February	Paid DD
EE + T Mobile	15.72	18.86	Clerk mobile phone	Paid DD
HMRC	544.38	544.38	February Contributions	Paid EFT
BDBC	253.75	304.50	February Grounds Maintenance	Unpaid EFT

M Bastick	195.00	195.00	Handyman Hours February	Unpaid EFT
Larkstel	1615.00	1938.00	February Grounds Maintenance	Unpaid EFT
Nigel Jeffries	485.66	582.79	January Grounds Maintenance	Unpaid EFT
S W Contract Services	450.00	540.00	Works at Peter Houseman	Unpaid EFT
T Harrington	200.42	200.42	February cleaning	Unpaid EFT
BT	47.76	57.31	Clerk landline phone	Unpaid DD
Goslings	660.00	792.00	Work at Kings Orchard	Unpaid
HCC	28.08	33.70	Hand towels for pavilions	Unpaid
KLK Services	115.00	115.00	Waste removal	Unpaid
Guardwell Securities	132.50.	159.00	Intruder Alarm service battery and zone reset	Unpaid
SSE	617.01	740.41	Gas to Newfound	Unpaid DD
SSE	582.83	699.39	Electric to Peter Houseman	Unpaid DD
B Bedford Expenses	122.49	142.49	Rabbit fencing, stakes, chocolates for dinner	Unpaid EFT
M Bastick	40.08	48.08	Handyman expenses Feb / March	Unpaid

Ms.Tofts and Mr.Parry will approve the EFT payments.

- b. **Risk Assessment:** Mr. Parry proposed and Dr. Johnstone seconded, and all members agreed, that the Risk Assessment was approved. It was noted that one of the most significant risks was related to the lack of backup for the clerk should she be unable to work for any reason.
- c. **Finance Regulations:** were reviewed and agreed by all members.
- d. **Confirmation of redemption from CCLA Money Fund:** the clerk informed members that she had requested a redemption of £15,000, which leaves sufficient funds in the current account until the receipt of the first instalment of the Precept.
- e. **Telephony for clerk:** The clerk had contacted BT to ask for caller ID to be activated on her landline as this service was now free of charge. The service engineer she spoke to, reviewed the current package that the Parish was on, and suggested a much cheaper option: at present we pay a standing charge of £30.50 per month with all calls chargeable. BT proposed a service offering free landline calls, broadband with no download limits, and a free mini hub with 30g of data which could be used at Newfound, for a total of £48 per month, which would save the Parish over £100 pa plus provide a much improved service. Mr. Paler had reviewed the package and was in full agreement. Ms. Tofts proposed and Mr. Law seconded that the clerk should go ahead, and all members agreed. The clerk also asked for permission to purchase a new landline telephone with answer service; she finds it hard to hold the phone for long periods of time and her current landline does not have speaker phone options. The phone she selected costs £39.99 from Argos and all members agreed.
- f. **Development licence for Ragic:** based on the savings that would be made from the reduction in telephone costs, it was proposed by Mr. Paler and seconded by Mr. Bealing, and agreed by all members, that the clerk could purchase a development licence from Ragic so she and Mr. Paler could work on the IT infrastructure project.

Highways

- a. **Working Party Report:** was sent to all members in advance of the meeting. Mrs. Blackman requested that the wording about the pinch points in St Johns Road was changed as it gave the impression that the Parish Council had reviewed and agreed this. Mr. Harding agreed to do this before the report was sent to Link. Mr. Harding confirmed there had been no response from either One Stop or Network Rail and he would follow this up with them and include the County Councillor in the distribution list.
- b. **Speedwatch:** Mr. Harding explained that there was still no one to take on the admin for Speedwatch and that it has been discussed at the meeting that the deputy clerk (when appointed) could take over this function. Mr. Paler asked what was involved and Mr. Harding said that it was basically data entry into a system for the Police to review, and co-ordinating with the volunteers to make sure the session can go ahead. It might not be necessary that the admin person attended the actual road-side sessions.
- c. **Closure of Station Road:** the clerk informed members that she had been forwarded a letter from Anna McNair Scott stating that Station Road would be closed for up to 14 days for cleansing and drainage works, but had received no direct contact from HCC or the Borough. She was asked to follow up with HCC and advise residents if this is happening in March 2019.

Parish Council Governance

- a. **Working Party report:** was sent to all members in advance of the meeting. All members agreed that the working party should continue to work on preparation of a Disaster Recovery Plan for the Parish Council.
- b. **Accessibility statement:** the clerk was asked to send to the working party the NALC legal judgement and to chase NALC for an update (due in December 2018) to ensure the Council is compliant by September 2019.
- c. **Fixed assets:** it was agreed that Ms. Tofts should continue to work on the asset register assigning assets to the working parties. For benches, Ms. Tofts has assigned the benches but for this Financial year any costs involved will come out of the EWP budget and not the asset holders.
- d. **Renaming of Working Party:** it was suggested that Publicity and Events WP be renamed IT, Communications and Events WP to reflect the external communications side of the Parish Council. It was agreed to defer any decision on this until after the election in May 2019.

Publicity and Events

- a. **Annual Parish Meeting:** Mr. Parry informed members that he had spoken earlier with Dr. Dekker from the Watership Down Health team and she had indicated she was attending the APM to speak about the surgery and health provision in general. The clerk was asked to clarify if Mr. Pryce was still coming as well. Mr. Parry confirmed that he would not be attending the APM.
- b. **Poster for APM:** the clerk distributed copies of the proposed poster and all members agreed that it should be adopted.
- c. **Remembrance Service:** Mrs. Blackman advised members that two volunteers had come forward to take over the running of the event, and there was a possibility of a third volunteer as well.

Sports and Play Areas

- a. **Working Party Report:** was distributed to all members in advance of the meeting.
- b. **Draft signs for traffic along the Peter Houseman track:** Mr. Ellison had prepared a draft for a sign to be placed on the track to the sports field and another two for inside the gate. The clerk had obtained a rough costing from Vision Signs of approximately £100 (excluding VAT) per sign plus installation costs. All members thought the signs were effective and it was agreed that the clerk should send the draft to OYFC and to the residents of the two properties that border the track to obtain their comments.
- c. **Beach Park:** Mr. Ellison and the clerk attended a meeting at the recycling area and await a response from Hart DC and Serco as to what they propose to improve the area, and what measures can be taken to reduce dumping.
- d. **Beach Park hedges:** the clerk informed members that as requested at the February meeting she had asked Oakley Woodlands Group and Jubiloaks to assist with the application for 420 whips to re-hedge the boundary with the tennis club and that the application had been successful.

7. Reports from representatives to other organisations

Andover Road Village Hall: new crash bars are being installed.

East Oakley Village Hall: plans are being worked on for the new kitchen

Jubiloaks/Woodlands Group: the clerk will attend both AGM's

Village Show Committee: the schedule is completed and ready to be printed. Not all entertainment has been agreed yet.

OCA: a meeting report was distributed to all members.

8. Confidential Items

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

9. **Date of next meeting** was agreed to be 11th April 2019 (which will also be the date of the Deane Annual Parish Meeting).