



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON NOVEMBER 10TH 2022

Present: Mr. Harding (Chair), Mr. Adams, Mr Bullions, Mr. Ellison, Mr. Rowley, Mr. Startin, Mr. Paler, Mrs Wain, Mr. Aylmer, Mrs. Beere (Clerk) and one member of the public also attended.

Guest speaker – Mr. Adrian Frost from Climate Stewards speak about Carbon Footprints

Before the official start of the meeting the Parish Council and attending member of the public heard from Mr. Adrian Frost from Climate Stewards presenting on how to actively reduce your Carbon Footprints. Mr. Frost spoke about Carbon Footprinting and how we measure them, focusing on the tools to help people and organisations understand their impact on the climate and how to take action as a result.

The presentation was welcomed by Council members, who thanked Mr. Frost. The Council will be measuring their own Carbon Footprint and exploring ways of reducing it as part of their Sustainability efforts.

Public Session

Oakley resident Mr. P. Butler addressed the Parish Council to ask for support and advise in relation to a planning application that was submitted some years ago for a neighbouring property. Mr. P. Butler has also been in recent conversation with BDBC Cllr. Diane Taylor. The Vice Chair requested that Mr. P. Butler contact the PC via the Clerk with the case details, as it would require investigation before we can formally respond.

1. Election of Parish Council Vice Chairman

An election was held to establish a new Vice Chairman for the Oakley and Deane Parish Council. This was undertaken by a secret ballot, whereby Cllr. Mr. Brian Adams was voted as the new Vice Chair. The Council wish him every success in his new role.

2. Apologies for Absence

Apologies were received from Mrs. Hayman due to illness, Mrs. Meyer (Deputy Clerk), Mrs. Moody (RFO) and from Mrs. Taylor (Borough Councillor).

3. Minutes of meeting held on October 13th 2022

Minutes of the meeting, having been previously distributed to all members, were agreed to be an accurate record of the meeting and the newly appointed Vice Chair signed the minutes, as Mr. Adams was acting as p.t Chair at the previous meeting.

4. Circulars and Correspondence

I. **Continued road closure – Pack Lane & Oakley Lane Rail bridge, commenced 19th September for 3 months.** The council is aware of the disruption currently being caused and can confirm that Network Rail are on schedule to reopen both bridges by November 25th 2022.

II. **BDBC Leaf Clearance Programme, commences November '22 to January '23. Oakley scheduled from mid-December.** The council has distributed a copy of the schedule to Borough residents via the Oakley and Deane PC Facebook page. Archers Ground & Garden Maintenance have been onsite this past week clearing leaves in the Beach Park skate park and will continue to do so to ensure the facilities are useable.

III. **Message from Police & Crime Commissioner for Hampshire and Isle of Wight: survey on increasing level of council tax to support policing.** The council has distributed a copy of the survey to be completed by midnight 4th December 2022, via the Oakley and Deane PC Facebook page.

5. **Clerk/Deputy Clerk Report**

The Clerk and Deputy Clerk had issued their report in advance and there were no questions.

The Clerk and Deputy Clerk proposed that the PC office would be closed over Christmas 2022 from Wednesday 28th December reopening Wednesday 04th January '23. A total of four working business days. This was agreed by a show of hands, voted in favour.

6. **Planning Matters**

- a. **Minutes of planning meetings held on 20th October and 03rd November** were circulated by the Deputy Clerk to all members in advance. There were no comments or queries.
- b. **Summary of planning applications and decisions September/October** were circulated by the Deputy Clerk to all members in advance. There were no comments or queries.
- c. **Parish Council Office, update:** Deferred to be part of the ODPC Strategy meeting taking place on November 19th.
- d. **Propose to update the Neighbourhood Plan as a full Council initiative and delegate authority to the Planning Committee to investigate the process.** The Chair requested that the Planning Committee investigate and report back to the full council at the next December 08th meeting. The delegation requested was approved, by a show of hands in favour. Proposed by Mr. Paler, Seconded by Mr. Ellison.
- e. **Community Infrastructure Levy (CIL).** The PC received a payment of £34,589 under CIL in 21/22 of which £31.686 remained unallocated at the end of the financial year. This money will be allocated against future Capital projects over the next 4 years. Under CIL rules and regulations, any unallocated funds at the end of this period will need to be repaid to the Borough Council. Mr Rowley requested CIL be listed as designated funds; Mr. Starlin agreed and the Finance Working Party will review this.

7. **Working Party Reports**

A reminder was issued by the Chair and Mrs. Hayman to all council members, that all reports and supporting documentation should be submitted in advance at least three days clear (excluding public holidays, weekends and the day of the meeting). All working parties are requested to meet in advance of the full council December 8th meeting. The Chair requested that these matters be included in the agenda for the forthcoming ODPC Strategy meeting on the 19th November.

a. **Burials and Churchyards – Working Party report**

Apologies were made for not submitting the working party report three days clear advance of the meeting; this process is under review as part of the ODPC Strategy meeting taking place on November 19th. The interment, burial and memorial fees have been reviewed by the Burial Grounds and Church Yard Working Party and the revised fee structure will be recommended for approval by the full Parish Council at the 8 December meeting

- i. **Burial ground tree works, update:** Following quotes received via Tree Surgeon Mr. Simon Warner for trimming of trees overhanging Rectory Road £100 and Yew Trees brushing church wall on the field side £120 that were approved at the 13th October meeting, Mr. Warner has inspected the grounds again and will submit an update concerning next steps. Further quotes from Mr. Warner concerning tree maintenance on Rectory Road for 1) Trees overhanging the White House and 2) Trees overhanging the Well House as still pending. If within the set budget of £1,500 the BG Working Party will approve, and action as required.

b. **Environment -**

i. **Oakley Sustainability Group Working Party Report:**

- a. **Agreement on Sustainability Policy & Action Plan.** To approve and adopt the Sustainability Policy and Action Plan was deferred to the next meeting 8th December due to queries raised and further input required. The council was unable to vote on the proposal as it has been deferred.
- b. **Parish Council to measure carbon footprint proposal:** Mr. Paler is to investigate and report back to the full council at the December 08th meeting with an update on how this will be progressed. Mr. Adrian Frost from Climate Stewards, who spoke on Carbon Footprints for 30 minutes at the start of the meeting will advise us.

- ii. **Andover Road and Canterbury Gardens Allotment, update** was circulated by the Chair to all members in advance. There were no comments or queries.

c. **Finance -**

- i. **Approval of payments, October/November.** It was proposed that the following payments be made Mr. Startin, seconded by Mr Ellison and agreed by members of the council by show of hands; Mr. Rowley abstained:

Payments for approval November 2022				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	October Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,225.33	2,670.40	October Grounds Maintenance/bins/pitch marking	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	October Beach Park Grounds Maintenance	Unpaid EFT
Tina Harrington	160.91	160.91	Cleaning of both pavilions in Oct	Unpaid EFT
Vision ICT	252.00	302.40	Email hosting Jan 2023-Dec 2023	Unpaid EFT
Greenhouse Graphics	199.00	199.00	Oakley Service of Remembrance: Orders of Service	Unpaid EFT
Malshanger Estate	250.00	250.00	Rent of allotment land for the 6 months from 1/11/22 to 30/4/23	Unpaid EFT
Norman Goodyear Plant Hire	120.00	120.00	Plant hire & contractor to fill potholes and roll track at Peter Houseman	Unpaid EFT
Stephen Harding expenses	318.76	318.76	Ragic subscription October & November	Unpaid EFT

- II. **Budget forecasting 2022-23 and budget 2023-24;** Mr Startin would like to thank the working parties for submitting their 2022-23 budget forecast and 2023-24 budgets by the 10th November deadline. Mr. Startin, Mrs. Moody (RFO) and members of the Finance working party will be reviewing these in the coming weeks, reporting back to the full council at the December 08th meeting for further discussions.
- d. **Highways and Transport – Working party report** was circulated by the Chair to all members in advance. There were no comments or queries.
- e. **IT Project – Working party report** was circulated by Mr. Paler to all members in advance. There were no comments or queries.
- f. **Parish Council Governance -**
- I. **Strategy Meeting 19th November 2022, update:** Members of the council will be gathering at the St. Leonards Centre, Malshanger Room from 09:30 till 13:30. GoTo Meeting dial in details will be provided, and the meeting will be recorded. An agenda will be released by the Clerk three days in advance.
- g. **Community Engagement – Working party report.**
Apologies were made for not submitting the working party report three days clear advance of the meeting, this process is under review as part of the ODPC Strategy meeting taking place on November 19th. As such supporting documents in relation to certain elements were not able to be approved and are now pending.
- I. **Remembrance Sunday 2022 Service, update:** the event takes place on Sunday 13th November 2022 making it the 18th Act of Remembrance within Oakley, 10:45 at St. Johns Garden of Remembrance.
- II. **Christmas Market 26th November, update:** The PC will have a stall at the event showcasing our Sustainability efforts and creating awareness around who the Parish Council are and what we do, in support of next year's upcoming elections. Pending approval from Full Council to support the NALC Make a Change campaign.
- III. **Carols at the Pond 17th December, update:** This year marks our 50h Anniversary of the event. Pending approval from Full Council to complete required tasks as noted in the supporting documents, to include the allocation of carols donations to the Woodlands Group and Oakley Stitchers, and the suggestion to have the Methodist Church bill the Parish Council for electricity usage for the Christmas Tree.
- IV. **Oakley Village Welcome Pack, update:** Mrs. Robson, Oakley resident and PC supporting volunteer, is in possession of the approved 'Oakley Village Welcome' letter which is kindly distributing with her Community Kindness jam. The council continue to thank her for her support.
- V. **Future projects 2023/24:** Deferred to be part of the ODPC Strategy meeting taking place on November 19th.
- VI. **Defibrillators:** Currently village defibrillators are owned and maintained by either the Oakley Community Association (OCA) or the Oakley Football Club (OFC). Mr. Rowley suggested that the PC should have ownership and take responsibility for defibrillators in the village. Mr. Starlin disagreed with the suggestion from a funding

perspective and Mr. Ellison recalled that a gift donation was made some years ago via a personal Will to the OCA regarding defibrillators, that supports the ownership. The council was unable to vote on the proposal as it has been deferred to the December 8th meeting.

- h. Sports and Play areas – working party report** was circulated by the Chair to all members in advance. There were no comments or queries.
- I. The SG&PAWP obtained a quote from Simon Warner (SW Contracts) to cut away and safely dispose of a large tree branch that fell in recent weather. SG&PAWP accepted the quotation of £60 + vat for this work to be undertaken, requested the retrospective approval of the Parish Council for this work to be undertaken and at cost quoted. Members by show of hands, approved; Mr. Rowley abstained.
 - II. A recent inspection has identified very early signs of tarmac surface heave on the southern boundary of the Beech Park tennis courts. The SG&PAWP requested Larkstel Ltd to quote, and the work proposed is to prepare a trench, inspect, expose, and sever the tree roots. This work will take place on the south side of the tennis court fencing, as work in preparation for the refurbishment of the tennis courts in 2023. A quotation of £125 + vat was recommended for formal approval of the Parish Council. SG&PAWP contingency budget for play areas is £400 to cover the cost. Members by show of hands, approved Mr. Rowley abstained.

8. Reports from representations to other organisations

- a. **Andover Road Village Hall:** Nothing to report
- b. **East Oakley Village Hall:** Nothing to report.
Mr. Rowley confirmed the AGM was due to take place Monday 21st November at 7:30, and that he plans to attend as a member of the public. Details of the AGM can be found in the Link. The Clerk will reach out to make an introduction and confirm that Mr. Adams will be their new PC contact.
- c. **Oakley Green Network:** Mrs. Wain issued a report in advance of the meeting:
 - I. OGN Logo is under production. The strapline for this will be 'Love Oakley Go Green' to allow for brand recognition, and consistency with past projects.
 - II. An OGN pitch is in development to encourage other groups already established within the village to be part of the OGN umbrella brand.
 - III. Mrs. Wain has been named as the current OGN lead.
 - IV. The next OGN event is under development for early Q1 2023. Activities over the next year will be focused to build contacts, leads and support.
- d. **Oakley Community Association:** Mr. Rowley confirmed the OCA held a successful 2022 Firework display.
- e. **Ukrainian Refugee Action:** Nothing to report.

Date of the next meeting

December 8th at the Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.