



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

HELD AT NEWFOUND PAVILION

ON THURSDAY 14TH MARCH 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 14th March 2024. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Friday 8th March 2024. Councillors and the public were requested to note that this meeting was recorded by the Council and may also be subject to recording by members of the public.

Present: Cllr. Rowley (Chair), Cllr. Hayman (Vice Chair), Cllr. Ellison, Cllr. Bullions, Cllr. Green, Cllr. Wain, Cllr. Burns, Cllr. Condliffe, Mrs. Beere (Clerk and acting RFO*), Mrs. Meyer (Deputy Clerk) and Cllr. Taylor (BDBC).

*Ref: Confidential matters point 199/23 and Minutes of the extraordinary meeting February 29th '24.

Public Session 7:30 PM

One member of the public attended to observe the meeting.

Cllr. Taylor (BDBC) gave her March '24 report, updating the council on the status of areas that are still outstanding with the developer on Poets Meadow. Cllr. Taylor (BDBC) has also been focusing her efforts on supporting local Parishes following the BDBC Local Plan update, the M3 warehousing proposal and the new Travellers site currently being developed as part of the Hounsme Fields development. Members of the Council thanked Cllr. Taylor (BDBC) for her report and continued support.

Council Meeting 7:40 PM

202/23 Apologies for absence

Apologies for absence were received from Cllr. Henderson (HCC). All ODPC Councillors were present.

203/23 Minutes of previous meetings

Minutes of the February 8th '24 meeting as previously circulated, were agreed to be accurate by all members present the Chair signed and initialled the minutes. Proposed by Cllr. Green, seconded by Cllr. Condliffe and agreed by all members.

Minutes of the February 29th '24 meeting as previously circulated, were agreed to be accurate by all members present the Chair signed and initialled the minutes. Proposed by Cllr. Condliffe, seconded by Cllr. Wain and agreed by all members

204/23 New ODPC Councillor co-option

Gary McAllister was co-opted as the newest member of the Parish Council. Proposed by Cllr. Hayman (Vice Chair), seconded by Cllr. Green and agreed by all members; Mr. McAllister signed his Declaration of Acceptance of Office witnessed and co-signed by the Clerk.

The Council would like to welcome Cllr. McAllister. There are still Parish Councillor vacancies, if you would like to find out more information please contact the Clerk.

205/23 Declaration of interests

Arising from this agenda, Councillors are invited to declare any relevant interests. Notwithstanding this item, Councillors could subsequently declare an interest at any point during the meeting. None were raised at this point or during the meeting on this occasion.

NOTE – Agenda point 213/23 was moved up to the start of the meeting following point 205/23 to accommodate discussion time if required, and overall timekeeping. Please refer to agenda point 213/23 for the minutes relating to this point.

206/23 Urgent matters

No decisions were to be taken on these items other than to delegate to Clerk to address or defer to next meeting. For awareness it was highlighted that a Police Beat meeting with Cllr. Henderson (HCC) and Maria Miller (MP) will be taking place on Friday 15th March 2:00 PM to 3:30 PM on the green opposite the Oakley village schools car park. Members of the public along with governors from the local infant, junior and pre-schools are welcome to attend to raise any village concerns. Councillors are also encouraged to take part.

NOTE - Cllr. Ellison requested that the Clerk when meeting with the Officers on site, highlight parking concerns along Avon Road that block the line of sight for vehicles traveling both directions.

207/23 Clerk/Deputy Clerk report and correspondence received.

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

MEETING PAUSED – Cllr. Taylor (BDBC) and co-opted member of the Councils IT Project working party, Connor Crawford departed.

208/23 Reports received from Parish Council groups:

- i. **Staffing sub-committee;** To receive the sub-committee report:
 - a. Submitted for approval. Template NALC contract (non-green book version) to be used as base for new ODPC staff contract. Proposed by Cllr. Burns, seconded by Cllr. Hayman and agreed by all members.
 - b. Noted: interviews for the Responsible Finance Officer (RFO) position, commence April '24. Applications close end of March '24.
 - c. Noted: The Council is now recruiting for a village waste warden to empty the Oakley village bins on a weekly basis into our main bins; Part time flexible hours available, hourly rate paid monthly. Request delegated authority to the Clerk and Staffing sub-committee to recruit for the position. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Ellison and agreed by all members.

- ii. **Burial committee;** Verbal committee report received.

The Council is still exploring their options to secure a new Burial Ground site for Parish residents. The Clerk is working with our ground's maintenance team (Larkstel Ltd.) and Parish Handyperson to ensure the burial ground is kept to the current standard.

- iii. **Allotment advisory committee;** To receive advisory committee verbal report;
 - a. Request permission to co-opt Mr. Pryce (allotment holder) onto the ODPC allotment advisory committee. Proposed by Cllr. Hayman (Vice Chair), seconded by Cllr. Wain and agreed by all members.
 - b. Noted: The S101 delegation of £80 with Tree Surgeon Simon Warner to remove a dangerous tree at the Andover Road allotment site was approved 16th February '24.

209/23 Finance and Governance Committee; To receive verbal report.

- i. Internal Auditor; To receive verbal update from the RFO and to note the internal audit will be conducted by Do the Numbers Ltd. commencing 21st March '24 and AGAR part on 10th June '24. Noted by all Members.
- ii. Request approval for the adoption of the following policies created in accordance with the National Association of Local Councils (NALC) templates/guidelines, adjusted to reflect Oakley and Deane Parish Council. Proposed by Cllr. Condliffe, seconded by Cllr. Ellison and agreed by all members, the following new policies were adopted and will be added to the Parish Council website in due course:
 - a. Expenses Policy, to include new staff ODPC expenses form.
 - b. Absence and Sickness.

210/23 Reports received from other groups and external organisations:

BDAPTC - Basingstoke and Deane Association of Parish and Town Councils

Cllr. Rowley, Clerk and Deputy Clerk; Nothing to report.

OCA - Oakley Community Association

Clerk; The OCA will be holding their annual village kids 'Easter Egg Hunt' Friday 29th March 10:30 AM to 2:00 PM, the community 'Party in the Park' on the Peter Houseman fields Monday 6th May '24 and the Oakley Village Show Saturday 10th August '24 opening 1:30 PM however this year's venue is still to be confirmed as it will not be taking place on the Oakley Junior School grounds this year due to planned works at the school over the school summer holiday season.

East Oakley Village Hall

Cllr. Hayman and Cllr. Bullions; Urgent action is still required to recruit additional East Oakley Village Hall (EOVH) committee members. Members of the public are encouraged to support the Hall (Location: Hill Road, Oakley), for additional information regarding how to get involved please phone (01256) 780802. EOVB Committee Members will be writing to the owners of the Hall requesting an update to their current lease (expiring in 6 years) to 21 years, before any investment is made to update the facilities. EOVB Committee would be interested in being part of a centralised village hall booking system to boost their income, should the Parish Council develop/host this in the future; options are being explored, please contact the Clerk if you have any questions.

Andover Road Village Hall

Cllr. Hayman and Cllr. Bullions; The Clerk will continue to make enquiries to see if the Malshanger Estate have any plans to support this or enhance the hall internally given the pending surrounding development.

Jubiloaks

Cllr. Wain; Jubiloaks are unfortunately unable to support the upcoming Parish Council 'Biodiversity Nature Walk' rescheduled and confirmed for 18th May '24, but will supply a nature spotter sheet for walkers.

Oakley Woodlands Group

Cllr. Wain; The Oakley Woodland Group will still be supporting the upcoming Parish Council 'Biodiversity Nature Walk' rescheduled and confirmed for 18th May '24.

Oakley Support Network

Clerk and Cllr. Hayman; Reactivation of the Network was proposed by Mrs. Knight, Evergreen advocate with Oakley and Wootton St. Lawrence Church, and agreed by all founding members (St. Leonards Church, Oakley Community Association and the Parish Council) as there is a growing need for support in the village. The Oakley Support Network has been renamed to the 'Oakley Wellbeing Forum'. The Parish Council is participating as a founder partner in the proposed Oakley Wellbeing Forum. This is intended to be a forum to promote the health and wellbeing of the residents of Oakley (including Malshanger, Deane, Newfound and Wootton St Lawrence), and is similar to groups already running in Overton and Tadley. There is no financial commitment for the Parish Council and it is anticipated that forum meetings will be every other month. The next meeting is taking place on the 15th April, please contact Mrs. Knight, Evergreen advocate via the Oakley and Wootton St. Lawrence Church via the St. Leonards Centre on office@oww.church for any information.

Hampshire Police

Clerk, Deputy Clerk and Cllr. Condliffe; The Clerk and Deputy Clerk have requested a village walk about with our new neighbourhood policing officer 'Local Bobby' PC Ross Holdsworth, joined by Cllr. Golding (BDBC), this is still pending. For awareness, Hampshire Police Neighbourhood Alerts have shown an increase in keyless car and doorstep delivery thefts in the area.

211/23 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. Approval of payments for February and March 2024: A report was circulated by the RFO to all members in advance (see attachment A Ref: point 211/23 i. Approval of payments for February and March '24). All the payments have been raised on Lloyds online banking, awaiting authorisation; referring to Scribe for supporting information for each. A query has been raised with NALC concerning the NALC Local Council Awards scheme invoice as it is a year overdue, yet the Council have only just received this. Approval on this matter was granted pending a satisfactory explanation from NALC. Proposed by Cllr. Burns that the payments be otherwise made, seconded by Cllr. Condliffe and approved by all members. The RFO, Cllr. Rowley (Chair) signed the report.
- ii. Update concerning our current budget with spend and income review was noted by members present. (see attachment B Ref: point 211/23 ii. Current budget with spend and income review).
- iii. Approve the allocation of some unspent funds to reserves ahead of the new 2024/2025 year. Approve minor adjustments to reserves for better tracking purposes. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Condliffe and approved by all members. (see attachment C Ref: point 211/23 iii. Allocation of some unspent funds to reserves ahead of the 2024/2025 year).
- iv. Noted: CIL funds received and unspent to date will be allocated to relevant budgets.

212/23 Planning Advisory Committee:

- i. The March 7th '24 Planning Advisory Committee meeting minutes to be received and approved. Circulated by the Deputy Clerk in advance the minutes were agreed to be accurate by all Planning Advisory Committee members present. Proposed by Cllr. Condliffe, seconded by Cllr. Green and approved by all members.
- ii. Receive planning applications and decisions report. Circulated by the Deputy Clerk to all members in advance, there were no comments or queries; Noted by members present.

NOTE – Agenda point 213/23 was moved up to the start of the meeting following point 205/23 to accommodate discussion time if required, and overall timekeeping.

213/23 IT Projects – Request approval from the Council on the following matters:

- i. A decision on a collaboration platform:
 - a. Option 1 – continue with current Ragic implementation.
 - b. Option 2 – move to a Cloud collaboration platform, recommendation Microsoft 365. Total annual cost for approval £1416 vs current spend of £2422.

Circulated by Cllr. Rowley (Chair) to all members in advance, there were no comments or queries; Noted by members present. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Burns it was approved by all members to proceed with option 2. (see attachment D Ref: point 213/23 i. IT Projects, collaboration platform)

- ii. Based on recommendation; Co-option of member of the public, Connor Crawford, to the IT Working Party to work on the implementation of the chosen collaboration platform. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Wain and approved by all members. The Council would like to welcome Connor Crawford to the team.
- iii. Based on recommendation; Proceed with CloudyIT data architecture, arranging scoping meeting to determine next steps at cost of £97.50. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Condliffe and approved by all members. All next steps will be brought to full Council for approval in due course.

214/23 Highways – Matters to note:

- i. Members of the Council will be meeting with Cllr. Henderson (HCC) on the 20th March '24 to discuss all highways matters within the village to be taken forward to the Highways Commissioner. This includes speed concerns, speed limits, road markings/signage and flood points across Oakley and Deane. Noted by all members.

215/23 Environment – General update:

- i. Parish Handyperson; Verbal progress update was given by the Clerk. The Council will be engaging with Chris Morley, an established local Handyperson for all Parish work required.
- ii. Replacement ODPC Black Wheely Bin: Approval requested to order a new replacement bin at £50 from the Brough Council. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Condliffe and approved by all members.
- iii. Approval requested to repair the base of 16 village waste bins, at a total cost of £600 (Quote ref: QTE490 cost per unit £30 ex vat) via RC Saunders Ltd. Proposed by Cllr. Hayman (Vice Chair), seconded by Cllr. Green and approved by all members.

NOTE – Cllr. Ian requested that the Clerk explore our options to install a new bus shelter at the St. Johns Church bus stop for residents. An update will be included on the April or May '24 meeting.

216/23 Sports Grounds and Play Areas – Matters to note:

Reports relate to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), facilities at Beach Park (BP) and the play areas on Avon Road (ARPA) and Upper Farm Road (UFRPA).

- i. Request approval to roll the Newfound outfield with a tractor field roller in advance of the Cricket 2024 season at a cost of £500 ex vat with Larkstel Ltd.
- ii. Request approval to pay Scofell Landscapes Ltd. for the completion of delayed maintenance works to the Beach Park play and park area. Quote ref. 7463 at £400 ex vat.
- iii. Request approval for RC Saunders Ltd. to adjust the positioning of some of our play and park bins due to littering within the parks. Quote ref. QTE489 at £180 ex vat.
- iv. Request approval for RC Saunders Ltd. to weed kill and pressure wash the play surfaces in the play areas at BP, ARPA and UFRPA. Quote ref. QTE49 at £480 ex vat.
- v. The Peter Houseman field bins were recently set on fire again causing damage which has been reported to the Police. Members of the public are encouraged to step forward with any information relating to Parish vandalism, contact the Clerk confidentially on clerk@oakleydeane-pc.gov.uk or Police on 101 for non-emergency criminal matters. Noted by all Members.
- vi. Members of the Council would like to thank Men's Shed for making and installing new name plates at Parish play and park areas.
- vii. The SGPAWG have agreed that Soccer School of Development Centre (SODC) will be transferred to the NF on the Friday 24th May '24 while Oakley Youth Football Club (OYFC) use PH for their annual tournament running 24th – 26th May '24. Retrospective approval is requested from the Council.
- viii. The SGPAWG have granted the use of the NF to Oakley Cricket Club commencing 18th May '24 and St. Mary's Cricket Club commencing 11th May '24 for this year's Cricket season, running till August 31st '24. Retrospective approval is requested from the Council.

Points i, ii, iii, iv, vii and viii above were proposed by Cllr. Rowley (Chair), seconded by Cllr. McAllister and approved by all members.

217/23 Sustainability – General update and approval requested on the following event:

- i. The Oakley Biodiversity Nature Walk, rescheduled to May 2024; Verbal update with request to hire the Methodist Chapel Hall for tabletop displays and public refreshments on the 18th May '24 at a cost of £25 for the duration of the event. Proposed by Cllr. Wain seconded by Cllr. Rowley (Chair) and approved by all members.
- ii. Reminder: 'Understanding your Carbon Footprint' guest speaker event takes place on the 17th April '24 at the Oakley Junior school 7:30 PM to 9:30 PM. All are welcome. Noted by all Members.
- iii. Thermal Camera bookings; Verbal progress update, and to note the Parish Council is now in receipt of a second Thermal Camera to support booking demand. This winter season 34 bookings were completed; the warmer weather brings this service to a pause. The Parish Council will be taking questions and new bookings thought the summer months at all village events where the Council have a tabletop stall or please contact the Clerk.

218/23 Community Engagement – Approval requested on the following:

- i. Parish Council merchandise; Approval requested to run a repeat order with Countryside Art Ltd. at a cost of £261 ex vat for printed tea towels qty 100, utilizing 2023/24 Community Engagement approved budget. Funds raised from all donations are used to support the Parish Council Coffee and Chat public drop in, Thursdays 10:30-13:30 in the Newfound Sports Pavilion. Proposed by Cllr. Rowley (Chair) seconded by Cllr. Condliffe and approved by all members.

Council Confidential Matters 9:25 PM

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

219/23 Confidential matters – Insurance

220/23 Confidential matters – Newfound Sports Grounds: Land and compound ownership update

221/23 Confidential matters – Village Waste Management

222/23 Confidential matters – Staffing Clerk Employment

Council Meeting CLOSED 9:35 PM

Next meeting will be on the 11th April 2024 to be held at Newfound Pavilion.

PARISH COUNCIL VACANCIES

- Responsible Finance Officer (RFO)
- Deputy Clerk
- Village Waste Warden
- We also have Councillor vacancies!

If you would like to find out more about either of the roles please email the Clerk, Nicola Beere: clerk@oakleydeane-pc.gov.uk

Attachment A Ref: point 211/23 i. Approval of payments for February and March '24

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

14 March 2024 (2023 - 2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
357	15/03/2024		Lloyds Bank Treasury		Cleaning materials/sundries for	Hampshire County Council	S	21.88	4.38	26.26
357	15/03/2024		Lloyds Bank Treasury		Cleaning materials/sundries for	Hampshire County Council	S	21.88	4.37	26.25
358	15/03/2024		Lloyds Bank Treasury		Cleaning of pavilions	Gleaming & Cleaning	X	100.00		52.51
358	15/03/2024		Lloyds Bank Treasury		Cleaning of pavilions	Gleaming & Cleaning	X	80.00		80.00
359	15/03/2024		Lloyds Bank Treasury		Local Plan and Planning Policy	Hampshire Association of L	S	48.00	9.60	180.00
360	15/03/2024		Lloyds Bank Treasury		Grounds maintenance	Scottell Landscapes Ltd	S	296.66	59.33	57.60
361	15/03/2024		Lloyds Bank Treasury		Beach Park Grounds Maintenan	Scottell Landscapes Ltd	S	400.00	80.00	355.99
362	15/03/2024		Lloyds Bank Treasury		Grounds maintenance	Larkstel Ltd	S	2,161.33	432.27	480.00
362	15/03/2024		Lloyds Bank Treasury		Grounds maintenance	Larkstel Ltd	S	1,000.00	200.00	2,593.60
362	15/03/2024		Lloyds Bank Treasury		Grounds maintenance	Larkstel Ltd	S	125.00	25.00	1,200.00
363	15/03/2024		Lloyds Bank Treasury		Preparation for, and instalator	Oakley Men's Shed	X	150.00		150.00
364	15/03/2024		Lloyds Bank Treasury		Emptying of litter bins	RC Saunders Limited	S	472.50	94.50	3,943.60
364	15/03/2024		Lloyds Bank Treasury		Emptying of litter bins	RC Saunders Limited	S	45.00	9.00	150.00
365	15/03/2024		Lloyds Bank Treasury		Outside tap repair at Canterbur	W G Shenton Plumbing and	S	75.00	15.00	621.00
366	15/03/2024		Lloyds Bank Treasury		Refund of overpaid grant	Hampshire County Council	E	18.00		90.00
367	15/03/2024		Lloyds Bank Treasury		Year End training for parish off	Hampshire Association of L	S	30.00	6.00	18.00
368	15/03/2024		Lloyds Bank Treasury		Newfound repairs: handyman	Oakley Handyman Service	X	60.00		36.00
370	15/03/2024		Lloyds Bank Treasury		Parish signs for play areas	Oakley Men's Shed	X	71.00		60.00
373	15/03/2024		Lloyds Bank Treasury		Food for Newfound Thursdays	Helen Meyer	S	6.30	1.26	71.00
373	15/03/2024		Lloyds Bank Treasury		Food for Newfound Thursdays	Helen Meyer	E	15.59		7.56
374	15/03/2024		Lloyds Bank Treasury		Intro to Risk Assessment traini	Hampshire Association of L	S	30.00	6.00	15.59
375	15/03/2024		Lloyds Bank Treasury		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	23.15
								768.00		36.00
								768.00		768.00

Created by  Scribe

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

14 March 2024 (2023 - 2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
376	15/03/2024		Lloyds Bank Treasury		Garage clearance skip hire and	RC Saunders Limited	S	400.00	80.00	480.00
										480.00
377	15/03/2024		Lloyds Bank Treasury		Local Councils Award Scheme -	National Association of Loc	S	50.00	10.00	60.00
										60.00
378	15/03/2024		Lloyds Bank Treasury		Water contribution for Andover	Malshanger Estates	Z	324.11		324.11
										324.11
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	S	5.42	1.08	6.50
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	E	111.90		111.90
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	E	15.55		15.55
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	S	8.33	1.67	10.00
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	E	5.00		5.00
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	E	15.21		15.21
379	15/03/2024		Lloyds Bank Treasury		Clerk expenses: various as per	Nicola Beere	E	4.65		4.65
										168.81
										Total
								6,808.31	1,167.46	7,975.77

Attachment B Ref: point 211/23 ii. Current budget with spend and income review

Oakley & Deane Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

10 March 2024 (2023 - 2024)

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31 Allotment land costs				500.00	1,118.00	-618.00	-618.00 (-123%)
32 Allotment plot rent	1,791.00	1,951.15	160.15				160.15 (8%)
33 Allotment deposits	900.00	1,202.00	302.00		200.00	-200.00	102.00 (11%)
34 Water contribution				450.00	167.12	282.88	282.88 (62%)
35 Plot clearance				2,800.00	1,898.10	901.90	901.90 (32%)
36 Maintenance and repair		6.42	6.42		161.35	-161.35	-154.93 (N/A)
37 Equipment					35.58	-35.58	-35.58 (N/A)
38 Membership subscription				60.00	55.00	5.00	5.00 (8%)
SUB TOTAL	2,691.00	3,159.57	468.57	3,810.00	3,635.15	174.85	643.42 (9%)

Beach Park

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
62 Tennis courts				8,500.00	6,185.00	2,315.00	2,315.00 (27%)
63 Skate park				3,500.00	1,350.00	2,150.00	2,150.00 (61%)
64 BMX track							(N/A)
65 Play area		5,868.36	5,868.36	2,000.00	12,153.03	-10,153.03	-4,284.67 (-214%)
66 Land costs				1.00	1.00		(0%)
SUB TOTAL		5,868.36	5,868.36	14,001.00	19,689.03	-5,688.03	180.33 (1%)

Burial ground and churchyard

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Burial fees	6,000.00	8,795.00	2,795.00		600.00	-600.00	2,195.00 (36%)
45 Maintenance and repair				2,000.00	125.00	1,875.00	1,875.00 (93%)
46 Equipment					150.00	-150.00	-150.00 (N/A)
1005 BDBC Closed cemeteries grant		2,186.07	2,186.07				2,186.07 (N/A)
SUB TOTAL	6,000.00	10,981.07	4,981.07	2,000.00	875.00	1,125.00	6,106.07 (76%)

Establishment costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Staff costs				37,000.00	35,837.17	1,162.83	1,162.83 (3%)
5 IT software				2,675.00	3,159.72	-484.72	-484.72 (-18%)
6 IT hardware				4,265.00	490.62	3,774.38	3,774.38 (88%)
7 Communication costs				2,100.00	1,698.05	401.95	401.95 (19%)
8 Postage		13.05	13.05	50.00	23.00	27.00	40.05 (80%)
9 Office supplies		102.12	102.12	900.00	620.19	279.81	381.93 (42%)
10 Insurance				3,350.00	3,573.74	-223.74	-223.74 (-6%)
11 Audit				900.00	770.00	130.00	130.00 (14%)
12 Training costs: staff				500.00	118.00	382.00	382.00 (76%)
13 Rent of office space				1,872.00	878.50	993.50	993.50 (53%)

Oakley & Deane Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2024 (2023 - 2024)

67	Rent of storage space			525.24	-525.24	-525.24 (N/A)
72	Training costs: councillors			96.00	-96.00	-96.00 (N/A)
73	Membership subscription	8.99	8.99	1,200.00	1,175.67	24.33 33.32 (2%)
997	Contingencies			7,100.00	7,100.00	7,100.00 (100%)
999	Uncategorised			8,650.00	15.00	8,635.00 (99%)
1008	Bank fees				68.22	-68.22 (N/A)
SUB TOTAL		124.16	124.16	70,562.00	49,049.12	21,512.88 21,637.04 (30%)

Grounds maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Grounds maintenance contract c				31,498.00	32,260.44	-762.44	-762.44 (-2%)
43	Planting and landscaping				250.00		250.00	250.00 (100%)
71	Tree maintenance				2,000.00	13,236.50	-11,236.50	-11,236.50 (-561%)
74	Cricket square					465.00	-465.00	-465.00 (N/A)
1002	Bench repairs					110.00	-110.00	-110.00 (N/A)
1004	BDBC grass cutting grant		3,208.21	3,208.21				3,208.21 (N/A)
1006	BDBC cricket square maintainan		5,377.97	5,377.97				5,377.97 (N/A)
SUB TOTAL			8,586.18	8,586.18	33,748.00	46,071.94	-12,323.94	-3,737.76 (-11%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Equipment					3,790.00	-3,790.00	-3,790.00 (N/A)
58	Equipment maintenance and rep				90.00	189.00	-99.00	-99.00 (-110%)
SUB TOTAL					90.00	3,979.00	-3,889.00	-3,889.00 (-4321%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	114,000.00	114,000.00					(0%)
2	BDBC Grants	10,770.00		-10,770.00				-10,770.00 (-100%)
3	Other grants		108.00	108.00		18.00	-18.00	90.00 (N/A)
59	Donations	200.00	268.30	68.30	200.00		200.00	268.30 (67%)
61	S106/CIL		251,461.65	251,461.65				251,461.65 (N/A)
68	Hire fees: private hire		130.00	130.00				130.00 (N/A)
69	Hire fees: sports teams	8,840.00	7,390.00	-1,450.00				-1,450.00 (-16%)
1001	Interest	900.00	3,477.19	2,577.19				2,577.19 (286%)
1003	VAT Refund							(N/A)
SUB TOTAL		134,710.00	376,835.14	242,125.14	200.00	18.00	182.00	242,307.14 (179%)

Newfound Sports Ground incl.

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Oakley & Deane Parish Council
Summary of Receipts and Payments

10 March 2024 (2023 - 2024)

All Cost Centres and Codes

24 Electricity			1,425.00	1,560.40	-135.40	-135.40 (-9%)
25 Gas			5,700.00	1,728.31	3,971.69	3,971.69 (69%)
26 Water			100.00	98.45	1.55	1.55 (1%)
27 Cleaning	50.00	50.00	1,750.00	1,552.34	197.66	247.66 (14%)
28 Maintenance and repair			3,300.00	3,123.43	176.57	176.57 (5%)
29 Track repairs				445.00	-445.00	-445.00 (N/A)
30 Equipment			160.00	8,238.76	-8,078.76	-8,078.76 (-5049%)
SUB TOTAL	50.00	50.00	12,435.00	16,746.69	-4,311.69	-4,261.69 (-34%)

Peter Houseman Sports Group

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Electricity		226.45	226.45	2,800.00	1,120.45	1,679.55	1,906.00 (68%)
19 Water				150.00	135.50	14.50	14.50 (9%)
20 Cleaning		220.00	220.00	1,450.00	1,370.35	79.65	299.65 (20%)
21 Maintenance and repair				1,675.00	575.00	1,100.00	1,100.00 (65%)
22 Track repairs				200.00	945.00	-745.00	-745.00 (-372%)
23 Equipment				160.00	1,672.00	-1,512.00	-1,512.00 (-945%)
75 Land costs				1.00	1.00		(0%)
SUB TOTAL		446.45	446.45	6,436.00	5,819.30	616.70	1,063.15 (16%)

Play areas and open spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Maintenance and repair				2,000.00	290.02	1,709.98	1,709.98 (85%)
41 Equipment				1,850.00	721.00	1,129.00	1,129.00 (61%)
42 Inspection				275.00	256.50	18.50	18.50 (6%)
SUB TOTAL				4,125.00	1,267.52	2,857.48	2,857.48 (69%)

Special events and projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 One off events				250.00	100.00	150.00	150.00 (60%)
53 Newfound Thursdays		490.00	490.00		1,085.73	-1,085.73	-595.73 (N/A)
54 Sustainability projects		1,807.00	1,807.00	1,260.00	797.63	462.37	2,269.37 (180%)
55 Welcome packs				400.00		400.00	400.00 (100%)
56 Other community engagement				285.00		285.00	285.00 (100%)
60 Annual events		92.50	92.50	920.00	1,176.05	-256.05	-163.55 (-17%)
76 Promotion and Comms				400.00		400.00	400.00 (100%)
77 Youth Council				500.00		500.00	500.00 (100%)
SUB TOTAL		2,389.50	2,389.50	4,015.00	3,159.41	855.59	3,245.09 (80%)

Oakley & Deane Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2024 (2023 - 2024)

Waste management

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Staff costs		10.29	10.29	16,375.00	10,998.87	5,376.13	5,386.42 (32%)
15	Contract costs				3,000.00	4,927.00	-1,927.00	-1,927.00 (-64%)
16	Equipment & workwear					34.00	-34.00	-34.00 (N/A)
70	Bins					1,204.80	-1,204.80	-1,204.80 (N/A)
1007	BDBC litter grant	16,375.00	16,255.20	-119.80				-119.80 (-0%)
SUB TOTAL		16,375.00	16,265.49	-109.51	19,375.00	17,164.67	2,210.33	2,100.82 (5%)

Summary

NET TOTAL	159,776.00	424,705.92	264,929.92	170,797.00	167,474.83	3,322.17	268,252.09 (81%)
V.A.T.		18,501.00			19,760.65		
GROSS TOTAL		443,206.92			187,235.48		

Oakley & Deane Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 03/03/2024		
	Cash in Hand 01/04/2023		137,918.42
	ADD Receipts 01/04/2023 - 03/03/2024		443,046.92
	SUBTRACT Payments 01/04/2023 - 03/03/2024		580,965.34
	Cash in Hand 03/03/2024 (per Cash Book)		181,628.95
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	0.00	
	Lloyds Bank Treasurer's Account 03/03/2024	18,451.22	
	Lloyds Bank Business Bank Instant 29/02/2024	29,042.96	
	The Public Sector Deposit Fund 31/12/2023	48,963.12	
	Basingstoke & Deane Borough Cot 30/04/2023	3,278.45	
	Lloyds Bank Business Credit Card 03/03/2024	-399.36	
			99,336.39
	Less unrepresented payments		99,336.39
	Plus unrepresented receipts		300,000.00
Adjusted Bank Balance		399,336.39	
A = B Checks out OK			

Attachment D Ref: point 213/23 i. IT Projects, collaboration platform

See IT Proposal supporting document, 14/03/24.

IT Proposal for Parish Council

There is extensive background research in Parish Council history, establishing the need for a system for recording, sharing and managing information.

This proposal looks at various options for the future of such a system and its ongoing usage.

Three paths forward have been investigated and each of these is laid out in the background to this proposal. The recommendation is set out as in the proposal.

Proposal

Request approval from the Parish Council for:

- Option 2 – move to a collaboration platform, choosing Microsoft 365
- Monthly cost of Microsoft 365 – current total annual for approval £1416 vs current spend of £2422
- Co-option of MoP, Connor Crawford, to the IT Working Party to work on this further too
- Go ahead with CloudyIT data architecture and scoping meeting to work out next steps at cost of £97.50

Note additional labour to be handled by third parties or to come to next meeting for further approval if required.

Background

Option 1 – continue with current Ragic implementation

The current implementation isn't working for the parish council. Most usage is only by the council officers and its use hasn't been popular with councilors and volunteers. Its limited use is troublesome in sharing information. This option has been discarded for further investigation.

Option 2 – move to a cloud collaboration platform – Microsoft 365 or Google Workspace

A collaboration platform that is recommended by numerous external organisations, so this was looked into in more detail. Of the two options, Google Workspace and Microsoft 365, the latter seems to be more popular amongst government organisations. CloudyIT have extensive background working with Parish Councils in delivering this software and there is existing expertise in this area that can be utilised.

Option 3 – downgrade Ragic plan to Lite at lower cost

This option has been investigated and our current usage will not allow us to downgrade. This option has been discarded.