



## OAKLEY AND DEANE PARISH COUNCIL

### MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON FEBRUARY 09<sup>TH</sup> 2023

**Present:** Mr. Harding (Chair), Mr. Aylmer, Mr. Ellison, Mrs. Hayman, Mr. Rowley, Mrs Wain, Mrs. Beere (Clerk) Mrs. Meyer (Deputy Clerk) and Mrs. Moody (RFO)

#### **Public Session**

The Parish council were joined by our local Police officer PSCO Mr. Andrew Jones, who kindly gave an update concerning the recent activities within Oakley and the surrounding area. The council would like to thank PSCO Jones for taking the time to join us, his presence and update was appreciated. His report will be circulated to members of the council in due course.

Two members of the public also attending the meeting to observe as prospective councillors. The council would like to thank them for their attendance and hope they will consider joining our team.

Contact the Clerk [clerk@oakleydeane-pc.gov.uk](mailto:clerk@oakleydeane-pc.gov.uk) for further information on becoming a councillor.

Details can be also found on the Oakley and Deane Parish Council website: [www.oakleydeane-pc.gov.uk](http://www.oakleydeane-pc.gov.uk) along with our prospective members information pack. All are welcome – We need your support!

#### **Parish Council Meeting**

**1. Apologies for Absence**

Apologies were received from Mr. Bullions, Mr. Startin, Mrs. Taylor (BDBC), and Mrs. Henderson (HCC). Mr. Paler, Mr. Adams have recently resigned from the Parish Council.

**2. Minutes of meeting held on January 6<sup>th</sup> 2023**

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

**3. Urgent Matters**

No decisions were made on these items other than to delegate to clerk or defer to next meeting:

- a. Lengthsman Scheme Cluster Agreement 2023/24, has received approval to continue for a further twelve months. The terms and conditions remain as per 2022/23 (i.e. £1,000), were circulated by Pamber Parish Council 6<sup>th</sup> February 2023. Delegated to the Clerk to sign and return the agreement on behalf of ODPC.
- b. VAT return submissions to HMRC. A status update given by the RFO to members of the council whereby a review is needed to explore suitable accounting software options, to meet recently updated HMRC requirements. Delegated to the Clerk, RFO and Mr. Rowley.

**4. Circulars and Correspondence**

The following was communicated to members of the council:

**a. Circulation from Hampshire County Council –**

- i. February Report from HCC. Delivered by Cllr Juliet Henderson:  
Re. Section 2. County Deal update - The government has welcomed the proposals put forward by HCC and others for a Pan-Hampshire County Deal, including a directly elected mayor and extensive devolution from central government down to the local area. The next

stage is for government officials to meet with upper tier and unitary authorities across Hampshire and the Isle of Wight this month, including to explore how the proposals might be taken forward as part of their next wave of negotiations. [Pan-Hampshire Deal Prospectus 2022.pdf \(hants.gov.uk\)](#)

- ii. Highways update from Cabinet member for highways Cllr. Nick Adams-King, concerning a further update on the likely weather impacts across our road network, and also a heads-up on what we can expect to see for the rest of the winter period with a focus on potholes. Communicated by Cllr Juliet Henderson.
  - iii. Future Transport Mitigation to the South West of Basingstoke - Parish session. A meeting between Hampshire County Council and representatives from parishes to the south-west of Basingstoke (Dummer, Popham, North Waltham and Oakley & Deane). The Chair has confirmed his attendance for the 13<sup>th</sup> February 16:00-17:00 virtual session.
- b. Circulation from Basingstoke and Deane County Council –**
- i. The requirement to produce photographic ID when voting in a polling station comes into effect on Thursday 4 May 2023. There will be a Parish Candidates and Clerks briefing at 6.00pm on Wednesday 15 February 2023, held at the Committee Rooms, Deanes Building, Civic Offices, London Road, Basingstoke RG21 4AH. The briefing will cover the nomination process in full and the introduction of voter ID.
  - ii. Holocaust Memorial Day: held 27<sup>th</sup> January at 10am at the War Memorial by the Civic Offices on Friday, January 27. The Mayor of Basingstoke and Deane Cllr Paul Miller lead tributes on behalf of the borough.
- c. Circulation from Hampshire Association of Local Councils -**
- i. Recirculating: Upcoming 2023 Training & Events sessions available. Members of the council were asked to inform the Deputy Clerk if they wish to attend any of these training sessions.

#### **5. Clerk/Deputy Clerk Report**

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

#### **6. Planning Matters**

Circulated by the Deputy Clerk to all members in advance:

- a. Report from meeting held on 19th January '23.**  
There were no comments or queries.
- b. Summary of planning applications and decisions January/February.**  
There were no comments or queries.
- c. Neighbourhood Plan Review Working Party, update.**  
Group members consist of the Deputy Clerk, Mr. Aylmer. Mr. Rowley and Mrs Hayman. The read through of the plan has started under the terms of reference.

#### **7. Working Party Reports**

- a. Burials and Churchyards - Working Party report:**
  - i. Approval requested of the estimate quoted of £150.00 from Men's Shed for the construction of the Parish Burial Memorial Wall; referring to the November report of the Burial Ground and Church Yard working party. Proposed by the Chair, seconded by Mr. Rowley and approved by all members of the council by a show of hands.
- b. Environment**
  - i. Oakley Sustainability Group Working Party Report:**
    - a. Agreement on Sustainability Policy & Action Plan, Project 9. Deferred due to current parish council resources, whereby the Sustainability Action Plan is under review.
    - b. Thermal Camera HCC Greening Campaign, update given by Mrs. Wain. The Greening Campaign have supplied and trained Cllr. Wain and Cllr. Aylmer with two thermal cameras, which will be used to identify areas of heat loss in fourteen Oakley residential homes over the next month.
  - ii. Andover Road and Canterbury Gardens Allotments, update was given by the Chair.** There were no comments or queries relating to the Andover Road allotments, that will see six new plot holders join over the course of the next month following recent site maintenance.
    - a. Request for authority to sign transfer docs for CG allotments delegated to the Clerk, with a transfer fee of £1.00. Proposed by the Chair, seconded by the Mr. Rowley and agreed by all members of the council by show of hands.

c. Finance

i. Approval of payments, January/February 2023

It was proposed by the Chair that the following payments be made, seconded by Mr. Rowley and approved by all members of the council by show of hands:

| Payee   | Charge to Budget | Total Cost | Service   | Status          |
|---|------------------|------------|---|-----------------|
| Guardwell Securities                                      | 205.00           | 246.00     | Intruder alarm service & maintenance contract (annual)  | Unpaid EFT      |
| Scofell Landscapes  | 296.66           | 355.99     | January Grounds Maintenance   | Unpaid EFT      |
| Larkstel Ltd  | 6,159.33         | 7,391.20   | January Grounds Maintenance/pitch marking/topple testing & top ups at burial ground and churchyard, allotment clearance and rotavating                      | Unpaid EFT      |
| Archers Grounds Maintenance                               | 159.32           | 159.32     | January Beach Park Grounds Maintenance  | Unpaid EFT      |
| Helen Meyer expenses                                      | 50.07            | 53.57      | Kettle, glasses and groceries for Warm Space at NF  | Unpaid EFT      |
| Helen Meyer expenses                                      | 206.54           | 206.54     | Food and set up equipment for the Warm Space at Newfound  | Unpaid EFT      |
| Nicola Beere expenses                                     | 172.45           | 172.45     | Salt bin salt £131.50, NF keys £40, postage re Warm Space £0.95   | Unpaid EFT      |
| Barbara Bedford expenses                                  | 28.00            | 28.00      | Coat stand for Warm Space at NF   | Unpaid EFT      |
| Victoria Moody expenses                                   | 500.00           | 500.00     | Starlink broadband paid by personal credit card   | Unpaid EFT      |
| Victoria Moody expenses                                   | 35.00            | 35.00      | Starlink ethernet connector paid by personal credit card  | Unpaid EFT      |
| St Leonard's Centre                                       | 144.00           | 144.00     | Hire of office space in January   | Unpaid EFT      |
| Beneficiary tbc   | 1.00             | 1.00       | Exchange re transfer of ownership of Canterbury Gardens allotments  | Unpaid EFT      |
| National Society of Allotment Keepers & Leisure Gardeners | 55.00            | 66.00      | NSALG membership renewal  | Unpaid EFT      |
| Oakley Woodlands Group                                    | 166.34           | 166.34     | 50% share of Carols at the Pond donations   | Unpaid EFT      |
| Horizon Sound & Vision                                    | 320.83           | 385.00     | Installation of Starlink at NF  | Unpaid EFT      |
| Stephen Harding expenses                                  | 156.95           | 156.95     | Ragic subscription paid by personal card  | Unpaid EFT      |
| Stephen Harding   | 22.87            | 27.44      | Wall cabinet for Starlink router at Newfound  | Unpaid EFT      |
| George Elkin expenses                                     | 9.85             | 9.85       | Costs associated with Christmas tree erection (incl. repair of cable)   | Unpaid EFT      |
| Hampshire County Supplies                                 | 75.41            | 90.49      | Cleaning supplies for pavilions   | Unpaid EFT      |
| CREDIT CARD: for info                                     | tbc              | 373.24     | Credit card annual fee £32<br>Ragic subscription Jan £146.26<br>BT parish clerk phone line & cloud service Oct to Dec 22 £123.22<br>Sports equipment £71.76 | DD due 15/02/23 |

ii. Final approval of Budget for 2023/2024

The final amount proposed was an estimated increase in the precept of around 8% resulting in a total of £114,000.00. For the residents, this will mean a rise of a few pounds over the year. No further alterations have been requested. An update will be issued in the forthcoming March edition of the Link magazine, as part of the report of the Parish Council meeting held 9<sup>th</sup> February '23.

d. Highways and Transport - Working Party report:

Circulated to all members in advance, there were no comments or queries:

- i. Update on Zoran small claims court. The Chair has written to the Clerk of the Court on 20<sup>th</sup> January '23 requesting when the case will be heard. No reply to date. (Case lodged May 2022).
- ii. OTIS (Oakley Traffic Information Survey) will begin survey of Oakley Lane adjacent to Jolly Ollies on 12th January. This is the beginning of half term week and data from the week 12th to 19th will be used as a base line. Two further weeks will then be surveyed whilst school is in session. The data will be used to update Report 3 (copy on PC website) and remake the case for a simple pedestrian crossing by the school layby.
- iii. The next OTISS survey will be in The Drive starting on 2nd April.

- iv. The new Traffic Technology speed sign is still on track for delivery in early March. Suggested deployment site is B3400, exact location to be decided.

**e. IT Project – Working party report:**

Circulated to all members in advance, there were no comments or queries:

- i. Newfound pavilion broadband (STARLINK) has been installed 2<sup>nd</sup> February '23.
- ii. Request authority to purchase backup laptop and software licences as detailed in IT report for January 6<sup>th</sup> meeting. The Chair put forward a request to have a backup laptop for the Parish Council, and to purchase some malware protection software (excluding Norton and McAfee due to Windows11) to be placed on all parish council laptops. The council agree to proceed with the purchase of a backup laptop, however determined that further investigation was required concerning the type of software licence needed to best meet our requirements. Proposed by Mr. Rowley, seconded by the Chair and approved by all members of the council by show of hands.

**f. Parish Council Governance**

**i. Strategy Meeting 19<sup>th</sup> November 2022, outcome review continued:**

**a. Task group members to investigate meeting, committee & working party structures, update.**

Confirmed as the Mr. Rowley, Mr. Paler and Mrs. Hayman; A report will be given at the next 9<sup>th</sup> March main council meeting.

**a. Community Engagement – Working party report:**

Circulated by Mr. Rowley to all members in advance, there were no questions or queries:

- i. Annual Parish Council Meetings: To decide where the APMs should be held, format, speakers etc with delegate authority to Clerk to organise with assistance from Community Engagement working party. Oakley Junior School will be explored as a possible venue. Proposed by Mr. Rowley, seconded by Mr. Aylmer and approved by all members of the council by show of hands.
- ii. School Engagement Project: A discussion was held for ideas towards a school community engagement project, delegating authority to the Clerk to organise with assistance from Community Engagement working party. Proposed by Mr. Rowley, seconded by Mr. Aylmer and approved by all members of the council by show of hands.
- iii. Link Deadlines: Council to note link deadlines (10<sup>th</sup> of month prior) and the impact on event planning across all PC areas of business.
- iv. Elections: Reiterate election timeline (nominations by 4pm April 4<sup>th</sup>, once notice of election posted). Delegating authority to Clerk to promote the election processes, and encourage candidates to stand. Proposed by Mr. Rowley, seconded by the Chair and approved by all members of the council by show of hands.
- v. Social Media – use of and policy review: Permission was requested for the Community Engagement working party to review the councils Social Media policy and bring a revised version to full council for approval. Permission was requested to setup a TikTok account with Parish Council branding with delegating authority to the Clerk to use with assistance from Community Engagement working party. Proposed by Mr. Rowley, seconded by the Chair and approved by all members of the council by show of hands.
- vi. Coronation: It was proposed that the Parish Council support Oakley Community Association (OCA) in organising the Coronation celebration, with the Community Engagement working party to investigate volunteering opportunities for the Bank Holiday Monday. Proposed by the Chair, seconded by Mr. Rowley and approved by all members of the council by show of hands.
- vii. The Council reviewed a draft 2023 events calendar with a request to begin organising PC contributions for Village Show, Act of Remembrance and Carols at the Pond. Proposed by Mr. Rowley, seconded by the Chair and approved by all members of the council by show of hands.

**h. Sports and Play areas – working party report:**

Circulated by Mr. Ellison to all members in advance the council were asked to note the following arrangements, there were no queries or objections:

- i. **SG&PAWP have agreed to OYFC request to hold the annual “Six-a-Side” competition at Peter Houseman sports ground May 27<sup>th</sup>/28<sup>th</sup> and include 25<sup>th</sup>/26<sup>th</sup> and 29<sup>th</sup>/30<sup>th</sup> for commissioning and decommissioning retrospectively of facilities at the site.**
- ii. **SG&PAWP have purchased two extra “jug kettles”** as a result on PAT testing by Smart Electrics (04/01/2023) identifying faults with an appliance at Newfound. The cost is £21 x2. One jug kettle purchased under the “Hub Grant”, and the other from the SG&PAWP budget. Budget for repairs and replacement (£500) cover this cost. The Parish Council is requested to retrospectively approve the purchase and cost of these items. Mr Ellison proposed, and was seconded by Mrs Hayman. Approved by all members of the council by show of hands.
- iii. **SG&PAWP has undertaken an audit of football equipment provided by the Parish Council.** An order has been placed for 4xfootball corner flags (Red/blue) and plastic goal nets ground anchoring pegs. The cost is £72 (approx.) and there is money in the repairs and replacement budget to cover this cost. The Parish Council is requested to retrospectively approve the purchase and cost of these items. Mr Ellison proposed, and was seconded by Mrs Hayman. Approved by all members of the council by show of hands.
- iv. **Play Inspection Ltd carried out the annual play areas independent inspections for the last two years.** SG&PAWP feel that the Parish Council has had good service from this inspection body and recommends that a new contract be agreed.

| Year | Price/play area | Annual total | Increase year on year |
|------|-----------------|--------------|-----------------------|
| 2021 | £75             | £225         |                       |
| 2022 | £75             | £225         | End of contract.      |
| 2023 | £85-50          | £256-50      | £10-50 (each site)    |
| 2024 | £89-50          | £268-50      | £4-00 (*****)         |
| 2025 | £93-95          | £281-85      | £4-45 (*****)         |

SG&PAWP recommended that the Parish Council approved a three year contract for play areas annual independent inspections with Play Inspections Ltd at the cost quoted.

Proposed by the Chair, seconded by Mr. Aylmer and approved by all members of the council by show of hands it was agreed to proceed with a three-year contract.

- v. **The SG&PAWP have eventually been able to gain access to the Peter Houseman plant room and inspect equipment with the Parish Clerk.** It is clear that the “soft water treatment plant” is not working. The SG&PAWP are recommending that the plant in question is serviced. The Parish Council is asked to approve the work and cost. The budget for maintenance is £800 for PH. Proposed by the Chair, seconded by the Mr. Rowley and approved by all members of the council by show of hands.
- vi. **Routine maintenance at N&PH pavilions and weed /moss treatment of Play area safety surfaces:**  
The Parish Council is asked to approve all this outstanding work and costs split between SG&PAWP and Parish Council budgets;
  - a. Newfound: Repairs to leaking shower head in changing room 2, and secure the holding frames to wall for hand held shower heads in each changing room.
  - b. Newfound: Purchase and fit new white plastic toilet seats in changing rooms 3 and 4.
  - c. Clear guttering and down spouts at Newfound and Peter Houseman.
  - d. Newfound: Repair tiling in shower areas of changing rooms 1, 2, 3 and 4. Most of the work relates to changing rooms 1 and 2 with minor work in 3 and 4.
  - e. Weed and moss kill treatment at play areas Beach Park (both sets of swings) Upper Farm Road and Avon Road play park, all Rhino mulch / wet pour safety surfaces.
 Proposed by the Chair, seconded by the Mr. Aylmer and approved by all members of the council by show of hands.

## 8. Reports from representations to other organisations

- a. **Andover Road Village Hall**
  - i. Nothing to report.
  - ii. Mrs. Hayman will be supporting Mr. Bullion as a second council representative for the ARVH, until his return from vacation.
- b. **East Oakley Village Hall**
  - i. Mrs. Hayman has been named as the new council representative for the EOVB.
  - ii. The EOVB committee still has an urgent need to recruit more members – in particular a new Booking Secretary and Committee Secretary are required. The committee has also

reluctantly concluded that it is not financially feasible to carry out the planned extension of the Hall and are now aiming to refurbish the toilets (including providing a disabled toilet) and the kitchen within the existing floorplan of the building, provided that sufficient funding can be secured.

**c. Oakley Green Network**

Circulated by Mrs. Wain to all members in advance, there were no comments or queries. The OGN will be hosting an event at the Oakley Junior School on Wednesday 22<sup>nd</sup> February commencing 7:30-9:00pm.

**d. Oakley Community Association**

Circulated by Mr. Startin to all members in advance, a report was given following the OCA meeting held on Thursday 26<sup>th</sup> January '23. This included the notification that Mrs. Chris Wassell has resigned as a trustee since the OCA steering group was set up in 2011. The OCA also confirmed that they would not be supporting a request for support from the Chair, regarding broadcasting equipment for Parish Council meetings.

**e. Ukrainian Refugee Action**

Circulated by Mrs. Hayman to all members in advance, confirming there has been focus more recently on assisting Ukrainian guests to find their own accommodation and that we now have very few guests left in the village. Some of the guests who have moved have stayed in the Basingstoke area as they have jobs, at least two have returned to Ukraine and a couple of others have moved to Germany. The council wish them all the very best for the future.

**9. Confidential items**

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.

**10. Date of the next meeting**

March 09<sup>th</sup> 2023 at the Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.