



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

TO BE HELD AT NEWFOUND PAVILION

ON THURSDAY 11TH JULY 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council meeting at the Newfound Pavilion on Thursday 11th July 2024. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Ordinary Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Friday 5th July 2024. Councillors and the public were requested to note that the meeting was recorded by the Council and may also be subject to recording by members of the public.

Present: Cllr. Rowley (Chair), Cllr. McAllister, Cllr. Green, Cllr. Wain, Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk) and Cllr. Jones (BDBC).

Public Session 7:30 PM

No members of the public were present.

Council Meeting 7:40 PM

65/24 Apologies for absence

Apologies for absence were received and accepted from Cllr. Bullions, Cllr. Ellison, Cllr. Condliffe, Cllr. Hayman, Mrs. Moody (Finance Assistant), Mrs. Hamer (RFO) and Cllr. Henderson (HCC). Cllr. Burns was noted as absent.

66/24 Minutes of previous meeting

Minutes of the June 20th '24 meeting as previously circulated, were agreed to be accurate by all members present. The Chair signed, initialled and dated the minutes.

67/24 Declaration of interests

No relevant interests were raised at this point or during the meeting on this occasion.

68/24 Urgent matters

Cllr. Rowley gave an update on the reactivation of Speed Watch, a scheme that enables members of the public to volunteer alongside Hampshire Constabulary to monitor the speed of traffic passing through their area and identify vehicles which exceed the speed limit. Community Speed Watch is not enforcement, it is education. A group of six volunteers have now registered with the Police to undertake "Speed Awareness" training and are due to complete an online Health & Safety course. The Council is currently investigating the different types of equipment to support the group. A report will be brought to the September '24 meeting.

69/24 Clerk/Deputy Clerk report and correspondence received

- i. Request to send a letter of congratulations to the newly elected MP Luke Murphy following the Basingstoke General Election 2024. Approved, signed by the Chair. Refer to attachment A for a copy.
- ii. Scheme of delegation to the Officers, ref. S101 exp. 31st July '24; Request to extend till the 31st October '24 and review the details of the scheme by September 12th '24. Approved, signed and dated by the Chair; minute reference noted. Refer to attachment B for a copy.
- iii. Members to note that there is no ordinary meeting of the Council in August due to the summer holiday season. Noted by all members present.

70/24 Finance and Governance Working Group;

- i. Verbal update on the adopted NALC standing orders and NALC financial regulations, to be updated on the Council website.

The final versions will be reviewed by the Finance and Governance Working Group within the next few weeks, before being updated to the website.

71/24 Staffing Working Group;

- i. The June 10th '24 Staffing working group confidential minutes to be received. Noted by all members present, signed and dated by the Chair. Refer to Confidential attachment A for a copy.

72/24 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. All members agreed to approve payments for June-July 2024. Refer to attachment C for a copy of the approved payments. It was also agreed that Cllr. Rowley approve all Bank transfers for July '24.
- ii. An update concerning our current budget with spend and income review was noted. Refer to attachment D for a copy of the noted July '24 budget, spend and income review.
- iii. Members to note External Auditors have acknowledged receipt of the 2023/24 AGAR and will contact the council in due course should any further information be required. Noted by all members present.

73/24 Parish Strategy: To acknowledge the Councils structure and identify projects for upcoming budget discussions. (maximum 30-minute allocation for discussion)

Refer to attachment E for the minutes of the Strategy discussion.

74/24 Planning Committee:

- i. The June 13th Planning Committee meeting minutes to be received. Noted by all members present.
- ii. The planning applications and decisions report was received.

75/24 Oakley Allotments Working Group:

- i. Verbal update concerning the Allotment Keepers lease agreement, rent for the 2024/25 season and notice of GDPR template, to be used for all Oakley allotment keepers.

An allotment keepers meeting will be held on the Thursday 8th August '24. The purpose of this meeting is to offer all plot holders the opportunity to network and receive an update concerning rent and renewals for the 2024/25 season (commencing September '24). All plot holders will receive an updated version of their lease agreement and a notice of GDPR to sign and return to the Clerk.

To note: A former plot holder has donated a rotovator to the Council. The Clerk will review this kind offer and report back to the Council.

76/24 Community Engagement Working Group:

- i. Following the recent 18th May '24 'Nature Walk' event relaunching the Oakley Nature Trail; Review 'green' events proposal for the remainder of the 2024/25 financial year.

Agreed by all members present, the Council will hold a community 'Bug Hunt' with support from Mr. Steve Goodwin (Natural Basingstoke) on the 7th September '24. This is designed to promote the importance of Biodiversity in the Parish. Working Group to meet Wednesday 17th July '24 at 09:30 in Newfound to review all actions associated with organising the bug hunt, and to explore options related to a proposed 'Green Week' 14th – 21st September '24.

77/24 Sports Grounds and Play Areas Working Group:

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 purchase a new NF boot brush frame from Bishop Sports & Leisure Ltd. at a cost of £149.00 exc. Vat with delegate authority to the Clerk and SGPAWG to order the replacement part within the budgeted allowance. Approved.
- ii. Members noted that CIL funds were used to cover the recent total spend for the newly installed BP Spinning Bowl £3583.95+VAT and ARPA Football Goal £4393.14+VAT.
- iii. Request approval to approach Cllr. Henderson (HCC) to acquire a £1000 HCC Grant to fund a four-person picnic table at UFRPA. Approved: [County Councillor grants | Hampshire County Council \(hants.gov.uk\)](#)

Council Confidential Matters 9:15 PM

The Council have the right: 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.

Next meeting scheduled for 12th September 2024 to be held at Newfound Pavilion

Attachment A: letter of congratulations to the newly elected MP Luke Murphy



OAKLEY AND DEANE PARISH COUNCIL

1 Station Road
Church Oakley
Hampshire
RG23 7EH

Phone: 07983 500 372
Email: clerk@oakleydeane-pc.gov.uk

July 2024

Dear Luke Murphy,

On behalf of Oakley & Deane Parish Council, please accept my warmest congratulations on your appointment as Basingstoke MP. We send our best wishes for your success as you prepare to take up the responsibilities and challenges of your office.

Please refer to the Oakley and Deane Parish Council website oakleydeane-pc.gov.uk for further information concerning our community.

We look forward to working with you not only to develop closer relations between us but also to concert our efforts in the pursuit of improving the quality of life for all our residents.

Again, thank you for your time and dedication!

Yours sincerely

Cllr. Alex Rowley

Chair, Oakley and Deane Parish Council

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Phone: 07983 500 372 Email: clerk@oakleydeane-pc.gov.uk

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Attachment B: Scheme of delegation to the Officers, ref. S101



OAKLEY AND DEANE PARISH COUNCIL

Temporary Scheme of Delegation 2024

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Officers for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

It allows the Officers to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an Officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officers shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officers may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officers are empowered to carry out any function of the Council.

Where Officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officers LGA 1972 s101

The Council's Scheme of Delegation authorises the Officers to the Council to act with delegated authority in the specific circumstances detailed:

Oakley and Deane Parish Council, 1 Station Road, Church Oakley Hampshire RG23 7EH

Phone: 07983 500 372

Email: clerk@oakleydeane-pc.gov.uk

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officers are empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Officers would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted a minimum of two Members and the Chairman, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the two Members who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board his views.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board his/her views.

Planning Matters:

6. Planning applications will be received by the Officers and responses determined by the Officers following consultation with a minimum of two Members who are currently members of the Planning Committee.

Delegation Limitations, Record keeping & Reporting:

7. In the absence of the Proper Officers for longer than 3 working days, the Responsible Finance Officer may adopt these delegated powers to facilitate the ongoing business of the Council.
8. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
9. All decisions will be reported and ratified at the next available Full Council Meeting.
10. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date approved11th July 2024.....

Print name.....

Minute number69/24 ii.....

Date for review ...31st October 2024.....

Attachment C: payments for June-July 2024 (COPY)

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 July 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99	12/07/2024		Lloyds Bank Trossus		Intro to Planning for Local Cou	Hampshire Association of L	S	48.00	9.60	57.60
108	12/07/2024		Lloyds Bank Trossus		Intro to Planning for Local Cou	Hampshire Association of L	S	48.00	9.60	57.60
111	12/07/2024		Lloyds Bank Trossus		Contracted Finance Asst	Victoria Moody	X	550.00		550.00
102	12/07/2024		Lloyds Bank Trossus		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	768.00
101	12/07/2024		Lloyds Bank Trossus		Grounds maintenance	Larketal Ltd	S	2,141.33	428.27	2,569.60
103	12/07/2024		Lloyds Bank Trossus		Grounds maintenance	Scotell Landscapes Ltd	S	296.66	59.33	355.99
98	12/07/2024		Lloyds Bank Trossus		Cleaning of pavilions	Gleaming & Cleaning	X	80.00		80.00
98	12/07/2024		Lloyds Bank Trossus		Cleaning of pavilions	Gleaming & Cleaning	X	130.00		130.00
107	12/07/2024		Lloyds Bank Trossus		Hedge works	S W Contract Services	S	400.00	80.00	480.00
105	12/07/2024		Lloyds Bank Trossus		Remove tree at allotments	S W Contract Services	S	80.00	16.00	96.00
104	12/07/2024		Lloyds Bank Trossus		Pipework insulation at Canterb	W G Shenton Plumbing an	S	88.81	17.76	106.57
96	12/07/2024		Lloyds Bank Trossus		Strimming and tidying in open	Oakley Handyman Service	X	561.62		561.62
113	12/07/2024		Lloyds Bank Trossus		Strimming and tidying in open	Oakley Handyman Service	X	125.00		125.00
107	12/07/2024		Lloyds Bank Trossus		Hedge works	S W Contract Services	S	150.00	30.00	180.00
95	12/07/2024		Lloyds Bank Trossus		Steel goal and grass matting	Ava Recreation Ltd	S	4,303.14	878.63	5,271.77
97	12/07/2024		Lloyds Bank Trossus		Tennis court maintenance	ETC Sports Surfaces Ltd	S	800.00	160.00	960.00
100	12/07/2024		Lloyds Bank Trossus		Spinning bowl and safety surfa	Infinity Playgrounds Ltd	S	3,583.95	716.79	4,300.74
106	12/07/2024		Lloyds Bank Trossus		Cutting hedge and weed killing	S W Contract Services	S	80.00	16.00	96.00
112	12/07/2024		Lloyds Bank Trossus		Painting Play Equipment	Oakley Handyman Service	X	1,721.92		1,721.92
106	12/07/2024		Lloyds Bank Trossus		Cutting hedge and weed killing	S W Contract Services	S	200.00	40.00	240.00

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Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 July 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Total								16,118.43	2,589.98	18,708.41

Oakley and Deane Parish Council, 1 Station Road, Church Oakley Hampshire RG23 7EH

Phone: 07983 500 372

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Attachment D: July '24 budget, spend and income review (COPY)

Oakley & Deane Parish Council
PAYMENTS LIST

5 July 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
77	01/06/2024		Lloyds Bank Treasur		Rent payable for garage storage	Sovereign Housing	S	47.62	9.53	57.15
										57.15
78	10/06/2024		Lloyds Bank Treasur		BT Cloud Voice service for clerk	British Telecommunications	S	42.93	8.59	51.52
										51.52
79	11/06/2024		Lloyds Bank Treasur		Electricity usage at Peter House	Octopus Energy Ltd	L	148.02	7.40	155.42
										155.42
80	11/06/2024		Lloyds Bank Treasur		Electricity and gas usage at Ne	Octopus Energy Ltd	L	118.86	5.94	124.80
80	11/06/2024		Lloyds Bank Treasur		Electricity and gas usage at Ne	Octopus Energy Ltd	L	26.84	1.34	28.18
										152.98
53	13/06/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	373.12		373.12
53	13/06/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	6.96		6.96
										380.08
89	17/06/2024		Lloyds Bank Business		Brightpay payroll software licor	Thesaurus Software Ltd U	S	120.00	24.00	144.00
										144.00
94	17/06/2024		Lloyds Bank Business		Ragic subscription incl. non site	Ragic	X	126.27		126.27
										126.27
93	17/06/2024		Lloyds Bank Business		Starlink internet contract	Starlink Internet Services L	S	62.50	12.50	75.00
										75.00
92	17/06/2024		Lloyds Bank Business		Printer ink for RFD	HP Instant Ink	S	4.57	0.92	5.49
										5.49
91	17/06/2024		Lloyds Bank Business		Laserjet toner cartridges for c	The Cartridge Centre	S	48.32	9.67	57.99
										57.99
94	17/06/2024		Lloyds Bank Business		Ragic subscription incl. non site	Ragic	E	3.72		3.72
										3.72
90	17/06/2024		Lloyds Bank Business		Ceiling tiles for Newfound pavil	Ceiling Expert Ltd	S	94.90	10.98	105.88
										105.88
81	18/06/2024		Lloyds Bank Treasur		Water charges for Newfound g	Castle Water Ltd	S	15.21	3.04	18.25
										18.25
59	21/06/2024		Lloyds Bank Treasur		What You Need to Know traini	Hampshire Association of L	S	98.00	19.60	117.60
										117.60
74	21/06/2024		Lloyds Bank Treasur		Email password changing prior	Vision ICT Ltd	S	35.00	7.00	42.00
										42.00
70	21/06/2024		Lloyds Bank Treasur		Scribe Accounts annual subscri	Starboard Systems Ltd U/a	S	660.00	132.00	792.00
										792.00
63	21/06/2024		Lloyds Bank Treasur		Internal audit fee	Do The Numbers Ltd	X	750.00		750.00
										750.00
60	21/06/2024		Lloyds Bank Treasur		SLCC joining and membership f	The Society of Local Counc	E	200.00		200.00
										200.00

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Oakley & Deane Parish Council
PAYMENTS LIST

5 July 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71	21/06/2024		Lloyds Bank Treasur		Contracted Finance Assistant	Victoria Moody	X	490.00		490.00
										490.00
82	21/06/2024		Lloyds Bank Treasur		Website hosting	Hugo Fox Ltd	S	9.99	2.00	11.99
										11.99
67	21/06/2024		Lloyds Bank Treasur		Emptying of litter bins	RC Saunders Limited	S	240.00	48.00	288.00
										288.00
64	21/06/2024		Lloyds Bank Treasur		Grounds maintenance	Larkdel Ltd	S	2,641.33	528.27	3,169.60
										3,169.60
69	21/06/2024		Lloyds Bank Treasur		Grounds maintenance	Scottell Landscapes Ltd	S	296.66	59.33	355.99
										355.99
58	21/06/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	120.00		120.00
										120.00
61	21/06/2024		Lloyds Bank Treasur		Septic tank pressure washing a	KLG Services Ltd	X	230.00		230.00
										230.00
62	21/06/2024		Lloyds Bank Treasur		Septic tank pressure washing b	KLG Services Ltd	X	230.00		230.00
										230.00
66	21/06/2024		Lloyds Bank Treasur		Electrical work at both pavilion	Paul Williams Electrician	X	371.99		371.99
										371.99
58	21/06/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	140.00		140.00
										140.00
66	21/06/2024		Lloyds Bank Treasur		Electrical work at both pavilion	Paul Williams Electrician	X	371.98		371.98
										371.98
72	21/06/2024		Lloyds Bank Treasur		Allotment deposit	Lisa Hughes	E	150.00		150.00
										150.00
68	21/06/2024		Lloyds Bank Treasur		Weedkilling and pressure wash	RC Saunders Limited	S	680.00	136.00	816.00
										816.00
65	21/06/2024		Lloyds Bank Treasur		Installation of noticeboard	Oakley Men's Shed	X	90.00		90.00
										90.00
73	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na	Helen Meyer	E	5.83		5.83
										5.83
73	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na	Helen Meyer	E	38.56	7.72	46.28
										46.28
73	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na	Helen Meyer	E	3.85		3.85
										3.85
76	21/06/2024		Lloyds Bank Treasur		Contribution to water used to c	Oakley Lawn Tennis Club	X	20.00		20.00
										20.00
83	26/06/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	334.76		334.76
83	26/06/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	6.96		6.96
										341.72
85	27/06/2024		Lloyds Bank Treasur		Deputy clerk salary payment	Helen Meyer	E	1,034.52		1,034.52
										1,034.52

Oakley and Deane Parish Council, 1 Station Road, Church Oakley Hampshire RG23 7EH

Phone: 07983 500 372

Email: clerk@oakleydeane-pc.gov.uk

Oakley & Deane Parish Council
RECEIPTS LIST

5 July 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
22	Interest	04/06/2024		The Public Sector De		Dividend reinvested	CCLA Investment Manage	E	1,562.94		1,562.94
											1,562.94
21	Interest	10/06/2024		Lloyds Bank Business		Deposit account interest credit	Lloyds	E	27.58		27.58
											27.58
20	Hire fees: sports teams	17/06/2024		Lloyds Bank Treasur		Oakley Bridge Club retainer	Oakley Bridge Club	E	10.00		10.00
											10.00
Total									1,600.52		1,600.52

Attachment E: Parish Strategy discussion minutes



OAKLEY AND DEANE PARISH COUNCIL

**Parish Strategy Meeting Minutes
July 2024 meeting of Oakley and Deane Parish Council**

Officers supporting:

- Mrs. Nicola Beere (Clerk) (Burial officer) (Allotment officer)
- Mrs. Helen Meyer (withdrawing Deputy Clerk)
- Mr. Steve Woodley (Deputy Clerk)
- Mrs. Catherine Hamer (RFO)
- Mrs. Victoria Moody (Finance Assistant, contracted)

Active Members of the Council:

1. Cllr. Alex Rowley (Chair) (ward, East Oakley East)
2. Cllr. Amanda Hayman (ward, Pardown)
3. Cllr. Dave Condliffe (ward, East Oakley West)
4. Cllr. Fred Bullions (ward, Pardown)
5. Cllr. Gary McAllister (ward, Easy Oakley East)
6. Cllr. Ian Ellison (ward, East Oakley East)
7. Cllr. Linda Wain (ward, Newfound)
8. Cllr. Trevor Green (ward, East Oakley West)
9. Cllr. Vaughn Burns (ward, Church Oakley)
10. Vacancy
11. Vacancy
12. Vacancy
13. Vacancy (ward, Deane)

To join the Council as a Councillor, please contact the Clerk on clerk@oakleydeane-pc.gov.uk

Co-opted members:

- Mr. Connor Crawford (IT Working Group)
- Mr. Stephen Harding (Allotment Working Group)
- Mr. Ian Pryce (Allotment Working Group)
- Mrs. Jill Bettridge (Community Engagement Working Group)
- Mrs. Barbara Bedford (Community Engagement Working Group)

Cllr. Wain will invite her 'sustainability' contacts to be co-opted at the September meeting, following their recent support at Council run events. To support the Council as a co-opted member to Working Groups, please contact the Clerk on clerk@oakleydeane-pc.gov.uk

The Parish Councils Structure:

- **Main Council**
Members: All members of the council, Clerks, RFO.

Oakley and Deane Parish Council, 1 Station Road, Church Oakley Hampshire RG23 7EH

Phone: 07983 500 372

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Example Projects: All matters are approved by main council monthly.

- **Planning Committee**

Members: Cllr. Green (Chair of planning), Cllr. McAllister (Vice Chair of Planning), Cllr. Condliffe, [Cllr. Bullions](#), Deputy Clerk

Example projects:

- Parish Planning applications
- Neighbourhood plan

- **Finance Working Group**

Members: Cllr. Rowley (Chair of Finance), Cllr. Hayman, Cllr. Condliffe, Cllr. Ellison, Cllr. Green, Clerks, RFO.

Agreed: As Cllr. Rowley is Chair, he shall not be permitted to authorise online payments monthly.

Example projects:

- Monthly finance approvals (1st Thursday of every month)
- Budget review/Setting
- Grants
- ODPC policies

- **Governance Working Group**

Members: Cllr. Rowley (Chair of Governance), Cllr. Hayman, Cllr. Condliffe, Cllr. Ellison, Cllr. Wain, Clerks, RFO.

Example projects:

- ODPC policies

- **Staffing Working Group**

Members: Cllr. McAllister (Chair of Staffing), Cllr. ~~Alex~~Rowley, Cllr. Hayman, Cllr. Condliffe, Cllr. Ellison (To be confirmed), Cllr. Wain, Clerks, RFO.

Example projects:

- New hire
- Grievances
- Appraisals

- **IT Working Group**

Members: Cllr. ~~Alex~~Rowley (Chair of IT), Clerks.

Co-opted members: Mr. Crawford

Example projects:

- Social Media
- ODPC Website
- Internal database
- ODPC email accounts (MS365)

- **Burial Ground and Church Yard Working Group**

Members: Cllr. Rowley, Cllr. Hayman, Cllr. Wain, Cllr. Condliffe, Clerk (burial officer), RFO

Example projects:

- Future parish burial ground
- Parish Burial Ground
- St. Leonards Church yard maintenance

- **Allotments Working Group**

Members: Cllr. Rowley, Cllr. Burns, Clerk (allotment officer), RFO

Co-opted members: Mr. Harding, Mr. Pryce

Example projects:

- New allotment sites
- Andover Road site
- Canterbury Garden site

- **Sports Ground and Play Areas Working Group**

Members: Cllr. Ellison (Chair of Sports and Play), Cllr. McAllister, Cllr. Green, Clerks, RFO

Example projects:

- UFRPA, ARPA, BP
- NF and PH sports grounds
- BP tennis courts, skate park and pump track

- **Local Environment Working Group**

Members: Cllr. Rowley, Cllr. McAllister, Cllr. Wain, Clerks

Example projects:

- Biodiversity/Sustainability
- Parish Trees
- Waste management (bins)
- **Highways matters**
Specific members: Cllr. Green, Cllr. Bullions and Cllr. Burns, Clerks
Example projects:
 - Highways matters (inc. Bus stops and salt bins)
 - Speeding (SIDs)

o **Community Engagement Working Group**

Members: Cllr. Rowley, Cllr. Burns and Cllr. Wain, Clerks

Co-opted members: Mrs. Bettridge, Mrs. Bedford.

Example projects:

- Village events
- ODPC events
- External events/activities (eg. Green week)
- School engagement project

Noted: The Working Group name may be reviewed to ensure it represents the projects undertaken.

FOR DISCUSSION - MAXIMUM OF 30 MINUTES ALLOCATED:

1. BUDGET, based on the current spend review – where do we need to cut back?

It was noted that in September, ahead of the October's 2025/26 budget setting season a full review of the Councils spend and income will be undertaken. This is to ensure all public funds are being allocated and spent correctly. It was noted that 80% of Establishment budgets and 81% of Grounds Maintenance budgets have already been spent to date.

Agenda point 72/24 ii. An update concerning our current budget with spend and income review was noted. Refer to attachment D of the July '24 minutes for a copy of the noted July '24 budget, spend and income review.

2. PROJECTS for consideration – short, medium and long term

How would you colour code these?

What's missing?

- **Main Council**
 - Response to the Internal Auditor report
Most of the actions on the report can be handled within 1 year
- **Planning Committee**
 - Neighbourhood Plan updates
This needs to be completed within 1 year, and a regular review schedule agreed.
- o **Finance Working Group**
 - Monthly finance approvals (1st Thursday of every month)
 - Budget review/Setting
Budget setting for 2025/24 commences October '24
 - Grants
For projects commencing this financial year, depending on spending deadlines.
- o **Governance Working Group**
 - ODPC policies
All policies are to be reviewed/updated annually.
- o **Staffing Working Group**
 - New hire (as required)
 - Grievances (as required)
 - Appraisals (To commence November '24, to set the Precept)

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○ **IT Working Group**

- Website (update)
- Website (rebuild)
- Social media

Additional councillors required to support this (create content), however a script based on annual village events could be more short term to help better connect with residents.

- Migration (to be the main focus for the next year)

○ **Burial Ground and Church Yard Working Group**

- Future parish burial ground

Time sensitive to secure but will be a long-term project to finalise due to planning.

- Parish Burial Ground maintenance
- St. Leonards Church yard maintenance

○ **Allotments Working Group**

- New allotment sites

Time sensitive to secure but will be a long-term project to finalise due to planning.

- Andover Road site maintenance and plot rentals
- Canterbury Garden site maintenance and plot rentals

○ **Sports Ground and Play Areas Working Group**

- UFRPA, ARPA, BP equipment updates (as required)

The Council is exploring installing a balance trail in ARPA; Trail quotes have been sort.

- NF and PH pitch conditioning

The Council support this. This will be funded by a FA Grant, sort by OYFC.

- NF & PH pavilion renovations
- NF cricket nets
- PH astro turf pitch (OYFC proposal)

The Council support this, requesting a multi-use pitch eg. Pickel Ball. This will be funded by OYFC.

- BP pump track

Working Group to meet Wednesday 17th July '24 at 10:30 in Newfound to review the current status of the C&K proposal and design, with delegated authority to the Clerk to proceed once agreed. CIL funds to be allocated to support the project, however all Grant and Sponsorship opportunities should also be reviewed.

- Outdoor Gym request (KWPA BDBC)

Following a Council survey undertaken in 2022, members of the public expressed that an out door gym would be welcomed with the preferred location in Kennet Way Park. As this site is owned and managed by BDBC, the Clerk will forward all relevant information on to Cllr. Jones (BDBC).

NOTE: As Cllr. Ellison was unable to attend the July '24 meeting, it was agreed projects relating to the Sport and Play areas be continued via the Clerks with Cllr. Ellison for the Councils review in September '24.

○ **Local Environment Working Group**

- Highways matters (speed watch, signage, crossings)

HCC have been invited for a village walk a round to review outstanding and proposed highways improvements to the Parish, as supported by Cllr. Henderson (HCC).

- Highways assets (Bus stops and salt bins)
- Speeding (SIDs)

Cllr. Henderson (HCC) is to be approached for support on the HCC Grant:

[Parish and Town Council Investment Fund | Hampshire County Council \(hants.gov.uk\)](#)

○ **Community Engagement Working Group**

- ODPC external event presence

- Village events
- ODPC events
- External events/activities (eg. Green week)
- School engagement project

Commented [HM1]: For info - balance trail quotes have been requested for ARP

3. CIL funds, spending deadlines to note:

Cil funds received previous years	34,589.48	Pardown development
Spent to date:	230.00	Pond renovation
	498.34	Pond benches
	2,175.00	Spinning bowl
	4,454.67	BP play equipment
	8,890.00	Cricket roller
	3,583.95	BP spinning bowl
	4,393.14	ARPA football goal
Cil funds from previous years REMAINING	10,373.94	To spend by May 2026
Cil funds received 2023	251,461.65	Station Rd. development - received Sep/Oct '23
		To spend in 5 years by 6 th Oct 2028
Cil funds received 2024	125,730.83	Station Rd. development - received 15th April '24
		To spend in 5 years by 12 th April 2029
Cil funds available GRAND TOTAL	387,566.42	Must be spent before May 2026/October 2029 or it will be lost.

Please read the 'Community Infrastructure Levy. A Guide for Parish and Town Council': from BDBC as it will help you to understand the criteria around spending:

<https://www.basingstoke.gov.uk/content/doclib/4157.pdf>

This is the statutory instrument regarding CIL:

<https://www.legislation.gov.uk/ukSI/2010/948/contents>

Requirement to pass CIL to local council (including parish council)

<https://www.legislation.gov.uk/ukSI/2010/948/regulation/59A>

TL;DR 25% uncapped because we hold a neighbourhood plan for our area

Application of CIL by local councils (i.e. what it can be spent on)

<https://www.legislation.gov.uk/ukSI/2010/948/regulation/59C>

Repayment if not spent within 5 years - or if not spent in accordance with 59C

<https://www.legislation.gov.uk/ukSI/2010/948/regulation/59E>

PC reporting requirements:

<https://www.legislation.gov.uk/ukSI/2010/948/regulation/121B>

Attachment F: Confidential Matters – Content removed.

Attachment G: Confidential Matters – Content removed.

Other supporting attachments for reference:

- **C&DC report**

Clerk and Deputy Clerk Report

July 2024 meeting of Oakley and Deane Parish Council

Report:

- **PC Staff and Councillor vacancies 2024:**
The Council has four Councillor vacancies to support Oakley and Deane. If you know of anyone who may be interested in any of the above vacancies, please ask them to get in touch. Thank you.

Complaints:

- **Anti-Social Behaviour:**
Residents are reminded to call 999 if they feel it's an emergency or 101 for other criminal matters.
- **Co-Op delivery trucks:**
Drivers are not following the main bus route through the village, complaints have been received by residents. The Clerk has notified Co-Op.
- **Overgrown hedgerows on public footpaths:**
Reported three times in the past months we have a number of footpaths that are being obstructed by either weeds or hedges from neighbouring properties. The Parish Handyman commenced 24th and 25th June '24, strimming where possible. Everything possible has been reported to the Brough and/or Highways. Residents are encouraged to report issues directly to BDBC and HCC via their individual 'Report It' websites.
 - Basingstoke and Deane Brough Council - www.basingstoke.gov.uk/report
 - Hampshire County Council - www.hants.gov.uk/transport/highways/report-a-problemResidents are also reminded to cut their hedges and ensure that all public footpaths and line of sites are kept clear please.

Circulations:

- No key circulations this month as of 04/07/2024

Officer days in leu request:

- Clerk - working Saturday 10th August '24, requesting one day additional leave in leu.

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- **HCC report**

Cllr Juliet Henderson Candovers Oakley and Overton Division

General Update from Hampshire County Council:

County Councillor Grants

The County Council grant system has re-opened once more from June 1st. As always please let me know if you know of any organisation who could benefit from grant assistance.

These are the main updates from the County Council this month:

GIVE THE GIFT OF A LOVING HOME TO A CHILD IN NEED

Can you give a home to a vulnerable child? That's the question Hampshire County Council's Fostering Service is putting to local residents this summer in its new campaign to find more loving homes for children in care

[Give the gift of a loving home to a child in need | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

LET'S SHOW DOMESTIC ABUSE THE RED CARD

With the UEFA Championship underway, Hampshire County Council is reminding everyone that there is help available for anyone who may be subjected to domestic abuse and for those needing support to reduce their abusive behaviours. Making a single phone call could make all the difference to someone's safety and wellbeing

[Let's show domestic abuse the red card | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

FREE ACTIVITIES AND FOOD FOR CHILDREN THIS SUMMER!

Don't miss out on summer of free fun and food! That's the message to parents and carers of children eligible for benefits-related free school meals

[Free activities and food for children this summer! | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

New County Council Cabinet Portfolios

- **Councillor Nick Adams-King**
 - Leader and Executive Member for Hampshire 2050 and Corporate Services
- **Councillor Jan Warwick**
 - Deputy Leader and Executive Member for Younger Adults and Health and Wellbeing

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- **Councillor Lulu Bowerman**
 - Executive Member for Highways and Waste
- **Councillor Roz Chadd**
 - Executive Lead Member for Children's Services
- **Councillor Liz Fairhurst**
 - Executive Lead Member for Adult Social Care and Public Health
- **Councillor Steve Forster**
 - Executive Member for Education
- **Councillor Zoe Huggins**
 - Executive Member for Hampshire 2050 (Climate Change, Culture and Partnerships) and HR, Communications and Performance
- **Councillor Kirsty North**
 - Executive Lead Member for Universal Services

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

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- **All working party reports**

Oakley Allotments Working Group Report

July 2024 meeting of Oakley and Deane Parish Council

Officers supporting:

- Mrs. Nicola Beere (Clerk) (Burial officer) (Allotment officer)
- Mrs. Helen Meyer (withdrawing Deputy Clerk)
- Mr. Steve Woodley (Deputy Clerk)
- Mrs. Catherine Hamer (RFO)
- Mrs. Victoria Moody (Finance Assistant, contracted)

Working Group members:

1. Cllr. Alex Rowley (Chair of the Council)
2. Cllr. Vaughn Burns (CG allotment plot holder)

Co-opted members:

- Mr. Stephen Harding (Allotment Working Group) (AR allotment plot holder)
- Mr. Ian Pryce (Allotment Working Group) (AR allotment plot holder)

REPORT:

Reports are in relation to the Andover Road (AR) allotment site (54 plots) and the Canterbury Garden (CG) allotment site (6 plots).

24/06/24 –

The Clerk met with the Parish Handyman Chris Morley to review all plots on the AR site what are currently either vacant or showing signs over being overgrown due to lack of use, with little to no cultivation. The Clerk is in the process of trying to lease all vacant plots. Complaints were received from plot holders regarding excessive weeds, there are two options for later consideration pending quotes:

1. The Handman can strim all vacant plots, moving debris to the communal composting area.
2. The Handyman or Larkstel Ltd. (Grounds maintenance team) can cover the plots in black tarp to kill all weeds, while the plots are vacant, pending a new owner.

02/07/24 –

The OAWG met with the Malshanger Estate (landowners) management team Fowler and Fortescue Ltd. ahead of the upcoming renewal season for plot holders. All matters relating to this meeting will be discussed under agenda point 78/24 Confidential Matters – Allotment.

04/07/24 –

The Council have received the kind offer of a rotovator from a departing plot holder. The Clerk is making enquiries of it's make and model. If accepted, the Clerk would like to recommend a donation is made.

To note - The Clerk is attempting to organise an allotment plot holder meeting of the Monday 15th July at the Andover Road Hall at 7pm. If this date is deemed too short notice for plot holders, it will be moved.

Please contact the Clerk if you have any questions in advance of the meeting on July 11th, thank you.

Community Engagement Working Group Report – Sustainability

July 2024 meeting of Oakley and Deane Parish Council

Officers supporting:

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- Mrs. Nicola Beere (Clerk) (Burial officer) (Allotment officer)
- Mrs. Helen Meyer (withdrawing Deputy Clerk)
- Mr. Steve Woodley (Deputy Clerk)
- Mrs. Catherine Hamer (RFO)
- Mrs. Victoria Moody (Finance Assistant, contracted)

Working Group members:

1. Cllr. Alex Rowley (Chair of the Council)
2. Cllr. Linda Wain (Lead, ODPC Sustainability efforts)
3. Cllr. Vaughn Burns
4. Cllr. Gary McAllister

Co-opted members:

- Mrs. Jill Bettridge (Community Engagement Working Group)
- Mrs. Barbara Bedford (Community Engagement Working Group)

REPORT:

11/06/24 –

July '24 Council meeting, Ref: Agenda point 76/24

Following the recent 18th May '24 'Nature Walk' event relaunching the Oakley Nature Trail; Review 'green' events proposal for the remainder of the 2024/25 financial year. Agreed by all members present, the Council will hold a community 'Bug Hunt' with support from Mr. Steve Goodwin (Natural Basingstoke) on the 7th September '24. This is designed to promote the importance of Biodiversity in the Parish. Working Group to meet Wednesday 17th July '24 at 09:30 in Newfound to review all actions associated with organising the bug hunt, and to explore options related to a proposed 'Green Week' 14th – 21st September '24.

17/06/24 –

Newfound pavilion at 09:30am

Community 'Bug Hunt' with Steve Goodwin (Natural Basingstoke).

- Event date: Saturday 7th September 2024 commencing 2pm
- Location: Kennet Way (hire charge BDBC £14 TBC)
- Estimated spend £64 (approved) maximum no more than £100
- Natural Basingstoke tent: Steve Goodwin to over see a 'Bug Hunt' in Kennet Way Park, using the surrounding tree lines. In the tent he will have the necessary kit for the participants to review the findings. Identifying the different bugs. No cost for Steve's time and equipment used.
- Parish Council tent: Basic catering (tea/coffee/squash/biscuits/milk/sugar) for participants, ODPC merchandise for a donation, and information on Hedgehogs;
 - The importance of protecting them (hog-houses, highways, habitat)
 - Providing a food source (linking to the bug hunt, bug-hotels)
- Natural Basingstoke for a suggested donation of £50 can provide miniature magnifying glasses, however it was noted that the PC can actually purchase our own magnifying glasses for cheaper. Once we know how many have registered for the event: [Dacitiery 15Pcs Kids Magnifying Glasses, Portable Mini Magnifying Glasses with Colorful Handle for Children, Handheld Magnifying Glass for Children Science Class Outdoor Observation Party Fun Tool : Amazon.co.uk: Stationery & Office Supplies](#)
- Men's Shed may be able to provide example bug hotels and hog-houses for display only.

Actions:

1. Cllr. Wain – Follow up with BDBC for the hire of Kennet Way Park for the event on the 7th September. Report back to the Clerk for final approval on the rental cost.
2. Cllr. McAllister – Offered to support on the day
3. Clerk – Create advertising poster for the event, research suitable Hedgehog and bug hunt supporting information for the event (PC stand)
4. Clerk – speak to Jill Bettridge to have the PC pop up tent moved to and From Kennet Way on the day once location is confirmed.

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5. Clerk – speak to Cllr. Rowley regarding catering supplies (stock top up)

ODPC Green Week

- Event date: Saturday 14th September 2024 to 21st September 2024
- Location: Various village halls (TBC depending on uptake)
- Budget: (TBC depending on uptake)
 - Saturday 14th September – ODPC ‘Green event’ at the Methodist Church 10-12noon
 - ODPC merchandise
 - ODPC thermal camera bookings
 - BDBC Green Team
 - Basic catering (tea/coffee/squash/biscuits/milk/sugar) for participants
 - Sunday 15th September - Nothing
 - Monday 16th September – TBC evening event
 - Tuesday 17th September – TBC evening event
 - Wednesday 18th September – TBC evening event
 - Thursday 19th September – TBC evening event
 - Friday 20th September – TBC evening event
 - Saturday 21st September – Kids event ‘Junk Jody’:
 - [Junk Jodie Recycled Art and Storytelling - YouTube](#)
 - Venue TBC (Local school)
 - Budget: £150 for Jodie + hall rental est £200 at most.
 - Sunday 22nd September – Nothing.

Suggested ideas for the week to include:

- a) Managed Evening Walk through Malshanger Estate. Contact Laura Thomas, Marketing Manager, Malshanger. Budget est. £100.
- b) Evening speaker from Malshanger on Environmental Farming and main crops - Contact Laura Thomas, Marketing Manager, Malshanger. Budget est. £100.
- c) Email to all local green orientated green groups asking if they wish to put on an event during the week eg. Speaker or display event. The PC will pick up the cost of the preferred (local) venue and cover basic catering (tea/coffee/squash/biscuits/milk/sugar) for participants.

Actions:

1. Cllr. Wain – Organise a contact list for all green groups, that may be interested in participating in a Green Week. Report back to the Clerk
2. Cllr. McAllister –
3. Clerk – Create advertising poster for the event, research suitable Hedgehog and bug hunt supporting information for the event (PC stand)
4. Clerk – speak to Jill Bettridge to have the PC pop up tent moved to and From Kennet Way on the day once location is confirmed.
5. Clerk – speak to Cllr. Rowley regarding catering supplies (stock top up)

Finance and Governance Working Group Report

July 2024 meeting of Oakley and Deane Parish Council

Officers supporting:

- Mrs. Nicola Beere (Clerk) (Burial officer) (Allotment officer)
- Mrs. Helen Meyer (withdrawing Deputy Clerk)
- Mr. Steve Woodley (Deputy Clerk)
- Mrs. Catherine Hamer (RFO)
- Mrs. Victoria Moody (Finance Assistant, contracted)

Working Group members:

1. Cllr. Alex Rowley (Chair of the Council)

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2. Cllr. Amanda Hayman
3. Cllr. Dave Condliffe
4. Cllr. Ian Ellison
5. Cllr. Linda Wain

REPORT:

As of 04/07/24 – The FGWG have not met since the last main meeting on the 20th June '24.

The aim of the group was to meet on Wednesday 3rd July '24 as agreed at the June '24 meeting, however commencing the handover for the new RFO Mrs. Hamer took priority for that date. Therefore the supporting finance documents for the July'24 meeting were not available until the agenda deadline of July 5th for review.

Moving forward the FGWG will aim to meet on the 1st Thursday of each month, as the working group will need to review all payments for approval monthly ahead of being submitted for the monthly meeting for approval by full Council.

Please contact the Clerk if you have any questions in advance of the meeting on July 11th, thank you.

Sports and Play Areas Working Group Report

July 2024 meeting of Oakley and Deane Parish Council

Officers supporting:

- Mrs. Nicola Beere (Clerk) (Burial officer) (Allotment officer)
- Mrs. Helen Meyer (withdrawing Deputy Clerk)
- Mr. Steve Woodley (Deputy Clerk)
- Mrs. Catherine Hamer (RFO)
- Mrs. Victoria Moody (Finance Assistant, contracted)

Working Group members:

1. Cllr. Ian Ellison (lead, Sport and Play Areas)
2. Cllr. Gary McAllister
3. Cllr. Trevor Green
4. Cllr. Vaughn Burns

REPORT:

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).

18/06/24 –

The Clerk asked Cllrs. Green, Burns and McAllister to research funding options to support the upgrade of the BP pump track, to report back by the 3rd July '24. A verbal report will be given in the meeting.

03/07/24 –

The Deputy Clerk met with Cllr. Ellison at the Newfound pavilion; the following matters are requested for approval:

- ii. Request approval to purchase a new NF boot brush bottom tray from [Bishop Sports & Leisure Ltd.](#) at a cost of £149.00 exc. Vat with delegate authority to the Clerk and SGPAWG to order the replacement part within the budgeted allowance.
- iv. Members to note CIL funds were used to cover the recent total spend for the newly installed BP Spinning Bowl £3583.95+VAT and ARPA Football Goal £4393.14+VAT.

- v. Request approval to approach Cllr. Henderson (HCC) to acquire a £1000 Grant to fund a four-person picnic table at UFRPA.

To note: All invoicing to date (04/07/24) relating to use of both the NF and PH sports grounds and pavilions have been completed. Please contact Mrs. Moody for any questions.

Please contact the Clerk if you have any questions in advance of the meeting on July 11th, thank you.