



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

HELD AT NEWFOUND PAVILION ON THURSDAY 8TH JUNE 2023 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 8th June 2023. 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 released in advance Friday 2nd June 2023.

Present: Cllr. Rowley (Chair), Cllr. Condliffe, Cllr. Bullions, Cllr. Ellison, Cllr. Wain, Mrs. Moody (RFO), Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk), Cllr. Taylor (BDBC) and Cllr. Golding (BDBC)

Public Session

1 member of the public attended the meeting to observe: Mr. Green.

As there were no questions raised during the public session, Cllr. Golding (BDBC) informed the Council that recently she had been contacted by two young members of the community, enquiring if there were any plans to upgrade the current Beach Park skate park. Cllr. Golding mentioned that BDBC would be interested in supporting this, should the Parish Council have any plans to do so in the future. (Continued: line item 42/23 Sports and Play Areas report, point d.*)

Cllr. Taylor (BDBC) used the remaining time to highlight the BDBC Strengthening Communities Grant scheme, as she was aware following last month's meeting that the Council were looking at options to continue the recent Warm Hub through to the summer months, as the newly named 'Parish Council Coffee and Chat' to support residents. (Continued: line item 44/23 Community Engagement report, point i.)

29/23 Apologies for absence

Apologies were received from Cllr. Hayman (ODPC Vice Chair), Cllr. Archer (ODPC), Cllr. Chisnall (ODPC), Cllr. Henderson (HCC) and Cllr. Gaskell (BDBC).

30/23 Minutes of previous meeting

Minutes of the May '23 meeting along with the minutes/report from the Annual Parish Meeting (APM) 2022, as previously circulated were agreed to be accurate and Cllr. Rowley (Chair) signed and initialled the minutes.

31/23 Declaration of interest

Arising from this agenda Councillors are invited to declare any relevant interests; None were raised on this occasion.

32/23 Urgent matters

No decisions were to be taken on any items raised other than to delegate to the Clerk to address or defer to next meeting; None were raised.

33/23 Clerk/Deputy Clerk report & correspondence received

The Clerk and Deputy Clerk had issued their report in advance and there were no questions. All Council members are reminded to submit a short Bio for the Parish Council website to the Clerk or Deputy Clerk and that remaining profile headshots will be taken at the start of the July 13th meeting between 7.00pm and 7:25pm.

34/23 Update from the Chair

A verbal update was given by Cllr. Rowley (Chair) regarding the ODPC 'Structure' working party review, current Council working parties, a proposed HALC training session for Councillors and the proposed next ODPC '23 Strategy meeting:

The legal differences between committees and working parties was raised as a concern in July and November '22, whereby a 'Structure' working party was then established to investigate this.

The draft findings were reported back to full council and concluded that our working parties as set up were no longer a compliant way of operating and changes were needed. A draft structure was proposed, and comments were received and taken on board. A new structure still needs to be formed taking into account new council members and their interests.

The working party memberships run on an annual basis, so rather than renew the membership at the recent AGM Cllr. Rowley requested that the Council create new committees/advisory committees for only our statutory obligations - Staffing, Planning, Burials and Allotments. Project groups were also created for specific time limited projects - these time limited groups must bring requests for decisions to full council or the Clerk (if delegation allows it).

As mentioned in the Clerks report (line item 33/23 Clerk and Deputy Clerk report) HALC recommend regular training to refresh knowledge and core skills. Cllr. Rowley proposed that we undertake this as a group session for all in September '23 due to HALC being unavailable for this training until September '23. Cllr. Rowley further propose that the Council schedule our Strategy meeting for September inline with this (originally proposed informally for June/July '23).

35/23 Determine committee and project group tasks, with meeting dates for the following:

- i. Staffing committee and burial committee.
- ii. Allotment advisory committee.
- iii. Project group to review the HCC 20mph campaign and pothole repairs.
- iv. Project group to review standing orders, complete annual policy review and review financial regulations.
- v. Project group to review finance software.

As three Councillors were unable to attend the meeting, the Clerk will circulate a series of dates to all members following the meeting to be considered. Members of the Council were also reminded that during these meetings (points i. - v. above) an individual Chair for Committees and a Project lead of the groups will be voted on, and they should therefore give some consideration if they wish to stand.

36/23 Review appointments to other groups and external organisations

Deferred from 18th May '23; The following members of the Council volunteered and were accepted:

- BDAPTC – Basingstoke and Deane Association of Parish and Town Councils: Cllr. Rowley, Clerk and Deputy Clerk.
- OCA - Oakley Community Association: Clerk. It was also noted that Cllr. Rowley is a member of the OCA in his own right and will not represent the Council during OCA meetings.

- East Oakley Village Hall: Cllr. Bullions.
- Andover Road Village Hall: Cllr. Bullions.
- Jubiloaks: Cllr. Wain.
- Oakley Woodlands Group: Cllr. Wain.
- Oakley Support Network: Clerk.
- Hampshire Police: Clerk, Deputy Clerk and Cllr. Condliffe.
- OAKS - Oakley Allotment Keepers Society: Clerk.

37/23 Update from Responsible Finance Officer (RFO) including payments for approval

A list of payments for May/June 2023 were circulated by the RFO to all members in advance. It was proposed by Cllr. Wain that the following payments be made, seconded by Cllr. Bullions and approved by all members present.

Payments for approval June 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	May Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,265.83	2,719.00	May Grounds Maintenance	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	May Beach Park Grounds Maintenance	Unpaid EFT
Victoria Moody expenses	13.49	13.49	HP ink paid by personal credit card	Unpaid EFT
Helen Meyer expenses	37.20	37.20	Parish council coffee & chat expenses	Unpaid EFT
Alex Rowley expenses	159.14	159.14	Warm hub and pavilion stock and APM refreshments	Unpaid EFT
Stephen Harding expenses	18.33	22.00	Damp proof membrane for Church Acre allotments manure	Unpaid EFT
Wills Chandler Solicitors	448.00	533.00	Professional fees & Land Registry fees re purchase of Canterbury Gardens allotments	Unpaid EFT
St Leonard's Centre	126.00	126.00	Hire of office space in May	Unpaid EFT
Tina Harrington	130.25	130.25	Cleaning of pavilions in May	Unpaid EFT
KLK Services Ltd	220.00	220.00	Wet waste removal from PH pavilion	Unpaid EFT
Helen Wood (outgoing allotment holder)	100.00	100.00	Reimbursement of allotment deposit	Unpaid EFT
CREDIT CARD: for info		Total tbc	Starlink monthly contract £75, Ragic monthly sub £115.83 + £3.41, Amazon £8.99 + £69.84 + £76.74	DD due 15/6/23

A blank AGAR form for this year was circulated by the RFO to all members in advance, with a requested to refer to page 4: Section 1 – Annual Governance Statement 2022/23. Members were asked to agree our response to Section 1 parts 1-9 during the meeting, as detailed by the RFO:

1. Proposed by Cllr. Condliffe, seconded by Cllr. Wain and agreed by all members present.
 2. Proposed by Cllr. Wain, seconded by Cllr. Condliffe and agreed by all members present.
 3. Proposed by Cllr. Bullions, seconded by Cllr. Wain and agreed by all members present.
 4. Proposed by Cllr. Bullions, seconded by Cllr. Condliffe and agreed by all members present.
- Note: In line with this part of the AGAR statement, members of the public have Electors Rights

to question the Auditor about the accounts and object to the accounts or any item in them. A notice period of 30 working days to include the first 10 working days of July to do this will be announced by the Council upon submission of all documents to the external auditors, whereby written notice of an objection must first be given to the auditor and a copy sent to the Council.

5. Proposed by Cllr. Wain, seconded by Cllr. Condliffe and agreed by all members present. Note: To support this part of the AGAR statement, please refer to the public minutes of the Council from June '22.
6. Proposed by Cllr. Bullions, seconded by Cllr. Condliffe and agreed by all members present. Note: To support this part of the AGAR statement, the Council confirmed Campbell & Co were appointed as our internal auditor.
7. Proposed by Cllr. Wain, seconded by Cllr. Bullions and agreed by all members present. Note: No concerns were raised to this part of the AGAR statement.
8. Proposed by Cllr. Condliffe, seconded by Cllr. Wain and agreed by all members present. Note: The current small claims court case against Smart Technologies Ltd. (Zoran SID) was considered to have no impact to this part of the AGAR statement.
9. Proposed by Cllr. Wain, seconded by Cllr. Ellison and agreed by all members present. Note: As the Council hold no Trust Funds the nonapplicable section was selected for this part of the AGAR statement.

Hereto page 4: Section 1 of the Annual Governance Statement 2022/23 (copy included with these minutes for reference only*) was signed by the RFO, and counter signed by the Chair and Clerk. Dated 8th June '23. Minute reference 37/23.

As mentioned in the Clerks report (line item 33/23 Clerk and Deputy Clerk report) to complete and sign off the year end accounts for the external auditors, and Extraordinary Meeting of the Council will be called by Chair. The Clerk will contact all members of the council following the meeting with the proposed date, and an agenda will be publicly posted in due course with 3 working days' notice to allow members of the press and public to attend.

38/23 Receive planning committee minutes – 1st June '23

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries. The report will be signed at the next planning meeting 15th June '23.

39/23 Receive planning application summary

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries.

40/23 Highways - New speed indication device (SID)

Deferred from 18th May '23; The request to purchase a tablet and heavy-duty cover to be used to download the data from the new SID equipment by councillors, at a cost of not more than £200 sourced from 2023/24 budgeted contingency funds was proposed by Cllr. Rowley, seconded by Cllr. Condliffe and approved by all members present.

41/23 Environment - Oakley parish tree survey and replacement Battledown flyover bench

- a. As a matter of health and safety an Oakley parish tree survey is required ahead of the winter months. Originally approved July 2022 utilising Harrison Arboriculture Ltd. at £360 per day, estimating three days' work, Mr. Harrison recently quoted £1000 for his services with an additional £200 for CAD formatted maps to complete the survey. Original 2022/23 budget allocated £1050, additional funds would be sourced from contingency budget; Total spend £1200 +VAT. Proposed by Cllr. Rowley, seconded by Cllr. Wain and approved by all members present. The Clerk will contact Mr. Harrison to confirm the survey and relay dates.

- b. A request was raised by Cllr. Ellison to revisit the replacement of the vandalised seat on the multiuser path near the Battledown flyover bridge, with delegation of the work to the Clerk to source and prepare a quote for approval at the 18th July '23 meeting. Proposed by Cllr. Rowley, seconded by Cllr. Wain and approved by all members present.

42/23 Sports Grounds and Play Areas – Sports ground hire request and skate park maintenance

The below requests were raised relating to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), and the skate park at Beach Park (BP):

- a. Pending delivery of the new ODPC cricket roller due late June early July '23, Larkstel Ltd. will be supplying a temporary roller for the NF pitch. Supplied free of charge for the month of May they will be charging going into June at a rate of £75 per week to help cover haulage costs. Costs will be covered by the approved SG&PAWP budget contingency funds.
- b. Little Kickers, a franchise owned and run by Luke Tuffs a UEFA A licence holder, has requested to hire PH or NF on Saturdays. All year-round football sessions will be aimed at children 18 months to 8 years of age, providing skills for children to progress to the under 6 Oakley Football Club. Approved by the SG&PAWP under the normal conditions for hire for PH, offered on Saturday afternoons only at a £30 per day.
- c. A resident has requested to hire the PH field and pavilion facilities for a private event Saturday 17th June '23 between 2-6pm. Approved by the SG&PAWP under the normal conditions for hire, offered at a flat rate of £30.
- d. King Ramps have quoted £1350 +VAT to replace the 2 panels on the BP skate park half pike. The Council approved the delegation of the work and costs to SG&PAWP on 18th May '23, see minutes line item 22/23 decisions point d. Approved by the SG&PAWP, the skate park will be closed while the work takes place in the later part of w/c 12th June '23.

*Cllr. Golding (BDBC) informed the Council during the opening Public Session, that recently she had been contacted by two young members of the community enquiring if there were any plans to upgrade the current Beach Park skate park. The Council stated that the request would be considered.
- e. OYFC have requested to hire the PH facilities to host their annual awards ceremony on the Saturday 8th July '23, following a successful and well attended annual tournament that took place in PH on the 27th and 26th May. Date approved by the SG&PAWP under the normal conditions for hire for £60, this event has been prepaid for by OYFC over the course of the 2022/23 season.

All items were noted by members of the Council.

43/23 Sustainability – 2023 event program proposal

The following events were proposed to be funded from the preapproved 2023 Sustainability budget. Approval was requested to proceed with delegated authority to Clerk to organise, with assistance from Cllr. Wain where necessary:

- a. 'Grow your Own', Andover Village Hall 17th June '23 from 1.30-4pm: Family friendly event in support of Green Week 2023, offering planting and recycling activities with managing food waste and composting advice. Total spend to date £133.48, requesting a further £20 for attendee catering supplies. Proposed by Cllr. Wain and seconded by Cllr. Rowley, the £20 was approved by all members present.
- b. A 'Biodiversity' village walk was proposed for August/September '23. The purpose of the interactive walk is to highlight the importance of biodiversity in the village and identify where

we require new biodiversity information boards. The estimated cost of delivery is £120 based on enlisting support from Mr. Craig Whitelock, Engagement Officer from the Hampshire and Isle of Wight Wildlife Trust, to organise the walk (at a charge of £100 for his time) and £20 set aside for walkers refreshments. Alternatively, support could be sort from local walking groups. Proposed by Cllr. Wain and seconded by Cllr. Rowley, £20 was currently approved by all members present to conduct the walk with a formal proposal to be brought forward at the July 13th main council meeting.

- c. Inviting Mr. Adrian Frost, from Climate Stewards to speaking on 'Calculating your own home carbon footprint' was proposed for September '23. The purpose of the event is to provide information to residents to monitor and improve their carbon footprint. The estimated cost of delivery is £116 based on his booking fee and arranging a suitable venue with refreshments for attendees. Proposed by Cllr. Ellison and seconded by Cllr. Rowley, the event was approved in principle with a formal proposal to be brought forward at the July 13th main council meeting.
- d. Inviting a member from University of 3A to speak on 'Offering a homeowner's experience of the installation of Solar Panels and analysis of results'. Proposed for September/October '23, the purpose is to support residents to save energy. The estimated cost of delivery is £68 based on arranging a suitable venue with refreshments for attendees. Proposed by Cllr. Ellison and seconded by Cllr. Rowley, the event was approved in principle with a formal proposal to be brought forward at the July 13th main council meeting.
- e. Thermal camera residential visits: Following last winter's successful uptake, the Council propose to run the service again from November to February '23, to support residents with identifying heat loss spots in their homes to save energy. Supported by local volunteers from our community, with BDBC suppling a thermal camera on loan for free for an estimated 2 weeks. This was noted by members of the Council.

44/23 Community Engagement update report

- i. Parish Council Coffee and Chat office hours progress report was given by the Deputy Clerk. The activity that takes place on Thursdays 10:30-13:30 in the Newfound pavilion continues to be well attended by local residents, while we endeavour to research and apply for a suitable Grant that will allow us to keep the doors open over the summer months. A letter has been sent 26th May '23 to the Adult Services Grant for further information; Pending a response.
- ii. Updated ODPC village welcome letters were reviewed, to be included in new resident packs. Proposed by Cllr. Rowley, seconded by Cllr. Condliffe and approved by all members present.

45/23 Request approval to arrange and/or attend the following events, with decisions delegated to the Clerk within approved budget amounts. Requesting assistance from ODPC volunteers as required to plan the events:

- i. Front Garden Stalls 24th June (Attend; Tabletop display with no charge)
- ii. Village Show 5th August (Attend; ODPC exhibition stall)
- iii. Remembrance Sunday (Arrange service with St. Leonards and attend)
- iv. Carols at the pond (Arrange service and attend)
- v. Christmas Market (Attend; Tabletop display, if the event takes place in 2023)

The above points were all proposed by Cllr. Rowley, seconded by Cllr. Condliffe and approved by all members present.

46/23 Verbal update on Oakley Neighbourhood Watch

Cllr. Rowley confirmed that he recently spoke with representatives of Basingstoke & Deane Neighbourhood Watch (includes all Basingstoke and Deane). They are positive about wider schemes

covering larger areas and in turn positive about a proposed Oakley Neighbourhood Watch. Cllr. Rowley will work with them to organise a meeting of existing co-ordinators, see who from the 27 NHW schemes in Oakley are still active, and gauge support for the wider scheme. An initial informal roundtable meeting will be arranged to include Basingstoke and Deane NHW, Oakley co-ordinators, Hampshire Police, BDBC and the Parish Council to discuss the wider proposal, communication and any other concerns. No cost to the Council at this stage has been confirmed. This was noted by members of the Council.

47/23 Request approval for HALC Chair Training. Cost of £48 to budget (£48+VAT to be paid)

Proposed by Cllr. Ellison, seconded by Cllr. Wain and approved by all members present for Cllr. Rowley to confirm his place on the course.

48/23 Review request to reinstate an August '23 Parish Council meeting

Since the agenda was released, it has now been determined that there is no need to reinstate an August '23 Parish Council meeting. The dates of the July and September '23 meetings may be adjusted if needed to ensure any necessary business is conducted without delay and avoid a backlog in September. Both Clerks traditionally use this month for administration. Proposed by Cllr. Rowley, seconded by Cllr. Ellison and approved by all members present.

49/23 Confidential – Newfound

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.

Notification of the June '23 Extraordinary Meeting of the Council will be released once a date is confirmed.

Next Ordinary Meeting of the Council is scheduled for 13th July 2023 to be held at Newfound Pavilion.

***Copy of page 4: Section 1 of the Annual Governance Statement 2022/23 included FOR REFERENCE ONLY.**

Members agreed to Section 1 parts 1-9 during the meeting. Signed by the RFO, and counter signed by the Chair and Clerk. Dated 8th June '23. Minute reference 37/23.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Oakley and Deane Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>			

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

08 06 2023

and recorded as minute reference:

37/23 REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

A Rowls

Clerk

[Signature]

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