

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

Present: Mr. Harding (Chairman), Mr. Bullions, Mr. Ellison, Mr. Paler, Mr. Rowley, Mr. Startin. Mrs. Meyer (deputy clerk) also attended.

1. Apologies for Absence

Apologies were received from Mr. Adams, Mr. Bealing, Mrs. Hayman, Mrs. McCullins and Mr. Parry, and from Mrs. Taylor (Borough Councillor).

2. Minutes of meeting held on 10th February 2022

Minutes of the meetings, having been previously distributed to all members, were agreed to be accurate records of the meetings and the chairman signed the minutes. The clerk asked for it to be noted that she had made one amendment to the minutes relating to the Highways Working Party report and the members concurred this was a valid amendment.

3. Circulars and Correspondence

- a) **Public Transport Event 23rd February:** Mr. Bullions was unable to attend but the clerk will request a copy of the presentation.
- b) **BDAPTC meeting 1st March:** Mr. Rowley and Mrs. Hayman attended the meeting, Mrs. Hayman sent a summary, and a complete report will be issued for the next meeting.
- c) **New Leader of BDBC:** the members congratulated Cllr Simon Bounds who has been elected Leader of the Council following the resignation of Cllr Rhatigan.

4. Clerk and Deputy Clerk report

The clerk and deputy clerk had issued their report in advance and there were no questions.

5. Action List

Mr. Harding and Mr. Paler created an amended Action List which showed all open items rather than just the more recent ones as issued previously. This will be circulated to all members, and the clerk, and should be updated as a matter of urgency so that all outstanding issues are identified.

6. RAGIC Presentation

Mrs. Meyer and Mr. Paler prepared a presentation for members, showing how RAGIC was being used in the Planning process, and how documents were filed and retrieved.

7. Planning Matters

- a) **Minutes of the Planning Meetings held on 17th February and 3rd March** were circulated by the deputy clerk to all members. There were no comments or queries.
- b) **Summary of planning Applications and Decisions since the February meeting** was issued by the deputy clerk and there were no comments or queries.

8. Working Party Reports

a. Burials and Churchyards

- a) **The working report** was issued in advance to all members. The clerk apologised that she had not got formal quotes for the tree works, but due to the recent storms the contractors have been extremely busy. She had contacted the PCC, sent them the report, and requested that they identify which of the trees needs Diocesan approval as well as that required for works to trees in a conservation area.
- b) The clerk apologised that she had not obtained the information to ascertain the insurance liabilities for the Churchyard as to who is responsible for personal liability should injury occur, nor located the original documentation outlining the Parish's and PCC's responsibilities in the closed churchyard and will get these to the WP as soon as possible.

b. Environment

A working party report was issued and circulated to all members. There was a late update on the Canterbury Gardens allotments, and members were pleased to note that work had finally started on getting the area ready to be handed over to the Parish Council, as there are still over thirty on the waiting list for a plot. There was considerable damage to the allotment site in the storms, plus damage to a property in Kings Orchard which is the responsibility of the Parish Council, and we are working to get the damage repaired as soon as possible.

c. Finance

- a) **Approval of Payments:** it was proposed by Mr. Paler and seconded by Mr. Rowley and agreed by all members by show of hands that the following payments be made:

Payee	Charge to Budget	Total Cost	Service	Status

NEST	116.06	116.06	Clerk Pension February	Paid DD
EE and T Mobile	32.00	38.40	Clerk/deputy mobile phone	Paid DD
HMRC	646.30	646.30	Dec Contributions	Unpaid EFT
Scofell	296.66	355.99	February Grounds Maintenance	Unpaid EFT
M Bastick	168.00	168.00	Handyman Hours February	Unpaid EFT
Larkstel Ltd	1944.00	2332.80	February Grounds Maintenance /marking out/bins	Unpaid EFT
Nigel Jeffries	587.92	705.50	February Grounds Maintenance	Unpaid EFT
BT	41.95	50.34	Office phone	Unpaid DD
Thesaurus Software	109.00	130.80	Payroll Software 22/23	Unpaid CC
M Bastick	27.03	32.44	Handyman expenses	Paid cheque
HCC	105.16	126.20	Cleaning materials	Unpaid EFT
BT	14.00	16.80	Mobile Hub`	Paid DD
S W Contract Services	300.00	360.00	Kings Orchard tree removal	Unpaid EFT
B Bedford	35.22	37.22	Postage and litter sticks	Unpaid EFT
St Leonards Centre	42.00	42.00	Hire of room for Strategy Meeting	Unpaid EFT

Mr. Harding and Mr. Startin approved the EFT payments.

- b) **Burial Fees from 1st May 2022:** following a Finance Working party meeting on 9th March, the revised charges were proposed to the full council. The increases to charges were relatively small and are comparable to those made by Old Basing who also have a Parish Council burial ground. Mr. Paler proposed and Mr. Harding seconded that the charges be approved, and all members by show of hands agreed.
- c) **Hire fees from 1st September 2022:** at the Finance Working party meeting it was agreed to propose that as the newly awarded grounds maintenance tenders had not increased the costs of pitch maintenance etc the charges would remain unchanged for the year 2022/23. However, it was noted that it was highly likely that there would be an increase in 2023/24 when the full effects of the costs for gas and electric were realised. Mr. Bullions proposed, and Mr. Paler seconded, that the hire costs remain unchanged for this fiscal year, and all members by show of hands agreed.
- d) **Use of Money Fund:** the clerk requested permission to recommence using the money fund with CCLA, which is rated AAmmf by Fitch. Their deposit rates have significantly improved and are much higher than a deposit with our normal clearing bank.

The clerk had downloaded the latest fact sheet on the counterparty exposures for CCLA and most were with either European or Asia-Pacific banks and institutions. Redemptions are available for same day drawdown from the fund. It was agreed by all members that when the first instalment of the precept is received, the clerk as RFO and Mr. Startin have delegated authority to deposit some or all the funds into the Money fund provided the rating is unchanged.

d. Highways and Transport

- a) **Speed Indicator Device:** The clerk sent a letter which was received by Smart Group on February 10th. Confirmation was requested but no communication has been received to date. Mr. Harding and Mrs. Hayman and the clerk will meet to discuss whether to engage a solicitor or to submit a direct small claims request as soon as possible.

e. IT/Governance

IT: A working party report was issued in advance of the meeting. The introduction of .Gov.UK email addresses for the councillors is almost complete. Mr. Paler will visit Mr. Bullions to activate the new email address and set up contacts etc.

Governance: the date of the Strategy meeting is 26th March, and it will be held at the Oakley Room at St Leonard's Centre. The clerk will re-issue the minutes from the last meeting in 2019 to all members.

f. Publicity and Events

Membership of the Working party: Mrs. McCullins was unable to attend the meeting so this will be carried forward to April.

Annual Parish Meeting: the clerk has booked Andover Road village hall for Tuesday 26th April at 7.00pm. Both Sustainable Overton and Watership Down Health have confirmed they will attend, and the clerk will contact other speakers as soon as possible, and issue a timed agenda.

Update to Village Action Plan: back in 2011, a list of what residents wanted for the village was compiled, and it was proposed by Mr. Rowley that it is timely to revisit this and update it. He suggested an article in Link and an online survey. Members all agreed with the suggestions.

Jubilee events: As Mrs. McCullins was not present at the meeting this was carried forward to the April meeting.

g. Sports and Play areas

Mr. Ellison issued a **working party report** in advance of the meeting and there were no comments or queries.

Members agreed that the works to trees at Newfound and Peter Houseman fields and the play areas, damaged by the effects of the recent storms needed to be undertaken as soon as possible. Although they did not impede the playing areas they needed to be removed and the clerk was asked to obtain quotes.

The clerk was reminded that the football clubs are normally asked to vacate Peter Houseman field by 11.30am when the Sports Weekend takes place. She was not sure if this was needed as there is no road run this year but will confirm with OCA.

The clerk confirmed that she had as requested asked for ideas or support from residents in the planning of an adult fitness trail at Beach Park, but she had not received any response.

9. Reports from representatives to other organisations.

Andover Road Village Hall: Mr. Bullions is attending a meeting on 16th March

East Oakley Village Hall: nothing to report

Jubiloaks/Woodlands Group: nothing to report.

Village Show Committee: nothing to report

Oakley Community Association: Mr. Startin issued a report in advance of the meeting.

Community Kindness: nothing to report.

Oakley Support Network: nothing to report.

Love Oakley? Go Green: nothing to report

Policing: nothing to report

10. Confidential Items

RESOLVED: that owing to the confidential nature of the business to be discussed, the public and press be excluded from the remainder of the meeting.

11. **Date of the next meeting is April 14th, 2022**, format will be decided nearer to the time, subject to guidance.