



OAKLEY AND DEANE PARISH COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD AT NEWFOUND PAVILION

ON THURSDAY 14TH NOVEMBER 2024 7:30 PM

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

The public session will commence at 7:30 PM followed by the ordinary Council meeting at 7:40 PM. The business to be transacted at the meeting is set out below. Councillors and the public are requested to note that this meeting is recorded by the Council and may also be subject to recording by members of the public.

Nicola Beere, Clerk to the Council

108/24 Apologies for absence

109/24 Minutes of previous meeting

Minutes of the meeting as previously circulated, shall be considered an accurate record, subject to minor amendments proposed. No discussion shall take place on any item from the minutes.

110/24 New ODPC Councillor co-option

111/24 Declaration of interests

Arising from this agenda, Councillors are invited to declare any relevant interests. Notwithstanding this item, Councillors may subsequently declare an interest at any point during the meeting.

112/24 Urgent matters

No decisions to be taken on these items other than to delegate to clerk to address or defer to next meeting.

113/24 Clerk/Deputy Clerk report and correspondence received

- i. Request a total of 35 hours paid overtime for the Deputy Clerk due to additional time worked supporting a local community event, and annual leave cover for the Clerk.
- ii. Request to adjust the December '24 meeting to the 5th of December '24 to allow the Chair to join the meeting. The agenda deadline for delivery will be Friday 29th November '24.

- iii. To note the first January '25 ordinary main Council meeting date to the 16th January '24. This is to ensure members can attend following the Christmas holiday season, as we confirm the Councils 2025/26 budget during this meeting. Location to remain the same, Newfound pavilion at 7:30pm. Members to note the final agenda and content deadline will then be Friday 6th January '25.
- iv. Gov.uk open consultation- Remote Attendance and Proxy Voting email, deadline 19th December '24. Discussion (5 minutes allocated). Decision required regarding if ODPC should submit a response or not.

114/24

- i. Verbal update on the adopted NALC standing orders and NALC financial regulations, to be updated on the Council website.
- ii. Newfound Parish Council Address Registration; Decision required on a suitable post box to be installed at the entrance to NF based on proposal submitted.

115/24

- i. Finance working group reports for November to be received.
- ii. Parish Council bank and CCLA investment signatories (ref: May '24 agenda point 27/24). The appointment of all councillors to be signatories with a payment authorisation rota. For CCLA, four core Director equivalent authorised signatories required, the remainder added as authorised signatories only.

116/24

- i. RAGIC internal database: Request to reduce the Councils use to one user or review cancelling the subscription following completion of the data transfer.
- ii. Microsoft 365 Groups have been set up as agreed under September 87/24 ii.
- iii. Verbal update on training for officers. Links to E-training for councillors has been circulated.

117/24 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. Approval of payments for October and November 2024.
- ii. Update concerning the Local Government Services Pay Agreement 2024/2025 reached 23rd October '24; All Parish Council staff members (Clerk, Deputy Clerk, RFO) to receive the backdated the increase. The former Deputy Clerk is to receive the backdated increase from 1st April '24 until their last day of employment in July '24.
- iii. Lloyds Bank Treasurers account will be changed to a Business account with effect from 14th January '25 as the Council no longer qualifies for the free Treasurers account. A Business account will incur a monthly fee of £8.50, and transaction costs per item above 100 free transactions per month. Decision required on how to proceed.
- iv. The statutory guidance on Local Government Investments under S15(1)(a) of the Local Government Act 2003 requires all Parish Councils with Investment amounts greater than £100,000 to have a strategy policy approved by full council. Please see Draft Finance and Investment Policy (Members of the public may contact the Clerk for a copy of the draft). For information, 1-3 months net anticipated expenditure approximately £15-45k, 3-6 months

gross revenue expenditure approximately £50-£90k. Review of policy and discussion on investments required.

- v. Update concerning our current budget with spend and income review, with a forecasted spend for the remainder of the 2024-25 year; Open table discussion (10 minutes). Budget 2025-2026.msg

118/24 Planning Committee:

- i. The September 5th and October 15th '24 Planning Committee meeting minutes to be received.
- ii. Receive planning applications and decisions report.

119/24 Community and Local Environment Working Group:

- i. Due to the Parish Council public office closing over the Christmas period, the Councils 'Coffee and Chat' drop in that runs every Thursday at the Newfound Sports Pavilion will not be open on Thursday 26th December '24 and 2nd January '25. Reopening Thursday 9th January '25.
- ii. Carols at the Pond 2024, due Saturday 21st December '24 at the Oakley village pond:
 - a. Members of the Council are requested to determine which local Parish group(s) will receive donations raised at this year's Carols at the Pond event.
 - b. Request delegated authority to the Clerk to speak to the Methodist Church, with an offer to pay for the electricity used to light the pond Christmas tree and conduct the carol service.
 - c. Request approval of an additional £89.94 to purchase 150 new Carol Service sheets.
- iii. Update on Parish Council storage & garage clearance re February '24 extraordinary meeting 201/23 iii and May 30/24. Decision required, delegate authority to Officers.
- iv. Delegation requested to review the process around a Community Emergency Plan

120/24 Allotment Working Group:

- i. Verbal update on plot renewals for both Oakley allotment sites.

121/24 Sports and Play 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. Working group reports for November to be received, with the following thanks noted to:
 - a. Oakley Men's Shed for their assistance in installing the bins at the various locations throughout the village.
 - b. Jubiloaks for their maintenance of the fence at Beach Park and their removal of all of the weeds and brambles, for their maintenance of the Jubilee tree area as the rear of Upper Farm Road play area, and maintenance of the fence at the north side of the Peter Houseman field.
- ii. Infinity Playgrounds Ltd have installed a balance trail at ARPA at a cost of £4019 ex vat utilising Community Infrastructure Levy (CIL) funds.

- iii. BP pump track renovation project; Tender review with decision required regarding whom the Council will proceed with. Community Infrastructure Levy (CIL) funds to be utilised for the project.
- iv. Request approval for Larkstel Ltd. to chain harrow all football pitches at a cost of £250 for both PH and NF sites.
- v. Request approval of 2 quotations received for PH at £575.00 ex vat (quote ref: 560 and for NF at £650.00 ex VAT quote ref 561) to undertake necessary seasonal track repairs at the NF and PH sports grounds with RC Saunders Ltd. Keeping within the maintenance repairs budgeted allowance.
- vi. Approval requested of approximately £150 for the annual PAT testing of all of the portable appliances at both PH and NF sports pavilions, to include al Council office equipment at the start of 2025.
- vii. Update on renewal of grounds maintenance contracts and process required.

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.

122/24 Confidential matters – Newfound

123/24 Confidential matters – Staffing matters

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