



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON JANUARY 06TH 2023

Present: Mr. Harding (Chair), Mr. Adams (Vice Chair), Mr. Aylmer, Mr. Ellison, Mrs. Hayman, Mr. Rowley, Mr. Startin, Mrs Wain, Mrs. Beere (Clerk) Mrs. Meyer (Deputy Clerk), Mrs. Moody (RFO) and Mrs. Taylor (Borough Councillor)

Public Session

Three members of the public attended the meeting:

- i. Mr. B. Slatter and Mr. D. Carter addressed the Parish council on matters regarding the forthcoming Station Road development and exiting footpath 9B that runs from the school Peter Houseman entrance to Canterbury Gardens. The proposed development will see a new footpath installed to run parallel with the existing footpath 9B, which will be divided by an existing strip of land that has been maintained and planted with trees by Mr. Slatter and neighbouring residents of Caithness Close and Oban Close since 1976. However, developers are attempting to breach this strip of land between the current farm fields and Caithness/Oban Close area, to which Mr. Slatter and Mr. Carter along with neighbouring residents are objecting to on the grounds of ownership given they have been maintaining the strip of land for over 40 years. Furthermore Mr. Slatter has also raised additional concerns over the height and style of the proposed development properties that will be overlooking pre-existing homes that back on the footpath 9B, asking that the layout be adjusted to see the suggested bungalows built in that area instead. Mr. Slatter will be writing a letter to the developers outlining his concerns, that will be shared with the Parish Council and BDBC Mrs. Taylor who will be supporting its submission.
- ii. Mr. P. Ridpath addressed the Parish Council with concerns on the increasing amount of blind corners developing due to overgrown hedges on private properties. Line of site is obstructed on road junctions, and footpath space is reduced. The Parish council will continue to encourage Oakley residents, via The Link and social media, to cut back boundary hedges appropriately and to keep footpaths clear.

Parish Council Meeting

1. Apologies for Absence

Apologies were received from Mr. Bullions and Mr. Paler.

2. Minutes of meeting held on December 8th 2022

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. Circulars and Correspondence

Hampshire Association of Local Councils:

- a. **Extraordinary General Meeting, to be held 23rd February 2023 at 18:00hrs to consider the following item: To agree, by special resolution, to remove the Articles of Association in their entirety to be substituted with the new Articles of Association:**

As ODPC were unable to attend the recent HALC AGM due to prior commitments, it was agreed that we are not able to cast a vote on this occasion.

- b. **Upcoming HALC 2023 Training & Events sessions:**

Councillors will review these individually and submit their preferences to the Deputy Clerk for review.

4. Clerk/Deputy Clerk Report

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

5. Planning Matters

Circulated by the Deputy Clerk to all members in advance:

- a. **Report from meeting held on 15th December '22.**
There were no comments or queries.
- b. **Summary of planning applications and decisions December/January.**
There were no comments or queries.
- c. **Review task group members of Neighbourhood Plan Review Working Party.**
Group members consist of the Vice Chair, Mr. Aylmer and Mr. Rowley. There were no comments or queries, and it was agreed by all members of the council by show of hands for the working party to sit within the Planning Committee.
- d. **Basingstoke & Deane Borough Council, Parish Council Planning Training Sessions via MS Teams. Mr. Adams and Mr. Rowley attended 12th December '22 – feedback.**
The training session was deemed to be useful and insightful. The presentation is available for other council members to view on RAGIC in due course.
- e. **Development Control Committee (DCC) - Mr Rowley to represent the Parish Council at the meeting on 11th January 2023 for applications 22/01021/RES and 21/03304/FUL (request to speak was made when the responses were first submitted to Basingstoke and Deane Borough Council for each application) - debrief from DCC meeting.**
The Chair would like to thank Mr. Rowley for representing the Parish Council and voicing our objections and concerns against applications 22/01021/RES (Station Road development) and 21/03304/FUL (Pardown application). Unfortunately, whilst DCC councillors agreed with the points we raised, they believed any appeal would win and had no option other than to approve. The Parish council will review each decision notice when published.

6. Working Party Reports

- a. **Burials and Churchyards - Working Party report:**
An estimated quote of £400.00 (ex VAT) was received from Tree Surgeon Mr. S. Warner to reduce the St. Leonards Church yard Holly tree height, and Yew tree height (approx. 2m) with feather sides (approx. 2m) to balance the shape whiling raising the height above the path (approx. 2.5m) that runs below it. Mr. Warner would submit a planning application on behalf of the Parish council as the trees are in a conservation area.
Proposed by Mr. Rowley, seconded by Mr. Ellison, it was agreed 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**
There were no comments or queries, it was agreed by all members of the council by a show of hands.
 - b. **Deferred from December 8th '22 meeting:**
 - I. **HCC The Greening Campaign: Climate change community support (www.greening-campaign.org). Review proposal/involvement with our carbon footprint reduction to include a thermal camera loan with training:**
 - II. **Review requirement/uptake to date for a Thermal Camera for identifying areas of heat loss following advertisement.**
Mrs. Wain confirmed there have been over 9 bookings confirmed within Oakley for the Thermal camera to date. We have serviced a total of 32 bookings taken at the Oakley Show 22 and The Making your Homes Cosier event on 1 October 22 using the thermal camera on loan from the BDBC. Mrs Wain would like to place on record the support given by Councillor Mr Aylmer, Peter Ridpath and Robin Redgrave, from the community, to carry out the surveys.
The council will loan two pocket-size cameras and receive training, with the aim of fulling all bookings between the 10th-24th February; exact dates to be confirmed.
To include the 11 outstanding bookings from Link invitations in the January Link plus others received from a follow up in the February Link.
There were no comments or queries. Proposed by Mrs. Wain, seconded by Mr. Aylmer, it was agreed by all members of the council by a show of hands.

- c. **Overview of Climate Stewards' 360 software to calculate the Parish's Carbon Footprint & request for Councillors to fill in a small survey about the hours working from home related to Parish Council work only.** This will feed into the Carbon Footprint number and will be reviewed after one year: There were no comments or queries. The Deputy Clerk will circulate the survey to all Parish Councillors to be completed by the end of the month.
- ii. **Andover Road and Canterbury Gardens Allotments, update:** Following a meeting with the Parish Council solicitors 10th January, the handover of the Canterbury Allotments to the Parish council has been progressing well. Minor legal aspects are being handled by the solicitors, and the Council is pushing for completion within Q1. Meanwhile general maintenance will be taking place for three days week commencing 16th January (weather dependant) in the Andover Road Allotments; all current plot holders will be kept notified.

c. **Finance**

i. **Approval of payments, December 2022/January 2023**

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

Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	December Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,161.33	2,593.60	December Grounds Maintenance/pitch marking	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	December Beach Park Grounds Maintenance	Unpaid EFT
Helen Meyer expenses	6.66	7.99	Replacement combination padlocks	Unpaid EFT
John Paler expenses	144.95	173.94	Windows Recovery 3 disc set	Unpaid EFT
Paul Williams	879.34	879.34	Electrical work at PH and Newfound	Unpaid EFT
Victoria Moody expenses	45.80	54.96	Overdue Hampshire County Supplies invoice for cleaning supplies, paid by personal card	Unpaid EFT
Victoria Moody expenses	2.08	2.08	Postage of credit card forms to Lloyds (signed for)	Unpaid EFT
St Leonard's Centre	162.00	162.00	Hire of office space in November	Unpaid EFT
St Leonard's Centre	108.00	108.00	Hire of office space in December	Unpaid EFT
Alex Rowley expenses	137.77	156.06	Candles and refreshments for Carols at the Pond	Unpaid EFT
Tina Harrington	304.00	304.00	Cleaning of pavilions in Nov & Dec	Unpaid EFT
Smart Electrics	84.00	100.80	PAT testing at both pavilions	Unpaid EFT
Stephen Harding expenses	151.42	151.42	Ragic subscription paid by personal card	Unpaid EFT
Stephen Harding expenses	250.00	250.00	Case preparation fees in respect of traffic speed indication device	Unpaid EFT

- ii. **Continued from December 8th 2022 meeting: Forecast 2022/23 and Budget 2023/24 review**
Further discussions concerning the budgets continued at the January 12th '23 meeting, as there are a few areas of predicted/requested spend that require additional investigation.

Mr. Startin had prepared and distributed financial forecasts and the draft budget in November/December 2022. All areas that requested additional investigation have been clarified, with a budget allowance of £1000.00 for Sustainability efforts. Proposed by Mr. Startin, seconded by Mr. Ellison, it was agreed by members of the council by a show of hands. Mr. Rowley abstained on the grounds that this was a significant allowance for one project under Environment. Mrs. Hayman requested the Clerk recirculate a breakdown of the proposed Sustainability budget on RAGIC.

The final amount proposed was an estimated increase of 8% resulting in a total of £114,000.00. Mr. Startin proposed, and Mr. Ellison seconded, that this amount be submitted to the Borough Council. By show of hands, all members agreed, and the forms were signed by the Chair, Vice Chair, Mr. Startin and the clerk.

- iii. **Changes to bank mandate:** Formal approval requested to update the signatures to include the Clerk and Mr. Rowley, joining the Chair, Deputy Clerk, RFO and Mr. Startin for the Oakley and Deane Parish Council

current account whilst removing all historic names: proposed by the Chair, seconded by the Vice Chair and agreed by all members of the council by show of hands.

- iv. **Credit card progress:** Update received from RFO to confirm the ODPC credit card has now been activated with a limit of £1000 and can be used where necessary with formal approval. It was agreed by all members of the council by show of hands, that the RFO was to explore increasing the card limit to £2000 if possible and transfer over all current payments from the Chairs credit card.
- d. **Highways and Transport - Working Party report:**

The Chair confirmed that a new speed indication device from Traffic Technology Ltd with a rechargeable battery-operated system has been ordered; expected delivery first week of March, installation and training to follow. The Highways and Transport working party will be meeting on the 18th January with the agenda to include potholes, flooding, road markings and bus shelter.
- e. **IT Project – Working party report:**
 - i. **Deferred from December 8th '22 meeting: Review for a broadband connection to Newfound Pavilion.** Service charge £64 per month, less three months included in warm hub grant and further 9 months covered by a pending HCC Community Facilities grant. First year service cost nil if grant 2 approved. Authorisation to purchase the equipment and installation of £835 from available funds is hereby requested. There were no comments or queries; proposed by the Vice Chair, seconded by the Chair, it was agreed by all members of the council by a show of hands.
- f. **Parish Council Governance**

The Governance working party will be meeting on the 18th January, all agenda items are to be sent to the Clerk by COP Monday 16th January.

 - i. **Strategy Meeting 19th November 2022, outcome review continued:**
 - a. **Review task group members to investigate meeting, committee & working party structures.**

Confirmed as the Vice Chair, Mr. Rowley, Mr. Paler and Mrs. Hayman.
 - b. **Review task group members to investigate existing community facilities and possible future options.**

Deferred to be set up until further notice, due to needing more ODPC Councillors.
 - c. **Review action plan supported by NALC Make a Change campaign.**

Mr. Rowley confirmed that a Parish Council advert in line with the campaign will be advertised in The Link for April circulation. The Community Engagement Working Party will be meeting on the 29th January where the action plan will be reviewed.
- g. **Community Engagement – Working party report.**

Circulated by Mr. Rowley to all members in advance. The Community Engagement group did not meet in December. The next scheduled meeting is January 26th.

 - i. **Receive working party report covering Carols at the Pond.**

Carols at the pond was well attended and enjoyed. The collection successfully raised £332.74 for the two local village groups previously agreed - Oakley Stitches and Woodlands group.
- h. **Sports and Play areas –working party report:**

Circulated by Mr. Ellison to all members in advance. All points below concerning the inspection requests and budget approval were proposed by the Chair, seconded by Mr. Aylmer, and agreed by members of the council by show of hands:

 - a. **SG&PAWP request the Parish Council to approve the annual statutory inspection of all portable fire appliances in Newfound and Peter Houseman pavilions** by our preferred contractor Peterlee Fire Co Ltd. This inspection should be completed during February or March 2023. There is money in the budget to cover the costs of this inspection.
 - b. **SG&PAWP request the Parish Council to approve the statutory inspection and issue of “gas safety certificates “ for the 2 gas boilers at Newfound pavilion** by our preferred contractor WG Shenton (plumbing) Ltd. There is money in the budget £180 to cover the inspection, service, and certificate.
 - i. **To review a request submitted in advance from a member of the public in late December 2022, asking if the Parish Council would consider installing an artificial grass football pitch/kickabout area at either of the Oakley sports fields.** The council have considered this proposal, and regret that this is not possible due to the expense and upkeep that would be required. It was also stated that football kick about facilities with permanent goal posts

already are available at Newfound Sports Ground , Kennet Way and Upper Farm Road play areas.

7. Reports from representations to other organisations

a. Andover Road Village Hall

Mr. Bullions; Nothing to report.

b. East Oakley Village Hall

Mr. Adams confirmed that The East Oakley Village Hall are looking to extend the building with new toilet facilities and have potentially applied for her late Majesty Queen Elizabeth II's Platinum Jubilee Village Halls Fund, which is now open for applications as of January 2023: <https://acre.org.uk/platinum-jubilee-village-halls-fund/>

c. Oakley Green Network

Circulated by Mrs. Wain to all members in advance, there were no comments or queries. The OGN Logo, strapline and opening pitch has been agreed; they will be hosting their first 2023 event on the 22nd February, whereby they hope to establish ambassadors to support future OGN activities in Oakley. The Parish Council will be supporting this event.

d. Oakley Community Association

Mr. Startin; Nothing to report.

e. Ukrainian Refugee Action

Mrs. Hayman confirmed she is pending information concerning how many refugees were still with host families, and that no new families have been brought to our attention to date within Oakley. Mrs. Hayman will report back at the next February 9th meeting.

8. 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.

9. Date of the next meeting

February 09th 2023 at the Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.