



OAKLEY AND DEANE PARISH COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD AT NEWFOUND PAVILION

ON THURSDAY 12TH DECEMBER 2024 7:30 PM

Councillors of Oakley and Deane Parish Council are summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 12th December 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

124/24 Election of Pro tempore Chair for the evenings meeting

125/24 Apologies for absence

126/24 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.

127/24 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.

128/24 Urgent matters

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

129/24 Clerk/Deputy Clerk report and correspondence received

- i. Requesting up to 15 hours paid overtime for the Deputy Clerk and up to 15 hours paid overtime for the Responsible Finance Officer; Estimated additional time required to support year end and budget setting.
- ii. Requesting one day in leu for the Clerk to support dismantling the pond Christmas tree on Friday 3rd January '25.

- iii. Gov.uk open consultation - Remote Attendance and Proxy Voting email, deadline 19th December '24. Discussion (5 minutes allocated), decision concerning the Councils response required.

130/24 Governance Working Group

- 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 and NF post box; Verbal update.

131/24 Finance Working Group

- i. Parish Council bank and CCLA investment signatories (ref: May '24 agenda point 27/24 and November 115/24 ii.) update, with councillors confirmed on the payment authorisation rota.

132/24 IT Working Group

- i. IT Working Group report to be received - Verbal update concerning Leasing laptops, MS365 training for Officers and the use of 1Password. Links to E-training for councillors have been circulated.

133/24 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. Approval of payments for November and December 2024.
- ii. Verbal progress update concerning the Councils investment strategy, following approval of the Councils Finance and Investment Policy.
- iii. Update concerning our current budget with spend and income review.
- iv. Members to review the draft 2025/26 Parish Council budget proposal.

134/24 Planning Committee

- i. To receive the November 9th '24 Planning Committee report and planning applications and decisions report.
- ii. Request to reduce Planning Committee meetings to once a month, on the first Tuesday of each month commencing 7:30 PM at the Newfound Sports Pavilion if required; Dependent on BDBC applications received.
- iii. To note the first 2025 Planning Committee meeting will take place 14th January '25 following the holiday season; 7:30 PM at the Newfound Sports Pavilion.

135/24 Community and Local Environment Working Group

- i. Carols at the Pond 2024, due Saturday 21st December '24 at the Oakley village pond:
 - a. Request approval to donate £85 to the Methodist Church, for the electricity to be used to light the pond Christmas tree and conduct the carol service. Electricity costs are calculated using the UK: Price Cap (Oct 2024) electricity rate of £0.24 per kWh (incl. VAT). Cost of electricity: £2.70 per day (11 hours), £84.28 total (344 est. hours), with the Clerks recommendation to round up.

- ii. Rural Crime Roundtable 20th January 6pm Donna Jones Police and Crime Commissioner, request approval on behalf of Cllr. Henderson (HCC) to host this within Oakley.
- iii. Verbal update on Parish Council storage & garage clearance (Ref: February '24 extraordinary meeting 201/23 iii., May 30/24 and November 119/24 iii.).
- iv. Request approval of £5840 + vat for preferred tree surgeon Simon Warner to attend to the remaining 12-month tree works schedule, as per the Councils 2023 Parish Tree Survey, as a matter of health and safety ahead of the winter season. Permission to be obtained as some tree works are within the conservation area.
- v. RC Saunders Limited Quote (QTE569) for £1,690.00 ex. vat for the cutting of vegetation on footpath behind Water Ridges causing an obstruction; To cover this expense, request approval of £420 to the Lengthsman fund (2024/25 funds remaining £420), with the outstanding £1,270 to be covered by the Councils budgeted general maintenance reserves.
- vi. RC Saunders Limited Quote QTE570 for the cutting of vegetation that is growing on footpath alongside the railway track near St. Johns Road. Request approval of £341 ex. vat from general maintenance reserves.
- vii. Request approval of £368.49 expensed for all weather clothing, shoes and protective gloves and antibacterial wipes for the Councils village litter picker as per contracted requirement.
- viii. Request approval to proceed with ODPC Grant Policy (ODPC created) and ODPC Community Infrastructure Levy Grant Policy (to be created) for 2025/2026 financial year
- ix. Receive Community and Local Environment Working Group meeting reports and request approval for 2025/2026 events in reports.

136/24 Allotments Working Group

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

137/24 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. BP pump track renovation project; Tender review on quotes received at £145,000 to £150,000 with final decision required regarding whom the Council will proceed with. Community Infrastructure Levy (CIL) funds to be utilised for the project.
- ii. New Cleaning company required to maintain both NF and PH pavilions; Tender quotes received at £395 to £480 per month ex. vat with a decision required regarding whom the Council will proceed with. Immediate start required for January 2025.
- iii. Request approval of £40 for Men's Shed to repair a broken waste bin ground fixing at PH.
- iv. Request approval of £205 ex. vat for the service and maintenance of both the Fire Alarm and Security Alarm Systems at NF and PH with Guardwell Securities.
- v. Request approval to have the NF Gas Boilers serviced at Newfound by WG Shenton at an approximate cost of £200 ex. vat.
- vi. Oakley Youth Football Club (OYFC) have offered to apply for a Grass Pitch Grant on behalf of the Parish Council, for both the NF and PH sites. Decision required to proceed.

- vii. Verbal update concerning seasonal track repairs at the PH sports grounds, from Rectory Road to the PH entrance gate, with RC Saunders Ltd.
- viii. Verbal update on renewal of grounds maintenance 2025/28 tender process.
- ix. To note:
 - a. Quotation for the service of Fire Extinguishers at both NF and PH via Peterlee who are now based in Norwich are being sort.
 - b. S101 approval was given to cut the Upper Farm Road play area hedge with preferred tree surgeon Simon Warner at a cost of £200 +vat.

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.

138/24 Confidential matters – Newfound

139/24 Confidential matters – Staffing matters

Next meeting scheduled for 16th January 2025 to be held at Newfound Pavilion.