

## **MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 8<sup>TH</sup> NOVEMBER 2018**

**Present:** Mrs. Blackman (Chairman), Mr. Bealing, Mr. Ellison, Mr. Harding, Mr. Hewitt, Dr. Johnstone, Mr. Law, Mr. Parry, Mr. Startin and Ms. Tofts. One member of the public attended the meeting.

### **Public Session**

The clerk showed members the work done so far on the new website, and members discussed how to progress the project and when it was likely to go live. Mrs. Blackman said that once it had been proof-read it was likely to be early in 2019 – Mr. Harding asked if he could help by reviewing the website in its current state, and this was agreed. Mr. Eastick has agreed to check data for consistency. The clerk explained that the current website (Vision ICT) is very outdated and hard to use and update and although the Hugo Fox website is not as sophisticated as some of the others available, it is free of charge for not-for-profit organisations, they are local (Whitchurch) and their help desk is very supportive and responsive. It was agreed by all members that the Parish Council should continue with the Hugo Fox website and go live as soon as possible. Mr. Harding proposed that the Parish employ a webmaster as the website needs to be kept up to date and members and the clerk are already very busy. This will need to be discussed further as there is no budget in the current year for hiring a webmaster.

### **1. Apologies for Absence**

Apologies were received from Mr. Bullions and from Mrs. Taylor and Mr. Golding (Borough Councillors).

### **2. Co-option**

The clerk informed members that she had received confirmation from the Borough that no election was called after the resignation of Mr. Crafer and the Parish Council could co-opt.

### **3. Minutes of the meeting held on 11<sup>th</sup> October 2018**

Minutes of the meeting, having been previously distributed to all members, were agreed to be an accurate record of the meeting and the Chairman signed the minutes.

### **4. Notices, Circulars and Correspondence**

- a) **Oaks Quiz on 24<sup>th</sup> November:** the clerk reminded members of the date and asked members who wished to attend to let her know
- b) **HALC AGM:** the Chairman and the clerk will attend the AGM, and the Chairman asked members to confirm whether the proposed fees for HALC for 2019 / 20 membership should be approved, and members agreed.
- c) **Men's Shed Storage Container:** the Men's Shed has taken delivery of their storage container which now means they can leave tools and materials at the scout hut. The Chairman of the Men's Shed sent out a thank you note to all organisations, including the Parish Council, who had donated funding for the container.
- d) **Worting Park Update:** the clerk informed members that she had attended the meeting at Worting House on 12<sup>th</sup> October. The proposals for the site include a development of up to 300 dwellings, and the retention of the listed house, ha-ha and walled garden. There are also plans for a community café, and a children's nursery.

- e) **Suggestions for wi-fi and recruitment / retention of councillors:** Mr. Harding had prepared a paper which was circulated to all members. Mr. Ellison agreed that using the Link to advertise what the PC does is still very important, but that using all social media channels was preferable. Mr. Harding said that it was important to invite people to become part of the PC, rather than just stating a list of actions every month. Mr. Parry said that word of mouth is also a good way to recruit new members. The clerk confirmed that she sent Information Packs to any residents who expressed an interest in joining the PC, which contained information on roles and responsibilities. It was agreed that articles covering different aspects of the roles be sent to Link each month in the run up to the May elections but the proposed articles be sent to either the Chairman or the clerk for review before submission to Link. With regards to wi-fi, it was agreed that after over one year since Virgin Media had agreed to supply wi-fi to Newfound, this still had not been done, and Mr. Harding agreed to research the options for supplying a telephone and broadband package to the site.
- f) **Disposal of Xmas Trees:** the clerk asked members for a decision on whether to move the recycling point to Kennet Way or Beach Park or to retain it at Oakley Lane for one more year. All members agreed that Oakley Lane was the most central site, and concerns were raised that even if it was moved, many people would continue to leave trees at Oakley Lane, meaning the Borough had to do two collections rather than one. The clerk was asked to inform BDBC of the decision.
- g) **Watership Down Health:** following the meeting in October the clerk contacted the PPG to ask for more information about the group, and mentioned that Ms. Altmeyer-Ennis has suggested that the Parish have a representative on the group. Mr. Elkins from the PPG responded but said that he did not see the point of having a representative from a political group, and that Oakley currently had four of the seven members on the PPG. The clerk replied, confirming that the PC is apolitical but had no response. Dr. Johnstone and Mr. Parry will forward the correspondence to Mr. Kelly from the CCG and ask him if he can help with getting the PC included in the group.

## **5. Clerk Report**

The clerk had issued her report in advance of the meeting and there were no queries or comments.

## **6. Planning Matters**

- a) **Minutes of the meetings on 18<sup>th</sup> October and 1<sup>st</sup> November:** were circulated and there were no queries or comments.
- b) **51 Hill Road:** the application was discussed at the DC meeting on 7<sup>th</sup> November, and the Committee voted unanimously to approve the application. Members thanked Councillor Taylor for her support in trying to get the application refused.
- c) **Monitoring of the Neighbourhood Plan:** Mr. Harding and the clerk attended a meeting with Robyn Kelly at BDBC, and discussed the draft monitoring report. Ms. Kelly amended the report, taking into account comments made by the Parish, and members were happy that the amended report be issued in December as an appendix to the Local Plan report.

## 7. **Working Party Reports**

### a) **Burials and Churchyards**

- i) **The Working Party report** was issued to all members in advance of the meeting.
- ii) **Church Walls:** it was agreed by all members that the Parish engage Mr. Goddard to prepare the tenders for the work required to the walls at St Leonard's, with a maximum expenditure of £1000 excluding VAT, and that tenders be sent out in time for works to be done in April 2019.
- iii) **Removal of Spoil Heap:** all members agreed to accept the quote of £1,685 (excluding VAT) from Mr. Warner for the removal of the spoil heap at the Burial Ground.

### b) **Environment**

- i) **The Working Party report** was issued to all members in advance of the meeting.
- ii) **Hill Road to Kennet Way Footpath:** Ms. Tofts will clarify the budget for the project and so the item will be carried forward.
- iii) **Horticultural Tenders:** the working party will review and let the clerk know if any of the works need to be amended.
- iv) **Main Pond:** the clerk will confirm when work will be done and arrange the skip for the arisings. Ms. Tofts met with BDBC to discuss a complete refurbishment of the pond, and a rough estimate for the works is £30,000 – this would include work to reline the pond with puddled clay, to adjust the banks to make it less steep and reduce the risk of falling in, and to replant with less invasive species. This is a major project but once undertaken should mean no major maintenance work would be required for up to 20 years.

### c) **Finance**

- i) **Approval of Payments:** it was proposed by Ms. Tofts, and seconded by Dr. Johnstone, and agreed by all members, that the following payments be approved:

| <b>Payee</b>        | <b>Amount</b> | <b>Service</b>                | <b>Status</b> |
|---------------------|---------------|-------------------------------|---------------|
| NEST                | 64.26         | Clerk Pension October         | Paid DD       |
| EE and T Mobile     | 18.86         | Clerk mobile phone            | Paid DD       |
| BT                  | 62.83         | October Landline              | Unpaid DD     |
| HMRC                | 544.38        | October Contributions         | Paid EFT      |
| BDBC                | 304.50        | October Grounds Maintenance   | Unpaid EFT    |
| M Bastick           | 734.50        | Handyman Hours October        | Unpaid EFT    |
| Larkstel            | 1938.00       | October Grounds Maintenance   | Unpaid EFT    |
| B Bedford Expenses  | 246.50        | Lights, wreaths, tea-towels   | Unpaid EFT    |
| Nigel Jeffries      | 582.79        | Sept Grounds Maintenance      | Unpaid EFT    |
| T Harrington        | 218.13        | October Cleaning              | Unpaid EFT    |
| S Harding           | 43.23         | Padlock for SID               | Unpaid EFT    |
| P Williams          | 384.40        | Lights at front of Newfound   | Unpaid EFT    |
| John Dollin         | 373.00        | Flyers and Service Sheets     | Unpaid        |
| G Fuller            | 130.00        | Bugler                        | Unpaid        |
| Malshanger Estate   | 414.03        | Rental and Water              | Unpaid        |
| Goddard Partnership | 360.00        | Church wall survey and report | Unpaid        |
| Light Works Plus    | 33.00         | PAT Testing                   | Unpaid        |

|                          |        |                                 |        |
|--------------------------|--------|---------------------------------|--------|
| Information Commissioner | 40.00  | Data Controller Registration    | Unpaid |
| W G Shenton              | 241.50 | Shower in Female Officials Room | Unpaid |

Mr. Ellison commented that the deep cleaning of Newfound as agreed in the updated cleaning protocols had not been carried out in 2018 and the clerk was asked to confirm with the cleaner when this would be done.

Ms. Tofts and Mr. Parry approved the EFT payments. It was agreed that from December 2018, EFT payments would be made for value Monday after the meeting to ensure that the approvers have sufficient time to review the payments and the clerk will communicate this to the beneficiaries.

**ii) Budget Updates:** Mr. Startin asked that all working parties submit their proposed budgets to him asap.

**iii) CCLA redemption:** the clerk informed members that the Finance Working Party had approved a redemption of £10,000 from the Money Fund, and funds were received on November 5<sup>th</sup>.

**d) Highways and Transport**

i) **The Working Party report** was circulated to members at the meeting.

ii) **Mounting rings and keys:** it was approved that £46.80 could be spent on this.

iii) **Mirror at Station Road / Rectory Road junction:** the clerk was asked to investigate whether there were any issues on siting a mirror in the conservation area. She asked Mr. Harding to send her a copy of the photograph in his report so she could forward to both the Conservation team, and the Highways team at HCC.

iv) **Speedwatch Co-ordinator:** Mr. Harding had previously informed members he would be stepping down from his role as co-ordinator in January 2019. He has prepared an advertisement to go in Link, and the clerk will put the advert on Spotted Oakley and Calling Oakley as well.

v) **Salt Bins:** Mr. Ellison asked if the working party had checked the salt bins and reported any requirements to HCC, and it was confirmed by Mr. Harding that this had been done.

vi) **Bus Shelters:** Mr. Ellison asked if the working party had in their plans for next year to inspect and undertake any necessary repairs to the bus shelters that the parish own in the village. Mr. Harding was not aware of this requirement, and Mrs. Blackman agreed to send out a copy of the fixed asset register which will show all parish-owned property/items.

**e) Publicity and Events**

i) **The Working Party report** was issued to all members in advance of the meeting.

ii) **Act of Remembrance:** Mrs. Blackman reminded any members who had volunteered to come and help that they needed to be at St Johns by 10am. She requested approval to purchase a small gift to thank Mr. Burgess for all his hard work (this is the last service he will be organizing) and all members agreed. Mrs. Blackman circulated a service sheet to the members.

iii) **Carols at the Pond:** members discussed the proposal to have a lead singer at the service, but all members agreed that they did not feel it was appropriate and the clerk was asked to thank the lady but decline the offer.

**f) Sports and Play Areas**

i) **The Working Party report** was issued to all members in advance of the meeting and there were no questions.

**8. Reports from representatives to other organisations**

a) **Andover Road Village Hall:** Mr. Hewitt informed members that in terms of the planning application, the next stage is to arrange a valuation for the exchange of land. The male toilet facilities in the hall will be updated. Ms. Tofts told Mr. Hewitt that there was a problem with the fridge in the hall kitchen, and Mrs. Blackman said she had already informed Mrs. Freeman of this issue.

b) **East Oakley Village Hall:** Ms. Tofts informed members that the AGM will take place shortly and the redevelopment plans are being worked on by Mr Mulkern.

c) **Jubliloaks/Woodlands Group:** the clerk asked if any members would volunteer to become representative for these groups but no one was able to undertake the task at present.

d) **Village Show Committee:** the clerk informed members that the schedule for the craft items and for photography and art were almost agreed, and that these would be published in the next available Link magazine.

e) **OCA:** Mr. Startin circulated a report to all members. The clerk updated this, to let members know that the fireworks had been a great success, with no complaints received about parking, and many comments saying how much residents had enjoyed the display.

**9. Confidential Items**

**Resolved:** that owing to the confidential nature of the business to be discussed, the public and press be excluded for the remainder of the meeting.

**10. The date of the next meeting** was agreed to be 13<sup>th</sup> December 2018.