



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT NEWFOUND PAVILION ON THURSDAY 14TH SEPTEMBER 2023 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 14th September 2023. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Friday 8th September '23. Councillors and the public were requested to note that this meeting was recorded by the Council and may also be subject to recording by members of the public.

Present: Cllr. Rowley (Chair), Cllr. Hayman (Vice Chair), Cllr. Ellison, Cllr. Bullions, Cllr. Chisnall, Mrs. Moody (RFO), Mrs. Beere (Clerk) and Mrs. Meyer (Deputy Clerk)

Public Session

2 members of the public attended the meeting to observe only.

Council Meeting

71/23 Apologies for absence

Apologies for absence were received from Cllr. Condliffe (ODPC), Cllr. Wain (ODPC), Cllr. Green (ODPC), Cllr. Taylor (BDBC) and Cllr. Henderson (HCC). Absent: Cllr. Archer (ODPC).

72/23 Minutes of previous meeting

Minutes of the July '23 meeting as previously circulated, were agreed to be accurate. Proposed by Cllr. Chisnall, seconded by Cllr. Rowley (Chair) and agreed by all members present the Chair signed and initialled the minutes.

73/23 Scheme of delegation to the Clerk, ref. S101

Reviewed to extend the end date to January 11th '24, currently due to expire 30th September '23. Proposed by Cllr. Rowley, seconded by Cllr. Bullions and agreed by all members present the Chair signed and updated the scheme of delegation to expire 11th January '24. Minute point noted 73/23.

74/23 Declaration of interest

Arising from this agenda, Councillors were invited to declare any relevant interests. Notwithstanding this item, Councillors may subsequently declare an interest at any point during the meeting. None were raised at this point or during the meeting on this occasion.

75/23 Urgent matters

No decisions were to be taken on these items other than to delegate to the Clerk to address or defer to next meeting:

- i. Zurich Parish Council Insurance, automatic renewal (£3190.84 ex vat Invoice No: 525940385). Noted.
- ii. Boiler upgrade Grant scheme to upgrade to a heat pump; Consultation response required, deadline 12th October '23. Deferred to the Clerk to respond on behalf of councillors. (Outcome repeated, point 84/23 ii.)

76/23 Clerk/Deputy Clerk report & correspondence received

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

- i. Newfound lockable internal storage space: Using a key safe for this door was agreed, the Clerk will oversee this before the end of the month relocating a preexisting key safe. No budget required.

MEETING PAUSED: *Cllr. Ellison arrived to join the meeting.*

77/23 Reports received from committee and current project groups:

- i. Staffing committee and Burial committee: There was no update from the staffing committee as it has not yet met. There was no update from the burial committee as it has not yet met, however a Burial working party update was circulated to all members in advance, there were no comments or queries.
- ii. Allotment advisory committee, with Oakley allotments 2023/24 plot renewals update: The advisory committee has not yet met. The Clerk circulated a general update to all members in advance, confirming with the Responsible Finance Officer (RFO) that all plot holders have now received their 2023-24 plot lease invoices. There were no comments or queries.
- iii. Project group reviewing financial regulations: This group has met numerous times over the summer months and is making good progress on the financial regulations. Whilst investigating the financial regulations, a number of concerns have been raised and these will be discussed under point 91/23 staffing. The group's members have met numerous times over the summer months, implementing the new Scribe accounting software whilst reviewing the Council's current budget and spend to date (see point 79/23 ii for further detail). This process has highlighted the need to restructure the Council's core committees and working parties. A discussion paper (see attachment A, ref: point 77/23 iii. for full details.) concerning an updated structure was put forward to members in advance by the Chair. This paper was prepared to formally outline the reality of how the council had been acting through the summer with the need to action various tasks. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Chisnall the updated structure was agreed by all members present, with more updates to follow in the future

78/23 Reports received from other groups and external organisations:

- **BDAPTC - Basingstoke and Deane Association of Parish and Town Councils**
Cllr. Rowley, Clerk and Deputy Clerk; Nothing to report.
- **OCA - Oakley Community Association**
Clerk; The Village Show that took place on the 5th August '23 on the Oakley COE Junior School playing fields was a success despite the rain storm and was well attended by members of the public. The OCA are now focusing on the Oakley and Deane annual Firework display which takes place in Newfound on the 5th November '23.
- **East Oakley Village Hall**

Cllr. Hayman and Cllr. Bullions; Nothing to report.

- **Andover Road Village Hall**

Cllr. Hayman and Cllr. Bullions; Nothing to report.

- **Jubiloaks**

Cllr. Wain (apologies received for Septembers meeting); As part of the Rangers 'Love Parks' week in August '23, Jubiloaks members successfully lead a guided walk along the Multiuser path to Battledown, answering questions about their work over the past 12 years.

- **Oakley Woodlands Group**

Cllr. Wain (apologies received for Septembers meeting); Nothing to report.

- **Oakley Support Network**

Clerk; Nothing to report.

- **Hampshire Police**

Clerk, Deputy Clerk and Cllr. Condliffe; Nothing to report.

- **OAKS - Oakley Allotment Keepers Society**

Clerk; The Council were sorry to hear that after many years the Oakley Allotment Keepers (OAKS) an organization set up to represent plot holders, has decided as of the 16th August '23 to close. OAKS have confirmed that their remaining funds of £600+ will be donated to the charity 'Thrive' who use 'Social & Therapeutic Horticulture (STH)' to make a positive impact for people living with disabilities or ill health, or who are isolated, disadvantaged or vulnerable'. There is a local connection in that they manage the walled garden at the Vyne.

79/23 Update presented by the Responsible Finance Officer (RFO) including payments for approval:

- A list of payments for August/September 2023** were circulated by the RFO to all members in advance. It was proposed by Cllr. Hayman (Vice Chair) that the following payments be made, seconded by Cllr. Chisnall and approved by all members present.

NOTE: Cllr. Ellison requested that all future Main Council meetings also include details of income. The Chair confirmed a plan was already in place to work towards this, and then confirmed with the RFO that we intend to do that for October. The new Scribe finance reports will display this information offering members and residents better visibility over our accounts.

Oakley and Deane Parish Council - Payments for approval August 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	July Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,675.33	3,210.40	July Grounds Maintenance & litter	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	July Beach Park Grounds Maintenance	Unpaid EFT
Nicola Beere expenses	153.50	184.20	Printer cartridges	Unpaid EFT
Nicola Beere (paid Ridtek direct)	60.00	72.00	Ridtek: wasp nest treatment at Andover Road allotments	Unpaid EFT
Alex Rowley expenses	11.66	13.99	Memory card for tablet	Unpaid EFT
Victoria Moody expenses	21.58	21.58	HP Instant Ink for printer £12.49 Postage re bank mandate £3.10 MTD VAT submission token £5.99	Unpaid EFT
Helen Meyer expenses	38.80	38.80	Food for coffee and chat (£26.80) and stamps/postage (£12)	Unpaid EFT
Tina Harrington	270.92	270.92	Cleaning of pavilions in June & July	Unpaid EFT
St Leonard's Centre	108.00	108.00	Hire of office space in July	Unpaid EFT
Hampshire County Council	62.21	74.65	Hand towel, toilet rolls and cleaning supplies for pavilions	Unpaid EFT
Oakley Men's Shed	110.00	110.00	Refurbishment and repair of seats in Beach Park & Avon Rd play area	Unpaid EFT

Starboard Systems Ltd t/a Scribe Accounts	1,139.00	1366.80	Scribe Accounts initial set up fee £479 Scribe Accounts annual subscription at £55 pcm = £660	Unpaid EFT
Vita Play Ltd	660.00	792.00	Replacement of 2 x swing seats at Avon Rd play area and repairs to spring rider at Beach Park	Unpaid EFT

Oakley and Deane Parish Council - Payments for approval September 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	August Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,254.83	2,705.80	August Grounds Maintenance, pitch marking & litter collection	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	August Beach Park Grounds Maintenance	Unpaid EFT
Victoria Moody expenses	3.74	4.49	HP Instant Ink charge	Unpaid EFT
Vision ICT Ltd	90.00	108.00	Biennial fee for .gov.uk domain renewal: Nov 2023 to Oct 2025	Unpaid EFT
Tina Harrington	125.04	125.04	Cleaning of pavilions in August	Unpaid EFT
St Leonard's Centre	90.00	90.00	Hire of office space in August	Unpaid EFT
SW Contract Services (Simon Warner)	5,500.00	6,600.00	Tree survey	Unpaid EFT
SW Contract Services (Simon Warner)	400.00	480.00	Reduction of churchyard trees	Unpaid EFT
HALC	10.00	12.00	Officer's update (training) - Helen	Unpaid EFT
Zurich Municipal	3,573.74	3,573.74	Annual insurance renewal premium	Unpaid EFT
Castle Water	98.45	118.14	Water supplied to Newfound pavilion, period 1 st July to 31 st Dec	Unpaid EFT
W G Shenton Plumbing & Heating	301.00	361.20	Replacement shower for changing rooms at Peter Houseman pavilion	Unpaid EFT

An Annual Governance and Accountability Return (AGAR) update: Given by the RFO; One minor question relating to the village duck pond renovation work and ongoing maintenance costs has been raised to date by the external auditors concerning the ODPC documents submitted for final review. The RFO will respond accordingly. No further action is required unless the Council is contacted by the external auditors for further information. The RFO and Council noted the deadline to publish the completion of audit paperwork on the website by the end of September.

Parish Council bank and CCLA investment signatories: The signatory update was agreed during the ODPC May '23 (AGM) Annual General Meeting (Ref: point 13/23), with additional changes made during the ODPC July '23 main meeting (Ref: point 59/23). The RFO confirmed Cllr. Chisnall's signatory rights have been confirmed, with Cllr. Hayman (Vice Chair) final set up pending update. The Clerk will also be added in due course.

ii. A verbal update was given by the Chair and RFO concerning the Councils current budget and spend review that has been undertaken over the summer months. An open table discussion (15 minutes allocated) was conducted covering the following points, with no decisions made:

- Scribe implementation update and the Councils current budget.
- An update on actual spend versus budgeted amounts.
- An update on the Councils current 2024-25 budget forecast, with timelines to be considered for the October/November budget planning process.
- This agenda item (point 79/23 ii.) will be covered again during the October 12th '23 main meeting, in further detail. Councillors will be given documents to review in advance.

- iii. The HugoFox (Oakley and Deane Parish Council website) new pricing structure was discussed following their recent upgrade announcement; Bronze (£9.99+VAT a month) or Silver (£19.99+VAT a month) package options were reviewed. All members agreed to proceed with the Bronze package. As some of our current ODPC website features will not be included in this package, a note will be added to the website to highlight any changes once the new agreement is in place. Proposed by Cllr. Hayman (Vice Chair), seconded by Cllr. Rowley (Chair) and approved by all members present.

80/23 Receive planning committee minutes – August 3rd '23

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries. The report will be signed at the next planning meeting 21st September '23.

81/23 Receive planning application summary

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries.

82/23 BDBC Local Plan update; (EPH) Economic, Planning and Housing Committee meeting held 18:30 7th September '23 at the BDBC Civic Offices.

Due to the lack of notice the Council were unable to review the lengthy BDBC report and discuss the details with members in advance, therefore the decision was made by the Chair and Clerk to attend the initial BDBC EPH meeting and observe only. A decision was required to determine how the workload related to the Local Plan and our response should be delegated. It was agreed that two members of the Council (currently, Clerk and Deputy Clerk) should attend the next BDBC EPH meeting 28th September 18:30-22:30, at the BDBC Civic Offices, and that this be discussed at the October Main Council meeting.

83/23 Highways – Matters for review and request for app purchase:

- i. Deferred from July 13th '23: New speed indication device (SID) progress update with request to purchase additional data capture app £150. Decision required on reporting format. Options: Basic reporting no additional cost, Extended report £90, Police style report £250 (See July 62/23 c. minutes for detail). The decision was made by all councillors present to defer this to the November 9th '23 main Council meeting, as budgets (Re: point 79/23 ii.) are currently under review.

NOTE: Cllr. Ellison requested that issues concerning village road markings, flood points, bus shelters, public benches and waste bins be given priority attention as we head into the winter months, and that a Highways project group be reinstated as Councillors reconvene following the summer break. The Chair requested that these matters will be included on the October '23 Council meeting agenda.

MEETING PAUSED: 8.57pm 5-minute rest break. Council reconvened at 9:02pm.

84/23 Environment - Oakley parish tree survey update:

- i. Oakley Parish tree survey conducted by Harrison Arboriculture Ltd, identified trees of concern which our preferred Tree Surgeon Simon Warner has attended to ahead of the winter months. The Clerk will conduct the tender process for the remainder of 2023 tree report, to be reviewed at the October 12th main Council meeting.
- ii. Boiler upgrade Grant scheme to upgrade to a heat pump; ODPC are required to respond to the consultation, deadline 12th October '23. Deferred to the Clerk to respond on behalf of councillors. (Decision repeated, point 75/23 ii.)

85/23 Sports Grounds and Play Areas (SG&PA) – General update:

Reports submitted by Cllr. Ellison relate to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), and facilities at Beach Park (BP). The following requests (points 85/23 i-iii.) were proposed by Cllr. Rowley (Chair), seconded by Cllr. Hayman (Vice Chair), approved and noted by all members present:

- i. Noted; The following requests to hire the PH facilities were granted:
 - a. 23/07/23 Football birthday party
 - b. 23/07/23 Celebratory picnic
 - c. 04/08/23 St Leonard's Funeral car park hire
 - d. 09/09/23 OYFC team photos
 - e. 08/09/23 SODC extra soccer event
- ii. Noted; The SG&PA approved that Basing United FC use Newfound West Pitch & pavilion facilities for all home games during 2023/24 seasons on Saturdays between 1.30-4.30pm only.
- iii. Approved; Maintenance, repair and inspection sports ground and play areas facilities:
 - a. Recommend approval that ETC Sports Services provide an annual maintenance clean/repair of the Beach Park tennis courts for 5 years at an annual cost of £800 (total £4000) from May 2024. NOTE: Alternative quotes were sort and considered.
 - b. Retrospective approval for W.G. Shenton to replace and fit new shower unit due to leak in a shower control unit in PH pavilion – cost of £221+£80 Labour. Money is in the repair & maintenance budget.
 - c. S106 part finance of the purchase & installation of a Tropico Car Climbing Unit & safety surface for Beach Park. Request the approval to put forward the 2 quotations from Ava Recreation (£10,323.03+VAT) and Vita Play (£10,749.30+VAT) to Basingstoke and Deane Borough Council.
 - i. Approval would release 60% of the cost from S106 contributions
 - ii. Additional funding from SP&PA budget: £2000 cancelled spin unit & £2300 remaining from tennis court refurbishment budget.
 - iii. Parish Council was requested to approve this course of action to secure the S106 monies to be spent before 31st March '24 deadline.
The Council also noted that using BDBC CiL funds to further support this project should be investigated, provided that it causes no delays due to the 31st March '24 deadline.
 - d. Annual PAT Testing of portable electrical equipment in the Newfound and Peter Houseman Pavilions is due in October 2023. Parish Council approve this inspection and test work, to include all staff IT equipment. SP&PA budgeted, Cost est. £84.00 ex. vat with Smart Group Electronics.
 - e. Noted; Retrospective approval to purchase 4 football corner flags & poles, and goal net ground pegs for the Newfound West pitch for use by Whitchurch United U15 and Basing United on Saturdays 2023/24 season. Cost of £63.96 ex. delivery with Net World.com
 - f. The Newfound pavilion phase one deep clean has been completed by Gleaming and Cleaning Ltd. The final phase will take place before the end of September, date to be confirmed. SP&PA requested approval of a £200 quote from Gleaming and Cleaning Ltd. to deep clean the Peter Houseman pavilion at the same time.

MEETING PAUSED: *Cllr. Ellison departed the meeting early.*

86/23 Sustainability – 2023 schedule, general update:

The following event is approved and will be funded from the approved 2023 Sustainability budget:

- i. Saving Energy and Calculating your own Carbon Footprint – Guest speaker event. Proposed October '23, the Council noted the change of date to 18th November '23.

87/23 Community Engagement update report:

- i. Parish Council St. Leonards Centre office update. A decision was required to confirm a change of office hours and location to the Newfound Sports Pavilion, for Wednesday 9-12:00 and during the Parish Council 'Coffee and Chat' hours Thursday 10:30-13:30. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Chisnall, approved and noted by all members present. The Clerk will speak with St. Leonards concerning ad-hoc meeting room hire as required. Parish Council office hours will swap to Newfound at the start of October '23.
- ii. Parish Council 'Coffee and Chat' office hours, progress report and proposal to continue over the winter months. A decision was required to continuing the activity till 31st March '24. Transferring funds previously allocated to Parish Council office hours with the proposal of a donation box and adjusted seasonal catering (Sandwiches and Soup vs. cakes and biscuits), a budget of £490 (maximum) was agreed. Proposed by Cllr. Bullions, seconded by Cllr. Rowley (Chair), approved and noted by all members present.
- iii. Debrief: OCA Village Show 5th August '23, PC report: The Parish Council had a stand onsite offering PC merchandise, village books and information concerning the Council and our Sustainability efforts. The OCA pulled together the event despite the weather, and the Parish Council stall was well attended by the members of the public that braved the rain to include our new Mayor Cllr. Leeks – The Council send their thanks.
- iv. Remembrance Sunday 2023; Date noted as Sunday 12th November '23. The Clerk is in the process of confirming a meeting with all the groups and individuals involved.

88/23 Update on HALC New Councillor Training. Cost of £800 +vat to budget

Approved at the ODPC July '23 main meeting (Ref: point 67/23), the training is recommended for all Councillors every four years. Due to busy schedules (HALC members and ODPC Cllrs.) it would be more efficient if members of the Council review the online HALC [Upcoming Training Courses | HALC \(hampshirealc.org.uk\)](https://www.hampshirealc.org.uk) and confirm to the Clerk and Deputy Clerk which of the courses they are available to attend in person or online individually or buddy up. Budget will be allocated and approved on a case-by-case basis. NOTE: Mandatory training for new councillors is: Knowledge and Core Skills.

MEETING PAUSED: *RFO departed the meeting early.*

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.

89/23 Confidential – Newfound, workshop

90/23 Confidential – Handy person, job description and advert

91/23 Confidential – Staffing, discussion

Next meeting scheduled for 12th October 2023 to be held at Newfound Pavilion

Attachment A - Ref: point 77/23 iii, adjusted in meeting

For discussion and decision at the September 23 meeting.

Planning Advisory Committee

A change to the current planning committee to make it advisory only. This committee struggles with membership due to the workload and this solution will allow more voting membership without persons needing to be a full councillor. In essence this will allow members of the community to be co-opted onto the committee and vote on the recommendations to be made (after suitable training). Non-councillor members will still be bound by the Code of Conduct and would still need to declare relevant interests.

The recommendations of the advisory committee would then be reviewed by the Clerk & Deputy Clerk, before a delegated decision is sent.

Finance & Governance (FG) Committee

This is a new committee for this year. An amalgamation of the prior years' Finance working party and Governance working party, although these groups that perform research and tasks will sit below the committee. The committee itself will have limited delegated decision-making powers, which it will delegate to the Staffing Committee. In the main it will make recommendations to full council which it ultimately reports to. Note – this cannot be an advisory committee see section 74 of NALC LTN 5e.

Finance Working Party

Operating under the FG Committee, in statute this would be classed as a sub-committee and would work with the RFO to support day-to-day finance topics under existing delegation to the RFO.

Governance Working Party

Operating under the FG Committee, in statute this would be classed as a sub-committee. Propose that the work of the existing project group to review standing orders, complete annual policy review and review financial regulations be moved under this working party.

Staffing Sub-committee

Operating under the FG Committee, in statute this would be classed as a sub-committee. This is an existing committee approved in May 2023 although it has not yet met. The change is to move it under the overarching Finance & Governance Committee. It will have delegated authority for all staffing matters, except financial decision making.

IT Working Party

Operating under the FG Committee, in statute this would be classed as a sub-committee and would work with the Clerk to support day-to-day IT topics under existing delegation to the Clerk.

Chair and Vice-Chair to be the same as the Parish Council for the top level FG committee