



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

HELD AT NEWFOUND PAVILION

ON THURSDAY 18TH JANUARY 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 18th January 2024. 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 on Friday 12th January 2024. 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. Hayman (Vice Chair, acting p.t Chair), Cllr. Rowley (Chair returning), Cllr. Bullions, Cllr. Burns, Cllr. Condliffe, Cllr. Chisnall, Cllr. Green, Cllr. Wain, Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk), Mrs. Moody (RFO) and Cllr. Golding (BDBC).

Note: Cllr. Rowley joined the meeting as he returns from a period of extended leave. Cllr. Hayman (Vice Chair) is acting Pro tempore Chair for the evenings meeting, and where required on Council matters during the transition.

Public Session 7:30 PM

Six members of the public attended the meeting on this occasion:

- Two members observing only as prospect Councillors.
- Three children in connection to the Beach Park (BP) BMX track (see agenda point 177/23 b.) accompanied by their supporting adult, requested that an asphalt pump track be considered as an upgrade to the existing BP BMX track facilities and a kickabout football goal be installed on the open grass area similar but larger to the one currently found on the Kennet Way Park. It was also noted that the BP skate park is too slippery to use during the winter season, and a multiuse asphalt pump track would be suitable for all seasons and ages. The Council thanked the children for their interest in the project. Their supporting adult was invited to email the Clerk with the children's thoughts and designs regarding the requested pump track.
- Cllr Golding (BDBC) spoke to encourage residents to respond to the Local Plan Consultation and Hospital Consultation. She also mentioned an additional neighbourhood policing officer, PC Ross Holdsworth, who will be out and about in Oakley.

MEETING PAUSED – The three children and their supporting adult departed the meeting.

Council Meeting 7:40 PM

164/23 Apologies for absence

Apologies for absence were received from Cllr. Taylor (BDBC) and Cllr. Henderson (HCC). Cllr. Archer (ODPC) is on an approved leave of absence to the end of January 2024 (see agenda point 165/23).

165/23 Extended leave of absence request; Cllr. Archer.

Proposed by Cllr. Burns, seconded by Cllr. Wain and agreed by all members present Cllr. Archer is granted an extended leave of absence till the March 2024 main ODPC meeting.

166/23 Minutes of previous meeting

Minutes of the December '23 meeting as previously circulated, were agreed to be accurate by all members present the p.t Chair signed and initialled the minutes.

167/23 Declaration of interest

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

168/23 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 if required: One matter was raised by the Deputy Clerk -

- Members of the Council (and public via social media) were encouraged to take part in the Hampshire Hospitals Foundation Trust (HHFT) Public Consultation to have their say on the future of our Health Services, refurbishing the Royal Hampshire County Hospital in Winchester and building a brand-new specialist hospital on either the existing Basingstoke and North Hampshire Hospital site or at a new location near Junction 7 of the M3. It was agreed by all members present the Deputy Clerk can contact Hampshire Together to see if a community meeting could be arranged, and if necessary book one of the Oakley village halls well ahead of the consultation deadline of midnight 17th March '24.
www.hampshiretogether.nhs.uk

169/23 Clerk/Deputy Clerk report and correspondence received

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

170/23 Reports received from sub-committees:

- Staffing sub-committee;** Cllr. Hayman (p.t Chair) gave a verbal report and there were no questions. Retrospective approval was sort on booking a meeting room in the St. Leonards Centre for the appraisals at a cost of £24. Updated room rate noted by the RFO as £26, proposed by Cllr. Hayman (p.t Chair), seconded by Cllr. Green and agreed by all members. The Staffing sub-committee terms of reference will be brought to the February '24 main meeting for review and approval.
- Noted:** The vacancy for the Parish Council Responsible Finance Officer (RFO) position will be advertised January '24. Members of the public are encouraged to contact the Clerks for information relating to the role.
- Burial committee;** Cllr. Hayman (BC Chair) gave a verbal report and there were no questions, with approval requested for Larkstel to cut back (hard) the Red Robbin shrub within the Parish Burial Ground and remove all of the waste at a cost of £125 ex vat. Proposed by Cllr. Burns, seconded by Cllr. Bullions and agreed by all members. The Burial committee will bring the updated Burial Ground Rules and Regulations document to the February '24 main meeting for review and approval.

- iv. **Allotment advisory committee;** Verbal update received concerning plot allocations for 2024. Larkstel (Grounds maintenance team) will be onsite over the next few weeks renovating vacant plots to be released to local residents on the waiting list in February '24.
- v. **Noted:** The Parish Council have renewed our subscription to the National Society of Allotment & Leisure Gardeners Ltd (NSALG).

171/23 Finance and Governance Committee; To receive committee/working group report.

- i. Cllr. Hayman (p.t Chair) had issued a verbal report and there were no questions. Priority will be given to review all ODPC policies to ensure they are up to date before the start of the new financial year April 2024, utilising NALC templates/guidelines to support this. Updated policies will be brought to the March '24 meeting ready for full Council approval. Any updates to the ODPC Financial Regulations will be postponed until a new Responsible Finance Officer (RFO) is hired.

172/23 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; Nothing to report.

East Oakley Village Hall

Cllr. Hayman and Cllr. Bullions; Urgent action is still required to recruit additional East Oakley Village Hall (EOVH) committee members. Organisers of the groups which use the Hall on a regular (ie weekly or monthly) basis are being asked to nominate an additional committee member, as without new EOVB committee members there is a risk that the Hall will have to close. The committee will be writing to the management committees of other venues in Oakley to ask if it is worth considering whether there is any potential benefit from managing venues jointly in some way.

Andover Road Village Hall

Cllr. Hayman and Cllr. Bullions; There are still concerns regarding external lighting to the Hall as a matter of Health and Safety. The Clerk will make enquiries to see if the Malshanger Estate have any plans to support this or enhance the hall internally given the pending surrounding development.

Jubiloaks

Cllr. Wain; A report was issued in advance by Cllr. Wain and there were no questions. Jubiloaks will be supporting the upcoming Parish Council 'Biodiversity Nature Walk' planned for the 27th April '24.*

Oakley Woodlands Group

Cllr. Wain; A report was issued in advance by Cllr. Wain and there were no questions. The Oakley Woodland Group will also be supporting the upcoming Parish Council 'Biodiversity Nature Walk' planned for the 27th April '24.*

*For information: The Parish Council was awarded first prize in the Hampshire Wildlife Trust's Village Nature Trail Competition in 1994. The 27th April '24 'Biodiversity Nature Walk' relaunches the award winning 'Oakley Village Nature Trail' for the next generation on its 20th anniversary, highlighting the importance of our surrounding biodiversity. The original noticeboard map for the walk which includes artwork created by Audrey Moss-Bradnam (former PC Councillor) was recently renovated by Men's Shed and will be reinstated by the village duck pond to open the event. Members of the public are encouraged to contact Cllr.

Wain via the Clerk for additional information concerning the event and how to join the walk on the day.

Oakley Support Network

Clerk; Reactivation of the Network is being considered by all founding members (St. Leonards Church, Oakley Community Association and the Parish Council) as there is a growing need for support in the village. The next meeting will take place on the 30th January '24 organised by Mrs. Knight, Evergreen advocate with Oakley and Wootton St. Lawrence Church.

Hampshire Police

Clerk, Deputy Clerk and Cllr. Condliffe; Along with PC Andy Jones, Oakley and North Waltham have recently been assigned an additional neighbourhood policing officer PC Ross Holdsworth. While our 'Local Bobby' is one of the local community contacts, should anyone need an immediate police response or wish to report a crime always contact the Police either online (www.hampshire.police.uk), via 101 or 999 if an emergency.

173/23 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. **Approval of payments for December 2023 and January 2024:** A report was circulated by the RFO to all members in advance (see attachment A Ref: point 173/23 i.). It was proposed by Cllr. Hayman (p.t Chair) that the payments be made, seconded by Cllr. Condliffe and approved by all members present. This included the approval of the 2023 Carols at the Pond donations (see agenda point 179/23 ii.)
- ii. **Update concerning our current budget with spend and income review:** Noted by all members of the Council present.
- iii. **Request to approve one of the Parish litter pickers request to be paid in 12 equal amounts over the year, rather than the number of weeks on a month:** Noted by all members of the Council present, it was agreed this come in to affect immediately for the remainder of the current financial 2023/24 year and continue henceforth. A letter will be provided by the RFO to the litter picker to confirm this with the new monthly breakdown.
- iv. **Members to review the final draft 2024/25 Parish Council budget for approval and agree the Parish Precept for 2024/25:** The Parish Council is required (in law) to agree a budget before it can set its Precept. The Precept is a tax, included within the local BDBC Council Tax, which enables the Parish Council to perform its functions. When calculating the Precept, the Parish Council takes into consideration current year's spending levels for ongoing services for which it is responsible, as well as ensuring there is a sensible level of reserves. All members of the Council present approved the 2024/25 proposed budget with a 15% Parish Precept increase by majority vote, 5 members for with 3 against. The RFO will submit Oakley & Deane's precept request form to BDBC.

Noted: the RFO email address has been updated to rfo@oakleydeane-pc.gov.uk

MEETING PAUSED – Cllr. Golding (BDBC) departed the meeting.

174/23 Planning Advisory Committee:

- i. **The January 11th '24 Planning Advisory Committee meeting minutes to be received and approved:** Circulated by the Deputy Clerk in advance the minutes were agreed to be accurate by all Planning Advisory Committee members present, Cllr. Bullions signed the minutes.
- ii. **Receive planning applications and decisions report:** Circulated by the Deputy Clerk to all members in advance, there were no comments or queries; Noted by members present.

- iii. **Noted:** Tuesday 5th March '24 Local Plans and Local Policy for Local Councils HALC Online Course - Cllr. Condliffe attending.
- iv. **Noted:** Email from resident re. unfinished state of Poets Meadow. The Deputy Clerk spoke to a resident and contacted Katharine Scardifield, Compliance & Delivery Officer at BDBC. Cllr. Taylor (BDBC) has also been made aware of the situation and is contacting the Development Manager for advice. Resident has contacted HCC & Foremans about the issues.
- v. **Noted:** Local Plan - Email from Cllr. Konieczko (BDBC) re. the 'five year land supply' criteria for planning decisions - new version of the National Planning Policy Framework means that BDBC need to demonstrate a 'four year land supply'. Currently stands at 4.6yrs.

9th January '24 BDBC Cabinet Meeting - Local Plan Update was approved by BDBC to move forward for Regulation 18 (public) Consultation; Noted by members present.

29th January '24 at 7.30pm Newfound Pavilion – Cllr. Andy Konieczko (BDBC) and Cllr. Harvey (BDBC) meeting the Parish Council. Noted by members present and that attendance is required.

175/23 Highways – Matters to review:

- i. **Noted:** The Clerk will be meeting with the St. Leonards Pre School on the 23rd January '24 to discuss Rectory Road and Station Road signage and speeding concerns. A meeting will also be arranged with Cllr. Henderson (HCC) to follow up on all Parish highways matters pending attention/support.
- ii. **Noted:** The Speed Indicator Device (SID) located on the B3400 is out of sync due an app. upgrade pending via Traffic Technologies Ltd.

176/23 Environment – Matters for review:

- i. **Parish Handyperson;** Verbal progress update was give by the Clerk. The winter work schedule is being reviewed and costed up to keep with the remaining budget available for 2023/24.

177/23 Sports Grounds and Play Areas – General update and maintenance works for approval:

- a. 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. **Approval requested for the proposed pitch & pavilion fee increases from 01.04.24:** Proposed by Cllr. Condliffe, seconded by Cllr. Hayman (p.t Chair) and agreed by all members. The Clerk will notify all relevant Sports teams according, the Deputy Clerk will update the ODPC website in due course.
 - ii. **Retrospective approval (\$101) for Peter Houseman replacement goal posts following an act of vandalism. Larkstel: Total £1,672 ex vat to include parts, labor and waste removal:** Proposed by Cllr. Rowley, seconded by Cllr. Hayman (p.t Chair) and agreed by all members. All affected PH matches have been transferred to NF.
 - iii. **Noted:** The annual Newfound pavilion Gas and Boiler service is due to take place 19th January '24 with WG Shenton Ltd. The annual Peter Houseman and Newfound Fire Alarm service with Guardwell Securities and portable fire appliances annual inspection with Peterlee Fire is due to take place on 23rd January '24.

- iv. **Noted:** The football season will be extended into May '24 by three weeks, due to the current weather conditions and waterlogged pitches. The Clerk and SGPAWG will contact all sports teams to discuss this in due course.
- v. **Noted:** Gleaming and Cleaning Ltd. will be cleaning both Oakley sports pavilions weekly on Mondays. They commenced on Monday 8th January '24.
- b. **Approval requested to set up a working group to review the BP BMX track, with delegated authority to speak with local BMX users and other interested parties.** Proposed by Cllr. Hayman (p.t Chair), seconded by Cllr. Wain and agreed by all members. Cllr. Burns and Cllr. Green volunteered as working group members. (Refer to the above 7:30pm Public Session minutes for further information relating to the BP BMX Pump Track)

178/23 Sustainability – Thermal Camera bookings update.

A verbal report was given by Cllr. Wain, this containing an update concerning how many local residential thermal camera bookings were yet to be conducted (cold weather needed, 20 remaining) this winter season with support from two local volunteers. Thanks to a National Lottery Grant the Parish Council are now in receipt of their own Thermal Camera, currently being using alongside one on loan from BDBC. The service helps identify areas of heat loss in the home. If members of the public are interested in booking a home visit, they can contact Cllr. Wain via the Clerk. The Deputy Clerk will be reviewing the Council options to purchase an additional Therman Camera via the current Grant to support booking demand.

179/23 Community Engagement – General update and approval requested on the following event:

- i. **The Annual Parish Meeting (APM) is due to take place on the 24th April 2024 at the Oakley Junior School main hall.** Approval was requested to delegate authority to the Clerk and Deputy Clerk to organise and invite guest speakers at the event. Proposed by Cllr. Hayman (p.t Chair), seconded by Cllr. Green and agreed by all members.
- ii. **Carols at the Pond 2023 raise a total of £236.30 in donations.** These were to be split between the Oakley Gardening Club, Jubiloaks and Woodland Group with £40 to the Methodist Church for electricity used. The Woodland Group have kindly declined the offer; Approval was requested to now split the donations just between Oakley Gardening Club and Jubiloaks. Proposed by Cllr. Hayman (p.t Chair), seconded by Cllr. Condliffe and agreed by all members. The Council send their many thanks to all who support the event.
- iii. **Carols at the Pond 2024;** Approval was required to purchase 50 additional Carol sheets out of season at £27 ex vat, with delegated authority to the Clerk to confirm the order. Proposed by Cllr. Bullions, seconded by Cllr. Burns and agreed by all members.

Reminder noted: The BDBC Christmas Tree recycling point for Oakley is located on St. Johns Road near the Scout hut and play area. Available till Sunday 28th January '24.

180/23 Progress update on HALC Councillor Training. (see 174/24 iii for Planning training)

The Clerk will circulate the upcoming Hampshire Association of Local Councils (HALC) training courses available. Members of the Council are to confirm if there are any particular courses they wish to attend. It is recommended that all Councillors (every four years undertake the Knowledge and Core Skills training course. Councillor and Clerks BDBC Code of Conduct training took place on the 15th and 16th January '24, the Clerk will circulate a copy of the BDBC presentation to all members.

MEETING PAUSED – Members of the public observing departed the meeting; The Council thanked them for their interest and asked that they get in contact with the Clerk should they have any questions.

Council Confidential Matters 9:25 PM

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.

181/23 Confidential matters – Updates to Parish Council staff contracts, verbal update.

182/23 Confidential matters – Village Waste Management

Next meeting will be on the 8th February 2024 to be held at Newfound Pavilion.

Attachment A Ref: point 173/23 i. - Approval of payments for December 2023 and January 2024

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
298 Tree maintenance	19/01/2024		Lloyds Bank Treasurer		Fence repair to private property	RC Saunders Limited	S	75.00	15.00	90.00
										90.00
299 Contract costs	19/01/2024		Lloyds Bank Treasurer		Emptying of litter bins	RC Saunders Limited	S	320.00	64.00	384.00
										384.00
300 Grounds maintenance contra	19/01/2024		Lloyds Bank Treasurer		Grounds maintenance	Larkfield Ltd	S	2,161.33	432.27	2,593.60
										2,593.60
301 Membership subscription	19/01/2024		Lloyds Bank Treasurer		The National Allotment Society	The National Allotment Socie	S	55.00	11.00	66.00
										66.00
302 Grounds maintenance contra	19/01/2024		Lloyds Bank Treasurer		Beach Park Grounds Maintenan	Scotell Landscapes Ltd	S	980.00	196.00	1,176.00
										1,176.00
303 Grounds maintenance contra	19/01/2024		Lloyds Bank Treasurer		Grounds maintenance	Scotell Landscapes Ltd	S	296.66	59.33	355.99
										355.99
304 Maintenance and repair	19/01/2024		Lloyds Bank Treasurer		PAT inspection/testing	Smart Electrics Group	S	65.00	13.00	78.00
304 Maintenance and repair	19/01/2024		Lloyds Bank Treasurer		PAT inspection/testing	Smart Electrics Group	S	65.00	13.00	78.00
										156.00
305 Tree maintenance	19/01/2024		Lloyds Bank Treasurer		Tree works as per survey	S W Contract Services	S	3,810.00	762.00	4,572.00
										4,572.00
306 Postage	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	E	0.75		0.75
306 Office supplies	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	X	7.00		7.00
306 Newfound Thursdays	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	X	25.00		25.00
306 Annual events	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	X	56.79		56.79
306 Office supplies	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	X	69.10		69.10
306 Maintenance and repair	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	S	6.04	1.21	7.25
306 Annual events	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	S	0.83	0.17	1.00
306 Uncategorized	19/01/2024		Lloyds Bank Treasurer		Coffee and chat, Christmas ma	Nicola Beere	S	1.12	0.23	1.35
										15.00
307 Water	19/01/2024		Lloyds Bank Treasurer		Water charges for Peter House	Castle Water Ltd	E	80.18		80.18
										80.18
308 Contract costs	19/01/2024		Lloyds Bank Treasurer		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	768.00
										768.00
309 Annual events	19/01/2024		Lloyds Bank Treasurer		Donation from Cards at the Pc	Jubiloaks	X	118.15		118.15
										118.15
310 Annual events	19/01/2024		Lloyds Bank Treasurer		Donation from Cards at the Pc	Oakley Gardening Club	X	118.15		118.15
										118.15
311 Rent of office space	19/01/2024		Lloyds Bank Treasurer		Rent of office space at St Leon	St Leonard's Centre	X	26.00		26.00
										26.00

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
312 Annual events	19/01/2024		Lloyds Bank Treasurer		Contribution to electricity for C	Oakley Methodist Church	X	40.00		40.00
313 Track repairs	19/01/2024		Lloyds Bank Treasurer		Filling in potholes on Newfourn	Norman Goodyear Plant Hire	X	790.00		790.00
313 Track repairs	19/01/2024		Lloyds Bank Treasurer		Filling in potholes on Newfourn	Norman Goodyear Plant Hire	X	290.00		290.00
Total								10,112.10	1,695.21	11,807.31
										1,080.00

Prepared by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role