



OAKLEY AND DEANE PARISH COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD AT NEWFOUND PAVILION

ON THURSDAY 14TH MARCH 2024 7:30 PM

Councillors of Oakley and Deane Parish Council are summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 14th March 2024. Members of the press and public are also invited to attend.

The public session will commence at 7:30 PM followed by the 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

202/23 Apologies for absence

203/23 Minutes of previous meetings

Minutes of the meetings held on February 8th '24 and February 29th '24 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.

204/23 New ODPC Councillor co-option

205/23 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.

206/23 Urgent matters

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

207/23 Clerk/Deputy Clerk report and correspondence received.

208/23 Reports received from Parish Council groups:

- i. **Staffing sub-committee;** To receive the sub-committee report:
 - a. Submitted for approval. Template NALC contract (non green book version) to be used as base for new ODPC staff contract.

- b. To note interviews for the Responsible Finance Officer (RFO) position, commence April '24. Applications close end of March '24.
 - c. To note the Council is now recruiting for a village waste warden to empty the Oakley village bins on a weekly basis into our main bins; Part time flexible hours available, hourly rate paid monthly. Request delegated authority to the Clerk and Staffing sub-committee to recruit for the position.
- ii. **Burial committee;** To receive committee verbal report.
- iii. **Allotment advisory committee;** To receive advisory committee verbal report;
 - a. Request permission to co-opt Mr. Pryce (allotment holder) onto the ODPC allotment advisory committee.
 - b. To note the S101 delegation of £80 with Tree Surgeon Simon Warner to remove a dangerous tree at the Andover Road allotment site was approved 16th February '24.

209/23 Finance and Governance Committee; To receive verbal report.

- i. Internal Auditor; To receive verbal update from the RFO and to note the internal audit will be conducted by Do the Numbers Ltd. commencing 21st March '24 and AGAR part on 10th June '24.
- ii. Request approval for the adoption of the following policies created in accordance with the National Association of Local Councils (NALC) templates/guidelines, adjusted to reflect Oakley and Deane Parish Council:
 - a. Expenses Policy
 - b. Absence and Sickness

210/23 Reports received from other groups and external organisations:

BDAPTC – Basingstoke and Deane Association of Parish and Town Councils, OCA - Oakley Community Association, East Oakley Village Hall, Andover Road Village Hall, Jubiloaks, Oakley Woodlands Group, Oakley Support Network and Hampshire Police.

211/23 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. Approval of payments for February and March 2024.
- ii. Update concerning our current budget with spend and income review.
- iii. Approve the allocation of some unspent funds to reserves ahead of the new 2024/2025 year. Approve minor adjustments to reserves for better tracking purposes.
- iv. To note CIL funds received and unspent to date will be allocated to relevant budgets.

212/23 Planning Advisory Committee:

- i. The March 7th '24 Planning Advisory Committee meeting minutes to be received and approved.
- ii. Receive planning applications and decisions report.

213/23 IT Projects – Request approval from the Council on the following matters:

- i. A decision on a collaboration platform:
 - a. Option 1 – continue with current Ragic implementation.
 - b. Option 2 – move to a Cloud collaboration platform, recommendation Microsoft 365. Total annual cost for approval £1416 vs current spend of £2422.
- ii. Based on recommendation; Co-option of member of the public, Connor Crawford, to the IT Working Party to work on the implementation of the chosen collaboration platform.
- iii. Based on recommendation; Proceed with CloudyIT data architecture, arranging scoping meeting to determine next steps at cost of £97.50.

214/23 Highways – Matters to note:

- i. Members of the Council will be meeting with Cllr. Henderson (HCC) on the 20th March '24 to discuss all highways matters within the village to be taken forward to the Highways Commissioner. This includes speed concerns, speed limits, road markings/signage and flood points across Oakley and Deane.

215/23 Environment – General update:

- i. Parish Handyperson; Verbal progress update.
- ii. Replacement ODPC Black Wheely Bin: Approval requested to order a new replacement bin at £50 from the Brough Council.
- iii. Approval requested to repair the base of 16 village waste bins, at a total cost of £600 (Quote ref: QTE490 cost per unit £30 ex vat) via RC Saunders Ltd.

216/23 Sports Grounds and Play Areas – Matters to note:

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. Request approval to roll the Newfound outfield with a tractor field roller in advance of the Cricket 2024 season at a cost of £500 ex vat with Larkstel Ltd.
- ii. Request approval to pay Scofell Landscapes Ltd. for the completion of delayed maintenance works to the Beach Park play and park area. Quote ref. 7463 at £400 ex vat.
- iii. Request approval for RC Saunders Ltd. to adjust the positioning of some of our play and park bins due to littering within the parks. Quote ref. QTE489 at £180 ex vat.
- iv. Request approval for RC Saunders Ltd. to weed kill and pressure wash the play surfaces in the play areas at BP, ARPA and UFRPA. Quote ref. QTE49 at £480 ex vat.
- v. The Peter Houseman field bins were recently set on fire again causing damage which has been reported to the Police. Members of the public are encouraged to step forward with any information relating to Parish vandalism, contact the Clerk confidentially on clerk@oakleydeane-pc.gov.uk or Police on 101 for non-emergency criminal matters.
- vi. Members of the Council would like to thank Men's Shed for making and installing new name plates at Parish play and park areas.

- vii. The SGPAWG have agreed that Soccer School of Development Centre (SODC) will be transferred to the NF on the Friday 24th May '24 while Oakley Youth Football Club (OYFC) use PH for their annual tournament running 24th – 26th May '24. Retrospective approval is requested from the Council.
- viii. The SGPAWG have granted the use of the NF to Oakley Cricket Club commencing 18th May '24 and St. Mary's Cricket Club commencing 11th May '24 for this year's Cricket season, running till August 31st '24. Retrospective approval is requested from the Council.

217/23 Sustainability – General update and approval requested on the following event:

- i. The Oakley Biodiversity Nature Walk, rescheduled to May 2024; Verbal update with request to hire the Methodist Chapel Hall for tabletop displays and public refreshments on the 18th May '24 at a cost of £25 for the duration of the event.
- ii. Reminder: 'Understanding your Carbon Footprint' guest speaker event takes place on the 17th April '24 at the Oakley Junior school 7:30 PM to 9:30 PM. All are welcome.
- iii. Thermal Camera bookings; Verbal progress update, and to note the Parish Council is now in receipt of a second Thermal Camera to support booking demand.

218/23 Community Engagement – Approval requested on the following:

- i. Parish Council merchandise; Approval requested to run a repeat order with Countryside Art Ltd. at a cost of £261 ex vat for printed tea towels qty 100, utilizing 2023/24 Community Engagement approved budget. Funds raised from all donations are used to support the Parish Council Coffee and Chat public drop in, Thursdays 10:30-13:30 in the Newfound Sports Pavilion.

219/23 Confidential matters – Insurance

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.

220/23 Confidential matters – Newfound Sports Grounds: Land and compound ownership update

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.

221/23 Confidential matters – Village Waste Management

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.

222/23 Confidential matters – Staffing Clerk Employment

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.

Next meeting will be on the 11th April 2024 to be held at Newfound Pavilion.

PARISH COUNCIL VACANCIES

- Responsible Finance Officer (RFO)
- Deputy Clerk
- Village Waste Warden
- **We also have Councillor vacancies!**

If you would like to find out more about either of the roles please email the Clerk, Nicola Beere: clerk@oakleydeane-pc.gov.uk