

MINUTES OF THE EXTRAORDINARY MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON MAY 6TH, 2021 via Go To Meeting

Present: Mr. Parry (Chairman), Mr. Adams, Mr. Bealing, Mr Bullions, Mr. Ellison, Mrs. Hayman, Mr. Harding and Mr. Startin. Mrs. Meyer (deputy clerk) also attended.

1. Apologies for Absence

Apologies were received from Ms. Hobden and Mrs. McCullins, and from Mrs. Taylor and Ms. Golding.

2. Resignation of Councillor

The clerk informed members of the resignation of Dr. Johnstone who has moved out of the area. Members thanked Dr. Johnstone for her services during the six years she was a Parish Councillor and extended their good wishes for the future. The Borough have been informed of the vacancy and will advise the clerk once a co-option can take place.

3. Appointment of Chairman

Mr. Ellison proposed, and Mr. Adams seconded, that Mr. Parry be elected chairman for the coming year. Mr. Parry agreed to accept the nomination but noted that he would not serve more than 4 years, as he felt that the role should be time limited. All members voted in favour of Mr. Parry and he accepted the role. As no members volunteered to be considered for the role of vice-chairman that role was unfilled.

4. Governance Statement for AGAR 2020/21

The clerk had distributed the Governance Statement to all members in advance of the meeting, and all members confirmed that the statement was correct and that it should be signed by the clerk and the chairman.

5. Membership of working parties and committees, and representatives to other organisations.

All members were asked to return the schedule to the clerk, indicating which working parties/committees/other organisation they wished to join for the coming year and the clerk confirmed the final list, which will be posted onto the PC website.

6. Delegation of authority for business-critical decisions if PC are unable to meet due to revocation of legislation allowing virtual meetings.

The clerk circulated a temporary draft schedule of delegation (effective until 1st August 2021) under Scheme of Delegation (S101) of the Local Government Act 1972. This would allow delegation of the powers (apart from those incapable of delegation) to an officer. In this case, the clerk is the Proper Officer of the council and therefore powers would be delegated to her, and a minimum of two of the following councillors: Mr. Parry, Mr. Ellison, Mr. Harding and Mr. Startin.

This would allow business critical functions to be carried out during the period where virtual meetings are no longer valid (as from 7th May 2021) until the COVID rules allow indoor meetings (currently due late June 2021).

All members agreed that the scheme of delegation should be adopted as from 7th May 2021. Should a very urgent matter arise that needs full council approval an extraordinary meeting can be called and held outside if necessary.

7. Minutes of meeting held on April 8th, 2021

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. However, the clerk requested that members authorise her to show in the May meeting minutes that item 2 on the April minutes, being the Deane Annual report, where it was mentioned that the All-Saints PCC had commented that they were treated less favourably by the PC than St Leonard's had been clarified, and this was not correct and should have been removed from the report. Members agreed that this could be done.

8. Clerk/deputy clerk report

The clerk and deputy clerk had issued their report in advance and there were not comments or queries.

9. Planning Matters

- a) **Minutes of the Planning Meetings held on 15th April and 29th April** were circulated to all members. There were no comments or queries.
- b) **Summary of planning Applications and Decisions April/May** was issued by the deputy clerk and there were no comments or queries.
- c) **Notice of Appeal from Wates re 110 dwellings in Station Road:** the clerk confirmed that a meeting would be held on 12th May where the Borough Planning Officer, the Ward Councillors and other interested parties would be able to speak with the barrister appointed to lead the defence of the appeal. The clerk and deputy clerk are attending the meeting.

- d) **Virtual meetings:** the clerk informed members that the Planning Committee had agreed at the meeting on 29th April to continue to meet virtually, as they are not making decisions commit the PC, they are making comments as statutory consultees in the Planning process. As such their decisions cannot be overturned, and therefore they can continue to meet, to review all planning applications as a service to Oakley and Deane. Members of the public are welcome to join in the virtual meetings and agendas and minutes will be published as normal.

10. **Working Party Reports**

a. **Burials and Churchyards**

- a) Mr. Startin confirmed he had completed the Risk Assessment which will be reviewed at the next meeting.

b. **Environment**

- a) **Canterbury Garden Allotments:** Mr. Harding confirmed that we are still awaiting the release of the land from Bewley Homes and that no water connections appear to be in place so far. The clerk confirmed that there are now 32 residents on the waiting list.

c. **Finance**

- a) **Approval of Payments:** it was proposed by Mr. Harding and seconded by Mr. Ellison, and agreed by all members, that the following payments be made:

| Payee | Charge to Budget | Total Cost | Service | Status |
|--------------------|------------------|------------|--|------------|
| NEST | 116.06 | 116.06 | Clerk Pension April | Paid DD |
| EE and T Mobile | 42.00 | 50.40 | Clerk mobile phone | Paid DD |
| HMRC | 656.10 | 656.10 | April Contributions | Unpaid EFT |
| Scofell | 296.66 | 355.99 | April Grounds Maintenance | Unpaid EFT |
| M Bastick | 287.00 | 287.00 | Handyman Hours April | Unpaid EFT |
| Larkstel Ltd | 1698.00 | 2109.60 | April Grounds Maintenance /marking out | Unpaid EFT |
| Nigel Jeffries | 587.92 | 705.50 | March Grounds Maintenance | Unpaid EFT |
| Malshanger Estates | 153.59 | 153.59 | Water for allotments | Unpaid EFT |
| Malshanger Estates | 250.00 | 250.00 | Rental for allotments | Unpaid EFT |
| | | | | |
| BT | 14.00 | 16.80 | Mobile hub April | Paid DD |
| BT | 38.27 | 45.92 | Office phone April | Paid DD |
| | | | | |

| | | | | |
|--------------------|-------|-------|----------------------------------|------------|
| HCC | 33.88 | 40.66 | Supplies for cleaning | Unpaid EFT |
| B Bedford Expenses | 70.00 | 70.00 | Wreath for memorial service S137 | Unpaid EFT |

Mr. Harding and Mr. Parry approved the EFT payments.

d. Highways and Transport

- a) **SID:** Mr. Harding confirmed that the new SID was being repaired and was now situated in Oakley Lane.
- b) **Deane: speeding:** following a request from Mr. Law, the clerk and Mr. Harding agreed to contact Mr Law to arrange a suitable location for the SID device to be placed to monitor speeds and traffic volumes in Deane.

e. IT/Governance

IT: Working party report was issued and there were no comments or queries.

Governance: the clerk will contact members to arrange a meeting of the working party.

f. Publicity and Events

Roaming Village Show: the clerk asked members if they wanted the PC to have a stall at the show on 26th June and if so, what they wanted to exhibit. She asked for responses by the end of the month so she could book a table on the map.

Welcome Packs: the demand for welcome packs shows no sign of slowing down, even though most of the properties in Canterbury Gardens and Poets Meadow are now occupied. The clerk asked if she could be helped with the distribution by other members of Community Kindness provided it was made clear that the packs were paid for and issued by the PC, and all members agreed.

g. Sports and Play areas

Mr. Ellison issued **a working party report** in advance of the meeting and there were no comments or queries. Mr. Ellison commented how busy the Sports and Play areas WP had been recently, especially with the cross over from football to cricket at the end of April.

Members were asked to note the following decisions:

- St Mary's CC to play a friendly match at NF on 24/4.
- Event to be held at PH on 22nd May – the clerk has confirmed there will be no overlap with football on the day. Full litter pick required after the event and pitches not to be damaged as following day is a normal Sunday schedule.

Members were asked to approve the following:

Modification to the Sports Pitch and Facilities Hire agreement, incorporating the £50.00 call out charge for misuse of alarms resulting in the requirement of the clerk or WP member to reset alarms etc. All members agreed.

Play Area and Play Equipment policy: following the decision of the PC to opt out of the BDBC charging scheme as of 31/5/2021 the document outlines the review processes, in accordance with national guidance (and after consultation with our insurers). All members agreed.

11. Reports from representatives to other organisations.

Andover Road Village Hall: nothing to report.

East Oakley Village Hall: nothing to report.

Jubiloaks/Woodlands Group: nothing to report.

Village Show Committee: nothing to report.

Oakley Community Association: Mr. Startin issued a report in advance of the meeting and there were no questions or comments

Community Kindness: nothing to report.

Oakley Support Network: nothing to report.

Love Oakley? Go Green: nothing to report

12. Confidential Items

RESOLVED: that owing to the confidential nature of the business to be discussed, the public and press be excluded from the remainder of the meeting.

13. Date of the next meeting is June 10th if COVID restrictions allow.