

## **MINUTES OF THE ANNUAL GENERAL MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 10<sup>TH</sup> MAY 2018**

**Present:** Mrs. Blackman (Chairman), Mr. Bullions, Mr. Crafer, Mr. Ellison, Mr. Harding, Mr. Hewitt, Dr. Johnstone, Mr. Leslie and Mr. Startin. Two members of the public attended the meeting.

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

Apologies were received from Mr. Bealing, Mr. Law, Mr. Parry and Ms. Tofts, and from Mrs. Taylor and Mr. Golding (Borough Councillors).

### **2. Appointment of Chairman**

The clerk reminded the members that the appointment of a Chairman required that the person proposed should be present at the meeting. There were no proposals from any of the members present so Mrs. Blackman, as she has remained a councillor, was re-elected Chairman unopposed for the coming year.

### **3. Appointment of Vice-Chairman**

Mrs. Blackman explained to members that the office of Vice-Chairman required a great deal of work in supporting the Chairman and the council in general, and that the person taking the role would have to be able to stand in for the Chairman at short notice. As no proposals were made, and it is not mandatory to have a vice-chairman, it was agreed that the office should remain vacant until further notice.

### **4. Co-option of new Councillor**

The clerk had informed the members that as a result of Mrs. Gavin's resignation she had contacted the Borough Council who had in turn advised that no election had been called and so the Parish Council could co-opt a new member. Mr. Bullions proposed that Mr. Harding be co-opted to join the Parish Council and Mr. Ellison seconded, and all members agreed. Mr. Harding accepted and all members introduced themselves and welcomed him.

### **5. Appointment of Planning Committee and Working Parties**

In April members were asked to complete a schedule showing their choices of Working Parties and based on this a list of members and the Working Parties was distributed to all members in advance of the meeting and all were in agreement. All Working Parties and the Planning Committee will need to appoint a Chairman / lead and to decide who is responsible for arranging meetings and writing reports.

### **6. Appointment of Representatives to Other Organisations**

In April members were asked to complete a schedule showing their choice of organisations to which the Parish Council has representatives, and based on this document, a list was distributed to all members in advance of the meeting. All members were in agreement.

### **7. Minutes of the meeting held on 12<sup>th</sup> April 2018**

The 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.

### **8. Annual Parish Meeting for Oakley**

The clerk reported that approximately 60 residents had attended the meeting. There were two items that had been raised which she had taken forward:

- a) **Notice Board at One-Stop:** one of the residents had asked if another notice board could be put up in the village, and suggested that the area outside One-Stop could be an appropriate location. The clerk spoke to the manager of the store who agreed to speak to Head Office and also said that the store would consider providing the board to the Parish Council as a community asset.
- b) **Future attendance at a meeting by Manydown:** as Manydown had not attended the APM, one of the residents asked if they could be invited to a future meeting instead. However, after discussion with the Borough Councillors, it was suggested to the clerk to wait until some negotiations with Hampshire County Council about road access had finished, as otherwise Manydown would not be able to comment on on-going discussions. Mrs. Blackman confirmed that roads were probably the area that would elicit most questions from residents, and so everyone agreed to postpone any future meeting until Manydown were able to speak about this topic.

**9. Accounts for the year ended 31 March 2018**

The unaudited accounts had been circulated previously to all members. Mr. Startin asked about the item for 'monies received in error' which had not changed from the previous year. Mrs. Blackman explained that this related to two receipts from Basingstoke and Deane Borough Council and that having been informed of the error had failed to request their repayment to date. It was proposed by Mr. Ellison and seconded by Dr. Johnstone that the accounts be agreed, and it was agreed unanimously. The accounts were signed by the Responsible Finance Officer (the clerk) and Mrs. Blackman.

**10. Notices, Circulars and Correspondence**

- a) **Borough Council elections:** the clerk informed members that Councillor Frost had been re-elected and that she had sent him a message of congratulations. She also informed members that Councillor Taylor was to be proposed as Deputy Mayor that evening and that she would inform members when the decision was announced.
- b) **Village Agent:** the clerk informed members that the Village Agents from Overton, who were intending to speak to the members at the June meeting, were not able to attend as their HCC funding had been cut and the future of the project was not secure. However, she then received a message from Age Concern stating that they were working on alternative sources of funding and should that be successful the scheme would continue and a representative would be happy to attend a future meeting.
- c) **Invitation to the Inaugural AGM of the Men's Shed:** the chairman and the clerk will attend the AGM on Monday 14<sup>th</sup> May.
- d) **Contact list for clerk's holiday:** the clerk is away from 26<sup>th</sup> May, returning to work on 4<sup>th</sup> June. She circulated a list of contact numbers for contractors etc and also agreed to send out to all members the key codes to the safes outside her house. Ms. Tofts has kindly agreed to have the mobile phone and laptop but will call on members if there are any visits to be made while the clerk is away.

- e) **Letter from resident re traffic planning:** at the APM a resident asked if there was an overall traffic planning policy that covered not just each development separately but as a whole. The resident then contacted the Chairman to clarify the question, and the resident will be asked to attend the MP meeting to ask Mr. Malthouse directly. Also, the Planning Committee and Highways WP will work together to collate information to support the request.

#### **11. Clerk Report**

The Clerk had circulated her report to all members in advance of the meeting. There were no queries, but she mentioned that there was residual damage to the tarmac surface in the skate park after the fire that had been lit there, and Mr. Ellison proposed, and all members agreed, that she should contact Mr. Goodyear to ask him to repair the damage as soon as possible.

#### **12. Planning Matters**

- a) **Minutes of the meeting of the Planning Committee** held on April 12<sup>th</sup> were circulated to all members and there were no queries or comments.
- b) **Beech Tree Close Reserved Matters application:** the clerk had printed off and collated all the new documents relating to house layout and appearance, and these were given to Mr. Hewitt for review. The clerk was asked to provide the Planning reference to all members so they could see the site layout. Mrs. Blackman reminded members that the issue of open space management was still not decided, and the clerk agreed to resend the response to the previous application to Planning members for further discussion. Mr. Ellison pointed out that too many small play areas were harder to maintain and so it might be more effective to not put in a play area at each development but to consolidate facilities.
- c) **Sainfoin Lane:** Mr. Crafer declared an interest. The clerk informed members she had received an email from a resident in Sainfoin Lane, referring to a letter sent by Mr. Lowry, stating that he would be having all the hedgerows that back onto the lane from his property removed (with work commencing very soon) in order to undertake a topographical survey before submitting a planning application. The clerk forwarded the email to the Borough Council and they contacted both Planning and Biodiversity departments and are awaiting a response.

#### **13. Working Party Reports**

- a) **Burial Ground and Churchyard**
  - i) **Working Party Report:** was issued to all members in advance of the meeting. The date of the meeting with the surveyors for the church walls was agreed to be Monday 11<sup>th</sup> June and the clerk was asked to confirm this.
  - ii) **Grass cutting:** there has been a significant issue with the cutting of the grass and other maintenance of the Burial Ground and of the churchyard. The clerk has received many emails and calls of complaint and has contacted the contractors daily for an update on when the work will be done. She had received no reply to her requests so informed the contractor they will not be paid until the work is done to a satisfactory standard. The clerk

was asked to contact other contractors to obtain a price for a one off visit to carry out the work should the contractors fail to resolve the issues.

**iii) Letter from Mr. Hall:** the clerk received a letter from Mr. Hall complaining about the unkempt state of the Burial Ground. The Working Party will draft a reply for the clerk to send in response.

**b) Environment**

**i) Working Party Report:** although there was no formal report, Mrs. Blackman updated members with the main points discussed at the meeting on 5<sup>th</sup> May. The quote for Kings Orchard wild flower area was received but as it exceeds £500.00 two other quotes will be required. Dr. Johnstone confirmed that it was too late to plant for this season, so the work would be done in the autumn and the clerk will identify and contact two other landscaping companies.

**ii) Bench at School layby:** Mr. Hall has asked that a memorial bench in memory of his late mother be positioned on Oakley Lane, near to the school layby. Subject to the area being suitable (it is believed there are several utility supplies that are situated in that area) all members agreed this could be done. The clerk will inform Mr. Hall.

**iii) Hill Road bench area:** Mrs. Blackman asked for approval to spend up to £50 on herb plants for the area, and Mr. Ellison proposed that this be done, and Mr. Startin seconded, and all members agreed.

**c) Finance**

**i) Approval of Payments:**

It was proposed by Mr. Ellison and seconded by Mr. Leslie, and agreed by all members, that the following payments be approved with the exception of the payment to Nigel Jeffries which will be held until the outstanding work is done to a satisfactory standard. Mr. Parry and Mr. Startin would approve the EFT payments. Mr. Startin queried the payment to Mr. Bastick for his expenses, as the account name of the payee is different. The clerk agreed to investigate whether this is acceptable practice, and if not, we will revert to payment of the expenses by cheque made payable to Mr. Bastick, which was the previous practice:

<b>Payee</b>	<b>Amount</b>	<b>Service</b>	<b>Status</b>
NEST	64.26	Clerk Pension March	Paid DD
EE and T Mobile	18.98	Clerk mobile phone	Paid DD
BT	53.36	April Landline	Paid DD
HMRC	544.18	April Contributions	Paid EFT
BDBC	304.50	April Grounds Maintenance	Unpaid EFT
M Bastick	364.00	Handyman Hours	Unpaid EFT
M Bastick	179.34	Handyman Expenses	Unpaid EFT
Larkstel	1974.00	April Grounds Maintenance	Unpaid EFT
Nigel Jeffries	582.79	April Grounds Maintenance	Unpaid EFT
B Bedford Expenses	30.08	Stationery and supplies for meetings	Unpaid EFT

Malshanger Estate	250.00	Allotment Rental	Unpaid
Basingstoke Locksmiths	89.60	Peter Houseman door handle	Unpaid
Vision Signs	90.00	Plaques	Unpaid
T Harrington	172.46	Cleaning April 2018	Unpaid
NBB Recycled Furniture	1428.00	Picnic tables for NF and PH	Unpaid

- ii) **Approval of fund subscription to CCLA:** the clerk had produced a cash flow for the period May-June which showed that a further £60,000 could be invested in the fund, and all members agreed.

**d) Highways and Transport**

- i) **Lengthsman Scheme:** Mr. Harding pointed out that although the Parish would be able to utilise the £1,000 from HCC, in reality that would not go very far, and the list of things to be done had to be very carefully managed.

- ii) **SID:** Mr. Harding had contacted both the police and HCC to request confirmation of the type, and format, of the data they would need to receive from any SID that the Parish purchased.

- iii) **SID sponsorship:** the Working Party had prepared a letter to be sent to local businesses requesting sponsorship of the (potentially 2) new devices the Parish may procure. The clerk was asked to send the letter out to all members and for them to respond by Monday evening. She will then send out the letters on Tuesday.

**e) Parish Council Governance**

- i) **Update on GDPR:** the clerk informed members that during her training course, HALC had stressed that there were still changes to be made and decisions outstanding on various issues related to the new Act. The day before the meeting she received an update from HALC to say that Parish councils were now not classed Public Authorities for the purpose of the Act, and therefore did not have to appoint a Data Protection Officer (although that would remain best practice). One item that was highlighted on the training was that the clerk should have lockable filing facilities for items like payroll etc, and so the clerk had printed off various types of small cabinets. It was agreed by all members that the use of personal email addresses by the members should cease as soon as possible and Ms. Tofts had been in contact with a colleague who may be able to assist with this. Dr. Johnstone offered to help the clerk with Data Protection processes and audits going forward.

**f) Publicity and Events**

There was no meeting of the Working Party to report. Pastor Brian Rich had agreed to take the Remembrance Service for 2018.

- i) **MP Visit:** the clerk had been asking residents around the village if they were going to attend the meeting on 18<sup>th</sup> May and it was clear that not many were aware of the visit. She put another item on Spotted Oakley and asked all councillors to tell neighbours and any organisations they attend, and she would ask Mrs. Burgess to remind members of Coffee and Chat on Wednesday. Mr. Startin, Mr. Leslie, Mr. Bullions, Mr. Hewitt, Dr. Johnstone

and Mrs. Blackman will all attend the meeting, as will the clerk. The clerk will be at the school at 6 pm to get tables and chairs out and meet visitors, and there will be refreshments provided. Mr. Malthouse will arrive at approximately 6.15 pm, accompanied by his PPS.

**g) Sports and Play Areas**

- i) Working Party Report:** the working party report, plus the reports from the meetings held with OYFC, NWFC and Larkstel were all circulated to members in advance of the meeting.
- ii) North Waltham FC:** Mr. Ellison declared an interest, and Mr. Leslie proposed to the members that it be agreed that North Waltham FC use Newfound for their home games on Saturdays only, for the season 2018 / 19. All members agreed, and the clerk was asked to contact NWFC to inform them of the decision.
- iii) Wootton St Lawrence Cricket:** the clerk was approached by a resident of Wootton St Lawrence to request to play two matches (father and son cricket matches) on two Sundays in June / July. The working party consulted with Mr. Galliford the groundsman who had no objections. It was agreed by all that the matches be held, and the standard charge of £70 per game be applied. The clerk informed members that she had enquired with Zurich Insurance and no further cover would be required (as the players are not a formal organisation they have no insurance of their own).
- iv) Beach Park – Skate Park:** Mr. Ellison and the clerk visited the area in April and noted several areas of wear that needed to be repaired, preferably before the summer holidays when the park is most used. A representative from Evolution Skateparks will meet Mr. Ellison and the clerk at the park on Thursday 17<sup>th</sup> May. The repairs may exceed the amount in the budget for maintenance so Mr. Ellison requested that the Sports and Play areas and Finance working parties were given delegated authority to consult and decide on the works to be done. All members agreed.
- v) Microwave Ovens :** Mr. Ellison proposed and all members agreed that the Parish Council purchases two ovens for use at Newfound and Peter Houseman pavilions, at a cost not exceeding £75 each (before VAT).
- vi) OCA donation:** one of the octagonal picnic tables has been installed at Newfound, and all members were very happy with the appearance and location of the furniture. The second table will be installed shortly at Peter Houseman, near to the designated training area, at a site agreed with OYFC. OCA have paid the funds to the Parish Council.
- vii) Beach Park play area:** the working party wish to purchase a blue six seat picnic table for use at Beach Park, at a cost of £395 including materials for installation (but not the handyman labour). All members agreed to the request
- viii) Upper Farm Road play area:** the working party wish to purchase a blue deluxe bench seat for use at Upper Farm Road. £550 will cover the purchase, installation and labour costs. All members agreed.

**14. Reports from Representatives to Other Organisations**

- a) Andover Road Village Hall:** Mr. Hewitt confirmed that no further progress on the planning application has been made. Some minor maintenance has been done and there is more to do over the next weeks. Ms. Catherine Hopkins has now joined the Committee.
- b) East Oakley Village Hall:** nothing to report
- c) Jubiloaks / Woodlands Group:** Ms. Tofts had circulated the Management report from Jubiloaks prior to the meeting. The clerk asked if any members could attend the Jubiloaks AGM on 22<sup>nd</sup> May but no one was available so she will send apologies to Mr. Flint.
- d) Village Show Committee:** no meeting had taken place
- e) Oakley Community Association:** Mr. Startin had issued a meeting report which was sent to all members before the meeting. There were no comments or queries.

**15. Confidential Items**

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

**16. Date of Next Meeting**

The date of the next meeting was agreed to be 14<sup>th</sup> June 2018.