

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 13TH SEPTEMBER 2018

Present: Mrs. Blackman (Chairman), Mr. Ellison, Mr. Harding, Dr. Johnstone, Mr. Harding, Mr. Startin and Mrs. Taylor (Borough Councillor).

1. Apologies

Apologies were received from Mr. Bealing, Mr. Bullions, Mr. Crafer, Mr. Hewitt, Mr. Law and Ms. Tofts.

2. Minutes of the meeting held on 9th August 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.

3. Notices, Circulars and Correspondence

a) Report from Men's Shed Meeting: Mrs. Blackman, Mrs. Taylor and the clerk were invited to attend a meeting of the Men's Shed on Friday 7th September, where Kit Malthouse MP came to meet the members and find out about the project. The clerk passed round photographs of the meeting, which was very entertaining and highlighted the success of the Shed, which now has 24 regular members and meets twice a week. There are over 400 such Shed's in the UK, and three in this constituency.

b) Attendance at October meeting by representative of Watership Down Health: as agreed at the August meeting, the clerk invited a representative of Watership Down Health to the October meeting and they will attend. They have asked for questions in advance, and the clerk asked members to send them to her asap. Mr. Parry asked if there were specific issues in Oakley, and Dr. Johnstone asked how the primary care services could be kept local, as Oakley has a greater population than either Overton or Kingsclere, and a much higher percentage of older people who are less able to travel. Mrs. Blackman agreed that asking Oakley residents to travel to either Overton or Kingsclere will increase the strain on the Community Care drivers, and with the likelihood of charges for public transport being made even for those who currently travel free, this is a further potential issue. Mr. Parry suggested that the CCG be invited to attend the meeting in January, when it will be three months into the merger. He also suggested that we ask what the Parish Council can do to help with the process and work more closely with the group.

c) Kennet Way Park Revamp: the clerk had forwarded on to all members a notification from the group that they had secured funding of £55,000 towards their total requirement of £125,000 due by September 2019. The group are now asking for suggestions as to how to raise the large amount required, with a poll on their website proposing things like a silent disco, a scavenger hunt, a ball, and many other suggestions, and the clerk asked members to let her know if they could think of any other ideas. Members suggested that the lack of a definite plan for residents to see may adversely impact the funding. Mr. Ellison explained that the Parish would go ahead with its own plans for the three play areas it controls, and Mrs. Taylor confirmed that the Borough would consult closely with the Parish before any

final plans were made for the play area, to ensure there was no duplication of amenities.

- d) OAKS Annual Quiz:** the Allotment Keepers Association will hold its Annual Quiz on November 24th and the Parish Council were invited to make up teams – last time, the PC entered two teams.
- e) Death of former Parish Councillor:** the death of Mr. David Crocombe was announced and Mrs. Blackman, Mr Elkin and Mrs. Warner (who all served on the Council with him) attended his funeral at the Methodist Chapel. Mr. Crocombe was a Parish Councillor in the 1970's and played the keyboard at Carols at the Pond for many years. He had been a Lancaster Bomber pilot in WW2 – he flew 33 missions by the end of the war, and was still only aged 23.
- f) Sir Michael Colman:** Sir Michael was taken ill in Scotland and remains in hospital, but his health continues to improve.
- g) Boundary Changes:** the clerk reminded all members that the last day for comments is October 15th and requested comments be sent to her asap.

4. Clerk Report

The clerk had circulated her report to all members and there were no comments and no queries.

Lone Worker alarm: the clerk has purchased a basic alarm for when she is out on her own or at the pavilions. However, there is a meeting in October of Parish clerks and she will ask the Borough what they use for lone workers and whether this can be extended to clerks as well. In the meantime, the clerk should notify someone where she is going and roughly how long she expects to be. Mr. Ellison suggested the clerk reads the Lone Worker policy on the HSE website for further advice.

5. Planning Matters

- a) Minutes of the meeting held on 6th September** were circulated to all members and there were no queries. It was agreed that the clerk would send both sets of minutes to members rather than just the most recent ones in future.
- b) Naming of roads in the Land West of Beech Tree Close Development:** the developer had proposed Alder Tree Close, Pear Tree Close and Maple Tree Close but the councillors preferred to keep to native trees, and so proposed Sycamore Tree Close, Elm Tree Close and Rowan Tree Close, and the clerk was asked to inform the Borough.
- c) New member of the Planning Committee:** as there are a number of large applications likely to come to the committee over the next few months, it was felt that if an extra member could join the Committee it would help significantly. Mr. Harding has expressed an interest in Planning and will attend the meeting on 4th October.
- d) Proposed development at 32 Oakley Lane (the Co-op):** the Parish Council has on two occasions discussed the application and supported it with conditions (mainly concerned with parking, delivery times etc). A resident has written to the clerk expressing disappointment at the way the Parish Council Planning Committee has processed the application, when it goes against the Neighbourhood Plan, in particular Policies 11 and 12. Although ultimately the Borough will decide whether to grant permission or

not, the clerk was asked to compose a response to the resident explaining why the decision was taken to support the application.

- e) Request from Wates:** Wates Development have approached the clerk to ask her if they can mention the good working relationship between the company and the Parish Council, and how constructively we worked together on the Park Farm application. Members were concerned that it would be seen as the PC endorsing the developer and that the impression would be that we were favouring one developer over another. It was agreed by a majority that the clerk should inform Wates that once the development is finished (but not until then) we would agree a form of words to be used.
- f) Tree at St Leonard's:** an ash tree has been removed at the property next to the St Leonard's Centre (the Borough requested the tree to be felled as it was diseased, and a replacement tree is due to be planted). Members were asked to check that no new vehicular access or egress points from the property were being opened up while hedges were down etc, as the Planning permission granted to the site specifically stated no such access could be granted.
- g) Willow Tree at the pond:** the clerk has completed a Planning application for works to the willow tree at the pond, and members agreed that she could sign and submit the application so that the work can be done before Carols at the Pond.

6. Working Party Reports

Mrs. Blackman reminded all members to look at current year budgets and advise Mr. Startin of any variations.

Mrs. Blackman asked members if they found the Action List useful and all members said they did, and that it kept items 'on the radar' for the working parties.

a) Burial Ground and Churchyard Working Party

- i) Working Party report** was issued to all members and there were no comments or queries.
- ii) Cremated remains area:** it was agreed that the Working Party have delegated authority with the Finance Working party, to accept the preferred quote for the clearing for the new cremation areas.

b) Environment Working Party

- i) Working Party report** was circulated to all members and there were no comments or queries.
- ii) Wildflower meadow:** it was agreed to accept Mr. Gosling's quote for the work on the wildflower meadow and to take the shortfall of budgeted funds from the pond budget.
- iii) Bench policy:** it was agreed that the list of benches, and sites for future ones, be sent out in advance of the October meeting so members have time to identify any other sites they think might benefit from new seating.
- iv) Notice Board at St John's Piece/Hill Road:** it was agreed in principle to accept the quotation from Fitzpatrick Woolmer subject to confirmation from Ms. Tofts as to how the budget will be adjusted for the slight shortfall in funds.

c) Finance Working Party

- i) Working Party report** was issued to all members and there were no comments or queries.

- ii) Insurance:** it was agreed unanimously to accept the quote from Zurich Insurance for £2986.72, which was an increase of £80 on last year.
- iii) Allotment Rents:** it was agreed that rent for the large plots should increase from £26 to £30 pa, and for the smaller plots from £18.50 to £20. The increase is due to higher water charges, cost of the skip, and the rise in grass cutting costs which will occur when the grounds maintenance tenders are re-negotiated next year.
- iv) Hire Of SID:** it was agreed initially to charge £25 for set up and take down, and £50 per day for hire. It was also agreed that the Highways working party would prepare a brief 'Terms and Conditions of Hire' document ensuring that liability for the machine lies with the hirer.
- v) Grounds Maintenance Tenders:** it was agreed that the clerk would send out the current work lists for each contract, so that working parties could check that there were no amendments needed, and then send out the tender requests so that the new pricing could be included in the precept calculations.
- vi) Finance Regulations:** the working party reviewed the existing regulations and a revised document will be sent out prior to the October meeting.
- vii) Approval of Payments:** it was proposed by Dr. Johnstone, and seconded by Mr. Ellison, and agreed by all members that the following payments be made:

NEST	64.26	Clerk Pension August	Paid DD
EE and T Mobile	18.86	Clerk mobile phone	Paid DD
BT	58.93	August Landline	Paid DD
HMRC	558.58	August Contributions	Paid EFT
BDBC	304.50	August Grounds Maintenance	Unpaid EFT
M Bastick	520.00	Handyman Hours August	Unpaid EFT
Larkstel	1902.00	August Grounds Maintenance	Unpaid EFT
B Bedford Expenses	391.15	Skip, office equipment	Unpaid EFT
Nigel Jeffries	582.79	July Grounds Maintenance	Unpaid EFT
S W Contract	360.00	Burial Ground works	Unpaid EFT
Just Salt Ltd	73.56	Salt for water softeners	Unpaid
SE Waterchoice	49.07	Water supply to PH	Unpaid
P Williams	238.80	Electrical work at PH	Unpaid
T Harrington	95.72	August Cleaning	Unpaid EFT
SSE	179.52	Electricity for PH and NF	DD
SSE	256.16	Gas supply for NF	Paid DD

- viii) EFT approvals:** it was agreed that Mr. Parry and Mr. Startin approve the EFT payments.
- ix) CCLA subscription:** the clerk prepared a cash flow forecast and it was agreed to subscribe a further £30,000 to the money fund.
- x) Lighting at Newfound:** OCA had requested that they be allowed to install extra lighting over the patio area at Newfound, and having obtained two quotes, had selected the one from Paul Williams. Mr. Williams also quoted for work to the front of the pavilion, to increase the lights to the car park area. It was agreed that OCA could proceed. It was proposed by Mr.

Harding, and seconded by Mr. Parry, that the funding for the lighting at the front of the building could come from the contingency budget, as it was preferable to get both jobs done at the same time. All members agreed.

d) Highways and Transport

i) The Working Party report was issued to all members and there were no queries or comments.

ii) Padlock: it was approved by all members that the purchase of a suitable padlock for the SID machine be made, up to the value of £100.

e) Publicity and Events

i) Carols at the Pond: Mrs. Blackman confirmed that the Malshanger Estate had again agreed to provide a Christmas tree for the village. Mrs. Blackman will be meeting with Mr. Elkin to discuss the new lighting requirements.

ii) Flyers: it was agreed by all members that Mrs. Blackman obtain a quote from Dollins Printers and arrange for a flyer to be prepared with details of the Remembrance Service and Carols at the Pond to be delivered in October.

f) Sports and Play Areas

i) The Working Party report was sent to all members in advance of the meeting and there were no comments or queries.

ii) Use of O&DPC facilities: Mr. Ellison drew attention to their responses to letting requests relating to football. The clerk has been approached by Oakley Cricket Club (OCC) about using Newfound for next season, and St Mary's have not expressed any concerns about the possibility, so in principle the working party agree, subject to a meeting with the OCC chairman.

iii) Items to note: Various general maintenance items at the pavilions were noted.

iv) Tree lopping at Newfound will be done asap, a quote from Mr. Warner was received for slightly more than budgeted but extra funds were available from the Newfound general contingency fund.

v) Emergency Electrical work at Peter Houseman, and plumbing work at Newfound: were found to be required when Mr. Ellison and the clerk visited the pavilions. Mr. Williams carried out the electrical works, and Mr. Shenton is working on the Female Officials shower room.

vi) Corner flags: for use by NWW or other teams at a cost of £58 was agreed and Larkstel will source.

vii) Further waste bins: it was proposed to purchase four new green waste bins (two each for Newfound and Peter Houseman), to be pole mounted (utilising the old goal posts at Newfound). All members agreed.

viii) Seats at Newfound and Peter Houseman: it was proposed to buy two NBB recycled plastic deluxe park benches in green at a cost of £510.00 (ex VAT) for each and all members agreed.

ix) Fire extinguisher service, and PAT testing: Working Party requested to undertake annual service and PAT tests, and all members agreed.

x) Soffit Board Damage at PH: the clerk contacted three contractors but has not received any quotes so far, and has now asked another local builder to attend and issue a quotation. Mr. Ellison requested that the cost of the repairs be sourced from Parish Council funds rather than from the Sports

and Play areas budget as this was not a foreseeable expense, and all members agreed.

- xi) Floodlights at PH:** as previously reported, OYFC have submitted a Planning Application to BDBC and are intending to install new floodlights at Peter Houseman – the existing lights are over 20 years old and are no longer fit for purpose. At the Parish Council meeting in September 2017 it was agreed that the council's electrical contractor be involved in the process and there is a meeting scheduled on Monday 17th September to review capacity and the Working party would like to ask Mr. Williams to attend. It will be expected that he will charge for this, and for the other reviews the Parish wishes him to undertake, and so approval was sought that his fees be paid for out of Parish Council funds and not from Sports and Play areas. This was agreed but with the proviso that the clerk asks OYFC if they will either pay for, or contribute to, the costs of the contractor.
 - xii) Fees for NWFC:** after a meeting in August, it was agreed with NWFC that they would follow the same pattern as OYFC and pay a regular sum each month and a final adjustment payment in March. The initial payments will be £60 per month and funds will be transferred directly to the Parish bank account.
- 7. Reports from representatives to other organisations**
- a) Andover Road Village Hall:** nothing to report
 - b) East Oakley Village Hall:** a meeting was held to discuss the plans for the extension. A new lease has been signed with Manydown.
 - c) Jubilocks/Woodlands Group:** nothing to report.
 - d) Village show Committee:** report sent to all members.
 - e) OCA:** report sent to all members.
- 8. Confidential Items**
- a) .**
- 9. Date of the next meeting** was agreed to be 11th October 2018.