

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 14TH JUNE 2018

Present: Mrs. Blackman (Chairman), Mr. Bullions, Mr. Ellison, Mr. Harding, Mr. Hewitt, Mr. Leslie, Mr. Startin and Ms. Tofts, and Mrs. Taylor (Borough Councillor).

1. Apologies for Absence

Apologies were received from Mr. Bealing, Mr. Crafer, Dr. Johnstone, Mr. Law and Mr. Parry.

2. Appointment of Vice-Chairman

Mr. Hewitt proposed, and Mr. Startin seconded the proposal, that Ms. Tofts be vice-chairman. Ms. Tofts accepted the nomination and the majority of the members agreed, and so Ms. Tofts was elected as Vice-Chairman of the Parish Council. It was agreed that a comprehensive handover from the Chairman to the Vice-Chairman would be actioned.

3. Minutes of the meeting held on 10th May 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.

4. Accounts for the year ended 31 March 2018

- a) The Chairman explained that the Internal Auditor, Mrs. Campbell had reviewed the accounts and signed the appropriate certificate. She also reminded members that it is a statutory requirement that an Annual Return showing that we are compliant with the Audit requirements has to be completed and approved before being forwarded to the External Auditors. After considering the Annual Governance Statement it was agreed by all members that the Chairman and the Responsible Finance officer (the Clerk) should sign the return and submit it to the auditors.
- b) The draft accounts section of the Annual Return was also reviewed and it was agreed by all members that the Accounting Statement should be signed and submitted to the auditors.

5. Notices, Circulars and Correspondence

- a) **Report from the MP Visit on May 18 2018:** the clerk had previously distributed the report, and there were no comments or questions. Mrs. Taylor confirmed that Mr. Malthouse had proposed to hold another meeting in Oakley in February 2019. Ms. Tofts commented that it needed to be better communicated to encourage more residents to attend.
- b) **Report from the Inaugural AGM of the Oakley Men's Shed:** the clerk had circulated the report prior to the meeting and there were no comments or queries.
- c) **Report from meeting re Water Supply for vulnerable residents:** the clerk attended the meeting on 13th June and gave a verbal report (the slides will be distributed in the next couple of weeks and she will forward those to all members). There were two Parish Clerks at the meeting; the majority of participants were from Housing Associations, CAB and BDBC. It was said by several attendees that Parish Councils will have a growing role in working with utility companies to identify vulnerable residents – for example the elderly or families with large numbers of children, those with conditions that mean they would not be able to access water distribution areas etc. It is

also hoped that within the next year all utility companies will share information between them so rather than registering with SEW, SSE and SGN, you can register for them all with one action.

- d) **Invitation to Passenger Transport Meeting 16th June:** Mr. Bullions will attend and represent the Parish Council.
- e) **Invitation to Armed Forces Day 25th June:** Mrs. Blackman will represent the Parish Council, accompanied by either Mr. Bullions or Mr. Burgess.
- f) **Invitation to Annual County Service on 24th June:** no members were able to attend the service.
- g) **Invitation to Local/Neighbourhood Planning Meeting 31st August:** Mrs. Taylor informed members that the Borough are commencing a review of the 'made' Neighbourhood plans, and so it was felt important that the Parish is represented at this meeting. The clerk will ask a former member of the NP team to attend, along with a member of the PC.
- h) **Contact List for clerk holiday and issues to cover:** the clerk had, in May, circulated a list of contact numbers for use during her holiday. Ms. Tofts will have the laptop and phone, but reminded all members that they will need to take their turn at providing cover. The clerk will contact the Burials WP to arrange cover of the Burial Register and a decision about whether to hold a planning meeting on 5th July will be taken at the meeting on 21st June.
- i) **OCA AGM:** the AGM will be held at 29 St Johns Piece on 28th June and Mrs. Blackman and Mr. Startin will attend, and any other members of the Parish Council who are also members of OCA are welcome to attend.

6. **Clerk Report**

The clerk had circulated her report to all members in advance of the meeting. Mr. Ellison asked for confirmation that all reports of fly-tipping were being forwarded immediately to the Borough, and the clerk confirmed they were and that BDBC were very supportive in getting the rubbish removed.

7. **Planning Matters**

- a) **Minutes of the meeting of the Planning Committee held on June 7th** were circulated to all members and there were no comments or queries.
- b) **18/01163/HSE:** as this plan was subsequently withdrawn it was not discussed at the meeting.
- c) **17/02260/RET Beach Arms Lighting:** the application was withdrawn after almost a year. The clerk will contact BDBC to ascertain what happens next as this was a retrospective application and neighbours are still unhappy with the extra light generated by the new equipment.
- d) **Proposal re adoption of CIL by all councils:** the clerk circulated a request from NALC that all District / Borough councils must introduce CIL – there are some local councils who have made neighbourhood plans but as their District Council refuses to adopt CIL are not able to benefit from the 25% contributions that they should be entitled to. All members agreed that the clerk should respond to the survey and support the motion.

8. **Working Party Reports**

a) **Burial Ground and Churchyard**

- i) **Working Party Report:** as the working party has not met there was no report, but the Chairman and the clerk on a visit to the Burial Ground met with a family who have planted a rose bush next to the cremated remains

area, and asked them if they would be happy for it to be moved to a memorial area, and they were in principal in agreement.

- ii) **Update on church walls:** the Chairman and the clerk met with Simon Goddard from the Goddard Partnership on Monday 11th June and inspected the walls, and the items highlighted in the quinquennial report issued in December 2017. Mr. Goddard will prepare a report detailing what are the areas that need attention, what needs to be done, and also provide some recommendations of suitable contractors.
- iii) **Trees in Churchyard:** the clerk was asked to contact Mr. Warner to request the plan of the trees that he prepared in 2017.
- iv) **Further cremated remains areas:** all members agreed that the clerk should contact Mr. Warner to accept the quote of £300.00 plus VAT for the creation of further cremated remains spaces in the Burial Ground.

b) Environment

- i) **Working Party Report:** the report was issued to all members in advance of the meeting. It was proposed that the lengthsman be asked to clear the Hill Road to Kennet Way footpath, clean all road signs and photograph any in need of repair, and attend to any other footpaths. Mrs. Blackman suggested that FP9 would also be a good project for him to attend to. Mr. Ellison asked what happened to the green waste, and whether the allotment could benefit from having a composting area. Ms. Tofts and Mr. Harding thought it unlikely, and the clerk was asked to contact BDBC to see if an area in Beach Park near the recycling centre could be utilized instead. It was also agreed to ask OAKS what their feeling was about this proposal.
- ii) **Bench Policy:** the clerk is to contact the handyman to ask him what the minimum standards should be when installing a bench and this will be added as an addendum to the policy.
- iii) **The Vale Parking:** The working party agreed that this was not to be continued in line with the decision taken by the members at the May 2018 meeting. However, Mrs. Taylor will forward to the clerk the contact details for the head office of the chemist to further discuss the ramp and the door both of which present problems for the less mobile residents.
- iv) **Shrub area on FP between Hill Road and Kennet Way Park:** the WP proposed that the clerk ask Mr. Warner for a quote to clear the area and replant with a slow growing bush, such as holly. All members agreed. There was also a suggestion that the Parish discuss with the owners of the property whose garden is next to the area if they would take ownership of the land, but it was felt that this would involve legal agreements and as the Parish does not have title to the land this would not be possible.
- v) **Ponds:** Ms. Tofts asked for approval for the clerk to get a quote from Mr. Warner for the clearing of the Oakley Lane pond and all members agreed. Mr. Ellison asked what was happening with the Rectory Road pond, and Ms. Tofts replied that the intention was in the autumn to plant a bog garden but the cost of clearing the silt, or of installing silt traps, was so great that the decision was to leave the pond to flood. Mr. Ellison suggested that the WP might consider a rolling five year plan to put funds aside for this but Ms. Tofts replied that she felt the main pond in Oakley Lane was the higher priority. It was agreed that the clerk should get the handyman to trim round the main pond. Mrs. Blackman suggested that after the initial tidy up of the Rectory Road pond area (for which the WP have a quote already) we could then approach HCC again to ask for help with the silt removal.

- vi) **School Environment Projects:** it was agreed that Ms. Tofts and the clerk would attend the schools on Friday June 15th to judge the Junior School projects, and look at all the infant school projects. Ms. Tofts will attend the assembly at the Junior school to present the trophy and cheque.

c) Finance

- i) **Approval of Payments:** it was proposed by Ms. Tofts and seconded by Mr. Ellison, and agreed by all members, that the following payments be approved:

NEST	64.26	Clerk Pension May	Paid DD
EE and T Mobile	18.86	Clerk mobile phone	Paid DD
BT	67.27	May Landline	Paid DD
SSE Gas	198.81	Feb-May	Paid DD
SSE Electric	549.39	Feb-May	Paid DD
PWLB	4942.30	Loan repayment	Paid DD
HMRC	544.38	May Contributions	Paid EFT
HMRC	558.58	June Contributions	Unpaid EFT
BDBC	304.50	May Grounds Maintenance	Unpaid EFT
M Bastick	601.25	Handyman Hours May	Unpaid EFT
T Harrington	211.71	Cleaning May 2018	Unpaid EFT
Larkstel	1998.00	May Grounds Maintenance	Unpaid EFT
S Warner	660.00	Work at Peter Houseman	Unpaid EFT
B Bedford Expenses	221.85	Microwaves, filing cabinet, postage	Unpaid EFT
Campbell & Co	420.00	Internal Audit fees	Unpaid
Yateley Town Council	25.00	GDPR Training	Unpaid
M Bastick	217.38	Expenses	Unpaid
HCC	50.00	Infant School Environment Project	Unpaid
HCC	50.00	Junior School Environment Project	Unpaid

- ii) It was further agreed that no payment be made to Nigel Jeffries as the work was still not up to the expected standard, and the clerk has informed the company of this.
- iii) CCLA redemption: the clerk had provided the Finance Working Party with a cashflow for June and July and it was agreed to request a redemption of £10,000.00 from the fund for value 18th June.

d) Highways and Transport

There was no meeting of the WP so no formal report was prepared, but Mr. Harding informed members that he had confirmation from HCC that it was permissible to use lampposts to publicise events like Speedwatch etc. The clerk was asked to send the requests to potential sponsors regarding the new SID.

e) Parish Council Governance: nothing to report.

f) Publicity and Events

There had been no meeting of the WP so there was no formal report, but Mrs. Blackman asked all members to decide what they wanted to include in the display at the Village Show, with a theme of what had been achieved over the last year. It was agreed to discuss the purchase of a new gazebo at the July meeting. Mrs. Blackman suggested that as all councillors would stand down in 2019 it might be a good opportunity to include something in the display of what councillors do, what the role covers etc so that if any

residents are interested in joining next year they will have an idea of what is involved.

g) Sports and Play Areas

- i) **The Working Party report** was circulated to all members in advance of the meeting.
- ii) **Septic Tank at Peter Houseman:** after the OYFC 5 a side competition in May, the clerk was notified that the toilets were backing up. The clerk arranged for KLG Services to come and empty the tanks however, they were not full but blocked with significant amounts of toilet paper, along with paper towels and even coffee cups. Whilst the tanks were emptied on the first visit there is still a blockage between the second and third tank which needs jetting (cost £120) and it was agreed by all members that this had to be done. OYFC had offered immediately to contribute to the costs involved and the clerk will inform them of the total costs once it is finalised. Ms. Tofts asked about using hand dryers instead of paper towels and this will be considered but is not in the budget for this year.
- iii) **Notices for toilets at Pavilions:** the clerk had prepared a draft notice asking users to not put large amounts of toilet paper, or any hand towels, down the toilets and members agreed she should laminate and display the notices.
- iv) **Beach Park Swings area:** the wet pour safety surface around the swing area at Beach Park has now become a trip hazard where it has shrunk away from the edging. Mr. Ellison had requested a quote from VitaPlay to replace the existing surface with rhynomulch which does not shrink in the same way and has been used in Avon Road play area already. The cost is £1,260 before VAT. Although this was not included as a specific item in the budget, it is necessary to do this work as the play area must be kept safe, and so all members agreed that the work should be done as soon as possible.
- v) **Soffits at Peter Houseman:** Mr. Ellison had asked Mr. Leslie to look at the soffit board over the main door at the Pavilion, and Mr. Leslie identified a repair option. It was agreed that Mr. Leslie would work with the clerk to identify what insurance or other cover there was that could be used to fund the repair which should be done before the start of the winter weather.
- vi) **Electrical work at Newfound:** the clerk had asked Paul Williams to quote for work at the front of the pavilion to install two extra lights to illuminate the car park area – the lights by the door do not give enough light and members and visitors have to bring torches. Mr. Williams also quoted for some work at the rear of the building – to put lights at the rear which will give more light over the patio area that OCA have asked for. The clerk in her role as Treasurer of OCA has been asked to get another quote from Smart Electrics and will ask them to quote for both projects. The Working Party will then meet with OCA to agree exactly what will be done, when, by whom and be assured of compliance to all standards etc. Mr. Ellison asked the clerk to contact BDBC to ensure that there is no planning permission required in relation to fitting extra lights to either side of the pavilion.
- vii) **2010 FC (an adult male team)** have contacted the clerk with a request to play home games at Newfound in the 18/19 season. The clerk has sent them the hire rules, costs, hire forms etc and will notify the WP if the team

decide they would like to make a formal request. It is acknowledged that parking around Newfound is already a problem and timing of games would need to be worked out to avoid too many teams being at the ground at the same time.

h) Reports from representatives to other organisations

- i) Andover Road village Hall:** nothing to report.
- ii) East Oakley Village Hall:** nothing to report.
- iii) Woodlands Group:** nothing to report.
- iv) Village Show Committee:** a report was issued to all members in advance and there were no comments or queries.
- v) OCA:** a report was circulated to all members in advance, there were no queries or comments. Mr. Ellison asked the clerk to confirm with OYFC that they were aware of the date for the firework display at Newfound (being 4th November) and that no games or training should take place at Newfound on that date.
- vi) Kennet Way Park:** Mrs. Blackman suggested that the clerk contacted Catherine Daly at BDBC to request information about the age groups and type of equipment that the revamp is intended to cover, so that no duplication with work the Sports and Play areas team are doing will occur. Mr. Ellison commented that the re-development of the BMX area at Beach Park could not be progressed until the members were sure that there would be no overlap with the plans the Revamp Group were working on.
- vii) Bombay Sapphire:** Mr. Startin asked the clerk to contact Mr. Halsall at the distillery to discuss dates and possible projects that the company could work on in a Community Involvement day.

9. Date of Next meeting is confirmed to be July 12th.