



MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON JULY 14TH 2022

Present: Mr. Harding (Chairman), Mr. Adams, Mr Bullions, Mr. Ellison, Mr. Rowley and Mr. Startin. Mrs. Meyer (Deputy Clerk), Mrs. Beere (clerk-elect) and Mrs. Moody (RFO) and four members of the public also attended.

Public Session

Rebecca Smith from Urban and Civic gave a presentation on the latest updates on the Manydown development. Ms. Smith explained that as many as six separate house builders would be involved during the entire construction phase, which is scheduled to take around fifteen years. It is estimated that phases 1A and 1B combined will total around 1200 dwellings, with the first builders on site by end of 2023.

Site infrastructure will commence in 2022 and initially, site-wide strategies (10 in number) will be advertised and available on the Manydown website for public review and comment. These strategies include travel plan framework (transport), county park development brief and phasing and delivery briefs. Members expressed concern about traffic being forced onto local roads during the initial stages, which would greatly affect Oakley especially with the new builds further west along the B3400. Mr. Aylmer asked about utility infrastructure planning and asked for confirmation that for each phase the utilities would be put in at the same time to avoid digging up the same area several times. Ms. Smith confirmed that was part of the scheduling. The clerk asked that the previously agreed multiuser route to join Oakley to Manydown was included in the plan documents – HCC had agreed this several years ago and without it Oakley and Manydown would have no link other than the main road with no footpaths or cycleways.

Ms. Smith updated members about the archaeological works done in preparation for the development and told them about traces of a Saxon settlement found close to the Roman Road. There were also artifacts found at the site which it is hoped will form part of an exhibition at the country park hub.

Members thanked Ms. Smith for attending and she agreed to keep the council updated with progress and with areas where members of the public can comment on plans and strategies.

Welcome to New Staff

Attending the meeting for the first time were Mrs. Beere, who will take over as clerk and proper office of the council at the end of July, and Mrs. Moody who will become Responsible Finance Officer at the same time. Members welcomed the new staff and gave a brief introduction including which working parties and committees they are part of.

1. Apologies for Absence

Apologies were received from Mr. Bealing, Mrs. Hayman and Mr. Paler, and from Mrs. Taylor (Borough Councillor).

2. Co-option of new councillors

Two members of the public had volunteered to be co-opted onto the Parish Council and had sent their resumes to the clerk, who had forwarded them to all members. Mr. Rowley proposed, and Mr. Ellison seconded, and all members voted by show of hands, that Mr. Bob Aylmer be co-opted and will serve the East Oakley East Ward. Mr. Ellison proposed, and Mr. Rowley seconded, and all members voted by show of hands, that Mrs. Linda Wain be co-opted and will serve the Newfound Ward. Members welcomed the new councillors to the group and thanked them for volunteering. Mr. Aylmer and Mrs. Wain were invited to attend all the working parties so they can better understand where their interests and experience can most benefit the council, and where they will most enjoy working.

3. Minutes of meeting held on June 9th, 2022

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. Clerk/Deputy clerk report

The clerk and deputy clerk had distributed their report in advance of the meeting and there were no questions, other than to confirm whether Peter Houseman field and pavilion had been hired on 21st July (the clerk confirmed that it had).

5. Planning Matters

- a) **Minutes of the Planning Meetings held on 30th June and 7th July** were circulated to all members. There were no comments or queries.
- b) **Summary of planning Applications and Decisions June/July** was issued by the deputy clerk and there were no comments or queries.
- c) **Community Buildings and Parish Council office update:** to date no visits to other local buildings or office have taken place but will be arranged before the next meeting. Mr. Rowley had requested an update

from Mr Nick Billington – Associate Director Planning Consultant (TetraTech) but was advised there was no new information available at present on the Station Road development. Mr. Rowley asked permission from members to attend, as a full participant, the next meeting between Miller Homes, TetraTech and the Borough Council and all members agreed. Mr. Harding thanked Mr. Rowley for the detailed and well-drafted comments/objections submitted in response to the reserved matters application. Mr. Rowley informed members the open space would go to a management company. Mrs. Taylor, our Ward Councillor, supports the project to have a community building in Oakley and Mr. Rowley will be asking BDBC's Community Engagement team to work with the Planning Officer to stress how important this project is to the village infrastructure.

6. Scheme of Delegation to clerk, Ref s101

The incidence of COVID 19 infections continues to rise and with the summer holiday season approaching, the clerk requested that members consider a scheme of delegation to her, and any two of four members of the council (Mr. Harding, Mr. Ellison, Mr. Rowley and Mr. Startin) to ensure business continuity including being able to respond to Planning Applications. Mr. Rowley asked that the expiry date be amended to 9th September, and once that was agreed, proposed to adopt the delegation scheme. Mr Ellison seconded the proposal and all members, by show of hands, voted in favour.

7. Working Party Reports

a. Burials: Mr. Startin had circulated the working party report. He confirmed that he would be carrying out the risk assessment before the next Council meeting.

b. Environment: Mr. Paler prepared and distributed a proposal to create a sustainability group under the remit of the Environment Working Party. As Mr. Paler was unable to attend the meeting, Mrs. Wain explained the proposal in more detail. Some projects under consideration were setting up a repair shop, help for residents to find out more about retro-fitting and energy saving in general.

Mr. Rowley said that he thought the Sustainability Group would be better placed as an entirely new Committee with its own Terms of Reference as the TOR for Environment did not cover this type of activity. The Borough has arranged a stall at the upcoming Village Show, which the sustainability group are keen to promote and work with, but if the group were part of the Environment Group the TORs would have to be changed before they could do that. This would cause a delay, as it must be proposed at full council and the next meeting is not until September, so Mr. Rowley proposed instead that the 'village show' part of the group's plan could be done under the Community Engagement TOR (which already covers such activity). Mr. Ellison disagreed that a new committee was necessary at this stage and

proposed instead that a project group was set up to define the range of topics to be covered and then to come back to the September meeting. Mr. Rowley felt that having a Committee would put the Sustainability Group in a stronger position as residents would know it had the official backing of the Council.

After further discussion, Mr. Ellison proposed that the plans for the Village show proceed under the Community Engagement TORs, and that a project group including Mrs Wain and Mr Paler draft an overall project plan including draft Terms of Reference and bring back to the September meeting. Mr. Harding seconded this, and all members by show of hands, voted in favour. It was then agreed that Mr. Harding, Mr. Paler and Mrs. Wain meet as soon as practicable either in person or via Go To Meeting to commence the project planning.

c. Finance

i) Approval of Payments: it was proposed by Mr. Rowley and seconded by Mr. Startin and agreed by all members by show of hands, that the following payments be made:

Payee	Charge to Budget	Total Cost	Service	Status
NEST	146.93	146.93	Clerk Pension June	DD
EE and T Mobile	34.96	41.95	Clerk/deputy mobile phone	DD
HMRC	720.03	720.03	June Contributions	Unpaid EFT
Scofell	296.66	355.99	June Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,213.33	2,656.00	June Grounds Maintenance/bins	Unpaid EFT
BT	43.25	51.90	Office phone	Unpaid DD
Archers Grounds Maintenance	159.32	159.32	Grounds Maintenance June	Unpaid EFT
Octopus	62.02	65.12	Electricity Peter Houseman	Unpaid DD
Octopus	247.26	259.62	Electricity & gas Newfound	Unpaid DD
Office Needs Direct	582.17*	582.17	Hexagonal seat for Peter Houseman (*proforma)	Unpaid EFT
Vitaplay	1,550.00	1,860.00	Woodchip for Beach Park play area	Unpaid EFT
T S Harrington	261.25	261.25	Cleaning of Newfound & PH pavilions: May and June invoices	Unpaid EFT
Campbell & Co	350.00	350.00	Internal audit fee for 2021-2022	Unpaid EFT
BDBC	1.00	1.00	Rent of land at Beach Park (annual)	Paid DD

Hampshire Association of Local Councils	98.00	117.60	Councillor development training course re A. Hayman	Unpaid EFT
Hampshire County Supplies	51.99	62.39	Cleaning materials for pavilions	Unpaid EFT
Oakley Men's Shed	125.00	125.00	Refurbishment and repainting of 4 parish council seats	Unpaid EFT
Broxap Ltd	131.79	158.15	Steel football upright	Unpaid EFT
John Paler expenses	8.99	8.99	HDMI cable for projector	Unpaid EFT

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

d. Highways and Transport

- i) **ZORAN:** Mr. Harding confirmed that the claim relating to the purchase of faulty equipment has been referred to the County Court.

e. Community Engagement

- a. **Health and Well being Walks:** after the proposal at the Public Session of the June meeting, members considered the request to advertise and promote the Health and Wellbeing walks. There were concerns expressed about copyright and potential legal complications if walks strayed off public rights of way. It was agreed that Mr. Rowley would meet the organiser of the walks to resolve the concerns, but all members were in favour of the proposal in principle.
- b. **Village Show:** Mr. Rowley asked for volunteers to help with the stall on 13th August. Mrs. Beere informed members of the initiatives the W/P has taken so far, to encourage residents to the PC stall; these include a bunting competition for the infants' school pupils, colouring activities at the stall, and the opportunity to vote on two possible projects. Members will be able to answer questions from the residents and there will be the ability to leave feedback or comments.
- c. **Parish Online Mapping Service:** the clerk had informed members at a previous meeting about this service, which involves an annual subscription . Mrs. Hayman was initially concerned about whether we could print off maps without risking copyright infringement but had now established that this was not an issue, because the Parish Online case study showed maps could be printed for online use. Mr. Rowley stressed how useful the system could be and that uses could include assistance with plotting trees, bins, benches, footpath, resolution of boundary queries, planning queries and many others. The system offers a free 30-day trial and Mr. Rowley proposed that the Parish agree to do this, but to ensure that the free trial does not end before the September meeting so if it

proves as useful as we predict it will, members can vote to extend the subscription (cost is approximately £280 per annum). Mr. Harding seconded this and by show of hands, all members agreed.

f. Parish Council Governance.

Duties and Powers: the clerk circulated the HALC documents covering Duties and Powers of a Parish Council to all members.

Working Parties/ Committees: the Governance WP has been requested by Mrs. Hayman to review whether the current working parties should be changed to committees/sub committees, and this will be discussed at the next Governance meeting.

g. IT project

The working party report was circulated to all members in advance of the meeting. New staff members have received their laptops and are set up on webmail and on RAGIC.

h. Sports and Play Areas

Mr. Ellison circulated the working party report in advance of the meeting.

- a. **Arboreal Consultant:** Mr. Ellison proposed that the consultant be provided with information about the trees on Parish Council owned/maintained land in the village, and asked to prepare a report, and to delegate authority to the W/P and the Chairman and clerk, to determine next steps required. Mr Harding seconded and all members by show of hands agreed.
- b. **Borough Council responsibilities:** once again the Borough are not cutting the grass at Upper Farm Road and have refused to deal with fly tipping at Beach Park, and to remove graffiti from play equipment and benches. These services were provided by the Borough until this year and no notice that we would now be required to pay for them was given. Our Borough Councillors have raised this with the relevant portfolio holders.
- c. **Benches:** members thanked the Men's' Shed for all the work done in renovating the benches at Peter Houseman Ground and Avon Road Play area.
- d. **Skate Park:** Mr. Ellison informed members that he had contacted Evolution skateparks to get them to quote for repairs to the half pipe panels. This work should ideally be done before the school holidays.
- e. **Payments due:** Mr. Ellison proposed that the following payments be approved:
 - Vita Play for bark chip at Beach Park £1550.00
 - Men's' Shed bench renovation £120.00
 - Larkstell to rebuild broken sockets at Newfound £200.00
 - Broxap to supply single goal post for Newfound to replace the one damaged £130.79

Hexagonal bench for Peter Houseman field £571.00 including VAT
Spring bulb purchases £250.00
Mr Rowley seconded the proposal and all members by show of hands
voted in favour.

8. Reports from representatives to other organisations.

- a) **Andover Road Village Hall:** nothing to report.
- b) **East Oakley Village Hall:** nothing to report.
- c) **Love Oakley? Go Green:** nothing to report
- d) **Oakley Community Association:** Mr. Startin issued a report in advance of the meeting and there were no questions or comments
- e) **Village Show Committee:** nothing to report.
- f) **Ukrainian Refugee Action** – Mrs Hayman has prepared and distributed more of the welcome packs.

9. 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.

- 10. Date of the next meeting is September 8th at Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.**