



## OAKLEY AND DEANE PARISH COUNCIL

### MINUTES OF THE ORDINARY COUNCIL MEETING

#### HELD AT THE NEWFOUND PAVILION

#### ON THURSDAY 14<sup>TH</sup> DECEMBER 2023 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 14<sup>th</sup> December 2023. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Council meeting at 7:40 PM. The business to be transacted at the meeting was set out below. Councillors and the public were requested to note that this meeting was recorded by the Council and may also be subject to recording by members of the public.

**Present:** Cllr. Hayman (Vice Chair), Cllr. Bullions, Cllr. Burns, Cllr. Condliffe, Cllr. Ellison, Cllr. Chisnall, Cllr. Green, Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk) and Mrs. Moody (RFO).

#### **Public Session 7:30 PM**

No members of the public attended the meeting on this occasion.

#### **Council Meeting 7:40 PM**

#### **143/23 Apologies for absence**

Apologies for absence were received from Cllr. Wain, Cllr. Taylor (BDBC) and Cllr. Henderson (HCC). Cllr. Rowley (ODPC Chair) and Cllr. Archer (ODPC) are on an approved leave of absence to January 2024. During this period Cllr. Hayman (Vice Chair) will be acting as Pro tempore Chair for the evenings meeting, and where required on Council matters till further notice.

#### **144/23 Minutes of previous meeting**

Minutes of the November '23 meeting as previously circulated, were agreed to be accurate. Proposed by Cllr Bullions, seconded by Cllr. Green and agreed by all members present the p.t Chair signed and initialled the minutes.

#### **145/23 Declaration of interest**

Arising from this agenda, Councillors were invited to declare any relevant interests. Notwithstanding this item, Councillors could subsequently declare an interest at any point during the meeting. None were raised at this point or during the meeting on this occasion.

#### **146/23 Urgent matters**

No decisions were to be taken on any items raised other than to delegate to Clerk to address or defer to next meeting. The Council in early 2024 will review our current village 'Welcome Packs' for new residents, that consist of a collection of information relating to the village, surrounding walks, local

groups and organisations. The pack is accompanied by a letter from the Council's Chairman and a gift; Small jar of locally produced seasonal jam by Mrs. Robson, Oakley resident and Council volunteer. Development in Oakley will increase demand. No matter how the 'packs' are packaged it is not deemed an eco-friendly way of distributing information, and effects our carbon footprint as a village. The Council will consider moving the information element online to our website, whereas the letter and gift will continue to be delivered in person via volunteers.

#### **147/23 Clerk/Deputy Clerk report and correspondence received**

The Clerk and Deputy Clerk had issued their report in advance and there were no questions. Councillors are required to undertake 'Code of Conduct' training on Monday 16<sup>th</sup> January '24, 6:30pm to 7:30pm. The training will be provided online by BDBC, therefore accessible from home or in the Newfound sports pavilion. All members are to report back to the Clerks to confirm how they will be taking part by no later than the 8<sup>th</sup> January '24.

#### **148/23 Reports received from sub-committees:**

- i. **Staffing sub-committee;** Cllr. Hayman (Staffing sub-committee Chair) had issued a report in advance and there were no questions. The Terms of Reference for the sub-committee had been agreed and will be brought to the January '24 main meeting for approval. The next sub-committee meeting will be in early January '24 ahead of the main meeting, all topics to be covered will be circulated in advance to allow all members the opportunity to feedback on matters raised. All matters to be discussed are under confidential matters (Ref: point 159/23).

Members of the Council noted that the Responsible Finance Officer (RFO) has resigned, with Mrs. Moody's last working day noted as the 6<sup>th</sup> March '24. Delegated authority was granted to the Clerk and Staffing Committee to recruit a new RFO. Proposed by Cllr. Condliffe, seconded by Cllr. Hayman (p.t Chair) and approved by all members present – an advert for the position of RFO will be posted in due course.

- ii. **Burial committee;** Cllr. Hayman (Burial Ground committee Chair) had issued a report in advance and there were no questions.
- iii. **Allotment advisory committee;** A verbal update was given by the Clerk (Allotment Officer) with a request to approve Larkstel (Grounds maintenance) quote of £950 ex vat to attend to all vacant plots ahead of them being leased in the New Year. Proposed by Cllr. Burns, seconded by Cllr. Green and approved by all members present.

#### **149/23 Finance and Governance Committee; To receive committee report.**

Cllr. Hayman (p.t Chair) had issued a report in advance and there were no questions. The committee will need to meet in early January '24 (proposed Wednesday 10<sup>th</sup> January at 14:30 in the Newfound pavilion) ahead of the main meeting, all topics to be covered effect the budget for 2024/25 therefore they will be circulated in advance to allow all members the opportunity to feedback.

#### **150/23 Reports received from other groups and external organisations:**

- **BDAPTC - Basingstoke and Deane Association of Parish and Town Councils**  
Cllr. Rowley, Clerk and Deputy Clerk; Nothing to report.
- **OCA - Oakley Community Association**  
Clerk; Nothing to report.
- **East Oakley Village Hall**

Cllr. Hayman and Cllr. Bullions; The Annual General Meeting (AGM) took place on the 27<sup>th</sup> November '23. Cllr. Bullions gave a verbal report from the meeting, supplied by EOH Treasurer Mrs. Wiseman on behalf of the Hall committee. Urgent action is required to recruit additional committee members. Organisers of the groups which use the Hall on a regular (ie weekly or monthly) basis will be asked to nominate an additional committee member, as without new committee members there is a risk that the Hall will have to close. The committee will be writing to the management committees of other venues in Oakley to ask if it is worth considering whether there is any potential benefit from managing venues jointly in some way. The plan to refurbish the toilets and kitchen will not be actively progressed unless the committee can be expanded. If this were to proceed, they would also seek to extend the lease on the Hall beyond 2030, to achieve better value for money from the investment that would be required.

- **Andover Road Village Hall**

Cllr. Hayman and Cllr. Bullions; Additional concerns have been raised regarding external lighting to the Hall and Beach Park car park as a matter of Health and Safety via Mrs. Macklin, a trustee with the Kempshott Pantomime Group. Last January we held performances at Hall and they will be performing again on 10<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> January '24. Around 80 attendees are expected each night including some people requiring disabled parking. Last year additional lighting and signs were set up to allow attendees to across from the Hall to Beach Park. The Clerk has directed Mrs. Macklin to the OCA to see if they may be able to offer any assistance or advice on the matter.

**MEETING PAUSED – Cllr. Ellison joined the meeting.**

- **Jubiloaks**

Cllr. Wain (apologies received); Nothing to report.

- **Oakley Woodlands Group**

Cllr. Wain (apologies received); Nothing to report. The Council are aware the Oakley Woodland Group will be supporting the Parish Councils biodiversity 'Nature' walk planned for 2024 (Details to be announced in the New Year).

- **Oakley Support Network**

Clerk; Reactivation of the Network is being considered by all founding members (St. Leonards Church, Oakley Community Association and the Parish Council) as there is a growing need for support in the village. The next meeting will take place in January '24 organised by Mrs. Knight, Evergreen advocate with Oakley and Wootton St. Lawrence Church.

- **Hampshire Police**

Clerk, Deputy Clerk and Cllr. Condliffe; The Clerk has issued PC Jones with a list of ODP meeting dates for 2024 and will connect for an updated Police report ahead of the January '24 main meeting.

**151/23 Update from Responsible Finance Officer (RFO) including payments for approval:**

- Approval of payments for November/December 2023;** A report was circulated by the RFO to all members in advance (see attachment A Ref: point 151/23 i). It was proposed by Cllr. Condliffe that the payments be made, seconded by Cllr. Ellison and approved by all members present.
- Update concerning our current budget with spend and income review;** Noted by the Council, it was also agreed that a two-step verification of monthly payments alongside our current budget, spend and income review be reinstated as the Chair (Cllr. Rowley, on approved leave of absence) is currently unavailable to do this. Cllr. Hayman (p.t Chair) will cover this alongside the RFO. The RFO will supply Cllr. Hayman with all the relevant information/invoices for the December payment run.

- iii. **Members to review the draft 2024/25 Parish Council budget proposal;** A report was issued in advance to all members highlighting the status of the Parish Councils Bank balance. This included an update concerning overall spend to date (12<sup>th</sup> December '23) against the 2023/24 approved budget and confirmation of the total amount of Community Infrastructure Levy (CiL) funds received due to the Oakley Pardown and Station Road developments. See attachment B Ref: point 151/23 iii for details. Outside of the budget, CiL can be used to fund a very broad range of facilities, but it must be allocated and spent within five years of receipt (Pardown CiL funds before May 2026 and Station Road CiL funds October 2028) or it will be lost and returned to the Brough. Members of the Council will feed back their thoughts to the Clerks as to how these funds should perhaps be allocated ahead of the next Finance and Governance committee meeting. Members of the Council will now draft the final 2024/25 budget to agree the Precept at the 18<sup>th</sup> January '23 main meeting. The Precept requirement is the difference between the Parish Council's estimated income and its anticipated spending requirements (budget) for the new financial year. It was noted that the current 2023/24 Precept was an increase of 8% from the year before, which is average for UK Parish Councils.

**For information:** The S106 payment for Beach Park of £5868.36 has been paid into the Parish Council bank account on 4<sup>th</sup> December '23. This was noted by all members present.

**152/23 Receive planning advisory committee report – December 7<sup>th</sup> '23 meeting report to be received and approved.**

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries relating to the report. The planning advisory committee meeting on the 7<sup>th</sup> of December '23 was conducted under (Local Government Act 1972) Delegation S101 as it was not quorate; Noted by members present.

**153/23 Receive planning application summary.**

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries; Noted by members present.

**154/23 Environment – Matters for review:**

- i. **Hook Lane Solar Panel Farm;** Members of the Council were asked to review the community deed agreement and bribery compliance act letter (see November '23 ordinary meeting minutes, attachment A ref: Guest Speaker and point 131/23 i) sent by Intelligent Alternatives on behalf of the applicant NextEnergy, to determine how the Parish Council wish to proceed concerning the proposed community benefit fund of £80,000 that's been offered by the applicant (NextEnergy) irrespective of whether or not the Parish Council support the Solar Panel Farm planning application. Proposed by Cllr. Green, seconded by Cllr. Condliffe it was approved by all members present to accept the community benefit fund of £80,000 offered to support 'green' projects in the Parish, which is payable if the site produces electricity.
- ii. **Parish Handyperson;** Verbal progress update was given by the Clerk, who will be meeting with Mr. Hill and speaking with Mr. Saunders next week to identify and allocate work appropriately between them for the start of the New Year. Quotes have also been sourced from Mr. Chris Morley, at the recommendation of Men's Shed to repaint the Beach Park play equipment in Spring 2024. Keeping within the budgeted allowance.
- iii. **Village waste bins;** Delegate authority to the Clerk was requested to oversee the cleaning of all park and play area waste bins, with any necessary repair works costed by RC Saunders Limited keeping within 2023/24 budgeted allowance. It was noted that as the Council forecast the 2024/25 budget (requested by Cllr. Ellison) for all village waste bins in terms of upgrades, additions and general management. Noted and agreed by all members present. To support this, the Deputy Clerk will issue Cllr. Green with all relevant information to be reviewed.

### **155/23 Sports Grounds and Play Areas – General update and maintenance works for approval:**

Reports relate to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), facilities at Beach Park (BP) and the play areas on Avon Road (ARPA) and Upper Farm Road (UFRPA).

- i. **To approve the statutory inspection and issue of “gas safety certificates”** for the 2 gas boilers at Newfound pavilion by WG Shenton (plumbing) Ltd as budgeted for in 2023/24. Proposed by Cllr. Ellison, seconded by Cllr. Hayman (p.t Chair) and approved by all members present.
- ii. **To approve the annual statutory inspection of the fire and security alarms** at Newfound and Peter Houseman pavilions by Guardwell Securities (PC contractor) as budgeted for in 2023/24. Proposed by Cllr. Ellison, seconded by Cllr. Hayman (p.t Chair) and approved by all members present.
- iii. **To approve the annual statutory inspection of all portable fire appliances** in Newfound and Peter Houseman pavilions by our preferred contractor Peterlee Fire Co Ltd as budgeted for in 2023/24. Proposed by Cllr. Ellison, seconded by Cllr. Hayman (p.t Chair) and approved by all members present.
- iv. **Sports pavilion Cleaner;** Verbal progress update was given to confirm that Gleaming and Cleaning Group Ltd. will be attending both Oakley sports pavilions once a week commencing 8<sup>th</sup> January '24.
- v. **Newfound and Peter Houseman track repairs;** Verbal progress update was given to confirm that Mr. Norman Goodyear will be repairing the entrance tracks for Peter Houseman (Rectory Road up to the entrance gate) and Newfound (entrance gate to car park) filling all potholes as a matter of Health and Safety week commencing 18<sup>th</sup> December '23.

**For information:** The installation of a Tropico Car Climbing Unit with a safety surface in Beach Park has now been successfully completed, by Ava Recreational Ltd. This was noted by all members present.

### **156/23 Sustainability – 2023 approved scheduled events, general update.**

- i. Verbal post-event report was given by the Clerk as Cllr. Wain sent her apologies for the meeting; The recent ‘Coming Together on Climate Change’ that took place 18<sup>th</sup> November '23, with guest speaker Mr. Martin Heath Director and co-founder of the Basingstoke Energy Co-operative and the Hampshire Renewable Energy Co-operative was successful and very interesting; The Council will look to invite Mr. Heath back for the 2024 Annual Parish Meeting (APM).

**For information:** A meeting has taken place with Mr. Craig Whitelock from the Hampshire and Isle of Wight Wildlife Trust, who will be supporting the Parish Councils upcoming Spring 2024 Oakley Biodiversity walk. Details to be announced in the New Year. This was noted by all members present.

### **157/23 Community Engagement – General update and approval requested on the following event:**

- i. **The Annual Parish Meeting (APM):** Proposed to take place on the 24<sup>th</sup> April 2024 at the Oakley Junior School main hall, at a cost of £48 for the hall hire (4 hrs) and £20 for refreshments. It was noted that all members of the Council are required to attend. Members of the public are welcome to attend, the agenda confirming guest speakers will be posted in advance. Proposed by Cllr. Condliffe, seconded by Cllr. Hayman (p.t Chair) and approved by all members present.
- ii. **Noted by all members present:** Carols at the Pond 2023 takes place Saturday 16<sup>th</sup> December at 6:00 PM. The Mayor of Basingstoke, Cllr. Leeks will be in attendance. This year Jubiloaks,

the Oakley Woodland Group and Oakley Gardening Club will receive an equal share of any donations raised at the service. Complementary hot beverages, mince pies and biscuits will be provided. All are welcome.

**158/23 Progress update on HALC Councillor Training.**

Members of the Council were asked to review all upcoming 2024 training and networking courses provided by the Hampshire Association of Local Councils (HALC) and determine which of these courses they would like to attend, reporting back to the Clerks. It is highly recommended that all Councillors undertake the 'Knowledge and Core Skills' training.

**Council Confidential Matters 9:15 PM**

**To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**

**159/23 Confidential matters – Updates to Parish Council staff contracts, for review.**

**160/23 Confidential matters – Village Waste Management**

**161/23 Confidential matters – Allotments at Dell Farm; Deferred from November '23**

**162/23 Confidential matters – Small claims court case; Deferred from November '23**

**163/23 Confidential matters – Newfound Sports Grounds: Land ownership and workshop update; Deferred from November '23**

**Meeting closed – 9:35 PM**

**Next meeting will be on the 18<sup>th</sup> January 2024 to be held at Newfound Pavilion.**

13 December 2023 (2023 - 2024)

**Oakley & Deane Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
265	15/12/2023		Lloyds Bank Treasurer		Emptying of litter bins	RC Saunders Limited	S	160.00	32.00	192.00
266	15/12/2023		Lloyds Bank Treasurer		Grounds maintenance	Larkstel Ltd	S	60.00	12.00	72.00
266	15/12/2023		Lloyds Bank Treasurer		Grounds maintenance	Larkstel Ltd	S	2,161.33	432.27	2,593.60
267	15/12/2023		Lloyds Bank Treasurer		Grounds maintenance	Scotfell Landscapes Ltd	S	296.66	59.33	355.99
268	15/12/2023		Lloyds Bank Treasurer		Play equipment	Ava Recreation Ltd	S	10,323.03	2,064.61	12,387.64
269	15/12/2023		Lloyds Bank Treasurer		Emptying of litter bins	RC Saunders Limited	S	160.00	32.00	192.00
270	15/12/2023		Lloyds Bank Treasurer		Email hosting annual charge	Vision ICT Ltd	S	18.00	3.60	21.60
271	15/12/2023		Lloyds Bank Treasurer		Refreshments for various even	Helen Meyer	E	34.49		34.49
271	15/12/2023		Lloyds Bank Treasurer		Refreshments for various even	Helen Meyer	E	8.00		8.00
271	15/12/2023		Lloyds Bank Treasurer		Refreshments for various even	Helen Meyer	E	6.02		6.02
271	15/12/2023		Lloyds Bank Treasurer		Refreshments for various even	Helen Meyer	S	1.73	0.35	2.08
272	15/12/2023		Lloyds Bank Treasurer		Christmas tree lights	George Elkin	S	51.65	10.33	61.98
273	15/12/2023		Lloyds Bank Treasurer		Fixing central heating fault at t	W G Shenton Plumbing and t	S	75.00	15.00	90.00
274	08/12/2023		Lloyds Bank Treasurer		Hire of Junior school hall for S	Hampshire County Council	E	36.00		36.00
275	15/12/2023		Lloyds Bank Treasurer		Emptying of litter bins	RC Saunders Limited	S	160.00	32.00	192.00
276	15/12/2023		Lloyds Bank Treasurer		Cleaning of pavillions	Tina the Cleaner	X	130.25		130.25
276	15/12/2023		Lloyds Bank Treasurer		Cleaning of pavillions	Tina the Cleaner	X	177.14		177.14
<b>Total</b>								<b>13,859.30</b>	<b>2,693.49</b>	<b>16,552.79</b>

Balancing our 2023/24 accounts and setting the 2024/25 precept -

Bank Balance start of year carried over from 2022 **137,793.80**  
 minus, the income minus expenditure total **75,258.80**  
 minus, the designated funds total **67,652.80** Estimated remaining in the bank at the end of the year April 1st 2024  
 Note: We must keep 3 to 6 mths reserves, this cover this.

CIL funds received previous years  
 Spent to date:  
 34,589.48 Pardown development  
 230.00 Pond renovation  
 489.34 Pond benches  
 2,175.00 Spinning bowl  
 4,455.03 BP play equipment  
 8,890.00 Cricket roller  
 18,350.11 To spend by May 2026

CIL funds from previous years REMAINING  
 Note: need to allocate what this should be spent on

CIL funds received 2023  
 Spent to date:  
 CIL funds REMAINING  
 251,461.65 Station Rd. development - received Sep/Oct '23  
 0.00  
 251,461.65 To spend in 5 years by Oct 2028

Note: need to allocate what this should be spent on

CIL funds available GRAND TOTAL **269,811.76** Must be spent before May 2026/October 2028 or it will be lost.

Bank Balance start of year carried over from 2022 **137,793.80**  
 2023 credited amount (12.12.2023) **434,569.94**

INCLUDES : Precept 2023/24, CIL funds, burial fees, OYFC fees, Grants BDBC, Allotment fees & deposits, Merch sales, Wreath orders, HRMC vat credit, Septic Tank OYFC, Sports teams fines, Whichurch U15 fees, Basing United fees, Cricket fees, Sil funds, private hire PH

572,363.74 TOTAL funds in our account including all credit to date 12th December 2023  
 269,811.76 minus, total amount of CIL funds received to date  
 5,000.00 minus, transfer from savings to current acc. in April 2023  
 297,551.98 TOTAL credit to our account, to date 12th December 2023 including the precept of £144k  
 125,846.29 minus, expenditure to date 12th December 2023 (Direct Debit)  
 171,705.69 TOTAL REMAINING cash funds in our bank account, to date 12th December 2023  
 7,606.00 minus, designated funds  
 164,099.69 FINAL TOTAL REMAINING cash funds in our bank account, to date 12th December 2023

TOTAL REMAINING Cash **164,099.69** (12.12.2023) Left to spend this 2023/24 year  
 GRAND TOTAL inc. CIL grand total and £5k funds **438,911.45** (12.12.2023) Left to spend this 2023/24 year