



## OAKLEY AND DEANE PARISH COUNCIL

### MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON MARCH 9<sup>TH</sup> 2023

**Present:** , Mr. Rowley (Pro tempore Chair), Mr. Aylmer, Mr. Bullions, Mr. Ellison, Mrs. Hayman, Mr. Startin, Mrs Wain, Mrs. Beere (Clerk) Mrs. Meyer (Deputy Clerk), Mrs. Taylor (BDBC) and Mrs. Henderson (HCC).

#### Guest Speaker

Ms. Rebecca Smith and Mr. David Ainsworth from Urban and Civic gave a presentation on the latest updates on the Manydown development. Mr. Ainsworth explained that the site infrastructure will ideally commence in Summer 2023.

The presentation included a travel plan framework (transport), with the location of new roundabouts, the county park development brief and general phasing/delivery briefs. Mr. Ainsworth clarified that the trigger for opening the facilities across the development were as follows:

- Second Primary School is 1,700 occupations.
- Third form on First Primary School 2,200 occupations.
- Sports Facilities (4 grass pitches; tennis Courts; and MUGA) and Sports Hall by 2,580.

Members of the public expressed concern about access routes for the Emergency services and 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. Unease was also raised around what was being done to preserve local wildlife. It was further requested that an additional GP practice be considered, given the pressures our current surgeries are already facing; Mr. Ainsworth was open to exploring this.

Members of the council echoed these concerns, additionally highlighting the need to maintain the strategic gap (green space) that clearly separates Newfound and Oakley from the new development both visually and physically. The council will be following up with Urban and Civic on this and other matters raised.

A 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. The Parish Council will be conducting a public survey in due course, to help identify the most suitable route for this.

Members thanked Ms. Smith and Mr. Ainsworth for attending and they agreed to keep the council updated with progress and with areas where members of the public can comment. The Urban and Civic presentation will be made available on the Parish Council Facebook page and website. Further comments and questions can be sent to: [Manydown@urbanandcivic.com](mailto:Manydown@urbanandcivic.com)

#### Hampshire County Council report

Due to Cllr. Juliet Henderson, Candovers Oakley and Overton Division from Hampshire County Council, needing to depart at 8:00pm it was agreed to bring her March 2023 report forward in the agenda. The report included updates concerning pothole repair, speed limits being reviewed to 20mph and HCC grants to be available in the coming months.

HCC's £2.6bn spending plans for 2023/24 that have been approved, to include its council tax precept that will increase by a total of 4.00%, which 2% will go towards adults' social care in line with Government policy. This equates to an annual charge of £1460.25 for Band D properties – £65.45 per year or approx. £1.34 a week.

Members thanked Mrs. Henderson (HCC) for attending and we hope she will join us again soon.

## Public Session

The Parish council was joined by Ms. Jill Gibson, who raise a question concerning what can be done to reinstate hard plastic recycling. Since the Biffa recycling bins in Sainsburys car park in Hatch Warren have been removed, there are limited options available to Oakley residents. HCC Cllr. Henderson offered to take up the conservation with Ms. Gibson; the council will email Ms. Gibson with HCC Cllr. Henderson's contact details.

13 members of the public also attending the meeting to observe.

## Parish Council Meeting

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

Apologies were received from Mr. Harding (Chair) and Mrs. Moody (RFO).

As the Chair was unable to attend the meeting, an election for a pro tempore Chair was held at the opening of the meeting. Mr. Rowley was proposed by Mr Startin, Mr. Ellison seconded the proposal and all members, by show of hands, voted in favour of Mr. Rowley as pro tempore Chair for the evenings meeting.

### **2. Minutes of meeting held on February 9<sup>th</sup> 2023**

Minutes of the meeting, having been previously distributed to all members, were agreed to be an accurate record of the meeting and the p.t Chair signed the minutes.

### **3. Urgent Matters**

No matters were raised.

### **4. Circulars and Correspondence**

The following was communicated to members of the council:

#### **a. Hampshire Police Alert:**

- i. Advice to Basingstoke and Deane residents following recent catalytic converter thefts.

#### **b. Basingstoke and Deane Borough Council:**

- i. Supporting community action on climate change.

#### **c. Hampshire County Council, Countryside Service:**

- i. Notification of temporary closure extension - Part of Oakley Footpaths 8a, 9a and 9b. The Countryside Projects Manager, has confirmed that they were able to carry out the resurfacing in keeping with the newly surfaced areas, work commenced 6<sup>th</sup> March '23.

#### **d. Hampshire Association of Local Councils:**

- i. Changed to VAT on sports fees and procurement thresholds effective immediately. Reviewed by members of the council in the past, it was concluded that no action is still required with regards to our facilities.

### **5. Clerk/Deputy Clerk Report**

The Clerk and Deputy Clerk had issued their report in advance and there were no questions.

### **6. Planning Matters**

Circulated by the Deputy Clerk to all members in advance:

#### **a. Report from meeting held on 16<sup>th</sup> February '23.**

There were no comments or queries.

#### **b. Summary of planning applications and decisions February/March.**

There were no comments or queries.

#### **c. Neighbourhood Plan Review Working Party, update.**

Group members consist of the Deputy Clerk, Mr. Aylmer. Mr. Rowley and Mrs Hayman. A verbal update was given by the Deputy Clerk. As per the terms of reference a meeting with Basingstoke & Deane Borough Council will be held on March 13<sup>th</sup> for information gathering. The aim is to have a proposal ready for the May meeting.

### **7. Working Party Reports**

#### **a. Burials and Churchyards - Working Party report:**

- i. Requested approval to purchase a 90cm Rosemary Tree and Lavender plants to enhance the Burial Ground, and memorial area at a cost of £80.00. Proposed by the p.t Chair, seconded by the Mr. Wain and agreed by all members of the council by show of hands.
- b. Environment**
- i. **Oakley Sustainability Group Working Party Report:**
- Thermal Camera HCC Greening Campaign, update. Referring to the OGN March report; 33 surveys were completed during Dec '22 to Feb '23 and the outstanding 12 bookings will be picked up in the autumn when the colder weather returns.
  - Oakley Warm Hub progress update, with a request to explore extending the Hub into the spring months due to popular demand, transferring it under Community Engagement; subject to approval on finance and resources. Mr. Startin requested that the remaining Grant funds be investigated to see if the timeframe could be extended. Proposed by the Mrs. Hayman, seconded by the Mr. Startin and agreed by all members of the council by show of hands that this activity should be transferred under Community Engagement.
  - PC Sustainability 2023 projects, update for awareness only - Acknowledged.
  - Requested approval to organise an Oakley Green Fayre during the National Green Week 10<sup>th</sup> – 18<sup>th</sup> June '23. Mr. Ellison requested we ensure nothing clashes with other village/school fairs. Proposed by the Mrs. Wain, seconded by the Mr. Ellison and agreed by all members of the council by show of hands.
  - Requested approval to meet with OCA, to encourage a 'green corner' at the 2023 Oakley Village Fair. Proposed by the Mrs. Wain, seconded by Mr. Aylmer and agreed by all members of the council by show of hands.
  - Requested approval to meet with our neighbouring parish councils, to explore mutual Sustainability efforts such as the Bee Fair '23 in Wootton St. Laurence. Proposed by Mr. Ellison, seconded by the p.t Chair and agreed by all members of the council by show of hands.
- ii. **Andover Road and Canterbury Gardens Allotments:**  
A verbal update was given by the Clerk on behalf of the Chair;
- OAKS (Oakley Allotment Society) has installed composting bays in the communal area of the Andover Road allotments, and there has been a delivery of horse manure on site for plot holders.
  - Transfer documents for Canterbury Garden allotments have been signed and returned by ODPC as of Friday 3<sup>rd</sup> March '23, with a transfer fee of £1.00. Plot markers will be installed ready for new plot holders to be on site pending completion, expected within the next week.
- c. Finance**
- i. **Approval of payments, February/March 2023:**  
Circulated by the RFO to all members in advance: It was proposed by Mr. Startin that the following payments be made and seconded by Mr. Ellison, the p.t Chair abstained due to a declared interest; Approved by members of the council by show of hands:

Payments for approval March 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	February Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2161.33	2593.60	February Grounds Maintenance	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	February Beach Park Grounds Maintenance	Unpaid EFT
Mark Godwin	669.07	690.90	Agreed handyman jobs as per schedule	Unpaid EFT
Nicola Beere expenses	87.51	87.51	Keys for pavilions £12.80, office supplies £27.95, thank yous (chairman's allowance) £14.98, Warm Hub expenses £31.78	Unpaid EFT
Helen Meyer expenses	60.96	60.96	Food for Warm Hub	Unpaid EFT
Victoria Moody expenses	75.00	75.00	Starlink broadband monthly fee paid by personal credit card	Unpaid EFT
Victoria Moody expenses	5.00	5.00	Postage contribution (4 x 2 <sup>nd</sup> class stamps for S Dyer payslips £2.72 and recorded delivery for bank mandate update form £2.35)	Unpaid EFT
St Leonard's Centre	144.00	144.00	Hire of office space in February	Unpaid EFT
Bewley Homes Plc	1.00	1.00	Exchange re transfer of ownership of Canterbury Gardens allotments	Unpaid EFT
Hampshire County Supplies	51.01	61.21	Cleaning supplies and toilet rolls for pavilions	Unpaid EFT
Oakley Stitchers	166.34	166.34	50% share of Carols at the Pond donations	Unpaid EFT

Craft Kits n Bits	270.75	324.90	Manning of Warm Hub in Jan and Feb, and supply of wool for knitting activity at Warm Hub	Unpaid EFT
Tina Harrington cleaner	318.25	318.25	Cleaning of pavilions in Jan & Feb	Unpaid EFT
Castle Water Ltd	67.36	67.36	Fresh water supply to Peter Houseman pavilion	Unpaid EFT
Castle Water Ltd	67.38	80.86	Fresh water supply to Newfound sports pavilion	Unpaid EFT
Bishop Sports and Leisure	78.95	94.74	Boot brush stand replacement brushes	Unpaid EFT
Peterlee Fire Company Ltd	140.00	168.00	Fire extinguisher service x7 and fire extinguishers x2, at PH & NF	Unpaid EFT
SoftFX Water Softeners Ltd	55.00	66.00	Water softener service call out to Peter Houseman pavilion	Unpaid EFT
Information Commissioners Office	40.00	40.00	Data protection fee	Paid EFT
CREDIT CARD: for info	tbc	328.25	£184.20 laserjet toner pack for N Beere pc printer: £122.71+£3.61 Ragic subscription £17.73 Amazon order for H Meyer print cartridges	DD due 15/03/23

Circulated by the RFO to all members in advance: The below points ii and iii were proposed by the Mr. Startin, seconded by the p.t Chair and agreed by all members of the council by show of hands:

- ii. **Direct debit mandate to be agreed and signed, for collection of future data protection fees.**
- iii. **Change of signatory and contact details for CCLA/Public Sector deposit fund to be agreed with forms signed.**  
Signatures are to match those approved for the ODPC Bank account.

**d. Highways and Transport - Working Party report:**

Circulated to all members in advance by the Chair, there were no comments or queries:

- i. **OTIS (Oakley Traffic Information Survey), update:** OTIS was deployed opposite Jolly Ollies on 12<sup>th</sup> February to monitor baseline traffic activity figures during half term week. Unfortunately, shortly after switching on at 17:30 the battery died so no data was collected. Permission requested to purchase two batteries at an unbudgeted total cost of £139.20. Proposed by Mr. Startin, seconded by the p.t Chair and agreed by all members of the council by show of hands.
- ii. **Zoran Small Claims Court Hearing, update:** ODPC case against Smart Group Manufacturing is scheduled to be heard on Wednesday 12th April at 11:30am at Basingstoke Magistrates Court. The Chair requested the support of one other member of the council, to join him at the court hearing. Mrs. Hayman volunteered.

**e. IT Project – Working party report:**

Circulated to all members in advance, the report will be discussed under confidential items.

**f. Parish Council Governance**

Proposed by the p.t Chair, seconded by Mr. Ellison and agreed by all members of the council by show of hands the following points i. a-c were approved:

- i. **Strategy Meeting 19<sup>th</sup> November 2022, outcome review continued:**
  - a. **PC structure review task group, update:** Task group members are investigating meeting, committee & working party structures. Confirmed as Mr. Rowley and Mrs. Hayman; Examples of revised working group structures were given for consideration, that would see meetings and procedures streamlined to reduce admin and working hours for councillors and clerks. Feedback is requested, and a draft recommendation will be given at the next 13<sup>th</sup> April main council meeting.
  - b. **Quorum** - A proposal regarding the removal of standing order item 4.1 and addition of an alternative based on NALC model standing order 3v. This item was received without discussion and stands adjourned until the April meeting per standing order 27.1, by recommendation of the Governance Working Party. Reducing the quorum number from 6 to 5 members for full council meetings.
  - c. **Developer Policy** – The proposed developer policy was previously submitted to Full Council by the Planning Committee and deferred to Governance WP. The Governance WP recommend approval (subject to any minor amendments that do not alter the meaning of the policy to be determined prior to March meeting). Proposed by the p.t Chair, seconded by Mr. Ellison and agreed by all members of the council by show of hands.

**g. Community Engagement – Working party report:**

Circulated by Mr. Rowley to all members in advance, there were no questions or queries. Proposed by the p.t Chair, seconded by Mrs. Hayman and agreed by all members of the council by show of hands the following points were received:

- i. **Requested approval for spend on Annual Parish Meeting (APM) within budgeted amount.** Event date confirmed as Wednesday 26<sup>th</sup> April, at the Oakley Junior School. An event for residents, all are welcome.
- ii. **Requested approval for the use of Peter Houseman on 6<sup>th</sup> May for Village Coronation Event being run by OCA. Determine cost to OCA.** It was agreed both the field and facilities will be offered with no charge, and that the parish council will seek to support the OCA with the HCC Coronation Grant available from April 1<sup>st</sup> '23, as a joint venture. OYFC have confirmed they will not be using the Peter Houseman fields on Saturday 6<sup>th</sup> May, only Sunday 7<sup>th</sup> May.
- iii. **Requested approval for spend on raffle prize for village show within budgeted amount.**
- iv. **Requested approval for spend on Village welcome packs needed for new residents, within budgeted amount.**

**h. Sports and Play areas – working party report:**

Circulated by Mr. Ellison to all members in advance the council were asked to note the following arrangements, there were no queries or objections. Proposed by Mr. Startin, seconded by Mr. Bullion and agreed by all members of the council by show of hands all the following points i.-v. were acknowledged and approved:

- i. **Beach Park Tennis Court Refurbishment** – The Council was asked to approve the work schedules with ETC Sports UK and agree the budgeted total cost £6185, due for payment May/June 2023.
- ii. **Newfound league Cricket Season 2023 –**  
The Council was requested to formally authorise these agreements for the 2023 cricket season;
  - a. SG&PAWP has granted permission to ST Marys CC to play 9 Saturday league home games and training session at Newfound during the 5<sup>th</sup> May to 31<sup>st</sup> August '23 season.
  - b. SG&PAWP has granted permission to Oakley CC 3<sup>rd</sup> X1 to play 7 Saturday league matches at Newfound, alternating Saturdays as agreed with Hampshire County Cricket League association.
- iii. **Newfound cricket power roller urgent replacement** – Ahead of the 2023 league cricket season, it has been established that the present cricket wicket power roller machine is unusable and unrepairable. The SG&PAWP requested as a matter of urgency the Council delegate authority to a project team from SG&PAW, the Finance WP and the Clerk with professional support from Larkstel Ltd to resource replacement equipment.
- iv. **Upper Farm Road, Avon Road Park and Beach Park:** The special impact surfaces under/surrounding play equipment at all sites require moss and weed killer treatment. SG&PAWP consider this work can continue to be undertaken by the Parish Council handyman under instruction of the Clerk.
- v. **Beach Park Skate park** leaf clearance and cleaning would be conducted by Archers Ground and Garden Maintenance.

**8. Reports from representations to other organisations**

- a. **Andover Road Village Hall**  
Mr. Bullion; Nothing to report.
- b. **East Oakley Village Hall**  
Mrs. Hayman will connect with the EOVB as their new PC representative. The Clerk reported that the EOVB committee still has an urgent need to recruit more members – A new Booking Secretary and Committee Secretary are required. The heating at the EOVB is now working again.
- c. **Oakley Green Network**  
Circulated by Mrs. Wain to all members in advance, there were no comments or queries. The OGN brand and activities have been suspended until further notice, due to strained resources.
- d. **Oakley Community Association**  
Circulated by Mr. Startin to all members in advance, a report was given following the OCA meeting held on Thursday 23<sup>rd</sup> February '23. The report included the following events confirmed:
  - i. Easter Egg Hunt, 7<sup>th</sup> April. Based in the Barley Mow car park 10:30am - 2pm.
  - ii. Village Coronation event, running 6<sup>th</sup>- 8<sup>th</sup> May '23. Saturday 6<sup>th</sup> May based on the Peter Houseman field.
  - iii. Front Garden Stalls, 24<sup>th</sup> June '23.
  - iv. Oakley Village Show, 5<sup>th</sup> August '23.
  - v. Oakley and Deane Fireworks, 5<sup>th</sup> November '23.

**9. Confidential items**

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.

**10. Date of the next meeting**

Thursday April 13<sup>th</sup> 2023 at the Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.