

## **MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 14<sup>th</sup> APRIL 2022**

**Present:** Mr. Harding (Chairman), Mr. Bealing, Mr. Ellison, Mrs. Hayman, Mrs. McCullins, Mr. Paler, Mr. Rowley and Mr. Startin, and Mr. Gaskell (Borough Councillor). Mrs. Meyer (deputy clerk) also attended.

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

Apologies were received from Mr. Adams, Mr. Bullions, and Mr. Parry, and from Mrs. Taylor (Borough Councillor).

### **2. Minutes of meeting held on 10<sup>th</sup> March 2022**

Minutes of the meetings, having been previously distributed to all members, were agreed to be accurate records of the meetings and the chairman signed the minutes.

### **3. Circulars and Correspondence**

- a) **Code of Conduct, Social Media Guidance, and Interests Flowchart:** new versions of these were forwarded to the clerk. These will be reviewed and when agreed by the Governance Committee, will be proposed for adoption by members at a future meeting. Mr. Rowley proposed that all policies be reviewed, as well as Working party Terms of Reference documents, and all members agreed.
- b) **Police and Crime Commissioner meeting 25<sup>th</sup> April:** an invitation from Cllr. Henderson was forwarded to all members.
- c) **HCC Annual Report:** Cllr. Henderson issued an annual report, which was forwarded to all members.
- d) **Deane APM:** with regret, the decision was taken not to hold an APM for Deane, due to the absence of a councillor to represent Deane since February 2020. The clerk has advertised the vacancy on notice boards, social media, the Parish website and in Link and the previous councillor has tried to recruit a replacement but has been unsuccessful. Should a volunteer apply later in the year, we can hold a separate Parish Meeting for Deane at a future date.

### **4. Clerk and Deputy Clerk report**

The clerk and deputy clerk had issued their report in advance and there were no questions.

The clerk informed members that the new handyman had been appointed, effective 1<sup>st</sup> April. He will initially not have a fixed day to work for us each week but that may change in the future.

The clerk was asked to forward her letter to Kit Malthouse MP re energy costs to HALC and BDAPTC, as support from both those organisations, and

ultimately NALC, will be needed if the request for support for Parish Councils is to be successful.

## **5. Planning Matters**

- a) **Minutes of the Planning Meetings held on 17<sup>th</sup> March and 7<sup>th</sup> April** were circulated by the deputy clerk to all members. There were no comments or queries.
- b) **Summary of planning Applications and Decisions since the March meeting** was issued by the deputy clerk and there were no comments or queries.
- c) **Policy for meeting with developers:** a draft policy was circulated for review and comment. Mr. Ellison commented that one of the main issues was that agreements made with the outline developers who subsequently sell on the land with planning permission are not honoured – for example the bungalows promised by Wates at the Canterbury Gardens development. This needs to be followed up by the Borough Council and included in the S106 documentation.

## **6. Action list and Working Party Reports Presentation**

Mrs. Meyer gave a short presentation on how to add items to the Action List, and how to run the reports.

## **7. Review of Action List**

Mr. Harding reviewed the outstanding items on the action list, and several were confirmed as either completed or no longer required, and Mr. Paler will update the list following the publication of the minutes. It was agreed by all members that using an action list helped to track the progress of open items. Mr Rowley commented that the inclusion of the date and the name of the person updating the item should be included, and it was agreed this was a useful audit trail.

## **8. Working Party Summaries**

The clerk asked all members to let her know which working parties/committees they would like to be involved with in the new Council year.

### **a. Burials and Churchyards**

- a) The clerk confirmed that the ash tree had been felled and the hawthorn overhanging the highway had been cut back. The other tree works were awaiting Diocesan approval and the clerk will ask for this to be escalated.
- b) The clerk was asked to contact the Diocese to request a copy of the original transfer of the grounds maintenance to the Parish Council.

- c) There was an outstanding action to refill the sunken graves, and the clerk asked if she should request the grave diggers leave the spoil so this could be utilised for that purpose, and members agreed.

## **b. Environment**

Mr. Harding updated members on the transfer of the allotments at the Canterbury Gardens site – works were ongoing, but the legal agreements were not yet in place.

## **c. Finance**

- a) Approval of Payments:** it was proposed by Mr. Paler and seconded by Mr. Rowley and agreed by all members by show of hands that the following payments be made:

<b>Payee</b>	<b>Charge to Budget</b>	<b>Total Cost</b>	<b>Service</b>	<b>Status</b>
NEST	187.25	187.25	Clerk Pension March	Paid DD
EE and T Mobile	32.00	38.40	Clerk/deputy mobile phone	Paid DD
HMRC	1201.25	1201.25	March Contributions	Unpaid EFT
Scofell	296.66	355.99	March Grounds Maintenance	Unpaid EFT
M Bastick	63.00	63.00	Handyman Hours March	Unpaid EFT
Larkstel Ltd	4165.00	4998.00	March Grounds Maintenance /marking out/bins/tennis courts	Unpaid EFT
Nigel Jeffries	587.92	705.50	March Grounds Maintenance	Unpaid EFT
BT	41.95	50.34	Office phone	Unpaid DD
B Bedford	163.00	195.60	PH Repairs	Unpaid EFT
WG Shenton	140.00	168.00	Boiler service Newfound	Unpaid EFT
T Harrington	320.76	320.76	Cleaning Feb and March	Unpaid EFT
HALC	1070.62	1070.62	Annual Subscription	Unpaid EFT
Castle Water	35.40	42.47	Water Newfound	Unpaid EFT
Castle Water	57.77	57.77	Water PH	Unpaid EFT
SW Contract Services	460.00	552.00	Fence and trees Kings Orchard	Unpaid EFT
N Goodyear	202.00	242.00	PH track repairs	Unpaid EFT
S Harding	22.76	27.31	Flash Drives	Unpaid EFT

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

- b) **Audit process:** the clerk confirmed that our internal auditor Mrs Campbell had agreed to continue her role for another year. Also, the clerk confirmed that ODPC had not been selected as part of the parishes subject to additional review this year. Mr. Startin and the clerk had started working on the audit papers and she will update members at the May meeting.
- c) **Utility provider:** after a huge amount of work, for which all members thanked Mrs Meyer, Octopus Energy were chosen as our gas and electric providers for the next three years.
- d) **Parish Online:** the clerk had circulated details of the service to members. The cost would be £280.00 per annum but there is a one-month free trial. Members agreed that we should utilize the free trial but not until w/c 25<sup>th</sup> April so that we can take as much advantage as possible by utilising the service when more members are available.
- e) **Generator:** our new handyman has sourced a second-hand portable generator at a cost of £120.00 and Mr. Ellison proposed, and Mr. Paler seconded, that this should be purchased for the Parish Council. All members agreed.
- f) **Cleaner:** our cleaner has, inline with the revised minimum wage, increased her hourly rate to £9.50 as from 1<sup>st</sup> April 2022.
- g) **Outside Light at Newfound:** it was agreed that the clerk should request Mr. Williams to purchase and install a motion sensor light at the entrance/exit to Newfound.
- h) **Debit card:** it was agreed that the Finance Working party would discuss this at their next meeting

#### **d. Highways and Transport**

- a) **Speed Indicator Device:** Mr. Harding had provided a detailed file in support of the Small Claims Court case against Smart Group. The cost to take action is £205.00 Mr. Paler proposed, Mr. Ellison seconded, and all members agreed, that the proceedings should commence as soon as possible.
- b) **Disabled Parking at the Vale Shops:** a request was received from a member of the public asking for a disabled parking space to be created close to the chemist. However, members felt that as the space cannot be policed or any enforcement made, that it would not be beneficial to proceed with the request. The works would remove one space permanently and might reduce parking availability. Mrs. Hayman asked whether the side road could be utilized for disabled parking, but that area is owned by the shops and the chemist van often parks there while collecting items to be delivered.

#### **e. IT/Governance**

**IT:** The introduction of .Gov.UK email addresses for the councillors is almost complete. Mr. Paler will visit Mr. Bullions to activate the new email address and set up contacts etc.

**Governance:** as the strategy meeting was cancelled due to illness, a future date will be agreed after the AGM in May.

#### **f. Publicity and Events**

**Annual Parish Meeting:** flyers for the meeting have been distributed, and details of the event are on Facebook and the Parish Council website.

**Jubilee events:** Mrs. McCullins will be invited to the OCA meeting on 28<sup>th</sup> April.

#### **g. Sports and Play areas**

The emergency door repairs at Peter Houseman pavilion were approved for payment – the clerk had paid for it on her own debit card, and it was agreed she should be reimbursed immediately.

Mr Ellison had been asked by the play area provided Vitaplay if the additional equipment for Upper Farm Road and Avon Road play areas could be installed earlier than scheduled, due to a cancellation of another job. All members agreed.

The acceptance of the quote for works to trees damaged after Storm Eunice, at Beach Park, Upper Farm Road, Peter Houseman, and Avon Road was proposed by Mr Rowley and seconded by Mrs. McCullins and all members agreed. The clerk will arrange the works as soon as possible, but this is dependent on no bird nests in the trees that need work.

### **9. Reports from representatives to other organisations.**

**Andover Road Village Hall:** nothing to report

**East Oakley Village Hall:** nothing to report

**Jubiloaks/Woodlands Group:** nothing to report.

**Village Show Committee:** nothing to report

**Oakley Community Association:** Mr. Startin issued a report in advance of the meeting.

**Community Kindness:** nothing to report.

**Oakley Support Network:** nothing to report.

**Love Oakley? Go Green:** nothing to report

**Policing:** nothing to report

**Ukrainian Family Group:** Mrs. Hayman attended the inaugural meeting. The clerk is trying to obtain an up-to-date map of the village for inclusion in the welcome packs to give to our guests when they arrive.

#### **10. 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.

11. **Date of the next meeting is May 12th, 2022. The meeting will start at 6.30 pm to include the session with Wates and Miller Homes.**