



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON OCTOBER 13TH 2022

Present: Mr. Adams (Pro tempore Chair), Mr Bullions, Mr. Ellison, Mrs. Hayman, Mr. Rowley, Mr. Startin, Mr. Paler, Mrs Wain, Mrs. Moody (RFO), Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk), two Community Safety Patrolling Officers (CSPO) and three members of the public also attended.

Public Session

Mr. and Mrs. Robson, Oakley residents and PC supporting members, addressed the Parish Council on the following matters:

- I. To enquire if the pond in Poets Meadow was going to be developed or was it actually a soakaway, and what safety measures were going to be put in place due to the deep water. Councillor Mr. Rowley confirmed that it was indeed a soakaway, and that there are lifebuoys in place. The developers had no original intention of this being a pond, and that the area is still under development.
- II. To request an update on the Oakley Village Welcome Packs as they haven't been any handed out in the past two months and there has been no communication to Mrs Robson who produces the Community Kindness Jam that is included with each welcome pack. The Clerk apologised for the lack of communication and explained that the welcome packs were temporarily pulled as the contents were out of date. While these are being developed and updated, a letter from the Chair will be supplied to accompany the jam, directing all new arrivals to the Parish Council website. The Clerk will provide a copy of the letter to Mrs Robson for distribution. The council would like to thank Mrs Robson for her continued support and homemade jam, that adds a personal touch to our welcome packs.

Mr. Toby Tickner (CSPO), addressed the Parish Council along with his colleague Ben (CSPO) to introduce himself as the new Community Safety Patrol Officer from Basingstoke and Deane Borough Council covering the areas of Winklebury, Oakley, Manydown and the Candovers. Their attendance at the Parish Council was an opportunity to meet the councillors, better understand the ongoing affairs in Oakley and overall introduce himself. CSPO confirmed he would be patrolling Oakley on foot once a week to support his integration into the community with a focus to reduce anti-social behavior. The Council wished CSPO Tickner the very best in his new role and thanked both CSPO officers, with an open invitation to attend any future Parish Council meetings.

More information is available here: <https://www.basingstoke.gov.uk/cs-po-team>

CSPO Tickner can be contacted at: cs-po@basingstoke.gov.uk

Apologies for Absence

Apologies were received from Mr. Harding (Chair), Mr. Aylmer and from Mrs. Taylor (Borough Councillor).

As the Chair was unable to attend the meeting due to it being his 55th Wedding Anniversary, an election for a pro tempore Chair was held at the opening of the meeting. Mr. Adams was proposed by Mr Rowley, Mr. Startin seconded the proposal and all members, by show of hands, voted in favour of Mr. Adams as pro tempore Chair for the evenings meeting. The Council would like to wish Mr. and Mrs. Harding a very happy anniversary.

Minutes of meeting held on September 8th 2022

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.

Circulars and Correspondence

- I. **Road closures associated with the Pack Lane and Oakley Lane Rail bridges** - commenced 19th September for 3 months, the advertised date to reopen is 25th November. The council is aware of the disruption currently being caused and will advise Network Rail to stagger any future closures to minimise this. The placement of the signs at

Oakley Lane near the duck pond, are to be reviewed and a request to BDBC to move them to past the Kennet Way junction further down Oakley Lane as their current position is considered a hazard to traffic and pedestrians.

- II. **Hampshire Police, new Community Safety Patrolling Officer Mr. Toby Tickner** - The Parish Council will be inviting CSPO Tickner and PCSO Andy Jones to a future Parish Council monthly meeting to speak, the exact date to be decided with all parties and will be advertised to allow members of the public to attend.

Clerk/Deputy Clerk Report

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

The Parish Council now has office space at the St Leonard's Center on Rectory Road. The office will be open to the public Wednesdays 9:00-12:00 and Thursdays 12:00-15:00, where the Clerk and/or Deputy Clerk will be available.

Planning Matters

- a. **Minutes of planning meetings held on 21st July, 4th August, 18th August, 29th September** were circulated by the Deputy Clerk to all members in advance. There were no comments or queries.
- b. **Summary of planning applications and decisions July/August, August/September and September/October** were circulated by the Deputy Clerk to all members in advance. There were no comments or queries.
- c. **Church Acre, proposed road names for the new development east of Station Road by Miller Homes** were circulated by the Deputy Clerk to all members. Questions need to be asked regarding why the developers are suggesting the current list of names, some of which are noticeably relevant, but others need further investigation. The Council feel that the names should reflect a historic reference and/or have meaning to Oakley and will be reviewing historic village maps to help define these. Planning Committee will review the names and respond to Miller Homes.
- d. **Community Building, progress update.** At this year's Village Show a vote on the PC stand had taken place to gauge the Villages interest/support of a new Oakley Community Centre building. Mr. Rowley confirmed all votes collected were unanimously in favour of this, and that the project had agreed support from Mrs. Taylor (Borough Councillor). The proposed site is under negotiation with the developers, and the council acknowledges that this is a one of chance to have such a building within a central walking location of Oakley. The decision was made to formally write to relevant parties at Basingstoke & Deane Borough Council (including the Borough councillors) and MP Kit Malthouse to encourage the support for this project. Proposed by Mrs. Hayman, Mr. Rowley seconded the proposal and all members, by show of hands, voted in favour.
- e. **BDBC Local Plan, progress update** was circulated by the Deputy Clerk to all members in advance. There were no comments or queries. Currently paused, a new Local Plan Timetable is in development as Basingstoke & Deane Borough Council have agreed to extra time for planners to identify the true level of local need for new homes.

Scheme of Delegation to Clerk, Ref S101

The Clerk requested that members consider extending a scheme of delegation to her and four members of the council (Mr. Harding, Mr. Ellison, Mr. Rowley and Mr. Startin) to ensure business continuity, due to the increase in Covid cases and the fast-approaching winter months. The expire date was amended to 31st May 2023. P.t Chair proposed to adopt the delegation scheme. Mr Rowley seconded the proposal and all members, by show of hands, voted in favour. The p.t Chair signed the update S101 Temporary Scheme of Delegation.

Working Party Reports

Due to the RFO needing to leave the meeting early, the p.t Chair granted permission for Community Engagement and Finance working party reports to be discussed first.

- c. **Finance - Budget forecasting 2022-23 and budget 2023-24;** Mr Startin requested that all working parties complete their section on a provided spreadsheet, returning it to Mr. Startin and Mrs. Moody (RFO) by no later than the 10th November 2022.
- I. **Approval of payments, September/October** was proposed by Mr. Startin, seconded by Mr Bullions and agreed by all members by show of hands, that the following payments be made:

Payments for approval October 2022				
Payee	Charge to Budget	Total Cost	Service	Status
HMRC	331.92	331.92	September Contributions	Scheduled EFT (13/10)
Scofell Landscapes	296.66	355.99	September Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,710.33	3,252.40	September Grounds Maintenance/bins/pitch marking/cricket table dressing	Unpaid EFT

Archers Grounds Maintenance	159.32	159.32	September Beach Park Grounds Maintenance	Unpaid EFT
Parish Online	252.00	302.40	Parish Online – digital mapping (annual subscription)	Unpaid EFT
Zurich Municipal Insurance	3,307.58	3,307.58	Annual insurance premium	Unpaid EFT
Tina Harrington	255.32	255.32	Cleaning of both pavilions	Unpaid EFT
F & V Bullions expenses	37.40	38.65	Cake for outgoing clerk retirement event	Unpaid EFT
J Paler expenses	160.90	160.90	Printer ink cartridges re sustainability projects, village show etc.	Unpaid EFT
N Beere expenses	105.08	118.97	Refreshments for outgoing clerk retirement event and replacement padlock for Newfound gate	Unpaid EFT
Malshanger Estate	133.43	133.43	Contribution to water charges	Unpaid EFT
Basingstoke Skip Hire	295.00	354.00	Second skip for Oakley Allotments PAYMENT MADE SEPTEMBER	Paid EFT
Castle Water	56.57	67.87	Water at Newfound PAYMENT MADE SEPTEMBER	Paid EFT
Castle Water	74.95	74.95	Water at Peter Houseman PAYMENT MADE SEPTEMBER	Paid EFT
HMRC	331.92	331.92	September Contributions	Scheduled EFT (13/10)
Scofell Landscapes	296.66	355.99	September Grounds Maintenance	Unpaid EFT

Mr. Startin and p.t Chair approved the EFT payments.

g. Community Engagement – Working party report

- I. **Remembrance Sunday 2022 Service, update** given by the Clerk following a meeting with the organisers to include the OCA and St. Leonards Church. The Council have agreed within budget to cover the cost of the trumpeter Gemma Fuller, the Parish Council wreath, the Merchant Navy wreath, the Order of Service print run 300qty and public refreshments. Mr. Harding has been asked to do a reading on the day. The Clerk has been asked to read the fallen soldiers names. Mr Bullions has been asked to lay the PC wreath. Event date: Sunday 13th November 2022, 10:45 at St. Johns Garden of Remembrance.
- II. **Parish Online mapping, trial update** given by Mr. Rowley, where it was proved to be successful and would be valuable across all divisions of the Council. The decision was to agree to a years subscription as approved by Finance. Proposed by Mr. Rowley, and seconded by Mr. Adams. All agreed with a show of hands.
- III. **Oakley Village Welcome Pack, update** All relevant flyers from the village supporting other Parish organisations eg. OCA, Bowles, Tennis, walking groups are currently being collected. Mr Adams proposed, and Mr Rowley seconded that the Clerk should create a proposal and costing of a new Welcome pack based on A5 cardboard boxes instead of the previous plastic wallets, a more eco-friendlier approach and a welcome ‘gift’ eg flower seeds. The packs will not contain information from local businesses, this information will be listed on the PC website. In the interim, the supporting Welcome Pack letter from the Chair will drive traffic to the PC website. A jar of community kindness jam will be included as previously.
- IV. **Parish Council website, update:** The council recognise that the PC website is due a refresh, and we will be looking to streamline the content and update all information. This project is ongoing with no timelines in place currently. For the PC to build its database, one new function to be included will be an area where new residents can register for a Village Welcome Pack; it’s vital the site needs to be made secure to do this.

a. Burials and Churchyards –

Details of these specific cases were circulated by the Clerk to all members in advance.

- I. **Ashes internment request, double plot:** Mr Paler proposed, and Mr Startin seconded to offer a double ashes plot to the family. Mr Adams abstained due to relationship with the family. The remaining Councillors voted to agree to the proposal.
- II. **Ashes internment request, triple plot:** Mr Bullions proposed, and Mr Starlin seconded that there may be an offer a triple ashes plot to the family in the future but unfortunately not at present. An offer of space for a memorial plaque or plant in the burial ground can be offered. Mr Rowley, Mrs Wain and Mr. Ellison abstained

but the majority voted to agree to the proposal with a show of hands. An offer of space for a memorial plaque or plant in the burial ground can be offered.

- III. Quotes received via Tree Surgeon Mr. Simon Warner for trimming of trees overhanging Rectory Road £100 and Yew Trees brushing church wall on the field side £120 were approved at the meeting.
- IV. Approved was requested by the Burial Ground Working Party, for the PC to delegate to them the ability to obtain further quotes from Mr. Warner concerning tree maintenance on Rectory Road for 1) Trees overhanging the White House and 2) Trees overhanging the Well House. If within the budget of £1,500 the BG Working Party is to approve and action as required.

b. Environment -

- I. **Oakley Sustainability Group – Declaring a Climate Emergency**, the proposal was circulated by the Mr. Paler to all members in advance. Mr. Paler proposed a climate emergency to be declared, recognising the urgent need to act, with a formal public statement to be released in next month's Link. P.t Chair seconded the proposal and all members, by show of hands, voted in favour. Furthermore, Mr. Paler has invited Mr. Adrian Frost from Climate Stewards, to speak on Carbon Footprints for 30 minutes at the start of the next PC meeting on the 10th November, who will support us in measuring our own footprint.
- II. **Andover Road and Canterbury Gardens Allotment, update** was circulated by the Chair to all members in advance. There were no comments or queries.
- III. **Allotment Management report & skip hire** were circulated by the Chair and Clerk to all members in advance by Mr Harding. Mr. Rowley proposed and Mr. Adams seconded the following:
 - Inspections are conducted monthly from March 1st through to 30th September. This should enable uncultivated or poorly cultivated plots to be identified before they become too bad.
 - The inspections should be conducted by the Parish Clerk and members of the Environment working party. OAKS have declined an offer to part of the inspection party. Allotment rules need to be more strictly applied. Where plots are below acceptable standards, this needs to be followed through immediately.
 - When a plot is offered to a prospective tenant, its condition should be photographed, and the photograph signed and dated on the back by the potential tenant and the Parish Clerk.
 - New tenants pay deposit of £150. This will be refundable if the plot is in a good enough condition to be immediately relet when the tenancy is relinquished. This is an increase of £50 on the current deposit: increasing it any more will deter people from taking a tenancy.
 - The current allotment rules are reviewed to make tenancy obligations clearer.

2022-23 invoices were released early September with a 5% increase on rent under delegation S101, moving forward it was requested that all rental fees are reviewed in advance at the July/August 2023 PC meetings. Proposed by p.t Chair, Mr. Bullions seconded the proposal and all members, by show of hands, voted in favour.

- IV. **Litter wardens, general update** where the Clerk informed the councillors that we have seen an increase of glass bottles in our village bins, which are becoming a problem for our little pickers due the weight to clear/move them to our BDBC glass recycling point. Some of our bins require maintenance, the Handyman Mark Goodwin is working on them, but we may need to replace them in the future. The situation will continue to be monitored.

Due to the late time and the Working Party leader needing to leave, it was agreed to move the Sports and Playground working party report up the agenda.

- h. **Sports and Play areas – working party report** was circulated by the Chair to all members in advance. There were no comments or queries on the following:
 - I. **Matters arising from September's Parish Council meeting:**
 - **BDBC officials are continually failing** to honour the commitment to deal with grass/trimming at Upper Farm Road, graffiti removal and fly tipping at Beach Park. The Clerk will locate the original agreements.
 - **PAT Testing for Newfound and Peter Houseman Pavilion equipment.** Mr. Paler proposed and Mr Startin seconded that the PAT testing go ahead within the budget set. All Councillors agreed with a show of hands.
 - **Delegate research to the choice of Play Inspection company to the Sports and Play Areas working party.** A recommendation will be made to the Parish Council. Mr Adams proposed, and Mr Paler seconded. All Councillors agreed with a show of hands.
 - **An Arboreal Consultant needs to be consulted** 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/Ps and the Chairman and Clerk, to determine next steps required. P.t Chair seconded and all members by show of hands agreed.
- II. **Lettings approved by SG&PAWP**, offers the Newfound ground/pavilion to a goal keeping school 24th and 28th October 2022 only. This was proposed by Mr Adams and seconded by Mrs Wain. All Councillors agreed with a show of hands.
Newfound ground/pavilion to Whitchurch United FC U14 team (black) for all home matches in the Testway league, cup friendly matches for the rest of the season 2022/23 on Saturday mornings only. This was proposed by Mr Paler and seconded by Mrs Wain. All Councillors agreed with a show of hands.
 - III. **Play Areas and Equipment, Parish Council internal proforma**: SG&PAWP has prepared an inspection proforma, to fulfil the final element of the O&DPC policy document, "Policy parameters and procedures for dealing with unsupervised play areas and play equipment, inspection and reports". The document will record in house inspections of Parish Council facilities. This is additional to and not in substitution for the annual inspection of such areas and equipment by an independent external company. Mr Ellison would like to record his most sincere thanks to the Deputy Clerk and the late Cllr. Mr. Bealing for the work they contributed to producing this proforma. Proposed by Mr Rowley, Mr. Startin seconded the proposal and all members, by show of hands, voted to approve the use of this inspection document by the Parish Council.
 - IV. **Repairs, maintenance, and replacements**: A condition survey of N & PH pavilions is required to identify lighting repairs and bulb replacements at both pavilions. Preferred contractor is Paul Williams. Repair and replacement budget of £400 per pavilion. Proposed by Mr Rowley, p.t Chair seconded the proposal and all members, by show of hands, voted to approve and proceed.
 - V. **SG&PAWP ask the Parish Council to approve the cost** for the purchase of a set of football boot cleaning frame brushes for the Newfound Pavilion. There is £140 in the budget. Proposed by Mr Adams, Mr Bullions seconded the proposal and all members, by show of hands, voted to approve and proceed
 - VI. **SG&PAWP consider that repair work should be undertaken** of the access track to PH from Rectory Road. Also, minor surface repairs to the track within PH site and the entrance track to the NF car park. There is a budget of £750 to cover the work and costs by our preferred contractor Norman Goodall. Proposed by Mr Rowley, p.t Chair seconded the proposal and all members, by show of hands, voted to approve and proceed.
- d. **Highways and Transport – Working party report** was circulated by the Chair to all members in advance. There were no comments or queries. The owner of the dealership on the B3400 is very aware of the problems being caused and has agreed to telephone the delivery companies to see if deliveries and collections can be scheduled to avoid peak traffic hours.
 - e. **IT Project – Working party report** was circulated by the Chair to all members in advance. There were no comments or queries.

The Chair deferred all remaining points on the agenda to the next meeting due on November 10th 2022, due to the lateness of the hour. At this point the meeting closed.

- f. **Parish Council Governance -**
 - I. **Working Party/Committee proposal**, was circulated by the Chair to all members in advance. Deferred to 10th November 2022.
 - II. **Strategy Meeting date proposal, Saturday 12/19/26th November**: Members of the council will be contacted via email by the Clerk to vote for their preferred date. Deferred to 10th November 2022
 - III. **Parish Council office**: deferred to 10th November 2022

Reports from representations to other organisations

- a. **Andover Road Village Hall**: Deferred to 10th November 2022
- b. **East Oakley Village Hall**: Deferred to 10th November 2022.
- c. **Oakley Green Network**: Deferred to 10th November 2022
- d. **Oakley Community Association**: Deferred to 10th November 2022
- e. **Ukrainian Refugee Action**: Deferred to 10th November 2022

Confidential

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.

Date of the next meeting

November 10th at the Newfound Pavilion provided COVID restrictions allow face to face meetings at this time.