

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON 9TH AUGUST 2018

Present: Mrs. Blackman (Chairman), Mr. Bealing, Mr. Bullions, Mr. Harding, Mr. Parry, Mr. Startin, Ms. Tofts and Mrs. Taylor (Borough Councillor). One member of the public attended the meeting.

1. Apologies

Apologies were received from Mr. Crafer, Mr. Ellison, Mr. Hewitt, Dr. Johnstone and Mr. Law.

2. Minutes of the Meeting held on 12th July 2018

The 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.

3. Notices, Circulars and Correspondence

- a) **Notice of Stephen Lugg's funeral arrangements:** the clerk had forwarded details of the time and date of the funeral and informed members she had sent a condolence card to Mr. Lugg's family on behalf of the Parish Council.
- b) **Confirmation of co-option of Parish Councillor:** the clerk informed members that BDBC Electoral Services had not had any requests to hold an election following the resignation of Mr. Leslie, so it would be possible to co-opt a new member at the September meeting.
- c) **Report from Criminal Justice Briefing Meeting 31st July:** Mr. Parry attended the meeting, organised by Councillor Bounds, at the Civic Offices. He found it very informative especially as it mainly focussed on local issues. Hampshire is the 6th largest police force in the country but the 3rd worst funded. There is a growth in cybercrime and also in so called 'county lines' drug dealing, although Oakley is still a low crime area (as is the majority of Basingstoke). There are conflicting demands on the police service and how Parish Councils and other organisations can work with them to tackle crime is an ongoing issue. The Parish Council works closely with our PCSO Andy Jones, and this benefits both the residents and the local police. Mrs. Blackman thanked Mr. Parry for attending the meeting and for his report.
- d) **St Johns Burial Ground:** the clerk informed members that the Church Administrator had advised that the burial ground was almost at capacity and that she (Church Administrator) would be commencing the procedures to close the St Johns Burial Ground. This would increase the pressure on the Oakley Burial Ground, being the only area in the village for new interments. The clerk was asked to enquire with BDBC about maintenance of the Burial Ground, and the Working Party would then discuss whether the Parish Council could take over the ongoing maintenance once the Burial Ground was formally closed.
- e) **Boundary Changes:** the clerk had sent to all members a link to the document outlining proposed Boundary Changes for Basingstoke and Deane wards. There are changes that would affect Oakley and the clerk asked all members to read the documents and prepare comments for the September meeting, where the item will be on the agenda and a formal response from the Parish Council agreed.

4. Clerk Report

The clerk had issued her report to all members in advance of the meeting and there were no comments or queries.

Lone worker alarm: the clerk asked permission of the members to investigate the lone worker alarms available – at present she is often in the pavilions on her own, and in situations where potential confrontations could occur, for example with the rough sleeper at Beach Park. The members agreed she could research options and bring her report to a future meeting.

5. Planning Matters

- a) **Minutes of the Planning Committee meeting held on 2nd August 2018** had been issued to all members in advance of the meeting, and there were no comments or queries.
- b) **Manydown revised Outline Planning Application:** the clerk had sent to all members the link to the revised application and asked for all comments to be sent to her before the Planning meeting on 16th August, where the Parish response will be agreed. She does have hard copies of the Design and Access statement and other documents if members wish to look at them rather than viewing on online.
- c) **Report from Neighbourhood Planning Meeting held on 31st July:** the clerk had forwarded Mr. Bealing's report to all members and there were no queries or comments.
- d) **New member of Planning Committee:** as Mr. Leslie resigned from the Parish Council, the membership of the Planning Committee is now reduced to four, and as there is quorum of three members required for each meeting, Ms. Tofts had volunteered to become a member of the Committee. Mr. Bealing proposed, Mr. Parry seconded, and all members agreed that Ms. Tofts should join the Planning Committee.
- e) **Report from Mr. Hewitt's meeting with Kit Malthouse MP:** the clerk distributed the report to all members. There were no queries but Mrs. Blackman asked if the report would be sent to Link, and the clerk confirmed it would not.

6. Working Party Reports

Membership of the Publicity and Events Working Party: Mrs. Blackman thanked Mr. Bealing for the photographs he had taken for the Village Show and confirmed that she had asked him to join the Publicity and Events Working Party and he had accepted, and all members concurred. The clerk will send out a new Working Party membership list to all members.

a) Burials and Churchyards

- i) **Working Party Report** was issued to all members in advance of the meeting. The clerk had met with another contractor on 9th August, and requested a further quote for the removal of the spoil heap and clearing the vegetation.
- ii) **Church Wall Survey:** the clerk had received and forwarded the report from The Goddard Partnership in relation to the works required to repair the walls at St Leonard's. Mrs. Blackman asked for permission for the clerk to contact Mr. Goddard to ask for an estimate for his charges to prepare the tender documents on the Parish's behalf, as he has the necessary expertise available. All members agreed. It was further proposed that when the quote is obtained, that the Finance Working party have the approval to make the decision whether to accept the quote and all members agreed. The clerk was asked to forward the section on the Lych Gate to the PCC. There is a question of whether a new faculty will be required, and that will be confirmed by Mr. Goddard. Finally the clerk asked for

permission to pay the £300 bill for the report as soon as it is received, and all members agreed.

b) Environment

- i) **Working party report** was issued to all members in advance of the meeting. Ms. Tofts confirmed that a second quote had been sought for the work on the wildflower meadow. The clerk was asked to follow up with the lengthsman about the quote for the clearing of the footpath from Hill Road to Kennet Way.

c) Finance

- i) **Approval of payments:** it was proposed by Ms. Tofts and seconded by Mr. Bealing, and agreed by all members that the following payments be made:

Payee	Amount	Service	Status
NEST	64.26	Clerk Pension July	Paid DD
EE and T Mobile	18.86	Clerk mobile phone	Paid DD
BT	68.76	July Landline	Paid DD
B Bedford Expenses	346.76	Gazebo	Paid EFT
HMRC	544.38	July Contributions	Paid EFT
BDBC	304.50	July Grounds Maintenance	Unpaid EFT
M Bastick	640.25	Handyman Hours July	Unpaid EFT
T Harrington	123.42	Cleaning July 2018	Unpaid
Larkstel	2058.00	July Grounds Maintenance	Unpaid EFT
B Bedford Expenses	319.42	Office equipment and hamper	Unpaid EFT
Nigel Jeffries	1748.37	April May and June Grounds Maintenance	Unpaid EFT
KLG Services Ltd	132.00	Peter Houseman septic tank	Unpaid
Basingstoke Locksmith	207.60	Doors at PH and NF	Unpaid
Bishops Sports Leisure	219.54	Boot scraper brushes	Unpaid
Full Circle Leisure	3586.49	Skate Park repairs	Unpaid
Malshanger Estates	111.87	Water at allotments to 30/06/18	Unpaid
Water Choice	57.35	Water to NF to 30/06/18	Unpaid
N Goodyear	50.00	PH track	Unpaid

The clerk requested that the payment for Full Circle Leisure be approved, but that payment would not be sent until Mr. Ellison and the clerk had visited the skate park and confirmed that all the required works had been completed and all members agreed. Ms. Tofts and Mr. Startin will approve the August EFT payments.

- ii) **Grant Application:** the Parish Council has received a grant request from the Men's Shed and it was proposed by Ms. Tofts and seconded by Mr. Parry that a grant of £250 be issued, and all members agreed.
- iii) **Approval of CCLA redemption:** the clerk asked for approval to redeem £10,000 from the money fund in August and all members agreed.
- iv) **Payment to Men's Shed:** the clerk had asked the group to make some stands for the display boards the Parish Council will use at the Village Show (and for other such events) and Mr. Askew had given her receipts for some materials but not labour. The materials came to £10.67 but this included using items they already had in store, so the clerk asked if she could make a payment of £20.00 and all members agreed.
- v) **Insurance Renewal:** Mrs. Blackman informed members that Mr. Ellison normally reviews the insurance documents, and requested approval that he does

so again this year, and has authority to request changes, and all members agreed. Full report to the September meeting.

d) Highways and Transport

- i) **Working Party Report** was issued to all members in advance. The WP apologised that the Action Plan had not been sent but it will be distributed to all members for the September meeting.
- ii) **Purchase of SID device:** the working party asked for approval to purchase a ViaCount II machine at a cost of £2,394 including VAT. Mrs. Blackman asked for more details on the machine selected and why this was preferable to the other devices available, and Mr. Harding explained that it had many options for data gathering (including covert and 'open') and the data used would be used by HCC and others in determining accurate traffic flows and areas requiring attention. There was a potential to hire out to other bodies, to recoup some of the funding. It was proposed by Mr. Startin and seconded by Mr. Bealing and agreed by a majority of members that the machine be purchased.
- iii) **Mirror at Station Road:** it was proposed that at the junction of Station Road and Rectory Road a mirror be installed as the sight lines are so poor. The Working Party were asked to decide where the mirror should be located, as it would need to be on the same side of the road as the Church. Mrs. Blackman asked if the lengthsman could cut back the vegetation to improve the sightline but Ms. Tofts said even if this was done it would not be sufficient.
- iv) **Letter to One Stop:** it was agreed that Ms. Tofts and Mr. Harding's letter about delivery vehicle parking at One Stop could be sent.
- v) **Request to borrow current SID:** Wolverton Common PC has asked if they could borrow the SID as they have a current but temporary road closure and diversion in place that they want to monitor on both sides of the diversion route at the same time. Mrs. Blackman said that any mileage costs incurred by the Speedwatch team in attending the site should be paid by Wolverton Common PC, but all members agreed that in this instance no further charge would be made.

e) Parish Council Governance

- i) The group has not met recently, but was asked to include at its next meeting the review of expenses for councillors for items such as stationery.

f) Publicity and Events

- i) **The Working Party report** was issued to all members in advance of the meeting.
- ii) **Remembrance Service:** it was agreed that the Service Sheets be purchased from Dollins at a cost of £234 and the wreaths be purchased at a cost of approximately £70. After the Health and Safety incident last year when a member of the public tripped over a cable, the PC has been advised that an extra reel of cable should be purchased at a cost of approximately £45 and all members agreed.
- iii) **Carols at the Pond:** it was agreed to invite the Mayor and Mr. Malthouse MP to the event. Members were asked to bring suggestions to the September meeting for groups to benefit from the collection. Mrs. Blackman will discuss with Mr. Elkin the replacement lights for the tree, as the existing ones are beyond economic repair.

- iv) **Village Show:** Mr. Startin, Mr. Harding and Mr. Bealing all agreed to erect the gazebo which is being taken to the site by Mr. Hunt on Friday. Other members will arrive at 11.30 to set up the stall.

g) Sports and Play Areas

- i) There was no **working party report** but Mr. Parry informed members that Mr. Ellison, himself and the clerk were having a meeting on Monday 20th August with OYFC and the groundsman.
- ii) **Peter Houseman Septic Tank:** the clerk informed members that KLG would be coming on Saturday 18th August to clear the pipe at Peter Houseman ground. Rather than digging out the pipe, they had hired a very powerful jetter which can cut stone, and they felt this was an easier and cheaper option for the PC. Mr. Parry agreed to meet them at the site and unlock gate and height barrier and the pavilion, as the clerk is away for the weekend.

7. Reports from representatives to other organisations

- i) **Andover Road Village Hall:** nothing to report
- ii) **East Oakley Village Hall:** report sent to all members
- iii) **Jubiloaks/woodlands Group:** nothing to report
- iv) **Village Show Committee:** Mrs. Blackman informed members that after a long search to find a relative of a soldier who fought in WW1 she had contacted Sir James Scott who is the great nephew of a soldier named on the War memorial and he was going to open the show. At the meeting on 6th August, Mrs. Hunt informed the committee that her husband's great grandfather had fought but survived, and her husband had photos of him in uniform which he could bring to the show, and it was agreed that Mr. Hunt would present prizes at the end of the show.
- v) **OCA:** report circulated to all members.

8. 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.

9. **Date of Next meeting** was agreed to be 13th September 2018