



OAKLEY AND DEANE PARISH COUNCIL

ORDINARY COUNCIL MEETING

TO BE HELD AT NEWFOUND PAVILION

ON THURSDAY 11TH APRIL 2024 7:30 PM

Councillors of Oakley and Deane Parish Council are summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 11th April 2024. Members of the press and public are also invited to attend.

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

Nicola Beere, Clerk to the Council

1/24 Apologies for absence

2/24 Minutes of previous meetings

Minutes of the meetings held on March 14th '24 and March 27th '24 as previously circulated, shall be considered an accurate record, subject to minor amendments proposed. No discussion shall take place on any item from the minutes.

3/24 Declaration of interests

Arising from this agenda, Councillors are invited to declare any relevant interests. Notwithstanding this item, Councillors may subsequently declare an interest at any point during the meeting.

4/24 Urgent matters

No decisions to be taken on these items other than to delegate to clerk to address or defer to next meeting.

5/24 Clerk/Deputy Clerk report and correspondence received.

6/24 Reports received from Parish Council groups:

i. **Staffing sub-committee; To note:**

- a. Applications are open for a village Litter Warden to empty the Oakley village bins on a weekly basis into our main bins; Part time flexible hours available, hourly rate paid monthly. Contact the Clerk for further information, applications closed end of April '24.

- b. Interviews for the Responsible Finance Officer (RFO) vacancy commence 22nd April '24, applications closed 1st April '24. The closing date for the Deputy Clerk (DC) vacancy is May 1st '24, contact the Clerk for further information.

ii. **Burial committee;** To receive verbal report.

iii. **Allotment advisory committee;** To receive verbal report:

- a. Request approval to purchase two orders of Resolva Weedkiller treatment (5L bottles, pollinator friendly) at a cost of no more than £64, to be used to clear weeds from the car park and paths at the Canterbury Garden allotment site.

7/24 Finance and Governance Committee; To receive verbal report:

- i. Request to reinstate the Parish Clerks, Society of Local Council Clerks (SLCC) full membership at £208 (£12 joining fee included) that lapsed in 2018. Annual membership currently £188.
- ii. Internal Auditor; Interim report was conducted by Do the Numbers Ltd. 21st March '24, received by the Council 27th March '24. The Annual Governance & Accountability Return (AGAR) is scheduled with Do the Numbers Ltd. 10th June '24. Members of the Council are to consider if the June 13th '24 meeting date needs to be moved to accommodate this.
- iii. Asset Register; The Councils asset register needs to be reviewed and as such items listed will be divided up and issued to Members of the Council to locate, photograph and report back to the Clerk before the May '24 meeting.
- iv. Update regarding HALC training courses for Councillors and PC Staff members.

8/24 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. Approval of payments for March and April 2024.
- ii. Update concerning our current budget with spend and income review.

9/24 Planning Advisory Committee:

- i. The April 7th '24 Planning Advisory Committee meeting minutes to be received and approved.
- ii. Receive planning applications and decisions report.

10/24 IT Projects; To receive verbal report:

- i. PC Collaboration platform; Delegate authority to the Clerk with implementation assistance from the IT Project working group to move to Cloud collaboration platform Microsoft 365. Refer to the minutes of the March meeting, agenda point 213/23 for further details.

11/24 Highways; To note:

- i. Members of the Council met with Cllr. Henderson (HCC) on the 20th March '24 to discuss all highways matters within the village to be taken forward to the Highways Commissioner. This included speed limit concerns, road markings/signage, new crossing points and flood prone areas across Oakley and Deane.

12/24 Sports Grounds and Play Areas – Matters 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. The S101 delegation of £530 with Scofell Ltd. to maintain BP ahead of summer was approved 27th March '24, work to commence mid-April '24 weather depending. Request approval of £3000 ex. vat for Scofell Ltd. to maintain BP over the following year 2024/25, work to commence May '24.
- ii. Request delegation to the Clerk and SGPAWP to agree the final costs with Infinity Playgrounds and Ava Recreation for the installation of additional play equipment; Metal frame football goal with the appropriate matting at ARPA and a spinning bowl at BP.
- iii. ETC Sports Surfaces Ltd. will be cleaning the BP tennis courts commencing May '23, weather dependant. Water will be supplied via the Oakley Tennis Club, request approval to pay the Oakley Tennis Club for the water used to undertake the work required.
- iv. Request approval for Contractor Chris Morley to repaint the BP play area equipment, at a cost of £1500 (£250 day rate, based on 6 days) plus materials.
- v. Request approval of £696.19 (Estimate 2908) for electrical repair work at PH and NF pavilions, replacing lighting/emergency lighting and two expired fire alarms and £136 for a replacement light fitting in NF gents toilets with electrician Paul Williams.
- vi. Request approval of £71.98 to order 100 meters of (green) temporary safety barrier fencing, to be positioned along the NF hedge line during Cricket season to help avoid the loss of balls.

13/24 Sustainability – To receive verbal report:

- i. The Oakley Biodiversity Nature Walk, rescheduled to May 2024; Verbal update. Members of the Council are requested to support the event.
- ii. Reminder: 'Understanding your Carbon Footprint' guest speaker event takes place on the 17th April '24 at the Oakley Junior school 7:30 PM to 9:30 PM. All are welcome.

14/24 Community Engagement – To receive verbal report:

- i. Reminder: The Annual Parish Meeting (APM) takes place on the 24th April '24 at the Oakley Junior school 7:00 PM to 9:00 PM. All are welcome, guest speakers include HCC, BDBC and Watership Down Health. Members of the Council are required to attend.

15/24 Confidential matters – Staffing Clerk Employment

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.

Next meeting will be on the 9th May 2024 to be held at Newfound Pavilion.

PARISH COUNCIL VACANCIES

- Deputy Clerk
- Village Waste Warden
- We also have Councillor vacancies!

If you would like to find out more about either of the roles please email the Clerk, Nicola Beere: clerk@oakleydeane-pc.gov.uk