



OAKLEY AND DEANE PARISH COUNCIL

ANNUAL GENERAL COUNCIL MEETING TO BE HELD AT NEWFOUND PAVILION ON THURSDAY 9TH MAY 2024 7:30 PM

Councillors of Oakley and Deane Parish Council are summoned to attend the Annual General Council Meeting at Newfound Pavilion on Thursday 9th May 2024. Members of the press and public are also invited to attend.

The public session will commence at 7:30 PM followed by the Annual General 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

16/24 Election of the Chair of the Council

The chair will complete the declaration of acceptance of office and may give a brief inaugural speech.

17/24 Election of the Vice Chair of the Council

The vice chair will complete the declaration of acceptance of office and may give a brief inaugural speech.

18/24 Declaration of interest forms for all members

All councillors must complete their declaration of interest forms.

19/24 Apologies for absence

20/24 Minutes of previous meeting

Minutes of the meeting 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.

21/24 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.

22/24 Urgent matters

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

- 23/24 Create Planning Committee and appoint members**
- 24/24 Create Finance and Governance committee and appoint members**
- 25/24 Create Staffing sub-committee and appoint members**
- 26/24 Review appointments to other working groups**
- 27/24 Review signatories for all bank accounts and CCLA money fund. Arrange appointment of councillors to be signatories, minimum of two required to authorise, more signatories required on mandate.**
- 28/24 Adopt new NALC standing orders, NALC financial regulations and complete annual policy review.**
- 29/24 Review the minutes from the Annual Parish Meeting 2024 and approval of minutes for Annual Parish Meeting 2023.**
- 30/24 Clerk/Deputy Clerk report & correspondence received**
- i. Request to hire a storage unit at £45 per month, for all Council property till more suitable Council owned space is available.
 - ii. Request for one day in lieu to the Clerk, working Saturday 18th May '24 to be taken 28th May '24.
- 31/24 Reports received from Parish Council groups:**
- i. **Finance and Governance Committee;**
 - a. The committee has not met; Request decision from all members to confirm a date for the next Council Strategy meeting, with delegation to the Clerk to confirm a suitable room at the St. Leonards Centre on Rectory Road.
 - ii. **Staffing sub-committee;**
 - a. The April 23rd April '24 Staffing sub-committee meeting minutes to be received.
 - b. Applications are now closed for the Deputy Clerk (DC) and village Litter Warden (LW) to vacancies. Request approval to make an offer to the chosen candidate for the Responsible Finance Officer (RFO) vacancy with a suggested start date of 3rd June '24.
 - c. Request final resolution of the Councils staff work from home allowance approach concerning how payment is processed.
- 32/24 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.
 - iii. Request the agreement and approval on the amount to be transferred from the Councils Lloyds current account to the Councils account with CCLA, following April's receipt of new CIL funds, 50% of the Parish precept and 100% of BDBC grants which bring the current account balance near £250k.
 - iv. Request the review of all Council and staff subscriptions to other bodies.

- v. Report in advance of AGAR review in June '24.
- vi. Request approval to increase the contracted Finance Assistant (Ref. Extraordinary Feb '24 meeting agenda point 201/23 i.) working hours by an estimated 10 hours per month for May and June 2024 (max. total 30 hrs. pm) to accommodate Year End and Audit preparation deadlines while supporting the onboarding of a new RFO commencing June '24. Actual weekly hours will be monitored by the Clerk.
- vii. Asset Register; The Councils asset register needs to be reviewed, Members of the Council are to locate, photograph and report back to the Clerk before the June '24 meeting.

33/24 Planning Advisory Committee:

- i. The April 18th Planning Advisory Committee meeting minutes to be received. The May 2nd Planning Advisory Committee meeting minutes to be received and approved at the next planning meeting.
- ii. Receive planning applications and decisions report.

34/24 IT Projects:

- i. To receive verbal report; PC Collaboration platform, expected transition date. Refer to the minutes of the March meeting, agenda point 213/23 for further details.
- ii. Request approval and delegation to the Clerk and IT Projects group to lease a new laptop to be used to onboard new staff members during handover periods.

35/24 Community Engagement:

- i. Oakley Wellbeing Forum; Ref. Feb '24 agenda point 190/23 Oakley Support Network, for further details. A finalised proposal for the new 'Wellbeing Forum' was submitted by Mrs. Knight, Evergreen advocate with Oakley and Wootton St. Lawrence Church to all founding members (St. Leonards Church, Oakley Community Association and the Parish Council). Members are requested to review the proposal.
- ii. Request approval of £90.00 ex vat for two metal spurs and Postcrete with Mens Shed to reinstall the Nature Walk pond noticeboard ahead of the Councils 'Nature Walk' biodiversity event that takes place May 18th '24. Guided walk available, all are welcome please contact the Clerk for further information.
- iii. Request approval to install a temporary soldier silhouette near the village pond to mark the 80th anniversary of the D-Day landings along the Normandy coast during World War II, 5-6 June '24.
- iv. Request approval for the OCA hold the annual Fireworks display on Sunday 3rd November '24 on the Newfound Sports Ground, with access to the Pavilion.

36/24 Local Environment:

- i. The Lengthsman Scheme cluster agreement via Pamber Parish Council has received approval to continue for a further twenty-four months. The terms and conditions are as per 2023/26 i.e. £1,000 per annum; Retrospective approval for the Parish Council to join the scheme.
- ii. Request approval to charge £160 ex vat to the Lengthsman fund; Excess litter reported has been picked by RC Saunders Ltd.

- iii. Request a working party be established to investigate funding options for a community orchard and report back with the direction required at the June '24 meeting.

37/24 Sports Grounds and Play Areas:

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).

- a. For awareness: A new Spinning Bowl with Infinity Playgrounds (£3583 + vat) will be installed at BP and new metal Football Goal and matting with Ava Recreation Ltd (£4393.14 +vat) will be installed at ARPA.
- b. Request approval to order 3 blue and 1 black Trojan bins for NF and PH sports grounds, via the Bin Shop Ltd. at £474.49 + vat, with delegation to the Clerk and SGPAWG to approach Men's Shed to order the concrete bases and fit the bins as before.
- c. Request approval on the updated quote QTE502 £680 ex vat from RC Saunders Ltd. to pressure washed and weed treated all play area surfaces at BP, UFRPA and ARPA as the recent months weather has increased moss and weed growth. Previous Quote ref. QTE49 at £480 ex vat, approved March '24 agenda point 126/23 iv.
- d. Request approval to confirm KLG Ltd. to empty the Peter Houseman septic tanks on the 23rd May '24 ahead of the OYFC 2024 Tournament running weekend of the 25th May '24, at a charge of £230 ex vat per clean. A second clean will be conducted 29th May '24 charged to OYFC to return the tanks to as they were. While onsite KLG Ltd will quote to install new septic tank ground frames and covers, that have been noted and reported as damaged.

38/24 Confidential matters – Officer 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.

39/24 Confidential – Peter Housman

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 scheduled for 20th June 2024 to be held at Newfound Pavilion