



## OAKLEY AND DEANE PARISH COUNCIL

### MINUTES OF THE ORDINARY COUNCIL MEETING

#### HELD AT NEWFOUND PAVILION

#### ON THURSDAY 8<sup>TH</sup> FEBRUARY 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 8<sup>th</sup> February 2024. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Friday 2<sup>nd</sup> February 2024. Councillors and the public were requested to note that this meeting was recorded by the Council and may also be subject to recording by members of the public. The meeting concluded at 9:35 PM.

**Present:** Cllr. Rowley (Chairman), Cllr. Ellison, Cllr. Bullions, Cllr. Green, Cllr. Wain, Mrs. Beere (Clerk), Mrs. Meyer (Deputy Clerk) and Mrs. Moody (RFO)

#### Public Session 7:30 PM

One member of the public attended to observe the meeting only.

#### Council Meeting 7:40 PM

##### **183/23 Apologies for absence**

Apologies for absence were received from Cllr. Hayman (Vice Chair), Cllr. Burns (ODPC), Cllr. Taylor (BDBC), Cllr. Golding (BDBC) and Cllr. Henderson (HCC). Cllr. Condliffe (ODPC) was noted as absent.

Cllr. Archer (ODPC), on an approved leave of absence to the end of March 2024 (Ref: January 2024 agenda point 165/23) has now resigned from the Parish Council. Resignation accepted by the Clerk, BDBC have been notified and the vacancy will be advertised for the next 14 working days.

##### **184/23 Minutes of previous meeting**

Minutes of the January '24 meeting as previously circulated with updates from Cllr. Rowley (Chair), were agreed to be accurate by all members present the Chair signed and initialled the minutes.

##### **185/23 Declaration of interest**

Arising from this agenda, Councillors are invited to declare any relevant interests. Notwithstanding this item, Councillors could subsequently declare an interest at any point during the meeting. None were raised at this point or during the meeting on this occasion.

##### **186/23 Urgent matters**

No decisions were to be taken on these items other than to delegate to Clerk to address or defer to next meeting. None were raised on this occasion.

**187/23 Clerk/Deputy Clerk report and correspondence received.**

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

**188/23 Reports received from sub-committees:**

- i. **Staffing sub-committee;** To receive the sub-committee verbal report: As Cllr. Hayman (Vice Chair) was unable to attend the report was deferred to the March '24 meeting.
  - a. **Submitted for approval, Staffing Sub-Committee Terms of Reference.** Proposed by Cllr. Rowley (Chair), seconded by Cllr. Wain and agreed by all members (see attachment A Ref: point 188/23 i.).
  - b. **Noted:** To acknowledge the Deputy Clerk resignation; Requesting delegated authority to the Clerk and Staffing Committee to recruit a new DC subject to full council approval. The vacancy for the Parish Council Deputy Clerk position will be advertised in February '24. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Bullions and agreed by all members. Members of the public are encouraged to contact the Clerk for information relating to the role.

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

Cllr. Hayman (apologies received) had issued her report in advance and there were no questions. The Burial committee will bring the updated Burial Ground Rules and Regulations document to the March '24 main meeting for review and approval.

- iii. **Allotment advisory committee;** To receive committee verbal report, with retrospective approval requested concerning a soil sample testing kit at £28.78 for the new allotment site.

The Clerk (Allotment Officer) confirmed a meeting took place with the Malshanger Estate management team on the 7<sup>th</sup> February '24, joined by Mr. Harding (co-opted member of the Council, and allotment holder) regarding the future relocation of the Andover Road allotment site. No notice period has been issued to plot holders, the Parish Council will continue to work closely with the Estate and allotment holders on the relocation project. The Clerk will issue an update in May '24. Larkstel (Grounds maintenance team) were onsite Monday 5<sup>th</sup> February '24 renovating vacant plots on the Andover Road site to be released to local residents on the Oakley allotment waiting list in February '24.

Soil sample testing kit at £28.78; Proposed by Cllr. Rowley (Chair), seconded by Cllr. Wain and agreed by all members. The kit can be used multiple times, and the Estate management team have given their approval to test the soil at the proposed site.

**189/23 Finance and Governance Committee; To receive verbal report.**

- i. **Internal Auditor;** A verbal update was received from the RFO, confirming two possible internal auditor options to be considered for Parish Council. Members confirmed their preference as things stood with a final decision deferred until further information was obtained relating to the auditors' hourly rates. An update from the Hampshire Association of Local Council (HALC) is pending regarding what level of qualification is required to cover the Parish Councils accounts. It was agreed by all members present that a new internal auditor be in place within the next few months to support the May '24 ODPC auditing deadlines.
- ii. Council to agree that all current ODPC policies are to be readopted as they currently stand and revaluated over the next year utilising NALC templates/guidelines. Outstanding priority

policies will be brought to full Council for approval before the new 2024/25 financial year. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Green and agreed by all members, the Clerk will update the Parish Council website in due course with the readopted policies, to include a minimum two-year review date.

- iii. Request approval for the adoption of the Local Government Association (LGA) Code of Conduct template, adjusted to reflect ODPC. Proposed by Cllr. Wain, seconded by Cllr. Bullions and agreed by all members, the Clerk will update the Parish Council website in due course with the adopted Local Government Association (LGA) Code of Conduct.

#### **190/23 Reports received from other groups and external organisations:**

##### **BDAPTC - Basingstoke and Deane Association of Parish and Town Councils**

Cllr. Rowley, Clerk and Deputy Clerk; Nothing to report.

##### **OCA - Oakley Community Association**

Clerk; The OCA will be holding their annual 'Party in the Park' on the Peter Houseman fields, Monday 6<sup>th</sup> May '24. Exact timings TBC, all neighbouring Rectory Road residents will receive written advance notification from the Parish Council.

##### **East Oakley Village Hall**

Cllr. Hayman (apologies received) and Cllr. Bullions; Urgent action is still required to recruit additional East Oakley Village Hall (EOVH) committee members. Mr. Bullions will attend the next meeting on the 19<sup>th</sup> February '24. Members of the public are encouraged to support the Hall (Location: Hill Road, Oakley), for additional information regarding how to get involved please phone (01256) 780802.

##### **Andover Road Village Hall**

Cllr. Hayman (apologies received) and Cllr. Bullions; The Clerk will continue to make enquiries to see if the Malshanger Estate have any plans to support this or enhance the hall internally given the pending surrounding development.

##### **Jubiloaks**

Cllr. Wain; Jubiloaks will be supporting the upcoming Parish Council 'Biodiversity Nature Walk' rescheduled to June 2024. (see minutes point 196/23 ii. for additional information)

##### **Oakley Woodlands Group**

Cllr. Wain; The Oakley Woodland Group will also be supporting the upcoming Parish Council 'Biodiversity Nature Walk' rescheduled to June 2024. (see minutes point 196/23 ii. for additional information)

***MEETING PAUSED – Cllr. Ian Ellison joined the meeting.***

##### **Oakley Support Network**

Clerk; Reactivation of the Network was proposed 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) as there is a growing need for support in the village. The Oakley Support Network would be renamed to the proposed 'Oakley Wellbeing Forum'. Cllr. Hayman (apologies received) requested in advance authority for Parish Council to participate as a founder partner in the proposed Oakley Wellbeing Forum. This is intended to be a forum to promote the health and wellbeing of the residents of Oakley (including Malshanger, Deane, Newfound and Wootton St Lawrence), and is similar to groups already running in Overton and Tadley. There is no financial commitment for the Parish Council and it is anticipated that forum meetings will be every other month. Proposed by Cllr. Wain, seconded by Cllr. Green and agreed by members, Cllr. Rowley abstained.

##### **Hampshire Police**

Clerk, Deputy Clerk and Cllr. Condliffe; The Clerk and Deputy Clerk have requested a village walk about with our new neighbourhood policing officer 'Local Bobby' PC Ross Holdsworth, joined by Cllr. Golding (BDBC).

**191/23 Update from Responsible Finance Officer (RFO) including payments for approval:**

- i. **Approval of payments for January and February 2024:** A report was circulated by the RFO to all members in advance (see attachment B Ref: point 191/23 i.). It was proposed by Cllr. Ellison that the payments be made, seconded by Cllr. Bullions and approved by all members present. The RFO, Cllr. Rowley (Chair), Cllr. Ellison signed the report.
- ii. **Update concerning our current budget with spend and income review,** and to note Basingstoke and Deane Brough Council (BDBC) have confirmed receipt of our signed Parish Precept for 2024/25. Noted by all members present. The Deputy Clerk will issue a statement concerning the 2024/25 Precept for the Link, March '24 edition.
- iii. **To approve the transfer of £300,000 to the Parish Council CCLA account** to maximise interest earned, whilst retaining suitable PC reserves. Proposed by Cllr. Green, seconded by Cllr. Bullions and agreed by all members present. The RFO will continue to explore further investment opportunities.

**192/23 Planning Advisory Committee:**

- i. **The February 1<sup>st</sup> '24 Planning Advisory Committee meeting minutes to be received and approved.** Circulated by the Deputy Clerk in advance the minutes were agreed to be accurate by all Planning Advisory Committee members present. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Green, Cllr. Green signed the minutes. A copy can be found on the Parish Councils website under Planning, Planning Agenda and Minutes.
- ii. **Receive planning applications and decisions report.** Circulated by the Deputy Clerk to all members in advance, there were no comments or queries; Noted by members present.
- iii. **Cllr. Andy Konieczko (BDBC) and Cllr. Harvey (BDBC) presented to the Local Plan Update to members of the Council on the 29<sup>th</sup> January '24 and the Parish Council will respond to the consultation;** Request delegation to the Planning Advisory Committee. All Councillors are welcome to attend the Thursday 15<sup>th</sup> February '24 7:30pm scheduled Planning meeting or email the Deputy Clerk directly in advance with any questions/comments/suggestions in relation to the Parish Councils response. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Wain and agreed by all members present, with delegated authority to the Clerk.

**193/23 Highways – Matters to note:**

- i. **In response to concerns raised by a resident; Request that the Council consider whether anything can be done to encourage the owner of the car park outside the row of shops in the Vale to install a disabled parking space.** This is the third time the Council have received this request. Unfortunately in the past it was proven not possible as the site was not originally designed to support a disabled car parking space and due to issues of land ownership. If one was to be installed it would take up the equivalent of two parking bays, which isn't practical given the lack of parking available already. Cllr. Bullions proposed to research if a disabled car parking bay could be marked roadside on the opposite side of the central tree line, seconded by Cllr. Wain and agreed by all members present with delegated authority to the Clerk to speak with Cllr. Henderson (HCC).
- ii. **The Hill Road bus stop has now been repaired.** The Council will continue to monitor and review Oakley bus stop improvements, using internal inspection procedures. Noted by members present.

- iii. **Members of the Council will be meeting with Cllr. Henderson (HCC) to discuss all highways matters within the village.** This includes speed concerns, road markings/signage, flood points and the request to install a marked disabled car parking bay roadside to the central tree line outside the row of shops in the Vale. The Clerk will circulate a discussion list to all Members to review and contribute towards ahead of the meeting scheduled 21<sup>st</sup> February '24. Noted by members present.

**194/23 Environment – General update:**

- i. **Request approval of £45 to repair the waste bin located at the junction of Highland Drive and Oakley Lane utilising RC Saunders Ltd.** Proposed by Cllr. Ellison, seconded by Cllr. Wain and agreed by all members present.
- ii. **Parish Handyperson; Verbal progress update.** The Clerk has requested a meeting with our local handyman to review the to do list and inspect the necessary sites.
- iii. **Noted:** The Parish Council has supported our local Countryside Service (HCC) volunteer, by applying for a Grant that will ensure he receives an Outdoor First Aid (level 1) training course.

**195/23 Sports Grounds and Play Areas – Matters to note:**

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. **Oakley Youth Football Club (OYFC) has installed two Ferno Frac Immobilisers** (also known as a Box Splint) in the NF pavilion, accessible to all hiring sports teams. Noted with thanks by members present.
- ii. **Men's Shed have installed new blue Trojan waste bins in the ARPA.** An additional two bins will be installed in BP by the end of February '24. The Clerk will see that all the old bins are removed in due course, pending a quote from RC Saunders Ltd. Noted with thanks by members present.

**196/23 Sustainability – General update and approval requested on the following event:**

- i. **Approval requested to organise a guest speaker event 17<sup>th</sup> April '24 from 7:30 pm – 9:30 pm at a total cost of £100;** Hire of the Oakley Junior School main hall, inviting Mr. Adrian Frost from Climate Stewards to present on 'How to reduce your Carbon Footprint'. Proposed by Cllr. Wain, seconded by Cllr. Rowley and agreed by all members present.
- ii. **The Oakley Biodiversity Nature Walk, rescheduled to June 2024;** A verbal update was given by Cllr. Wain. Due to other local events the Biodiversity Nature Walk has been transferred to either Saturday the 18<sup>th</sup> May or the 8<sup>th</sup> June, pending update from the Hampshire and Isle of Wight Wildlife Trust who will be supporting the event. Members of the public are encouraged to contact Cllr. Wain via the Clerk for additional information concerning the event and how to join the walk on the day.
- iii. **Thermal Camera bookings;** Verbal progress update was given by Cllr. Wain concerning how many local residential thermal camera bookings were yet to be conducted (cold weather needed, 3 remaining) this winter season with support from two local volunteers. The Parish Council recently purchased their own Thermal Camera with support from a National Lottery Grant, and a decision was required to relocate the remaining £1000 Grant fund within the rules of the grant. Cllr. Wain proposed a second Thermal Camera (same spec. £645 inc. vat) be purchased to support booking demand, seconded by Cllr. Rowley (Chair) and agreed by all members present. Any final remaining funds will be reallocated to support the Parish Councils Coffee and Chat public drop-in sessions that replaced the winter 2023 Warm Hub.

**197/23 Community Engagement – Approval requested on the following event:**

- iv. Approval requested for the Parish Council to organise stalls at the OCA 2024 Front Garden Stalls event (22<sup>nd</sup> June) and Village Show (10<sup>th</sup> August), with delegation to the Clerk to organise our attendance and raffle PC Hamper contribution in due course. Proposed by Cllr. Rowley (Chair), seconded by Cllr. Green and agreed by all members present. The Clerk is due to attend a Village Show Committee meeting on the 22<sup>nd</sup> February '24.

**198/23 Progress update on HALC Councillor Training.**

The Clerk will circulate the upcoming Hampshire Association of Local Councils (HALC) training courses available. Members of the Council are to confirm if there are any particular courses they wish to attend. It is recommended that all Councillors (every four years) undertake the Knowledge and Core Skills training course. Councillor and Clerks BDBC Code of Conduct training took place on the 15<sup>th</sup> and 16<sup>th</sup> January '24, the Clerk circulated a copy of the BDBC presentation to all members. Upcoming HALC training courses confirmed to date:

- Cllr. Condliffe, online course 5th March 6.30-9.00pm - Local Plans and Local Policy for Local Councils
- Cllr. Green, Online course 6th June 6.30-9.00pm - Intro to Local Planning for Local Councils
- The Clerk and Deputy Clerk, online course – Introduction to Risk Assessment

***MEETING PAUSED – Member of the public departed.***

**Council Confidential Matters 9:05 PM**

**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.**

**199/23 Confidential matters – Decision required in preparation for the RFO departure 6<sup>th</sup> March '24**

*Content removed due to confidential matters.*

**200/23 Confidential matters – Village Waste Management**

**NOTE: Refer to the January 2024 minutes Ref point 182/23 for additional information relating to the background on this agenda item.**

*Content removed due to confidential matters.*

**Council Meeting CLOSED 9:35 PM**

**Next meeting will be on the 14<sup>th</sup> March 2024 to be held at Newfound Pavilion.**



## OAKLEY AND DEANE PARISH COUNCIL

### Staffing Sub-Committee

#### Terms of Reference

##### 1. The Basis of these Terms of Reference

- i. The Staffing Sub-Committee ('the Sub-Committee') was appointed as a committee by Oakley and Deane Parish Council ('the Council') on 18 May 2023 (Minute 10/23). The Council voted to change the structure to a sub-committee on 14 September 2023 (Minute 77/23 iii).
- ii. The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Council, which may vote, at any time, to modify, remove or expand the Sub-Committee's terms.
- iii. References to the Council's Standing Orders mean the Standing Orders ('SO') adopted by the Council in July 2014, as amended by a vote of the Council on 11 May 2023 (April 2023 Minutes 8 f ii b).

##### 2. Meetings

- i. Meetings are to be held every other month, with additional meetings to be scheduled on an ad hoc basis when required.
- ii. The Sub-Committee may resolve to temporarily exclude the public from a meeting on the basis that the business to be discussed is of a special and confidential nature (SO 21.1).

##### 3. Membership and Chair

- i. The membership of the Sub-Committee will be no fewer than the quorum required by the Council's Standing Orders (currently three Councillors) (SO 12.7).
- ii. The Sub-Committee will elect a Chair at its first meeting before proceeding to any other business and may also elect a Vice-Chair, in each case to hold office until the next Annual General Meeting of the Council (SO12.3). Any elected member can preside by agreement in the event of the absence of both the Chair and Vice Chair.
- iii. If the position falls vacant in the year, a Chair (and if applicable a Vice Chair) may be elected for the period until the next May, at a general or extraordinary meeting of the Council.

##### 3. Record of Proceedings

- i. The Sub-Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant staffing matters, subject to budget and expenditure limits decided by the Council. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next full Council meeting.
- ii. The Clerk will be responsible for arranging the recording and distribution of the minutes. If the matters of the meeting concern the position of the Clerk, or it is otherwise inappropriate for the Clerk to record the Sub-Committee's decision and the distribution of the minutes, by agreement any other member of the Sub-Committee may take on these responsibilities.

##### 4. Responsibilities

The Sub-Committee has delegated authority from the Council to fulfil the following responsibilities:

- i. Creating working groups as required, to undertake specific tasks on behalf of the Sub-Committee and assist in its work.

- ii. Reviewing the existing contracts of employment with, and the allocation of responsibilities between, the Clerk, Deputy Clerk and RFO, including the monitoring of hours worked, and to provide recommendations to the Council for consideration and decision.
- iii. Having taken appropriate legal advice where necessary, and in consultation with the Clerk where appropriate, reviewing all existing staff employment contracts to ensure that they reflect the applicable job description and any responsibilities or tasks imposed by law, that they comply with law, and that they reflect the responsibilities or tasks imposed by the current or any updated Council Financial Regulations and other applicable regulations, and to provide recommendations to the Council for consideration and decision.
- iv. Making recommendations on appointment, terms, and contractual matters to the Council for all new employed staff and progressing the recruitment of approved positions.
- v. Establishing and reviewing current salary pay scales for all employees, where relevant, and reporting any findings or recommendations to the Council.
- vi. Recommending salary reviews to the Council prior to the annual budget setting taking into account any contractual entitlement to automatic salary increases and giving due regard to staff development and NALC guidelines.
- vii. Overseeing any process leading to dismissal of staff, including redundancy. The final decision regarding dismissal of a staff member, however, remains a responsibility of the Council.
- viii. Reviewing staffing-related expenditure, including staff expenses, and making recommendations to the Council.

6. Climate change and Sustainability

The Sub-Committee will ensure that so far as possible and where practical, the Council's Sustainability Policy and the drive for greater sustainability in Oakley & Deane will be taken into account in the work it undertakes.

7. Review of Terms of Reference

These Terms of Reference will be reviewed by the Council at each Annual Meeting.

Adopted by the Council on.....2024

*18th January*  
*18th February 2024*

*ALow*

Attachment B Ref: point 191/23 i. Approval of payments for January and February 2024

FEB 2024

Oakley & Deane Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

2 February 2024 (2023 - 2024)

| Voucher Code | Date       | Minute | Bank                  | Cheque No | Description                     | Supplier                     | VAT Type | Net             | VAT             | Total           |
|--------------|------------|--------|-----------------------|-----------|---------------------------------|------------------------------|----------|-----------------|-----------------|-----------------|
| 326          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Cleaning of pavilions           | Gleaming & Cleaning          | X        | 140.00          |                 | 140.00          |
| 326          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Cleaning of pavilions           | Gleaming & Cleaning          | X        | 90.00           |                 | 90.00           |
| 327          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Food for Newfound Thursdays     | Helen Meyer                  | E        | 19.86           |                 | 19.86           |
| 328          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Late payment charge             | Castle Water Ltd             | E        | 55.32           |                 | 55.32           |
| 329          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Grounds maintenance and repl    | Larkisel Ltd                 | S        | 2,161.33        | 432.27          | 2,593.60        |
| 329          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Grounds maintenance and repl    | Larkisel Ltd                 | S        | 1,672.00        | 334.40          | 2,006.40        |
| 330          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Grounds maintenance             | Scotell Landscapes Ltd       | S        | 296.66          | 59.33           | 355.99          |
| 331          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Refurbishment of Hill Road bu:  | RC Saunders Limited          | S        | 189.00          | 37.80           | 226.80          |
| 332          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Online Health & Safety training | Hampshire Association of Loc | S        | 30.00           | 6.00            | 36.00           |
| 333          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Boiler services and gas safety  | W. G Shenton Plumbing and F  | S        | 366.99          | 77.40           | 444.39          |
| 334          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Tree works                      | S W Contract Services        | S        | 1,300.00        | 260.00          | 1,560.00        |
| 335          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Intruder alarm system service   | Guardwell Securities         | S        | 205.00          | 41.00           | 246.00          |
| 336          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Postage                         | Victoria Moody               | E        | 2.75            |                 | 2.75            |
| 337          | 09/02/2024 |        | Lloyds Bank Treasurer |           | Tree works                      | S W Contract Services        | S        | 720.00          | 144.00          | 864.00          |
| <b>Total</b> |            |        |                       |           |                                 |                              |          | <b>7,268.91</b> | <b>1,392.20</b> | <b>8,661.11</b> |

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