



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL COUNCIL MEETING

HELD AT NEWFOUND PAVILION ON THURSDAY 18TH MAY 2023 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Annual General Council Meeting at Newfound Pavilion on Thursday 18th May 2023. Members of the press and public were also invited to attend. The public session commenced at 7:30 PM followed by the Annual General Council meeting at 7:40 PM. The business to be transacted at the meeting was released in advance Friday 12th May 2023.

Present: Cllr. Harding (Chair), Cllr. Rowley, Cllr. Hayman, Cllr. Condliffe, Cllr. Bullions, Cllr. Ellison, Cllr. Wain, Cllr. Archer, Cllr. Chisnall, Mrs. Moody (RFO), Mrs. Beere (Clerk) and Mrs. Meyer (Deputy Clerk)

Public Session

3 members of the public attended the meeting to observe: Mr. Chung, Mrs. Bedford and Mrs. Bettridge.

Mr. Chung a resident of Oakley for the past 12 years and a trustee of Queen Marys College (QMC) addressed the Council, introducing himself as a Sustainability Consultant. Having worked with members of the Greening Campaign, he confirmed they have received an additional £1.5Million in funding to support villages with the next phase two of the initiative. Oakley has already taken part in Phase one. Mr. Chung offered his services as a volunteer to support the Council with our sustainability efforts. The Council thanked him and will be in touch should this be required.

For reference: [The Greening Campaign : Climate change community support \(greening-campaign.org\)](https://greening-campaign.org)

At the close of the public session the Chair was presented with a token gift from the council and its members, to thank him for his service and support over the past six years as Mr. Harding steps down from his position and the Council.

Parish Council Session

1/23 Election of the Chair of the Council

Proposed by Cllr. Hayman, seconded by Cllr. Bullions; Approved by members of the Council by a show of hands, it was agreed that Cllr. Rowley take up the position as Chairman for the Oakley and Deane Parish Council. Cllr. Rowley accepted his office and gave a brief inaugural speech:

“Oakley and Deane Parish Council works for the benefit of residents in the whole parish rather than individual wards. Individual councillors must work together as a team since no individual councillors have the power to make decisions alone. The parish council is a non-political organisation. As such party-political statements are not permitted when conducting council business including at council meetings and other events. The parish council works with other organisations on a regular basis and communication should be positive and non-political.” Cllr. Rowley, Chair elect 18th May '23.

Hereafter Cllr. Rowley shall be referred to as the Chair. Mr. Harding having resigned wished the Chair the very best and excused himself from the rest of the meeting. The Chair thanked Mr. Harding.

2/23 Election of the Vice-Chairman of the Council

Proposed by Cllr. Rowley (Chair), seconded by Cllr. Bullions; Approved by members of the Council by a show of hands, it was agreed that Cllr. Hayman take up the position as Vice-Chairman (Vice Chair) for the Oakley and Deane Parish Council. Cllr. Hayman accepted her office and thanked the members of the Council.

Hereafter Cllr. Hayman shall be referred to as the Vice Chair.

3/23 Acceptance of office & declaration of interest forms

All councillors completed their acceptance of office and declaration of interest forms. The Clerk witnessed all members sign their individual acceptance of office forms and collated the documents to be counter signed following the meeting and processed accordingly.

4/23 Apologies for absence

Apologies were received from Cllr. Henderson (HCC), Cllr. Taylor (BDBC), Cllr. Golding (BDBC) and Cllr. Gaskell (BDBC).

5/23 Minutes of previous meeting

Minutes of the meeting as previously circulated, were agreed to be accurate and Cllr. Rowley (Chair) signed and initialled the minutes.

6/23 Declaration of interest

Arising from this agenda, Councillors were invited to declare any relevant interests; Cllr. Rowley (Chair) declared an interest in line item 18/23 with regards to approval of payments relating to Craft Kits N Bits. Cllr. Archer declared an interest in line item 18/23 with regards to approval of payments relating to Archers Grounds Maintenance.

7/23 Urgent matters

The Clerk, Deputy Clerk and RFO informed the councillors that an initial meeting had taken place earlier that day with Scribe Accounts. Scribe is an accounts package offering full accounting support, purpose built for Town and Parish Councils, designed to make it easy to produce compliant Council accounts. The Council is exploring and comparing different software packages, with the purpose of upgrading and modernising our accounting procedures. Once this review has taken place a proposal will be brought forward to full Council at the July 13th '23 meeting.

8/23 Review S101 Scheme of Delegation

The current S101 delegation was adopted at the full council meeting in October '22 and will expire on May 31st '23. The Governance working party has advised that the terms of the current S101 delegation should be reviewed and a formal policy agreed, covering all the relevant areas of delegation and taking into account the responsibilities of the Clerk, Deputy Clerk and RFO as recorded in their contracts of employment. For discussion purposes, the Clerk and Deputy Clerk have drafted a revised Scheme of Delegation based on the current S101 Scheme, and some research has been undertaken on the format of Schemes of Delegation adopted by other parish councils, from which a provisional draft Scheme of Delegation has been prepared by Cllr. Hayman (Vice Chair) for discussion purposes.

It was agreed that there was insufficient time for the council to reach an informed decision before the 31st May '23 deadline but that the council needed to have a formal S101 delegation in place to enable the Clerk to fulfil her duties efficiently. The Chair proposed (i) that the council agree to extend the October '22 Scheme of Delegation scheme until the July '23 main meeting, and (ii) that a

project group should be set up to review the Scheme of Delegation generally and to produce a formal Policy and Scheme for approval by the council. All members, by show of hands, agreed in favour. Cllr. Rowley (Chair) signed the S101 Temporary Scheme of Delegation, which will expire on the 13th July '23.

9/23 Create planning committee and appoint members

The following members of the Council volunteered and were accepted: Cllr. Bullions, Cllr. Condliffe, Cllr. Hayman (Vice Chair) and Cllr. Rowley (Chair). Cllr. Archer and Cllr. Chrisnall will be observing the June 1st planning committee meeting and may opt. to join the committee at a later date.

10/23 Create staffing committee and appoint members

The following members of the Council volunteered and were accepted: Cllr. Ellison, Cllr. Wain, and Cllr. Condliffe. The Chair and Vice Chair are ex officio members with full voting rights, and should be notified of all meetings.

11/23 Create burial committee and appoint members

The following members of the Council volunteered and were accepted: Cllr. Wain, Cllr. Archer and Cllr. Hayman (Vice Chair). The Chair and Vice Chair are ex officio members with full voting rights, and should be notified of all meetings.

12/23 Create advisory committee to oversee allotment provision and appoint members

The following members of the Council volunteered and were accepted: Cllr. Wain and Cllr. Archer. The Chair and Vice Chair are ex officio members with full voting rights, and should be notified of all meetings.

13/23 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.

Proposed by Cllr. Rowley (Chair) and seconded by Cllr. Hayman (Vice Chair); Approved by members of the Council by a show of hands the following members of the Council were nominated for signatory approval: Cllr. Bullions (paper only), Cllr. Ellison, Cllr. Hayman (Vice Chair) and Cllr. Rowley (Chair).

14/23 Create project group to review standing orders, complete annual policy review and review financial regulations

Proposed by Cllr. Rowley (Chair) and seconded by Cllr. Archer; Approved by members of the Council by a show of hands the following members of the Council volunteered and were accepted: Cllr. Ellison, Cllr. Hayman (Vice Chair) and Cllr. Rowley (Chair).

15/23 Review appointments to other groups and external organisations

BDAPTC – Basingstoke and Deane Association of Parish and Town Councils, OCA - Oakley Community Association, East Oakley Village Hall, Andover Road Village Hall, Jubiloaks, Oakley Woodlands Group.

Deferred: June 8th '23 main Council meeting as other groups and external organisations may need to be added to the list. Pending review. All councillors to report their preferences to the Clerk regarding appointments to external organisations ahead of the June 8th meeting.

16/23 Report on Annual Parish Meeting 2023 & approval of minutes for APM 2022

Deferred: June 8th '23 main Council meeting as the minutes of the 2022 Annual Parish Meeting (APM) minutes were not present on RAGIC and therefore had not been reviewed by members of the Council.

17/23 Clerk/Deputy Clerk report & correspondence received

The Clerk and Deputy Clerk had issued their report in advance and there were no questions. All Council members are reminded to submit a short Bio for the Parish Council website to the Clerk or Deputy Clerk by Thursday 8th June and that profile headshots will be taken at the start of the June 8th meeting between 7.00pm and 7:25pm.

18/23 Update from Responsible Finance Officer including payments for approval

A list of payments for April/May 2023 were circulated by the RFO to all members in advance. Cllr. Archer and Cllr. Rowley (Chair) left the room due to a declared interest. The meeting remained quorate. As Vice Chair, Cllr. Hayman took over chairing the meeting in the absence of the Chair. It was proposed by Cllr. Hayman (Vice Chair) that the following payments be made and seconded by Cllr. Condliffe. Approved by all members present. Cllr. Rowley (Chair) and Cllr. Archer were called back to the room. Cllr. Rowley (Chair) resumed the position of Chair.

Payments for approval May 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	April Grounds Maintenance	Unpaid EFT
Larkstel Ltd	2,161.33	2,593.60	April Grounds Maintenance	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	April Beach Park Grounds Maintenance	Unpaid EFT
Mark Godwin	748.43	782.13	Agreed handyman jobs as per schedule	Unpaid EFT
Oakley Junior School	35.00	35.00	Hire of school hall for AGM	Unpaid EFT
Traffic Technology Ltd	3,790.00	4,548.00	SID Gen5-Pro speed monitoring device	Unpaid EFT
Nicola Beere expenses	34.00	34.00	Additional keys for Newfound pavilion	Unpaid EFT
Victoria Moody expenses	12.99	12.99	HP ink paid by personal credit card	Unpaid EFT
Helen Meyer expenses	84.30	84.30	Warm hub refreshments and newspapers	Unpaid EFT
Malshanger Estates	328.00	328.00	Rent of allotments from 1/5/23 to 31/10/23	Unpaid EFT
Hampshire County Supplies	57.21	68.65	Cleaning supplies and toilet rolls for pavilions	Unpaid EFT
Hampshire County Supplies	7.13	8.56	Floor cleaner for Newfound	Unpaid EFT
St Leonard's Centre	144.00	144.00	Hire of office space in April	Unpaid EFT
Craft Kits n Bits	209.00	250.80	Manning of Warm Hub in April	Unpaid EFT
Hampshire Association of Local Councils	48.00	57.60	Chairing skills training course for Cllr Adams not cancelled with sufficient notice	Unpaid EFT
Tina Harrington	177.14	177.14	Cleaning of pavilions in April	Unpaid EFT
CREDIT CARD: for info			£142.80 Brightpay payroll software licence for 23/24 tax year £75 Starlink monthly contract	DD due 15/5/23

			£121.35 Ragic monthly contract £426.97 + £16.99 + £7.25 + £69.99 + £42.04 Amazon (tbc) £4.99 Easy MTD VAT HMRC VAT return for Q1 2023	

Updates to the Risk Assessment and Asset Register were circulated by the RFO to all members in advance. Cllr. Rowley (Chair) challenged the Risk Assessment and suggested it be deferred to the same project group for policy review moving forward. A project group will also be set up to overhaul the asset register over the course of the year and reformat it. As both documents currently stand, it was proposed by Cllr. Rowley (Chair) that the Risk Assessment and Asset Register be adopted and seconded by Cllr. Hayman (Vice Chair); Approved by the remaining members of the council by show of hands.

The RFO read out the AGAR statement in advance of the pending acceptance due 30th June '23 at the main council meeting. Cllr. Hayman (Vice Chair) raised questions relating to how we have been monitoring our budget over the past year. Having consulted with former councillor Mr. R. Startin (previous head of the Finance Committee), the RFO advised that it would be appropriate for the council to confirm when signing the AGAR report that to the best of the signatories' knowledge and belief the council had demonstrated effective financial management of its accounts during the 2022/23 financial year. The RFO will be uploading a copy of the 2023 AGAR statement on to RAGIC for Councillors to review further and submit any further questions to the RFO and both Clerks to be answered ahead of the June 8th '23 main council meeting.

19/23 Receive planning reports – 6th April and 20th April

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries. The report will be signed at the next planning meeting 1st June '23.

20/23 Receive planning application summary

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries.

21/23 Review the following planning applications

Comments can be added to the Basingstoke & Deane Council Planning Portal or emailed to planning.comments@basingstoke.gov.uk, quoting the application number.

- a. 23/00989/HSE | Erection of single storey rear/side extension and conversion of detached garage to granny annexe | Yew Tree Cottage Rectory Road Oakley Basingstoke Hampshire RG23 7LJ.

No objections were raised. Proposed by Cllr. Bullions and seconded by Cllr. Rowley (Chair); Approved by the remaining members of the council by show of hands, the Councils approved response will be passed to BDBC.

- b. T/00161/23/TCA | T1 - Plane tree - Tip reduce width by c. 3m - to prevent further failure to extremely storm damaged tree and so prevent loss of the tree in the short term at least | Deane House Manor Farm Lane Deane Hampshire RG25 3AR

No objections were raised. Proposed by Cllr. Rowley (Chair) and seconded by Cllr. Condliffe; Approved by the remaining members of the council by show of hands, the Councils approved response will be passed to BDBC.

22/23 Update on Sports Grounds and Play Areas

Requests were raised relating to sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), play areas on Upper Farm Road (UFR), Avon Road Park (ARP) and Beach Park (BP). Circulated by Cllr. Ellison to all members in advance, there were no comments or queries. All points below a. to g. were proposed by Cllr. Ellison and seconded by Cllr. Hayman (Vice Chair); Approved by all members of the council by show of hands.

DECISIONS;

- a. Deep clean quotation of £350 from Oakley Company – Gleaming and Cleaning, to undertake a deep clean of NF pavilion. Request to approve the work and cost.
- b. Vita Play Ltd (preferred contractor) to purchase, deliver and spread specifically approved bark safety chippings (9 tonne) at the BP play area. Budget allocated £1500. Request to approve the work and costs.
- c. The final and third part of the play inspection document has been prepared to complete the Oakley and Deane Parish Council policy document ‘Policy parameters and procedures for dealing with unsupervised Play Areas and Play Equipment inspection and reports’. Request to approve the final section of this document.
- d. Repairs are required to two panels of the ‘half-pipe skate park unit’ at BP. Quotations are being sort. Budget allocated £3500. Request delegated authority to the SG&PAWP to progress work at best value cost.
- e. Replacement of open topped waste bins at BP and ARP are required as existing units are unstable, creating a potential safety and health problem. SG&PAWP plan to purchase 6 new plastic Trojan blue bins. Budget allocated £1100. Request to approve purchase and cost.
- f. The annual external inspection of play equipment by the Play Inspection Company (AS&A Leisure Ltd) identified that the multi-activity unit at BP requires the metal framework to be repainted and wooden panel elements treated to deal with safety issues. Request to approve the Clerk includes this work in the handyman schedule for the very early summer months before the school summer holidays.
- g. Norman Goodyear (preferred contractor) requested to deal with potholes in the access tracks to PH and NF grounds. Budget available £1600. Request to approve the work and cost, approx. £250.

It was also requested that on point c. above all new councillors following the 2023 Elections (Cllr. Condliffe, Cllr. Archer and Cllr. Chisnall) receive a copy of the play inspection document, to review and test in the Council owned play areas (UFR, ARP and BP) and report back their experience. This was agreed by all members of council.

ADVISORY;

- a. Football League (2022/2023) and Cricket league(2023) seasons and other arrangements.
 - i. Arrangements were made to accommodate the overrun of the football league season by OYFC and Whitchurch United F.C. U13 teams. All goal posts at Peter Houseman will remain in place until after 21/05/2023. At Newfound the central and north pitch goal posts were removed 05/05/2023 to allow the start of the league cricket season 06/05/2023.All hirers informed. Parish Council to note.
 - ii. SODC a soccer training school applied to use Newfound site rather than continue using Peter Houseman. SG&PAWP advised that SODC they could transfer the training programme to Newfound from 26/05/ 2023 until the end of the programme

21/07/2023. Training area allocated is north of pavilion but away from the cricket outfield. Parish Council to note.

- iii. Whitchurch United FC U14 request to play all home league, cup and friendly matches at Newfound (west pitch /Saturday a.m.) for the 2023/2024 season was approved by the SG&PAWP. Parish Council to note.
 - iv. OYFC annual six-a-side competition will go ahead at Peter Houseman ground weekend 27/28 May as agreed with preparation days and clear up days allowed.
 - v. An OYFC manager has requested hire of Peter Houseman ground for a football end of season medals/social event 01/07/2023. The SG&PAWP has agreed to this request with the normal conditions applying. Parish Council to note.
 - vi. The new Powerroll Club cricket wicket roller for the Newfound site , purchase approved at the Parish Council meeting 09/03/2023 has been place with Power Precision & Fabrication Ltd and is scheduled to be delivered to site late June 2023.Parish Council to note.
- b. The Parish Council handyman has completed the repairs to the tiling in all four changing/shower rooms at Newfound pavilion. The work rectified a series of safety issues due to damage to existing tiling. The cost are covered by the Parish Council budget. The Parish Council to note.
 - c. Tennis court refurbishment approved at the Parish Council meeting 09/03/2023 has fallen behind schedule due the appalling wet weather since the first of four phases of the work was undertaken just before Easter. The contractor ETC Sports UK is aware and estimates the three remaining stages will be completed by mid-June. Parish Council to note.

23/23 Verbal update on NALC Local Council Award Scheme

Deadline is 8th September '23 for submission should we still wish to partake; The Council originally committed to in December 2022 (See 8th December '22 ODPC meeting minutes).

24/23 Update on Green 'Grow your Own' Event scheduled for June 17th '23

Supporting The Great Big Green Week, running 10th to 18th June '23. The council will be running a family friendly event offering planting and recycling activities with managing food waste and composting advice at the Andover Village Hall 17th June 1.30-4pm:

- a. Approval was requested to purchase items to support event for members of the public attending to include craft equipment, fruit and vegetable seeds at a cost of no more than £70.

Circulated by Cllr. Wain to all members in advance, there were no comments or queries. Proposed by Cllr. Wain and seconded by Cllr. Rowley (Chair); Approved by all members of the council by show of hands.

25/23 Verbal update on delivery and installation of new speed information device

The Clerk gave a verbal update on the installation of the new SID which took place on the 12th May '23. The device is currently installed on the B3400 between the Fox Pub and the car sales garage on lamp post 1, recording speed and monitoring traffic numbers entering and exiting the area. It will be relocated every two weeks to areas of concern regarding speeding within the village. A request was made to purchase a Tablet and heavy-duty cover to be used to download the data from the new SID equipment by councillors, at a cost of not more than £200 sourced from 2023/24 budgeted contingency funds.

Deferred: June 8th '23 main Council meeting as the contingency budget must be reviewed. The Clerk will use her mobile to download the data in the meantime when required.

26/23 Community Engagement - Warm Hub replacement

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries. Progress reports will be given at the June 8th and July 13th '23 meetings and Grant applications will also be reviewed to support the activity ahead of the summer months. A sum of £15 per week to run the new 'Parish Council Coffee and Chat' club proposed (Thursdays 10:30-13:30, during Newfound Parish Council office hours) was requested. Proposed by Cllr. Rowley (Chair) and seconded by Cllr. Condliffe; Approved by all members of the council by show of hands.

27/23 Confidential – Newfound

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.

28/23 Confidential – Contract Update

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 8th June 2023 to be held at Newfound Pavilion.