

MINUTES OF THE MEETING OF OAKLEY & DEANE PARISH COUNCIL HELD ON NOVEMBER 11th, 2021

Present: Mr. Harding (Chairman), Mr. Adams, Mr. Bullions, Mrs. McCullins, Mr. Rowley, Mr. Startin, and Mrs. Hunt and Mrs. Taylor (Borough Councillors). Mrs. Meyer (deputy clerk) and two members of the public also attended.

Mr. Harding also asked for wishes for a speedy recovery to be sent to Mr. Bealing, who is currently unwell, and all members agreed.

Public Session: although the members of the public did not speak during the public session, one member did speak at the close of the meeting. She informed members that she had initiated a Judicial Review into the Planning Process relating to application 21/00484/HSE.

1. Apologies for Absence

Apologies were received from Mr. Bealing, Mr. Ellison, Mrs. Hayman and Mr. Parry. Due to Mr. Parry's absence, Mr. Harding agreed to chair the meeting.

2. Election of Chairman

Following Mr. Parry's announcement at the October meeting that due to a new work commitment he would be unable to attend on Thursday evenings, members had discussed whether to change the day of the week the meetings are held. It proved difficult to find another day that all members could attend. It was agreed that this matter would be held over until the Strategy Meeting, which will be held on 8th January and until then, if Mr. Parry is unable to attend, another councillor will take the chair in his absence.

3. Minutes of meeting held on 28th October 2021

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.

4. Circulars and Correspondence

- a) **HALC AGM:** took place on Saturday 6th November and the clerk issued a report in advance of the meeting.
- b) **Christmas Tree recycling:** the Borough have agreed to use St Johns Piece as a site for collection for trees. No trees will be collected from Beach Park or Oakley Lane.
- c) **Planning Training:** Mrs. Meyer attended a HALC Planning training course on 9th November and issued a detailed report – Mr. Harding commented on the quality of the document.
- d) **Community Preparedness Forum:** the clerk attended and issued a report.

5. Clerk and Deputy Clerk report

The clerk and deputy clerk had issued their report in advance and there were no questions. The clerk and deputy clerk requested approval to purchase a printer and storage containers for paperwork etc for use at St Leonard's Centre and all members agreed.

6. **Planning Matters**

- a) **Minutes of the Planning Meeting held in October** were circulated to all members. There were no comments or queries.
- b) **Summary of planning Applications and Decisions October/November** was issued by the deputy clerk and there were no comments or queries.

7. **Working Party Reports**

a. **Burials and Churchyards**

- a) There was no formal working party report, but it was agreed that the WP and Mr. Warner should meet at the Burial Ground asap to undertake a review of the trees in the churchyard and arrange for any works to be done during the winter months.

b. **Environment**

- a) **Canterbury Garden Allotments:** the clerk informed members that BDBC Enforcement and Legal teams had met on site with Bewley Homes, and that works were commencing to resolve the outstanding issues so that the handover can be completed. The clerk asked the Borough to confirm that the PC needs to confirm in writing if any changes are proposed by Bewley Homes. We have also asked for appropriate fencing to the railway line. The moving of the substation will take some time, and it appears there are cables under the area that are not as deep as required so this must also be rectified.
- b) **Allotments:** Mr. Harding confirmed he had sent a draft plan document to Malshanger for comment, before forwarding to OAKS.
- c) **Bench at St Johns Road:** it was agreed that the bench from the pond area, which had been refurbished, should replace the one at St Johns Road, and that when that one too was refurbished, it should be placed in Avon Road in the play area.

c. **Finance**

- a) **Approval of Payments:** it was proposed by Mr. Harding and seconded by Mr. Startin, and agreed by all members, that the following payments be made:

Payee	Charge to Budget	Total Cost	Service	Status

NEST	116.06	116.06	Clerk Pension October	Paid DD
EE and T Mobile	32.00	38.40	Clerk/deputy mobile phone	Paid DD
HMRC	662.30	662.30	Oct Contributions	unpaid EFT
Scofell	296.66	355.99	October Grounds Maintenance	unpaid EFT
M Bastick	294.00	294.00	Handyman Hours October	unpaid EFT
Larkstel Ltd	2223.00	2667.60	October Grounds Maintenance /marking out/bins	unpaid EFT
Nigel Jeffries	587.92	705.50	Sept Grounds Maintenance	unpaid EFT
BT	41.95	50.34	Office phone	Unpaid DD
T Harrington	231.66	231.66	Sept/Oct cleaning	Unpaid EFT
HCC	29.55	35.46	Cleaning supplies	Unpaid eft

Mr. Harding and Mr. Parry approved the EFT payments.

- b) **Budgets:** Mr. Startin, the clerk and deputy clerk, will meet on Wednesday 17th November to prepare the Establishment budget and commence work on the Precept request.
- c) **Bank Account:** prior to the meeting, the clerk was informed by Lloyds Bank that three attempts to take funds from the Parish Council credit card had been made. Two were stopped immediately but one, for £15.00, had been successful, and so this was confirmed as fraud and will be reimbursed within one week. A new card was issued, and no further attempts have been detected.

d. Highways and Transport

- a) **SID:** Mr. Harding confirmed that the new SID was still not working properly, and the supplier has attended several times, but so far, the system works sporadically at best. It was agreed to investigate whether we could issue a claim via the Small Claims Court to obtain a refund as the supplier is proving difficult to deal with. Mr. Harding asked Mrs. Hayman to draft a letter to the manufacturer advising this would be our next action.
- b) **Rectory Road:** following complaints from residents, it was agreed that the clerk and Highways WP should contact Highways to request signage (pedestrians in road) and road marking along one side of the road where pedestrians could walk more safely.
- c) **The Drive:** the OTIS system had been positioned in The Drive and Mr. Harding will prepare a report as soon as possible.

e. IT/Governance

IT: It was agreed by all members to upgrade to the full version of RAGIC, and to reimburse Mr Paler for his expenditure. Mr. Rowley asked permission to investigate use of MS365 as an alternative to RAGIC but agreed that the upgrade was essential. Also the issue of .gov.uk email addresses was raised and Mr. Rowley will be investigating that also.

Governance: the strategy day will be held on 8th January 2022. The clerk will arrange a meeting with Borough Councillors – Mrs. Hunt confirmed that Tuesday mornings would be preferable for her.

f. Publicity and Events

Remembrance Service: the clerk reminded members that if anyone were available, it would be appreciated if they could attend on Sunday to help with setting up and taking down. Mrs. Bettridge had agreed to bring and return the gazebos, and the clerk and deputy clerk would do refreshments after the event.

Fireworks: the event sold out and there were no complaints about parking. However, the clerk received complaints that the PC should not allow further firework events on its grounds, due to the environmental damage they cause, and it was agreed to discuss this at a future meeting.

Carols at the Pond: the clerk confirmed that Malshanger would be providing a tree for the Parish, to be delivered on 7th December. The service will take place on 18th December at 6pm and the clerk asked if she could invite the Mayor, and all members agreed.

g. Sports and Play areas

Mr. Ellison issued **a working party report** in advance of the meeting and there were no comments or queries.

Members were asked to note that planting of spring bulbs was undertaken, with members of the Oakley Gardening Club, on 3rd November at Beach Park.

Members were requested to approve the surface cleaning of the wet pour safety surfacing under the twin cradle swings at both Beach Park and Upper Farm Road play areas: there is £400 in the budget to cover this. All members agreed and the clerk will contact Larkstel to arrange a quotation.

8. Reports from representatives to other organisations.

Andover Road Village Hall: nothing to report. Mr. Bullions agreed to represent the Parish Council at the meetings going forward.

East Oakley Village Hall: nothing to report. Mr. Adams will attend the AGM on 22 November. The defibrillator stolen from outside the hall was insured and will be replaced.

Jubiloaks/Woodlands Group: nothing to report.

Village Show Committee: nothing to report.

Oakley Community Association: Mr. Startin issued a report in advance of the meeting and there were no questions or comments

Community Kindness: nothing to report.

Oakley Support Network: nothing to report.

Love Oakley? Go Green: nothing to report

9. 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.

10. Date of the next meeting is December 9thth, 2021, if COVID restrictions allow.