



OAKLEY AND DEANE PARISH COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

HELD AT NEWFOUND PAVILION

ON THURSDAY 12TH OCTOBER 2023 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 12th October 2023. 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 6th October 2023. Councillors and the public were requested to note that the meeting was recorded by the Council and may also be subject to recording by members of the public.

Present: Cllr. Rowley (Chair), Cllr. Hayman (Vice Chair), Cllr. Bullions, Cllr. Condliffe, Cllr. Wain, Cllr. Green, Mrs. Moody (RFO), Mrs. Beere (Clerk) and Mrs. Meyer (Deputy Clerk) and Cllr. Taylor (BDBC)

Public Session

No members of the public attended the meeting on this occasion.

Council Meeting

91/23 Apologies for absence

Apologies for absence were received from Cllr. Ellison (ODPC), Cllr. Chisnall (ODPC), Cllr. Archer (ODPC), Cllr. Henderson (HCC).

92/23 Co-option of new councillor

Apologies for absence were received due to unexpected circumstances. Co-option will be deferred to the November 9th '23 main council meeting.

93/23 Minutes of previous meeting

Minutes of the September '23 meeting as previously circulated, were agreed to be accurate. Proposed by Cllr. Condliffe, seconded by Cllr. Bullions and agreed by all members present the Chair signed and initialled the minutes.

94/23 Declaration of interest

Arising from this agenda, Councillors were 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.

95/23 Urgent matters

No decisions were to be taken on these items other than to delegate to the Clerk to address or defer to next meeting:

- i. The Council have received a fine of £40 total for two car tyres that were placed in a skip that was provided for Andover Road Allotment site plot holders at the end of September. Basingstoke Skip Hire will invoice the Council at the end of October.

96/23 Clerk/Deputy Clerk report & correspondence received

The Clerk and Deputy Clerk had issued their report in advance and there were no questions. There were three matters to note:

- i. The Council have had a request from a resident, asking for an update on signage for our public spaces (Sports fields) requesting that dog owners please keep their dogs on the lead when walking them. The Clerk will be reviewing this with Cllr. Ellison.
- ii. The Parish Lengthsman will be attending to the following footpaths in the coming months; 177_33_1 Behind Water Ridges - Sainfoin Lane to the railway bridge and 177_740_1 Bulls Bushes - between the houses and woods. The HCC Countryside team will be notified to avoid any confusion.
- iii. A circulation received via email from Neighbourhood Alert regarding the 'Annual National Member Survey' will be circulated to Oakley residents via social media, encouraging residents to complete the survey which related to policing in our area. Requested by the Chair.

97/23 Reports received from sub-committees:

- i. **Staffing sub-committee:** The staffing sub-committee have met on two occasions over the past month. Cllr. Rowley was voted as the Chair, and Cllr. Hayman was voted as the Vice Chair for the Staffing sub-committee, there were no comments or queries.
- ii. **Burial committee:** The burial committee met Thursday 12th October at 6pm to review an update of the Parish burial ground rules and regulations. Cllr. Hayman was voted as the Chair of the burial committee, and all agreed that no Vice Chair was required at this moment in time. Minutes of the meeting will be circulated via the Parish Council website in due course. There were no comments or queries.
 - a. For awareness: Burial ground fees are due to be reviewed for the 2024 new financial year, in line with forecasting the Councils 2024/25 budget.
- iii. **Allotment advisory committee:** The advisory committee has not yet met. The Clerk circulated a general update to all members in advance. There were no comments or queries, and members of the Council acknowledged that the Council have received a fine of £40 as raised earlier under point 95/23 Urgent Matters.
 - a. Update concerning plot renewals for 2023-24; The Clerk will continue to work with the Responsible Finance Officer (RFO) to conclude 2023-24 plot leases. This will determine the number of vacant plots available, and the Clerk will be in touch with residents on our Oakley Allotments waiting list in due course.
 - b. For awareness: The Parish Council have opened an account with Basingstoke Skip Hire, for our annual allotment skips. Credit limit £1000, invoiced monthly.

- c. For awareness: Allotment plot rental fees are due to be reviewed for the 2024 new financial year, in line with forecasting the Councils 2024/25 budget. Any increase would come into effect in September 2024.

98/23 Verbal update from the Finance and Governance Committee.

The finance and governance committee have not yet met. A meeting date and agenda will be published on the Parish Council website once confirmed, members of the public may also attend as this is a committee meeting. The current structure of the Parish Council was acknowledged by all members present, following a vote during the last September main Council meeting (Ref: point 77/23 iii) in relation to titles 1-4 below, with the positioning of the current working groups named 5-9 below still under review. The aim is to maximise our efforts and reduce meeting times for Councillors. A full proposal will be brought to Council in due course. There were no comments or queries:

1. **Planning Advisory Committee**
2. **Finance and Governance Committee:**
 - i. Finance Working Group
 - ii. Governance Working Group
 - iii. IT Working Group
 - iv. Staffing Sub-Committee
3. **Burial Committee**
4. **Allotment Advisory Committee**
5. **Community Engagement Working Group**
6. **Sports and Play areas Working Group**
7. **Sustainability Working Group**
8. **Highways Working Group**
9. **Environment Working Group**

NOTE: Members of the public may attend main council, committee, advisory and sub-committee meetings to speak during the public sessions. Members of the public may support as a volunteer and join working group meetings. For further information please contact the Clerk: clerk@oakleydeane-pc.gov.uk

99/23 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 have opened ticket sales for the Oakley and Deane annual Firework display which takes place in Newfound on the 5th November '23. Tickets can be purchased in advance online via Eventbrite (www.eventbrite.co.uk), entrance fee £6 per adult and £3 per child. No tickets can be purchased on the gate. Food and drink will be available to purchase onsite. Members of the public are reminded not to bring your own sparklers/fireworks onsite please.
- **East Oakley Village Hall**
Cllr. Hayman and Cllr. Bullions; The Annual General Meeting (AGM) will be taking place on November 27th '23. Cllr. Bullions will attend on behalf of the Council.
- **Andover Road Village Hall**
Cllr. Hayman and Cllr. Bullions; Nothing to report.
- **Jubiloaks**
Cllr. Wain; Nothing to report.
- **Oakley Woodlands Group**
Cllr. Wain; Nothing to report directly from the Oakley Woodland Group. For awareness Cllr. Wain highlighted that the Greening Campaign (www.greening-campaign.org) team are looking to work closer with the Oakley Woodland Group, details yet to be confirmed.
- **Oakley Support Network**

Clerk; Nothing to report.

- **Hampshire Police**

Clerk, Deputy Clerk and Cllr. Condliffe; A police report supplied by PC Andy Jones was circulated in advance to all councillors. The Clerk will be meeting with PC Andy Jones before the end of the year to raise any concerns relating to Oakley.

100/23 Update from Responsible Finance Officer (RFO) including payments for approval:

- A list of payments for September/October 2023** were circulated by the RFO to all members in advance. It was proposed by Cllr. Hayman (Vice Chair) that the following payments be made, seconded by Cllr. Condliffe and approved by all members present.

Oakley and Deane Parish Council – Payment paid under delegation S101 September 2023				
Payee	Charge to Budget	Total Cost	Service	Status
KLG Services Ltd	220.00	220.00	Wet waste removal from PH pavilion	Paid EFT
Gleaming and Cleaning	200.00	200.00	Deep cleaning of the Peter Houseman pavilion	Paid EFT

Oakley and Deane Parish Council - Payments for approval October 2023				
Payee	Charge to Budget	Total Cost	Service	Status
Scofell Landscapes	296.66	355.99	September Grounds Maintenance	Unpaid EFT
Larkstel Ltd	3,059.83	3,671.80	September Grounds Maintenance, pitch marking, cricket table top dressing, fitting hooks to goals, litter collection	Unpaid EFT
Archers Grounds Maintenance	159.32	159.32	September Beach Park Grounds Maintenance	Unpaid EFT
Parish Online	252.00	302.40	Digital mapping Sept 23 – Sept 24	Unpaid EFT
Tina Harrington	109.41	109.41	Cleaning of pavilions in September £67.73 Newfound, £41.68 PH	Unpaid EFT
St Leonard's Centre	97.50	97.50	Hire of office space in September	Unpaid EFT
Hampshire County Council (County Supplies)	32.53	39.04	Cleaning supplies for pavilions	Unpaid EFT
Basingstoke Skip Hire	600.56	720.67	Delivery and exchange of 8yd skips for Andover Rd allotments	Unpaid EFT
Basingstoke Skip Hire	257.54	309.05	Delivery of 6yd skip for Canterbury Gardens allotments	Unpaid EFT
BDO LLP	420.00	504.00	Limited Assurance Review (External Audit) fee	Unpaid EFT

The RFO confirmed that the Parish Councils **Annual Governance and Accountability Return (AGAR)** has been approved by the external auditors with no further queries; Audit paperwork was publicised on the Parish Council website ahead of the 30th September '23 deadline (see attachment A, ref: point 100/23 i. copy of the approved ODPC 2023 AGAR)

- An update was given by the Chair and RFO concerning the **Councils current budget and spend review**. Scribe (newly implemented finance software) reports were circulated by the RFO to all members in advance detailing a budget summary, with income and expenditure. Phase two is to set up our account to support forecast our budget for the year ahead.
- A CCLA signatory update** (relating to the Public Sector Deposit Fund) was agreed during the ODPC May '23 (AGM) Annual General Meeting (Ref: point 13/23), with additional changes made during the ODPC July '23 main meeting (Ref: point 59/23). The RFO confirmed this

process is expected to be completed within the next month, and that the minutes of the October meeting will be issued to the Bank to support this. The Clerk will be added in due course.

- iv. For awareness: The RFO will be investigating alternative options for internal auditing, as we move forward with our new Scribe finance software.
- v. For awareness: Over October/November '23 the Council will be forecasting their 2024/25 budget to determine the precept ahead of the new 2024 financial year. All members will be meeting ahead of the November main Council meeting to review the current budget and expected spending for the rest of the year to forecast 2024/25 requirements. This information will be assessed over the following months. The budget will be agreed by January 2024 and used to set the precept.

101/23 Receive verbal update from project group reviewing financial regulations.

The project group reviewing the financial regulations have continued to meet over the past month. Cllr. Hayman (Vice Chair) confirmed that a review of the NALC (National Association of Local Councils) financial guidelines has now been completed, to determine what areas of the Councils financial regulations need to be updated. An explanation for each change proposed is being developed, this will be brought to full Council when ready. There were no comments or queries.

102/23 Parish Council Information Technology (I.T) projects – To receive verbal update.

The project group reviewing our I.T requirements have not formally meet over the past month. Cllr. Rowley (Chair) confirmed that he is exploring our options with support from a local volunteer to ensure the Council continues to operate and deliver an efficient and cost affectively database with a file sharing system for all members. This will be brought to full Council when ready. There were no comments or queries.

103/23 Receive planning committee minutes – September 7th '23 meeting minutes to be approved and receive report from the September 21st '23 meeting.

Circulated by the Deputy Clerk to all members in advance, there were no comments or queries relating to either document. The September 7th meeting minutes were proposed by Cllr. Green, seconded by Cllr. Condliffe and signed by Cllr. Bullions as the Chair was not present at that meeting. The September 21st meeting was not quorate, the report was acknowledged by all members present.

104/23 Receive planning application summary.

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

105/23 BDBC Local Plan verbal update; (EPH) Economic, Planning and Housing Committee second meeting held 18:30 28th September '23 at the BDBC Civic Offices.

Representatives from the Parish Council attended the EPH meeting at the Borough which was looking at the next steps for the Local Plan. The Local Plan document is set by the planning authority. It sets out a vision and framework for future development, and local communities are consulted. The Parish Council will be seeking meetings with the relevant people to discuss plans for future development and encourage BDBC to incorporate the needs of both existing and future residents.

106/23 Highways – Matters for review to create project owners:

- i. **20mph campaign review and Speed Indicator Device (SID) support:** The Clerk is to seek further support from members of the public as volunteers, due to current workload. The Clerk will connect with the St. Leonards Nursery School to address ongoing speeding, traffic and signage concerns along Rectory Road and Station Road.

- ii. **Potholes, flooding, road markings and signage:** All members of the Council will support these efforts, to report issues and concerns over the winter months via the Clerk to Hampshire County Council. Members of the public are encouraged to do so to directly to Hampshire County Council: www.hants.gov.uk/transport/roadmaintenance/roadproblems
- iii. **Bus stops and salt bins:** Ahead of the winter months Cllr. Bullions (project owner) has reviewed the current condition of all Oakley salt bins and bus stops. Any salt bin issues have been reported to Hampshire County Council.

107/23 Environment – Matters for review:

- i. Matters for review to create project owners:
 - a. **Public benches and village waste bins:** All members of the Council will support these efforts, to report issues and concerns to the Clerk. The Council will be working with Men's Shed to maintain our public benches.
- ii. **Review the ADHOC donation for the replacement Battledown bridge bench:** ADHOC will be donating a maximum of £550.00 to Men's Shed to support a Log Seat that will be installed on the Multi-User to cover costs concerning transportation, work on the log for sitting and installation. The Parish Council will review budget available to replace the Battledown bridge bench that was vandalised at the start of the year.
- iii. **Oakley parish tree survey conducted by Harrison Arboriculture Ltd;** Verbal update concerning the remainder of 2023 tree report that has identified trees ahead of the winter months was given by the Clerk. The Council are pending quotes on this matter, to be reviewed at the November main meeting.
- iv. **Boiler upgrade Grant scheme to upgrade to a heat pump;** Consultation deadline 12th October '23. The Clerk sent her apologies, the deadline was missed due to other Council matters taking priority; Other Grants will be reviewed.
- v. **Parish owned village planters that require replanting and maintenance.** The Clerk requested permission to utilise volunteers to support with this, this was agreed along with the need for spring planting. The Clerk will be contacting the Gardening Club for support.

108/23 Sports Grounds and Play Areas – General update and maintenance works for approval:

Report submitted by Cllr. Ellison relates 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).

- iv. **The below points a-e regarding maintenance repairs to the sports ground and play areas facilities utilizing funds allocated within the repair & maintenance budget,** were proposed by Cllr. Green, seconded by Cllr. Condliffe and approved by all members present:
 - a. Delegation requested to the SGPAWG and the Clerk to undertake necessary works with W.G. Shenton to repair/replace faulty toilet tap units in the Newfound pavilion at a cost of £150 parts and labor, and for electrician Paul Williams to repair/replace lighting units in the Newfound and Peter Houseman pavilions at a cost of £451.61 parts and labor. Keeping within the budgeted allowance.
 - b. Update concerning a fire alarm fault in the Newfound sports pavilion. Delegation requested to the SGPAWG and Clerk to work with Guardwell Ltd to evaluate the fault and carry out any repairs. Charges are quoted at £48.00 +vat per unit to replace while our annual January 2024 service visit takes place. Keeping within the budgeted allowance.

- c. Delegation requested to the SGPAWG obtain six concrete patio slabs and fixings to install the new six trojan bins (already purchased) in BP and ARPA, with support from Men's Shed. Keeping within the budgeted allowance.
NOTE: The Clerk confirmed that Men's Shed have now agreed to purchase the patio slabs and fixings and will invoice the Council accordingly, with labor costs included.
- d. Approval requested for the safety repair work to the access track from Rectory Road to Peter Houseman sports grounds to be carried out by the preferred contractor Norman Goodman. Keeping within the budgeted allowance.
NOTE: The Chair requested that alternative supplier quotes were also obtained as a comparison on this matter.
- e. SG&PAWG requested retrospective approval on the purchase of replacement goal post net hooks for the Newfound and Peter Houseman pitches. Total spend £90.00, supplied by Larkstel (Grounds maintenance). Cost included on their October invoice INV-0897.
- v. Verbal progress update was given by the Deputy Clerk concerning the **S106 part finance of the purchase & installation of a Tropico Car Climbing Unit & safety surface for Beach Park**, with retrospective approval requested for Ava Recreation to undertake the work at £10,323.03. Refer to September meeting minutes point 85/23 iii.c for further details. There were no comments or queries.
- vi. Progress verbal update was given by the Clerk concerning the annual **PAT Testing of portable electrical equipment** in the Newfound and Peter Houseman Pavilions to include staff IT equipment, by Smart Electrics. This will take place on January 3rd 2024. There were no comments or queries.
- vii. For awareness: Rental fees for all sporting facilities are due to be reviewed for the 2024 new financial year, in line with forecasting the Councils 2024/25 budget.

109/23 Sustainability – 2023 approved scheduled events, general update.

- i. **Saving Energy and Calculating your own Carbon Footprint – 18th November '23, guest speaker event.** Cllr. Wain gave a progress update, confirming that unfortunately one of the keynote speakers may now be unable to attend. Alternative speakers are being urgently sort, and the Council hope to advertise the event to the public within the next weeks.
- ii. **Thermal camera residential visits:** Proposed to run from November to February '23 supporting residents with identifying areas of heat loss in their homes, to save energy. Cllr. Wain gave a progress update to confirm that we are waiting for an update from BDBC as to when the Thermal camera will be available for the Parish Council to commence residential bookings. The Council has applied for funding to purchase a Thermal Camera, pending update.

110/23 Community Engagement – General update given with approval requested on the following events:

Proposed by the Chair, seconded by Cllr. Bullions, the following points i-vii were noted and/or approved by all members present:

- i. Noted: The Parish Council weekly public office hours have now been permanently relocated to the Newfound pavilion as of October 4th '23. All advertising has been adjusted.
- ii. Approval was given for the OCA to use the Newfound pavilion and sports field for the annual Oakley Firework display, on Sunday 5th November. Offered free of charge.

- iii. Approval was given for the Chair and Clerk to meet with the Oakley Junior and Infant Schools, head teachers to review topics for the 2024 Parish Council school engagement project.
- iv. A verbal update was given by the Clerk on Democracy Week, that commenced 9th October '23 in both local schools. It was noted the Clerk will be attending the Infant School on Wednesday 18th October to witness the students polling station.
- v. Delegation to the Clerk was approved to arrange for the Parish Council to have a stall at this years Village Christmas Market 2023, to be held on St. Johns field in November organised by St. Leonards Church. Keeping within the budgeted allowance of £50.
- vi. Remembrance Sunday 2023; To be held in the St. Johns Garden of Remembrance on the 12th of November '23 at 10:45am. Council members were requested to attend if available. Cllr Bullions will lay the wreath on behalf of the Parish Council. Approval was given on the following items for the service:
 - a. The purchase of all service wreaths from the Royal British Legion. Budgeted allowance £90, additional spend conducted under S137 Local Government Act 1972. Awaiting quotes, the necessary parties involved with the service will be invoiced accordingly.
 - b. The printing of service programmes at a cost of £249.00 qty 300 from Greenhouse Graphics. Within budgeted allocation.
 - c. Retrospective approval of the hire of trumpeter Gemma Fuller at a cost of £150.00. Within budgeted allocation.
- vii. For awareness: Parish Council merchandise stock is due to be reviewed for the 2024 new financial year, in line with forecasting the Councils 2024/25 budget. The Council have seen an increased interest in Oakley merchandise following recent development in the area.

111/23 Progress update on HALC New Councillor Training.

Councillors are reminded that it is recommended that all councillors complete the HALC 'Knowledge and Core Skills' course every four years. Course dates and locations are available to view online, the Clerk will recirculate the necessary link. Additionally, if there are any other training courses councillors would like to attend, they are to contact the Clerk and Deputy Clerk with the details.

112/23 Request from Cllr. Rowley to move December's main Council meeting forward from the 14th December '23 to the 7th December '23 to allow him to attend at a forecasting budget critical point. Location to remain the same, Newfound pavilion at 7:30pm. Members to note the final agenda and content deadline will then be Friday 1st December '23.

Proposed by Cllr. Rowley, seconded by Cllr. Condliffe it was agreed by all members present to move the December main Council meeting forward to the 7th December '23.

113/23 Confidential – Newfound Sports Grounds: Land ownership and workshop 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 9th November 2023 to be held at Newfound Pavilion.

As per point ref: 112/23 the December meeting is now scheduled for 7th December 2023 to be held at the Newfound Pavilion.

Oakley and Deane Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Oakley and Deane Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Oakley and Deane Parish Council on application to:	
(a) Parish Clerk 1 Station Road, Oakley, Hampshire RG23 7EH	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) 9am to 3pm, weekdays	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £2.00 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Victoria Moody Responsible Finance Officer	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 28/09/2023	(e) Insert the date of placing of the notice.