



## OAKLEY AND DEANE PARISH COUNCIL

### MINUTES OF THE ORDINARY COUNCIL MEETING

#### HELD AT NEWFOUND PAVILION

ON THURSDAY 11<sup>th</sup> APRIL 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council Meeting at Newfound Pavilion on Thursday 11<sup>th</sup> April 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 5<sup>th</sup> April 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.

**Present:** Cllr. Rowley (Chair), Cllr. Hayman (Vice Chair), Cllr. Bullions Cllr. Ellison, Cllr. Green, Cllr. Wain, Mrs. Meyer (Deputy Clerk)

#### **Public Session 7:30 PM**

No members of the public attended to observe the meeting.

#### **Council Meeting 7:40 PM**

##### **1/24 Apologies for absence**

Apologies for absence were received from Cllr. Condliffe (ODPC), Cllr. McCallister (ODPC), Cllr. Taylor (BDBC), Cllr. Henderson (HCC). Cllr. Burns (ODPC) was absent.

##### **2/24 Minutes of previous meetings**

Minutes of the March 14<sup>th</sup> '24 Ordinary meeting and March 27<sup>th</sup> '24 Extraordinary meeting were previously circulated and agreed to be accurate by all members present.

##### **3/24 Declaration of interests**

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.

##### **4/24 Urgent matters**

The Deputy Clerk informed the Parish Council two further Community Infrastructure (CIL) payments will be paid to Oakley and Deane Parish Council from the application 22/01021/RES Station Road. £125,730.83 due in April and £125,730.82 due October. Plans are to be made to have an on going conversation with the Community about project ideas.

##### **5/24 Clerk/Deputy Clerk report and correspondence received.**

**6/24 Reports received from Parish Council groups:**

**i. Staffing sub-committee; To note:**

- a. Applications are open for a village Litter Warden to empty the Oakley village bins on a weekly basis into our main bins; Part time flexible hours available, hourly rate paid monthly. Contact the Clerk for further information, applications closed end of April '24.
- b. Interviews for the Responsible Finance Officer (RFO) vacancy commence 22nd April '24, applications closed 1st April '24. The closing date for the Deputy Clerk (DC) vacancy is May 1st '24

**ii. Burial committee; no report**

**iii. Allotment advisory committee; To receive verbal report:**

All Members agreed to approve the purchase of two orders of Resolva Weedkiller treatment (5L bottles, pollinator friendly) at a cost of no more than £64 (if bottles also come with a pump mechanism), to be used to clear weeds from the car park and paths at the Canterbury Garden allotment site.

**7/24 Finance and Governance Committee; To receive verbal report.**

- i. All Members agreed to reinstate the Parish Clerks, Society of Local Council Clerks (SLCC) full membership at £208 (£12 joining fee included) that lapsed in 2018. Annual membership currently £188. The Membership value will be reviewed and evaluated over the year before a decision is taken to renew in 2025.
- ii. Internal Auditor; Interim report was conducted by Do the Numbers Ltd. 21st March '24, received by the Council 27th March '24. The Annual Governance & Accountability Return (AGAR) is scheduled with Do the Numbers Ltd. 10th June '24. Members of the Council agreed to move the June Parish Council meeting date to 20<sup>th</sup> June'24.
- iii. Asset Register, the Council asset register needs to be reviewed and as such items listed will be divided up and issued to Members of the Council to location, photographed and report back to the Clerk before the May'24 meeting.
- iv. Update regarding HALC training courses for Councillors and PC Staff members.

**8/24 Update from Responsible Finance Officer (RFO) including payments for approval:**

- i. All Members agreed to approve the payments for March and April 2024. Glean and Clean is sending in a late invoice which will be circulated to all Members, paid between meetings and retrospectively approved during the May'24 meeting.
- ii. Update concerning our current budget with spend and income review.

**9/24 Planning Advisory Committee:**

- i. All Members agreed to approve the April 4<sup>th</sup> '24 Planning Advisory Committee meeting minutes.
- ii. Receive planning applications and decisions report.

**10/24 IT Projects;** To receive verbal report:

- ii. All Members agreed to delegate authority to the Clerk with implementation assistance from the IT Project working group to move to Cloud collaboration platform Microsoft 365.

**11/24 Highways;** To note:

- i. Members of the Council met with Cllr. Henderson (HCC) on the 20<sup>th</sup> March '24 to discuss all highways matters within the village to be taken forward to the Highways Commissioner. This included speed limit concerns, road markings/signage, new crossing points and flood prone areas across Oakley and Deane.

**12/24 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).

- i. The S101 delegation of £530 with Scofell Ltd. to maintain BP ahead of summer was approved 27<sup>th</sup> March '24, work to commence mid-April '24 weather depending. All Members agreed to £3000 ex. vat for Scofell Ltd. to maintain BP over the following year 2024/25, work to commence May '24.
- ii. All Members agreed to delegate to the Clerk and SGPAWP to agree the final costs with Infinity Playgrounds and Ava Recreation for the installation of a metal frame football goal with matting at ARP and a spinning bowl at BP.
- iii. ETC Sports Surfaces Ltd. will be cleaning the BP tennis courts commencing May '23, weather dependant. Water will be supplied via the Oakley Tennis Club. All Members agreed to approve to pay the Oakley Tennis Club for the water used to undertake the work required.
- iv. All Members agreed to approve Contractor Chris Morley to repaint the BP play area equipment, at a cost of £1500 (£250 day rate, based on 6 days). Plus materials.
- v. All Members agreed to approve £696.19 (Estimate 2908) for electrical repair work at PH and NF pavilions, replacing lighting/emergency lighting and two expired fire alarms with electrician Paul Williams.
- vi. All Members agreed to approve £71.98 to order 100 meters of (green) temporary safety barrier fencing, to be positioned along the NF hedge line during Cricket season to help avoid the loss of balls.

**13/24 Sustainability –** To receive verbal report:

- i. The Oakley Biodiversity Nature Walk, rescheduled to 18th May 2024; Verbal update. Members of the Council are requested to support the event.
- ii. Reminder: 'Understanding your Carbon Footprint' guest speaker event takes place on the 17<sup>th</sup> April '24 at the Oakley Junior school 7:30 PM to 9:30 PM. All are welcome.

**14/24 Community Engagement –** To receive verbal report:

- i. Reminder: The Annual Parish Meeting (APM) takes place on the 24<sup>th</sup> April '24 at the Oakley Junior school 7:00 PM to 9:00 PM. All are welcome, guest speakers include HCC, BDBC and Watership Down Health. Members of the Council are required to attend.

**15/24 Confidential matters – Staffing Clerk Employment**

**Deputy Clerk left the meeting room.**

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 will be on the 9<sup>th</sup> May 2024 to be held at Newfound Pavilion.**