

## OAKE PARISH COUNCIL

Minutes of a meeting of Oake Parish Council held on Thursday 11<sup>th</sup> May 2017, at 7.00pm in Oake Village Hall.

Present: Cllr Adrian Dyke; Cllr Fern Dunn; Cllr Sue Davies; Cllr Louise Peace; Cllr David Roots; Cllr Frances Gully; Cllr Chris Hellier; Mr David Gliddon ( Clerk ) ; 2 members of the public.

1. Acceptance of Office – Cllr Christopher Hillier formally signed the document as a new councillor.
2. Election of Chairman – Cllr Dyke stood down and the Chair was taken by Cllr Fern Dunn. Cllr Davies was proposed and seconded as Chairman for the forthcoming year and was unanimously elected. Cllr Dyke was thanked for his excellent service as Chair over the past 5 years.
3. To receive the Chairman's Declaration of Acceptance of Office – Cllr Susan Davies formally signed the document and took over as Chair of Oake Parish Council for 2017/18.
4. PUBLIC SPEAKING TIME (3 Minutes each ) none
5. APOLOGIES – Cllr Roger Habgood ( TDBC); PCSO Sharon Baker
6. DECLARATIONS OF INTEREST/DISPENSATIONS  
Cllr Fern Dunn – Village Shop
7. MINUTES: The Minutes of the Parish Council Meeting held on the 20<sup>th</sup> April 2017 were approved and signed by the Chairman as a true record.
8. MATTERS ARISING requiring action or update:
  - a. Oake Close Street Sign - This had finally been installed and the householders were grateful for the council's efforts.
  - b. Traffic scheme update – the designer was on leave so the matter was on hold
  - c. Railway bridge -some clearing had occurred and new fencing erected; this was felt to be inadequate as gaps still were visible causing a safety hazard. The clerk would contact SCC.
  - d. Verges on B3227 – a rolling programme was in place starting on May 8<sup>th</sup> and continuing into June.
  - e. Empty dwelling in Oake Close – no acceptable answer was yet given and the council would pursue this further.
9. MATTERS OF REPORT:
  - a) Police Report for April - none received. The Clerk would forward to councillors upon receipt.
  - b) Parish Plan – Cllr Gully reported that a Draft Plan was now produced and was gradually being being populated.
  - c) Village Hall Report - none
  - d) Village Shop Report - Cllr Dunn reported that the AGM was being held on June 1<sup>st</sup> and encouraged all to attend. Discussion took place about the future of the shop.
  - e) TDBC Report – Cllr Roger Habgood had supplied a comprehensive update from TDBC which had been circulated to councillors.
  - f) SCC Report – It was reported that Cllr James Hunt had been re-elected to SCC.
- 10) ITEMS FOR DISCUSSION/DECISION.
  - a) Affordable Housing in Oake  
Discussion took place regarding the proposed development. The clerk would write to the developers inviting them to attend a future council meeting to discuss the plans.

b) Sunshine Fund applications

Four applications were received all of which had been vetted by SCF.

- Oake Shop - £2000 ( this was to be the last grant given for running costs )  
Cllrs Dunn & Peace left the room whilst the vote was taken
- Oake Parents & Toddlers - £750 for new toys
- Oake Mini Day Centre - £500 for outings
- Oake Church - £750 towards a tree sculpture payable upon completion

c) Defibrillator – training update & decision if/where to instal

After discussion it was determined by a 4-3 majority that this matter would be deferred for a year.

11. PLANNING APPLICATIONS RECEIVED TO DISCUSS/APPROVE: None

12. FINANCE - To discuss/agree the following:

- a) Clerks Salary & expenses for April £166.04; HMRC £34 & P. Archer £40 for internal audit all agreed.
- b) Finance update was provided for councillors:

**Receipts: Precept £5,364.00 Interest £0.02; VAT Refund £318.03**

**Balance of Accounts to 05/05/17**

Current Account: **£13,248.31**

Reserve Account: **£ 2,845.51**

**Total: £16,093.82 less payments above of £240.04 = £15,853.78 ( less unrepresented cheque £40.20 ) = £15,813.58**

**It was unanimously agreed to write off the cheque to HMRC for £40.20 which had been unrepresented since June 2016.**

- c) **It was unanimously agreed to remove councillors Sharland and Roots as signatories to the Nat West Accounts due to their resignations.**
- d) **It was unanimously agreed to add Cllrs Davies and Gully as new signatories to the Nat West Bank accounts.**
- e) **The Clerk reported that the internal audit had been successfully carried out by Philippa Archer with no issues to follow up. Accounts and forms had now been sent off to the external auditor.**

13. MATTERS OF REPORT.

a.) Members of Council

- Cllr Dyke suggested the Wivvy Link be invited to apply for CIL funds through the Parish Council
- Cllr Davies proposed we invite ex-councillors Sharland & Roots to a small presentation at the next meeting on June 15<sup>th</sup>. This was unanimously agreed and Cllr Davies would get gifts as appropriate.
- Cllr Gully requested refund for costs associated with the Parish Plan. This was unanimously agreed.

b.) Clerk

- An Affordable Housing Open Day was being held on June 1<sup>st</sup> at SCC – posters were circulated.
- The Clerk would publicise the vacancy for a councilor following to resignation of Cllr Roots.

14. CORRESPONDENCE FOR CIRCULATION

- a) Thank you card from the Mayor of TDBC was read by the Chairman.

The meeting closed at 8:38 p.m.

**Next meeting Thursday 15<sup>th</sup> June 2017 at 7 p.m.**