

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 OCTOBER 2014 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Fellows, O'Neill, Robinson-Giannasi and Sheppeck

In attendance: Mrs Weir (Clerk)

Also present: None

FULL COUNCIL

93/14 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David, Faulkner, Fleming, Harris and Reid; District Cllrs Crookes and Gorys; County Cllr Glen

94/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

95/14 RESOLUTION TO SUSPEND STANDING ORDER NO 1(L) REGARDING THE MEDIA COVERAGE OF MEETINGS

It was resolved to suspend standing order no 1 (L) for the duration of the meeting due to an amendment of the 1960 Public Bodies (Admission to Meetings) Act by The Openness of Local Government Bodies Regulations 2014. The clerk will be updating the standing orders ready for approval by the council at a future meeting.

96/14 PUBLIC SESSION

None

97/14 APPROVAL OF THE FOLLOWING MINUTES

Monday 1 September 76/14 - 87/14

Monday 15 September 88/14 - 92/14

The above minutes were accepted as an accurate record.

98/14 APPROVAL OF THE FOLLOWING MINUTES FROM THE DISBANDED STAFFING COMMITTEE

Friday 11 July 21/14 - 24/14

Monday 4 August 25/14 - 28/14

Monday 1 September 29/14 - 33/14

The above minutes were accepted as an accurate record.

99/14 CHAIRMAN'S ANNOUNCEMENTS

The chairman wished to thank the head and deputy head of Robert Mays School for taking the time to meet with Cllrs and is looking forward to building relations with them in the future.

100/14 CLERK'S REPORT

Hart DC have approved the release of £3704 for the purchase of a SID and will transfer the money to OPC's bank account.

At the next meeting we will be discussing budgets for 2015/16 and OPC's reserves. Budget information will be circulated to all chairs of committees shortly.

A letter of thanks has been sent on behalf of OPC to Simon Cabbage who volunteered to cut the long grass in the wildlife area at the cemetery.

The amendment to the standing orders with reference to item 95/14 came into force on 6 August. The main effect is that the public can record, film, tweet and transmit council proceedings. During the update to standing orders, any reference to the staffing committee will be replaced with the full council.

Finally, the clerk asked Cllrs to assist with the monthly risk assessment of the play areas in October. Cllr Fellows volunteered to complete the assessment at Chamberlain Gardens, Cllr O'Neill at Bufton Field and Cllr Robinson-Giannasi at the Recreation ground.

Basingstoke Canal News is available to take away to read and then return to the office.

101/14 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR AUGUST AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR

It was resolved to approve the schedule of payments of account for August and the bank reconciliation which was signed by the chairman (Appendix 1).

102/14 APPROVAL OF THE PRESS AND MEDIA POLICY

It was agreed to approve the circulated press and media policy (Appendix 2).

103/14 CONSIDERATION OF OPC'S OPTIONS REGARDING THE SERVER DUE TO MICROSOFT CEASING TO SUPPORT THE SOFTWARE IN 2015

It was agreed to obtain further information and costing for OPC email accounts for every Cllr and the process of access via their current devices; a drop box to enable Cllrs to share documents, i.e. planning lists and OPC policies; the pros and cons of using Cloud storage; lap tops for the clerks and the security issues involved if a change is made. Costing will be considered during budget discussions at the next meeting.

104/14 APPROVAL AND ACCEPTANCE OF THE ANNUAL RETURN RECEIVED BACK FROM THE EXTERNAL AUDITOR AND CONFIRMATION THAT THE REQUIRED NOTICE HAS BEEN DISPLAYED

It was resolved to approve and accept the annual return received back from the external auditor. The annual notice of conclusion of audit was displayed on Monday 22 September in the notice board and will be displayed for 14 days (Appendix 3).

105/14 RECEIVE THE ISSUES ARISING REPORT FROM THE EXTERNAL AUDITOR AND PRODUCE AN ACTION PLAN

The issues arising report had been circulated to all (Appendix 4). There were a few minor errors with the return which the auditor had requested are not included in the Statement of Account for 2014/15.

106/14 REVIEW OF THE ACTUAL TO BUDGET FOR THE HALF YEAR TO 30 SEPTEMBER INCLUDING THE STATEMENT OF VARIANTS

The actual to budget for the half year and a statement of variants had been circulated prior to the meeting (Appendix 5). There were no concerns raised.

107/14 RESOLUTION TO AGREE THE PROPOSED DISCRETIONS POLICY FOR THE LOCAL GOVERNMENT PENSION SCHEME

It was resolved to approve the circulated discretions policy (Appendix 6) which would be sent to Hampshire Pension Fund and given to all relevant employees.

108/14 UPDATE ON THE RECRUITMENT PROCESS AND CONSIDERATION OF THE DRAFT CONTRACT

The clerk had circulated a report and a draft contract prior to the meeting (Appendix 7). It was agreed that all of the CV's received from applicants would be circulated and a short list for interviews would be compiled. The clerk would circulate a few suggestions of dates for interviews to see which Cllrs would be available. It was agreed that a word processing test would form part of the interview process.

109/14 CONSIDERATION OF THE REQUEST FROM THE DEVELOPER OF HATCHWOOD FOR OPC TO SUGGEST ROAD NAMES FOR THE DEVELOPMENT

It was agreed to contact The Odiham Society and the RAF for their suggestions of road names and to request extra time from Hart DC to respond.

110/14 APPROVAL OF THE RECOMMENDATIONS FROM THE PLANNING COMMITTEE REGARDING OPC'S RESPONSE TO HART DC'S LOCAL PLAN CONSULTATION

It was agreed to approve the circulated response (Appendix 8) on behalf of OPC for Hart DC's Local Plan Consultation subject to a few additions of references to the NPPF that Cllr Fellows would include. This response will be sent as a letter to Hart DC by the closing date of 10 October.

111/14 APPROVAL OF THE TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN STEERING GROUP

It was agreed to approve the circulated terms of reference for the Neighbourhood Plan steering group (Appendix 9).

112/14 RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN

The steering group is meeting fortnightly and consists of 17 volunteers. During a recent meeting with Hart DC they were informed that Hart is hoping to have a range of numbers of the houses required to be built in the district during November. The group are aiming to have a draft plan completed by June 2015, with the help of two different consultants at an estimated cost of £16,000.

It was agreed that a meeting would be arranged between the group and OPC.

There being no further business the meeting closed at 8.55pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 OCTOBER 2014 COMMENCING AT 8.55PM**

Present: Cllrs Robinson-Giannasi (Chair), Hale and O'Neill

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows and Sheppeck

28/14 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David, Fleming and Reid

29/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

30/14 APPROVAL OF THE FOLLOWING MINUTES

1 September 25/14 - 27/14

The above minutes were accepted as an accurate record.

31/14 RESOLUTION TO APPROVE THE PROPOSED PRICE INCREASES FOR INTERMENTS AT THE CEMETERY

After reading the report and price comparisons with other local cemeteries (Appendix 10) **it was resolved** to state that the charges for an interment of a child applies to children 15 and under and an increase to the prices as follows, with immediate effect:-

Burial of resident - £600

Burial of non-resident - £1600

Interment of ashes of resident - £370

Interment of ashes of non-resident - £850

32/14 REPORT ON THE WORKS REQUIRED AT THE PLAY AREAS FOLLOWING THE YEARLY INSPECTION AND AGREEMENT TO THE WORKS REQUIRED

A report on the works required to the play areas following the yearly inspection had been circulated, with costings (Appendix 11). It was agreed to accept the quote for the sum of £3838.80 and to request that the contractor informs OPC of any required works not included in the quote.

33/14 RATIFICATION OF THE DECISION TO PAY FOR THE REQUIRED SCALED DRAWING OF THE CHAPELS FOR THE LISTED BUILDING CONSENT

The decision to pay for the required scaled drawing of the chapels for the listed building consent was ratified.

34/14 APPROVAL OF THE MATERIAL FOR THE SHED TO BE LOCATED AT THE ALLOTMENT SITE PRIOR TO APPLYING FOR PLANNING PERMISSION FROM HART DC

Information on the options regarding style, size and price was circulated (Appendix 12). It was agreed to opt for a Supreme wooden shed, without windows, 24' x 8'. The next step would be to discuss this with the planning officer at Hart DC and apply for planning permission.

35/14 REPORT ON OPC'S LAND AT THE FIRS BY HAMPSHIRE AND ISLE OF WIGHT WILDLIFE TRUST

The report carried out on 8 September by the trust had been circulated prior to the meeting (Appendix 13). It was suggested by Cllrs that OPC may like to consider in the future installing a few benches in this area and a new sign informing the public of OPC's ownership. It was agreed as this report was carried out at no cost, to send a voluntary donation of £50 to the trust.

36/14 DISCUSSION ON THE NEXT STEPS ON THE FUTURE HATCHWOOD PLAY AREA

It was agreed to contact the leisure department at Hart DC to request assistance with the options for the proposed teenage area at this site.

There being no further business the meeting closed at 9.30pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 OCTOBER 2014 COMMENCING AT 9.30PM**

Present: Cllrs Hale (Chair), Robinson-Giannasi and Sheppeck

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows, and O'Neill

35/14 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David, Harris and Reid

36/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

37/14 APPROVAL OF THE FOLLOWING MINUTES

4 August 22/14 - 26/14

The above minutes were deferred.

1 September 27/14 - 34/14

The above minutes were accepted as an accurate record.

38/14 DISCUSSION AND AGREEMENT ON A RESPONSE TO THE PROPOSAL FROM THE ODIHAM SOCIETY REGARDING SIGNAGE

A report from The Odiham Society had been circulated regarding their proposal for a number of new signs in the parish (Appendix 14). OPC agreed in principle to a new sign for Stoney Alley, subject to planning permission and viewing an example of the proposed aluminium sign. It was also suggested by Cllrs that they would like to see a sign for Terry's Alley. A brown heritage sign on Swan bridge directing people to the castle was also agreed.

The society are also looking at having a village map in the High Street, possibly by the traffic lights, subject to approval by Hampshire Highways and turning the current village map by the Church 180 degrees to align it north-south, which Cllrs agreed to.

39/14 REPORT ON THE GRANT THAT WAS AVAILABLE FROM HART DC FOR THE INTERNATIONAL DAY OF THE OLDER PERSON ON 1 OCTOBER

A grant was obtained from Hart DC by the Village Agents who hosted a very successful celebration tea party in the Cross Barn on Friday 3 October between 2 - 3.30pm.

40/14 DISCUSSION REGARDING LINKS WITH THE ODIHAM SOCIETY AND A DECISION ON HOW TO CREATE A NEW INTRODUCTION WITH THE NEW COMMUNITY CHAIRMAN

Cllrs Hale and Reid have both met with The Odiham Society.

41/14 DISCUSSION AND AGREEMENT ON OPC'S RESPONSE TO THE PROPOSAL REGARDING FLAGS AND FLOWERS FROM THE ODIHAM SOCIETY REGARDING THE MAGNA CARTA CELEBRATIONS IN 2015

The Odiham Society are suggesting that residents of Odiham and North Warnborough fly flags and display flowers during the Magna Carta Festival in 2015. Mayhill School is designing a flag to fly at Westminster, which could also be displayed in the High Street. Funding from OPC for the Magna Carta celebrations will be discussed at the next meeting.

42/14 DISCUSSION REGARDING THE ANNUAL GRANT ISSUED TO THE RAF FOR DEPLOYED HEADS OF FAMILIES AT CHRISTMAS

It was agreed that this annual grant would be discussed with the RAF and then at the next meeting. It was agreed that a definition of who OPC wishes to receive the grant this year should be made clear.

There being no further business the meeting closed at 10.05pm.

Signed.....

Date.....

**MINUTES OF THE ODIHAM PARISH COUNCIL
TRAFFIC AND TRANSPORT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 1 OCTOBER 2014 COMMENCING AT 10.05PM**

Present: Cllrs Hale (Chair), Fellows, Robinson-Giannasi and O'Neill

In attendance: Mrs Weir (Clerk)

Also present: None

36/14 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Faulkner, Fleming and Harris

37/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

38/14 APPROVAL OF THE FOLLOWING MINUTES

1 September 31/14 - 35/14
The above minutes were accepted as an accurate record.

**39/14 AGREEMENT OF OPC'S RESPONSE TO THE REVIEW OF HAMPSHIRE COUNTRYSIDE
ACCESS PLAN BY 26 OCTOBER**

It was agreed that individual Cllrs would complete this review.

**40/14 AGREEMENT OF OPC'S RESPONSE ON THE FEEDBACK RECEIVED BY RESIDENTS
ON THE PARKING INITIATIVES**

It was agreed that the office would respond to all feedback saying "Thank you for your correspondence regarding the parking changes. Your comments will be taken into consideration at the end of the advertising period, along with those received from other residents and businesses".

There being no further business the meeting closed at 10.15pm.

Signed.....

Date.....