

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 2 MARCH 2015 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk) and Mrs Tilt (Deputy Clerk)

Also present: District Cllrs Gorys and Kennett; 2 members of the public; 1 member of the press

FULL COUNCIL

185/14 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David (who is still on active service), Reid and Sheppeck. District Cllr Crookes and County Cllr Glen also sent their apologies.

186/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

187/14 PUBLIC SESSION

None

188/14 APPROVAL OF THE FOLLOWING MINUTES

Monday 2 February 173/14 - 184/14
The above minutes were accepted as an accurate record.

189/14 RECEIVE AND NOTE THE FOLLOWING MINUTES

Planning 26 January 172/14 - 182/14
Traffic and Transport 12 January 53/14 - 60/14
The above minutes were received and noted (Appendix 1).

190/14 CHAIRMAN'S ANNOUNCEMENTS

The chairman wished to formally congratulate the clerk on passing the Certificate in Local Council Administration.

191/14 CLERK'S REPORT

After attending a very informative training course on 9 February with the deputy clerk regarding audit and elections, the clerk wished to remind Cllrs that the full council must approve the risk assessment by 31 March to prevent qualified accounts. She also informed Cllrs that there will be changes in the way the accounts are audited. From 2016 bodies will need to set their own dates for inspection, which will be for a period of 30 days to include the first 10 working days of July.

With regard to elections, the clerk advised that both nomination and withdrawal forms have to be delivered in person to Hart DC by 4pm on 9 April. People can only nominate themselves for 1 ward. If they nominate themselves for 2 wards they will automatically be disqualified from both wards. Cllrs

were also reminded about the period between an election and the final elections results – Purdah and the implications this has on the council.

The clerk reminded Cllrs that current Cllrs retire on 11 May when the new Cllrs take office. This means that no council meetings can be held before Friday 15 May due to the requirement for 3 clear days notice.

Finally, the clerk advised that works had commenced again to repair the damage to the parish room and that the pony left on the Hook Road site had been removed.

192/14 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR JANUARY AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR

It was resolved to approve the schedule of payments of account for January and the bank reconciliation which was signed by the chairman (Appendix 2).

193/14 ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY TO BE HELD ON 22 APRIL

The head teacher at Robert May's School has accepted the invite to address the assembly and the office is still waiting for confirmation from the Neighbourhood Plan Group. It was suggested that OPC's laptop is taken to the assembly to use for the presentations if required.

194/14 RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN

The group is currently working on draft policy areas and are planning a second consultation with the public in May. Their proposals need to be checked by the public to ensure they reflect what the public want. There is also a possibility that the sites maybe ready to be made public in May. The group is hoping to have an informal briefing ready for OPC at the beginning of April with a more formal one ready at the end of April.

195/14 FINALISATION OF THE CONTENT FOR THE SPRING NEWSLETTER

The first draft of the newsletter had been circulated to all (Appendix 3). The Chairman thanked Cllrs for their articles and input. It was agreed to keep with the 8 pages and look at inserting the word "committee" instead of reference to individuals or the council. To enable the newsletter to be delivered to residents in time to promote the elections, it needs to be with the printers by 13 March.

196/14 REVIEW OF THE CURRENT INSURANCE POLICY FOR THE COUNCIL

The renewal details for the council's insurance had been circulated to all prior to the meeting (Appendix 4). It was agreed to pay the premium under the agreed 3 year term for 2015/16 of £3,127.13 which includes a 5% no claims discount.

197/14 RESOLUTION TO ADOPT THE NEW PAY SCALES FROM 1 JANUARY 2015 INCLUDING THE NON-CONSOLIDATED PAYMENTS FOR MEMBERS OF STAFF

A report and details of the financial implications for OPC had been circulated (Appendix 5) regarding the new pay scales agreed by the National Joint Council for Local Government Services. **It was resolved** to adopt and implement the new pay scales from 1 January 2015, including the non-consolidated payments for the clerk, deputy clerk and cemetery officer.

198/14 APPROVAL OF THE GRIEVANCE AND DISCIPLINARY PROCEDURE

It was agreed to approve the circulated grievance and disciplinary procedure (Appendix 6).

199/14 APPROVAL OF THE DOCUMENT RETENTION POLICY

It was agreed to defer the approval of the document retention policy until the next meeting to enable Cllrs to have more time to review it.

200/14 RESOLUTION TO APPROVE THE RISK ASSESSMENT AND INTERNAL CONTROLS FOR THE COUNCIL

It was resolved to approve the circulated risk assessment and internal controls for the council (Appendix 7) which was signed by the Chairman.

201/14 AGREEMENT TO CHANGE THE DATE OF THE ANNUAL COUNCIL MEETING AND THE PLANNING MEETING TO 18 MAY 2015

Due to the upcoming elections, it was agreed to change the date for the annual council meeting and the planning meeting from the 11 May to the 18 May.

202/14 AGREEMENT ON OPC'S RESPONSE TO HART DC'S STUDY ON OPEN SPACE AND RECREATION FACILITIES

A printed copy of this survey had been circulated prior to the meeting (Appendix 8). It was agreed that Cllr Fellows would complete the survey on behalf of the council before the closing date of 6 March.

There being no further business the meeting closed at 7.55pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 2 MARCH 2015 COMMENCING AT 7.55PM**

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

In attendance: Mrs Weir (Clerk) and Mrs Tilt (Deputy Clerk)

Also present: Cllrs Fellows, Faulkner, Fleming and O'Neill; District Cllrs Gorys and Kennett; 2 members of the public; 1 member of the press

65/14 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

66/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

67/14 APPROVAL OF THE FOLLOWING MINUTES

12 January 59/14 - 64/14
The above minutes were accepted as an accurate record.

68/14 RECEIVE AN UPDATE ON THE NEW VILLAGE SIGNS

Hart DC have advised that the new signs which also advertise the gateway to the Magna Carta Trail will be installed at the end of March. A press release will be sent out in the next few weeks.

69/14 CONSIDERATION OF THE ARRANGEMENTS FOR ARMED FORCES DAY ON 27 JUNE

A letter requesting a parade has been sent to the Station Commander at RAF Odiham, but as yet OPC has not received a response. InOdiham are organising the Bands and Blues in the afternoon subject to confirmation of the council's budget for the day. Other considerations will be; the hand held flags to distribute to the public and the usual token gift for the personnel that parade if a parade is confirmed.

70/14 RECEIVE AN UPDATE FROM INODIHAM

The chairman of InOdiham distributed their calendar of events and wished to draw the councils attention to the fact that personnel are reluctant to put themselves forward for the Christmas Extravaganza due to the unfortunate accident that occurred last year. It may be the case that an external company is used to marshal this year's event due to the increased attendance last year. The date for this year's event will be changed to the last Saturday in November and will take place between 3.30pm and 6.30pm. The new day and time will allow for more daylight for the event and less traffic.

Looking at the circulated accounts for the event, there was a surplus of £1118.83 made which was due to more stall holders attending, paying a higher rent.

Support was requested for the future from InOdiham.

71/14 CONSIDERATION OF THE PROPOSAL FROM THE CYCLING CLUB TO ORGANISE A SPORTIVE IN AUGUST 2015 IN ODIHAM

Odiham cycling club are proposing to hold a Sportive in August. It will be a managed event so should mean low involvement for the council.

There being no further business the meeting closed at 8.15pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 2 MARCH 2015 COMMENCING AT 8.15PM**

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

In attendance: Mrs Weir (Clerk) and Mrs Tilt (Deputy Clerk)

Also present: Cllrs Faulkner, Fellows and Harris; District Cllr Gorys; 1 member of the public; 1 member of the press

61/14 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Reid

62/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

63/14 APPROVAL OF THE FOLLOWING MINUTES

12 January 52/14 - 56/14

2 February 57/14 - 60/14

The above minutes were accepted as an accurate record.

64/14 RECEIVE AN UPDATE ON THE CREATION OF ALLOTMENTS AT HOOK ROAD

Following on from the report circulated to the committee on 4 February, the office has sent a draft plan which now includes all aspects of the planning permission and decisions already agreed by the committee to the surveyor and requested that he interprets them and returns this for approval. Hopefully the number of plots and car parking spaces that will fit in the site will be in line with the numbers originally thought of.

The clerk has proposed that each plot should be 50m² and that a standard size parking space should be used for the car park. Once the surveyor comes back with a draft plan, which is agreed by the committee, the office can forward this with the specification to contractors to quote against.

65/14 RECEIVE AN UPDATE ON THE PROPOSED RE-OPENING OF THE BARTLEY HEATH BMX TRACK BY A RESIDENT

Another local resident has contacted the council who is eager to get the Bartley Heath BMX track up and running again. She has been in contact with the land owner for permission and is setting up an association to run the track. OPC has informed her that once an association is in place, it could apply for a grant from OPC and that further details are available on the website. Looking at the social media it appears that she has a lot of support from the residents and a lot of volunteers to carry out the required works to the track.

66/14 CONSIDERATION OF THE PROPOSAL FROM THE TENNIS CLUB REGARDING THE INSTALLATION OF NEW BANNERS AROUND THE COURTS AND SIGNAGE

The tennis club's committee wish to raise the profile of the facilities by more advertising. Details of their proposals were circulated to all prior the meeting (Appendix 9). It was agreed to allow proposals 1 – 4, but only 1 mesh wind break so Cllrs can view it and then decide if they will allow further wind breaks.

67/14 CONSIDERATION OF THE REQUEST REGARDING DIGGING 2 TEST PITS ON THE RECREATION GROUND IN CONJUNCTION WITH CAMBRIDGE UNIVERSITY

The council has received a request from a resident who has been involved in supporting Cambridge University Higher Education Field Academy in introducing children to higher education through Archaeology. Local schools send a few children with a teacher to dig test pits over a two day period and then they go to Cambridge University for the day. The request is for OPC to allow 2 test pits to be dug on the Recreation Ground on the 25 and 26 March. The dig will be fully insured and the test pits taped off over night and the soil replaced together with the grass on the final day. It was agreed to allow this on the recreation ground as long as the football pitches are avoided.

68/14 CONSIDERATION OF THE YEARLY REQUEST TO HOLD SOCCER AT SIX ON THE RECREATION GROUND THIS SUMMER

Soccer at Six in partnership with Aldershot Town Football in the Community Trust are requesting to use the recreation ground as a venue on a Wednesday from 6pm to 7.15pm. It was agreed to allow the use of the recreation ground for Soccer at Six this summer.

69/14 CONSIDERATION OF THE LEGAL ASPECT OF THE FUTURE MAINTENANCE IN REGARD TO THE TARMACKING OF THE TRACK BY THE TENNIS AND BOWLS CLUBS

It was always understood that HCC would issue a section 278 agreement to OPC which will make OPC responsible for any future maintenance to the track once tarmacked. The tennis club have verbally agreed to pay these legal fees which are believed to be no more than £600.

It is then the intention for OPC to pass on the responsibility for maintenance to the tennis and bowls club. This is covered in the new draft lease for the bowls club and it was agreed to compose a letter of commitment between the tennis club and OPC.

70/14 CONSIDERATION OF THE REQUEST FROM THE TENNIS CLUB TO HOLD A CHARITY TOURNAMENT ON 28 APRIL 2015

It was agreed to allow the charity tournament to take place on 28 April as requested. This would mean that the public court will not be available for hire on this day.

There being no further business the meeting closed at 8.50pm.

Signed.....

Date.....

**MINUTES OF THE ODIHAM PARISH COUNCIL
TRAFFIC AND TRANSPORT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 2 MARCH 2015 COMMENCING AT 8.50PM**

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

In attendance: Mrs Weir (Clerk) and Mrs Tilt (Deputy Clerk)

Also present: 1 member of the press

72/14 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

73/14 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

74/14 APPROVAL OF THE FOLLOWING MINUTES

2 February
The above minutes were accepted as an accurate record.

61/14 - 71/14

75/14 RECEIVE AN UPDATE ON THE PROGRESS OF THE RESURFACING OF FOOTPATH 7

Cllrs were advised that the chosen contractor's insurance is adequate, that the works will be carried out on 30 and 31 March, that HCC have sent a remittance for the grant payment and that the footpath closure form and diversion route will be submitted this week. There has been a mix up with the footpath closure, which will now cost OPC £80. It was agreed to pay this extra cost by the committee.

76/14 AGREEMENT ON THE PROPOSED LETTER TO HAMPSHIRE COUNTY COUNCIL REGARDING THE PFI REFURBISHMENT PROGRAMME

The previous correspondence had been circulated to remind members. It was agreed that Cllr O'Neill would review the correspondence and draft a new letter to HCC giving details of the outstanding items to be circulated to the committee for approval. It was also agreed that if Cllr O'Neill was unable to draft this letter, then OPC would not be making contact with HCC again about the PFI refurbishment programme.

77/14 CONSIDERATION AND AGREEMENT ON OPC'S RESPONSE TO THE DRAFT HAMPSHIRE COUNTRYSIDE ACCESS PLAN 2015-2025

The details of this survey had been circulated to all prior to the meeting (Appendix 10). It was agreed to respond by the deadline of 31 March stating that whilst OPC recognises the benefit of encouraging a wider involvement in the improvement and management of access by parish councils, they do not have the finances to do it.

78/14 RECEIVE AN UPDATE ON THE PURCHASE OF THE SPEED INDICATOR DEVICE

The SID and all ordered accessories were delivered to the office on 27 February.

There being no further business the meeting closed at 9.10pm.

Signed.....

Date.....