

**MINUTES OF THE ANNUAL PARISH MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 18 MAY 2015 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Bell, David, Faulkner (arrived at 8.15pm), Fellows, Fleming, Harris, Robinson-Giannasi and Stewart

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

Also present: 1 member of the public

FULL COUNCIL

29/15 ELECTION OF THE CHAIRMAN OF THE COUNCIL AND RECEIPT OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hale was elected as Chairman and his signed declaration of acceptance of office was received by the clerk.

30/15 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Cllr Robinson-Giannasi was elected as Vice-Chair of the council.

31/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

32/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

33/15 PUBLIC SESSION

None

34/15 APPROVAL OF THE FOLLOWING MINUTES:

Monday 27 April 22/15 - 28/15
The above minutes were accepted as an accurate record.

35/15 APPOINTMENTS TO THE RESPECTIVE COMMITTEES AND CONSIDERATION IF OPC REQUIRES ANY NEW COMMITTEES

It was resolved to appoint Cllrs to the committees as follows:

- Amenity Areas: Cllrs Bell, David, Faulkner, Hale and Robinson-Giannasi
- Community: Cllrs David, Faulkner, Hale, Harris and Robinson-Giannasi
- Traffic and Transport: Cllrs Bell, Faulkner, Fellows, Hale, Harris, Robinson-Giannasi and Stewart
- Planning and Development: Cllrs Faulkner, Fellows, Fleming, Hale and Robinson-Giannasi

It was agreed to consider a finance committee at the July meeting.

36/15 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Amenity 2 March	61/14 - 70/14
Amenity 13 April	01/15 - 10/15
Community 2 March	65/14 - 71/14
Community 13 April	01/15 - 06/15
Traffic and Transport 2 March	72/14 - 78/14
Planning 30 March	210/14 - 222/14

The above minutes were received and noted (Appendix 1).

37/15 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed the new Cllrs and said that he was looking forward to working with all Cllrs.

38/15 CLERKS REPORT

The clerk welcomed all newly appointed and returning Cllrs.

The clerk advised that she was happy to run through how things work with the new Cllrs and recommend that all Cllrs attend some of the training courses hosted by HALC. She advised that there is a budget heading for training and that course details could be found in their Cllr files. Cllrs were requested to ask the office to book places on courses which would ensure adequate money in the budgets.

The clerk advised that both clerks worked part-time and the office is extremely busy. She suggested that Cllrs call or email first before visiting the office to ensure that staff are available to assist them. Cllrs were also informed that agendas are set by the clerk / deputy clerk and the chair of the committee and that any Cllrs wishing to add an item to the agenda should contact the relevant chair first.

Cllrs were asked to check their details on the circulated contact sheet and confirm which details they are happy to be displayed to the public. It was suggested that perhaps they might be happier for an email address rather than a phone number to be displayed.

Finally, Cllrs were reminded that they are now part of a corporate body and that all decisions are taken by a vote.

39/15 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR APRIL AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR

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

40/15 REVIEW OF THE BANK SIGNATORIES

It was resolved that Cllrs Faulkner, Hale and Robinson-Giannasi would continue as bank signatories and that Cllr Stewart would replace Helen Fleming.

41/15 REVIEW AND ADOPTION OF THE STANDING ORDERS

The standing orders were reviewed and adopted.

42/15 REVIEW AND ADOPTION OF THE FINANCIAL REGULATIONS

The financial regulations were reviewed and adopted.

43/14 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was agreed to appoint Cllrs as the main contact for outside bodies as follows:

- The Odiham Society: Cllr Fleming
- Basingstoke Canal Liaison Group: Cllr Stewart
- Odiham Common Steering Group: Cllr Robinson-Giannasi
- Neighbourhood Watch: Cllr Robinson-Giannasi

The clerk would inform the outside bodies of the contact details for the appointed representatives.

44/15 APPOINTMENT OF TWO CLLRS TO THE NEIGHBOURHOOD PLAN STEERING GROUP

Cllrs Fellows and Stewart were appointed to the Neighbourhood Plan Steering Group.

45/15 CONSIDERATION IF THE COUNCIL IS ELIGIBLE TO EXERCISE THE GENERAL POWER OF COMPETENCE

It was resolved that OPC is eligible to exercise the General Power of Competence as it meets the criteria of a qualified clerk and has over two thirds of Cllrs elected.

46/15 REVIEW OF THE INVENTORY OF LAND AND ASSETS

The circulated inventory of land and assets was reviewed (Appendix 3). It was agreed that the clerk would obtain clarification on insurance details from Leapfrogs, Odiham tennis club and Odiham bowls club and would ensure that the area of the hockey field leased to Mayhill School was included. It was also agreed that when looking at the next years budgets consideration would be made for an evaluation of all of OPC's buildings.

47/15 REVIEW OF THE ANNUAL SUBSCRIPTIONS / MEMBERSHIP TO OTHER BODIES

It was agreed to pay the annual subscriptions / membership to other bodies as outlined in Appendix 4. There may be a request to add a subscription to Hampshire and Isle of Wight Trust at a future meeting.

48/15 REVIEW OF THE COMPLAINTS PROCEDURE

The complaints procedure was reviewed and no amendments were made.

49/15 REVIEW OF THE FREEDOM OF INFORMATION POLICY

The freedom of information policy was reviewed and no amendments were made.

50/15 SETTING OF THE DATES, TIME AND VENUE FOR THE FULL COUNCIL AND THE PLANNING COMMITTEE MEETINGS

It was agreed to continue holding the full council and other committees meeting on the first Monday of the month and to continue holding the planning meeting every three weeks as per the circulated report (Appendix 5). All meetings, unless otherwise stated would start at 7.30pm and be held in the parish room.

51/15 REVIEW OF THE 4TH QUARTER TO 31 MARCH INCLUDING THE STATEMENT OF VARIANTS

The actual to budget for the fourth quarter of 2014/15 and a statement of variants was circulated to all Cllrs prior to the meeting (Appendix 6). There were no queries raised.

52/15 REPORT ON THE MEETING HELD AT HART DC ON 29 APRIL REGARDING NEIGHBOURHOOD PLANS

A confidential report had been circulated to all Cllrs regarding the details discussed at this meeting (Appendix 7). It was noted that it looks like Hart DC's housing numbers will be increased which could delay the Local Plan.

53/15 REVIEW OF THE LETTER RECEIVED FROM LIGHTWOOD PLANNING REGARDING THE SITE BEHIND BEECH COTTAGE AND AGREEMENT ON OPC'S RESPONSE

The letter from Lightwood Planning had been circulated prior to the meeting (Appendix 8). They had already been advised that as the parish is producing a NH Plan, they should meet with the NH Plan Steering Group and not OPC. It would appear that Lightwood thinks that the NH Plan is at the "pre-submission stage" which is possibly why they have employed legal assistance, when in fact the plan is at an additional (optional) consultation stage prior to the formal pre-submission stage.

54/15 RESOLUTION TO AGREE THAT THE COUNCIL CHOOSES TO FILL THE VACANCY BY CO-OPTION FOR THE NORTH WARNBOROUGH WARD

It was resolved that the council chooses to fill the vacancy by co-option for the North Warnborough ward. The vacancy notices would be displayed as soon as possible and candidates would be invited to attend the July meeting when there will be an agenda item for co-option.

There being no further business the meeting closed at 8.20pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 18 MAY 2015 COMMENCING AT 8.20PM**

Present: Cllrs Robinson-Giannasi (Chair), Bell, David, Faulkner and Hale

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

Also present: Cllrs Fellows, Fleming, Harris and Stewart; 1 member of the public

15/15 APPOINTMENT OF A CHAIR OF THE COMMITTEE

It was resolved to appoint Cllr Robinson-Giannasi as Chair.

16/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

17/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

18/15 APPROVAL OF THE FOLLOWING MINUTES

27 April 11/15 - 14/15
The above minutes were accepted as an accurate record.

19/15 REVIEW OF THE TERMS OF REFERENCE FOR THE COMMITTEE

The terms of reference were reviewed and signed by the Chair.

20/15 RECEIVE FEEDBACK FROM THE BOWLS CLUB REGARDING THE DRAFT LEASE GIVEN TO THEM

The bowls club had returned the draft lease with a number of suggested amendments which had been circulated prior to the meeting (Appendix 9). It was agreed that the chair and clerk would go through their suggestions before getting back to them, but it was agreed that item 16 regarding the access track should stay as "will" and not their suggestions of "have the right".

21/15 RECEIVE AN UPDATE ON CHAPEL COTTAGE

The committee was informed that the agent will be arranging for a one off tidying up of the garden at Chapel Cottage and then the tenant has reluctantly agreed to maintain it in the future.

Quotes had been circulated for the installation of a larger extractor fan (£198 ex VAT) and the necessary re-decoration of the bathroom (£460) due to damp and mould. It was agreed to go ahead with these necessary works after requesting a quote for the extractor fan to be wired to the light switch which would ensure it is always used, which would hopefully prevent any further problems.

There being no further business the meeting closed at 8.30pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 18 MAY 2015 COMMENCING AT 8.30PM**

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

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

Also present: Cllrs Bell, Fellows, Fleming, and Stewart; 1 member of the public; District Cllr Crookes

12/15 APPOINTMENT OF A CHAIR OF THE COMMITTEE

It was resolved to appoint Cllr Hale as Chair.

13/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

14/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

15/15 APPROVAL OF THE FOLLOWING MINUTES

27 April 07/15 - 11/15

The above minutes were accepted as an accurate record.

16/15 REVIEW OF THE TERMS OF REFERENCE FOR THE COMMITTEE

The terms of reference were reviewed and signed by the Chair.

17/15 RECEIVE AN UPDATE ON THE DEFIBRILLATOR

Cllrs were updated that since the discussions began with Hook & Odiham Lions regarding the installation of a defibrillator in Odiham the specification and the costs have changed. It has now been agreed that OPC will purchase the equipment and the lions will issue a grant towards it. A representative from the Lions will be liaising with the shop fitters regarding the installation.

18/15 RECEIVE AN UPDATE ON THE ARRANGEMENTS FOR ARMED FORCES DAY

Cllrs were advised that there will only be one flight taking part in the parade from RAF Odiham and there will be no fly past as the RAF have committed to support the main UK celebration in Guildford. A fly past on the return to the base may be a possibility. There has been no response to the invite from RH James Arbuthnot yet and it was agreed to also invite the new MP, Ranil Jayawardena to attend the celebrations.

The road closure has been agreed for the required 15 minutes and the stage booked. It was agreed for the office to order the hand held flags for members of the public to wave and once the number of personnel parading is confirmed, the token gift can be ordered.

There being no further business the meeting closed at 8.45pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
TRAFFIC AND TRANSPORT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 18 MAY 2015 COMMENCING AT 8.45PM**

Present: Cllrs Harris (Chair), Bell, Faulkner, Fellows, Hale, Robinson-Giannasi and Stewart

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

Also present: Cllrs David and Fleming; 1 member of the public; District Cllr Crookes

13/15 APPOINTMENT OF A CHAIR OF THE COMMITTEE

It was resolved to appoint Cllr Harris as Chair.

14/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

15/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

16/15 APPROVAL OF THE FOLLOWING MINUTES

13 April 01/15 - 12/15
The above minutes were accepted as an accurate record.

17/15 REVIEW OF THE TERMS OF REFERENCE FOR THE COMMITTEE

The terms of reference were reviewed and signed by the Chair.

18/15 RECEIVE AN UPDATE FROM THE TRAFFIC PARTNERSHIP MEETING HELD ON 29 APRIL

The draft notes from the recent private traffic partnership meeting had been circulated to all (Appendix 10). Cllr Harris gave a brief overview of the purpose of the traffic partnership meeting, the attendees and projects that had been discussed and achieved recently.

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

Signed.....

Date.....