

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 OCTOBER 2016 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Bell, Faulkner, Fellows, Robinson-Giannasi, Stewart and Worboys  
(arrived at 7.35pm)

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

Also present: District Cllrs Crookes and Gorys; 17 members of the public

**FULL COUNCIL**

**141/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David, Fleming and Harris.

**142/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

Cllr Bell declared a non-pecuniary interest in item 153/16.

**143/16 PUBLIC SESSION**

Mr Hugh Sheppard addressed the council on the Deer Park development in relation to the NH Plan (Appendix 1). He reminded Cllrs that the community said "very loudly and clearly that it wishes the Deer Park, already a nationally designated Conservation Area and Local Gap, to be registered as an Open Space".

Mr Graham Plumbe addressed the council on the Deer Park planning application and gave a copy of his address to all Cllrs present (Appendix 2). He said that the objective is to address the issues by weighing up the pros and cons to assess the balance and urged Cllrs to do the same.

The clerk was asked to confirm how appendices are recorded by the chair. She advised that all appendices are noted in the minutes and filed with the paper copy of the minutes in the office. Anyone that wants to see them (unless they are private and confidential) may do so.

**144/16 APPROVAL OF THE FOLLOWING MINUTES:**

Monday 5 September 116/16 - 140/16

The above minutes were approved as an accurate record.

**145/16 RECEIVE AND NOTE THE FOLLOWING MINUTES:**

Planning - 8 August	54/16 - 65/16
Traffic and Transport - 7 June	08/16 - 20/16
Traffic and Transport - 18 July	21/16 - 31/16
Community - 4 July	29/16 - 42/16
Community - 1 August	43/16 - 56/16
Amenity - 4 July	24/16 - 30/16
Amenity - 1 August	31/16 - 39/16

The above minutes were received and noted.

**146/16 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **147/16 CLERK'S REPORT**

The clerk advised the meeting that a thank you letter had been received from the Queen's Chief Clerk for the letter and card sent on behalf of the local community for Her Majesty's birthday.

The clerk advised that those registered to use the on-line banking account should now have received their log-in details via the post. If these hadn't been received, Cllrs were asked to inform the clerk as she had not received her details yet.

The clerk reminded Cllrs to send any comments on the draft newsletter to her by 10am on Wednesday 5 October to enable her to meet the printer's deadline.

## **148/16 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 chair (Appendix 3).

## **149/16 RECEIVE AN OVERVIEW ON THE WORK OF HAMPSHIRE VILLAGE HOMES**

The rural housing enabler from Hampshire Alliance for Rural Affordable Housing (HARAH) introduced herself to the meeting and gave an overview of her work. The aim of her role is to work with parishes who are keen to have a rural exception scheme in their parish. She advised that she has been working with OPC since 2008. After a parish has identified a need for rural, affordable housing, it is her job to deliver it, if possible.

A representative from Hampshire Village Homes who have recently joined the partnership of HARAH also introduced herself to the council and gave an overview of their work. Hampshire Village Homes is a consortium of five housing associations; Hastoe, English Rural, Winchester Housing Trust, PHA Homes and New Forest Village Housing Association. They build rural homes in rural communities focusing on sustainability – well insulated houses with low running costs. Rents are regulated, usually 80% of the market price in the local area and are capped and some of their properties are also shared ownership.

OPC was asked to consider how a rural exception site in the parish could be moved forward now that possible sites have been identified. It could be either in partnership with HARAH, via a steering group, or HARAH could progress the sites and report back to OPC.

## **150/16 RECEIVE AN UPDATE ON THE PROGRESS OF THE NEIGHBOURHOOD PLAN, THE HANDOVER OF DOCUMENTS TO THE COUNCIL FROM THE STEERING GROUP AND AGREEMENT ON ANY NEXT STEPS THAT NEED TO BE TAKEN**

A report detailing the situation with the SG had been circulated to all prior to the meeting, including correspondence with the SG and the Information Commissioner's Office (ICO) (Appendix 4).

Unfortunately a number of members of the group have not confirmed that they are not holding personal data on their computers, which OPC has contacted the ICO for advice on as this goes against our Data Protection Policy. OPC is trying to ensure that the Data Protection Act is followed and has had it confirmed from the Joint Chief Executive of Hart DC that OPC as the owner of the Plan should also be the owner of all of the data collected.

One of the members of the SG has also made contact with the ICO in the last few days requesting guidance and states in his email that the SG would only use the data to keep residents informed of the Plan's progress during the remainder of the process, to inform residents of relevant developments and to answer queries relating to the Plan. The clerk summarised that it appears that this member doesn't understand that as the SG has no delegated authority, it has no need to have further contact with residents.

Despite OPC not extending the SG's delegated authority at the meeting in September, it appears that

a few members of the SG are still active. Due to this, it was agreed by the majority vote, to formally disband the SG. Cllr Fellows wished it to be noted that he abstained from this vote.

#### **151/16 APPROVAL OF THE ANNUAL PARISH ASSEMBLY NOTES**

The Annual Parish Assembly notes had been delayed due to staff illness, but had now been circulated prior to the meeting (Appendix 5). It was agreed by the majority vote to accept these notes as an accurate record of the meeting.

#### **152/16 RECEIVE AN UPDATE ON THE PROPOSED OWNERSHIP OF THE STRIP OF LAND BEING OFFERED BY HCC RUNNING NORTH EAST FROM FOOTPATH 7 TOWARDS DUNLEYS HILL**

Cllr Fleming was delegated to contact HCC to discuss this further at the last meeting but had unfortunately sent his apologies to this meeting so there was no update available. It was agreed that the office would update HCC on this situation and advise them that OPC would be back in touch soon.

#### **153/16 CONSIDERATION AND AGREEMENT ON PROPERTY TO REGISTER AS AN ASSET OF COMMUNITY VALUE**

Cllr Bell had circulated today a list of the assets currently registered with Hart DC as assets of community value along with a government briefing about assets of community value (Appendix 6).

Four buildings have been proposed in the NH Plan; Baker Hall, The Cross Barn, NW Village Hall and The Bridewell, The Baker Hall and The Bridewell are owned by HCC, Hart DC owns The Cross Barn and NW Village Hall is already owned by a trust. Buildings on the register approved by Hart DC give the community the first option to bid on them should they come up for sale. Other parishes have also nominated local public houses and post offices.

It was agreed that Cllr Bell would create a list of proposals, possibly including The Vine Church, with all the required details for the council to consider at the next meeting.

#### **154/16 RECEIVE A REPORT ON HART DC'S INDEPENDENT REVIEW ON MEMBER'S ALLOWANCES AND AGREEMENT IF OPC SHOULD HAVE A REMUNERATION POLICY FOR CLLRS**

A report from the clerk including a report from the independent remuneration panel for Hart parish councils was circulated to all prior to the meeting (Appendix 7). This report advised that it is up to individual parish councils to decide on whether they pay allowances to Cllrs and how much it should be. Allowances can only be paid to elected Cllrs and must have regard to the recommendations from its parish remuneration panel.

It was agreed that Cllrs would be interested in the clerk looking into a policy to allow all Cllrs (even those co-opted if possible) to claim for expenses only.

#### **155/16 AGREEMENT ON ANY COMMENTS REGARDING THE CONSULTATION ON THE DRAFT MANYDOWN DEVELOPMENT BRIEF SUPPLEMENTARY PLANNING DOCUMENT**

Details on the consultation on the draft Manydown Development Brief Supplementary Planning Document had been circulated to all prior to the meeting (Appendix 8). It was agreed that OPC did not want to comment on this consultation.

#### **156/16 RECEIVE THE FINAL RECOMMENDATIONS ON THE NEW ELECTORAL ARRANGEMENTS FOR HCC**

The final recommendations on the new electoral arrangements for HCC from The Local Government Boundary Commission for England had been circulated prior to the meeting in a summary report

(Appendix 9). The summary advised that the changes proposed must now be implemented by order subject to Parliamentary scrutiny.

**157/16 APPROVAL OF THE AMENDMENTS TO STANDING ORDERS AFTER THE UPDATES TO THE FINANCIAL REGULATIONS**

A report and the proposed changes to OPC's Standing Orders had been circulated prior to the meeting (Appendix 10). It was agreed to approve the circulated updated version of Standing Orders.

**158/16 RECEIVE THE 2017/18 LOCAL GOVERNMENT FINANCE SETTLEMENT TECHNICAL CONSULTATION PAPER AND AGREEMENT ON OPC'S RESPONSE**

Details of the 2017/18 Local Government Finance Settlement technical consultation paper had been circulated prior to the meeting along with an email from HALC encouraging councils to respond (Appendix 11). It was agreed that OPC had no meaningful comment to add to this.

**159/16 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

It was agreed that the following item could be considered without the need to exclude the public and press if no discussion was required.

**160/16 RECEIVE A REPORT ON THE DEPUTY CLERK'S APPRAISAL, AGREEMENT ON THE PROPOSED PAY INCREASE AND CONSENT FOR HER TO UNDERTAKE ADDITIONAL EMPLOYMENT AT WINCHFIELD PARISH COUNCIL**

**It was resolved** to approve the update to the deputy clerk's contract as outlined in the private and confidential report circulated prior to the meeting (Appendix 12) and to also allow her to undertake other employment at Winchfield parish council.

**It was also resolved** to increase her pay as per the confidential report following a successful appraisal backdated to 1 February 2016. Her request to not take the concerns expressed about a Cllr any further at this present time was noted.

**There being no further business the meeting closed at 8.25pm.**

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 OCTOBER 2016 COMMENCING AT 8.25PM**

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

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

Also present: District Cllrs Crookes and Gorys; 14 members of the public

**50/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr David.

**51/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None

**52/16 APPROVAL OF THE FOLLOWING MINUTES**

5 September 40/16 - 49/16

The above minutes were accepted as an accurate record.

**53/16 RECEIVE AN UPDATE ON THE REGENERATION PROJECTS IN THE PARISH**

The clerk advised that she is still waiting for information from Long Sutton and Highways.

**54/16 RESOLUTION TO AGREE THAT THE CLERK SHOULD SIGN THE TENANCY AGREEMENT FOR CHAPEL COTTAGE ON BEHALF OF THE COUNCIL AND NOTE THE RENT INCREASE OF £25 PER MONTH**

The proposed new tenancy agreement for the next year had been circulated prior to the meeting, which includes a rent increase of £25 per month (Appendix 13).

**It was resolved** that the clerk should sign the tenancy agreement on behalf of the council.

**55/16 RECEIVE AN UPDATE ON THE LENGTHSMAN SCHEME**

It was agreed at the last meeting that Cllr Worboys would circulate a proposed priority list of works to the committee for approval for works to be carried out by the Lengthsman. He advised that he will do this as soon as possible.

**56/16 RECEIVE CORRESPONDENCE FROM THE RESIDENT'S ASSOCIATION FOR MILD MAY COURT REGARDING THE BOUNDARY HEDGE WITH THE CEMETERY**

A report detailing the request from the resident's association for Mildmay Court had been circulated prior to the meeting along with recent email correspondence (Appendix 14). It was agreed that OPC would wait for the quote already requested from its contractor to reduce the hedge to 8ft high on the cemetery side only. This information would be passed on to the resident's association in case they wished to ask the contractor to quote for their side of the works.

**57/16 RECEIVE THE WRITTEN REPORT FROM THE MEETING HELD WITH ADAM GREEN REGARDING TEENAGE FACILITIES IN THE PARISH HELD ON 5 SEPTEMBER**

The clerk had circulated the notes from the meeting with Adam Green, the Ecology and Countryside Manger at Hart DC after seeking his approval on them (Appendix 15). Cllr Fellows raised a number of corrections that were required in his opinion and thoughts on the notes, but was not actually present at the meeting on 5 September.

It was agreed that these notes would be added to the website and that a zip-wire would be included in the further investigations on prices of equipment and suitable locations. It was suggested that contact was made with Crondall parish council as they have recently installed a zip-wire.

**58/16 RECEIVE AN UPDATE ON THE PROPOSED TEENAGE FACILITIES**

A report had been circulated prior to the meeting advising Cllrs that at the recent Hatchwood forum the developer had said that the site would not be ready for assessment within the next 6 weeks (Appendix 16). The office has already begun to research suppliers and will be arranging to meet them later in the month to discuss the equipment, sites and costings.

**59/16 CONSIDERATION OF THE COST TO HAVE AN INDEPENDENT TREE SURVEY CARRIED OUT ON LAND OWNED BY OPC AND AGREEMENT TO ASK FULL COUNCIL TO PAY FOR THIS OUT OF RESERVES**

A report outlining the responsibility for owners with trees on their land and the recommendation to have an independent survey carried out on land owned by OPC had been circulated prior to the meeting (Appendix 17). It was agreed to ask the full council to allow the payment of £995 + VAT to be taken out of reserves for a survey to be carried out by contractor 1 on the listed pieces of land owned by OPC. It was also agreed that this contractor would be asked to quote to include land owned by OPC at The Firs and Colt Hill.

**60/16 REVIEW OF THE KING STREET TOILETS IN TERMS OF THEIR STATE AND COST TO PROVIDE THE AMENITY**

A report outlining the history of the toilets, the annual costs of running them and the details of the transfer from Hart DC had been circulated to all prior to the meeting (Appendix 18). The review of the toilets had been requested by Cllr Stewart who had unfortunately left the meeting. It was agreed to defer this item.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 OCTOBER 2016 COMMENCING AT 8.50PM**

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

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

Also present: Cllr Fellows; District Cllr Crookes and Gorys; 6 members of the public

**70/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Harris.

**71/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None

**72/16 APPROVAL OF THE FOLLOWING MINUTES**

5 September 57/16 - 69/16

The above minutes were accepted as an accurate record.

**73/16 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to add the circulated proposals to the Facebook page (Appendix 19).

**74/16 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT**

The chair advised that the Canal Authority have approved the boards to be installed along the canal with a few changes and have instructed their contractor who is carrying out the work at a reduced cost to create the proofs ready for approval.

**75/16 RECEIVE AN UPDATE ON THE FIREWORKS EVENING INCLUDING CONFIRMATION THAT THE REQUIRED RISK ASSESSMENT HAS BEEN COMPLETED FOR SUBMISSION TO THE INSURANCE COMPANY**

The committee was informed that there is meeting later in the week with the Lions where the risk assessment will be finalised. As there is a bonfire this year, our insurance company require the risk assessment to be submitted to them within a minimum timescale of 14 days prior to the event.

**76/16 AGREEMENT ON THE PROVISION OF TOURISM MAPS FOR THE PROPOSED SITES IN NORTH WARNBOROUGH**

The final map that OPC had printed has been given to the Millhouse for installation. There was a suggestion from the Odiham Society to look into installing the map at Priors Corner and The Derby Inn, but all funds in this budget heading have now been spent.

**77/16 RECEIVE AN UPDATE ON THE VILLAGE CALENDAR INITIATIVE**

A resident is in the process of building a website for the calendar pre-orders [www.odihamcalendar.co.uk/test\\_page.html](http://www.odihamcalendar.co.uk/test_page.html). Advertising of the calendar will now also be in the empty Co-op building later this week.

**78/16 AGREEMENT ON THE PURCHASE OF NEW CHRISTMAS TREE LIGHTS**

A report detailing the costs to purchase the Christmas tree, the previous year's installation and removal costs and the fact that new lights are required was circulated to all prior to the meeting (Appendix 20). It was agreed that the chair would speak to InOdiham as they raised the concerns last year about the lights.

**79/16 CONSIDERATION OF THE OPTIONS REGARDING THE INSTALLATION OF THE CHRISTMAS TREES**

A report advising that last year it had cost £500 for a contractor to install the lights and trees and take them down afterwards had been circulated prior to the meeting (Appendix 20). It was agreed that the office would create a specification for the works, hopefully with the help of Cllr Harris and obtain other quotes for the works that would be approved at the next meeting.

**80/16 AGREEMENT TO PURCHASE PROMOTIONAL MATERIAL TO ADVERTISE THE VILLAGE CALENDAR IN THE OLD CO-OP WINDOW OUT OF THE HEADING PROMOTION OF THE VILLAGE**

The expenditure of £325 as per the circulated email (Appendix 21) was approved for the purchase of promotional material to advertise the village calendar in the old Co-op window out of the heading promotion of the village.

**81/16 CONSIDERATION OF THE QUOTATIONS TO PURCHASE THE AGREED PA SYSTEM AND APPOINTMENT OF A SUPPLIER**

Three quotes for a PA system had been circulated prior to the meeting (Appendix 22). It was agreed to purchase the equipment from contractor 3, for the sum of £747. It was noted that power cables and other items would also need to be purchased.

**There being no further business the meeting closed at 9pm.**

**Signed.....**

**Date.....**