

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE VINE CHURCH, LONDON ROAD, ODIHAM ON
MONDAY 7 NOVEMBER 2016 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllrs Crookes and Gorys; approximately 120 members of the public

FULL COUNCIL

161/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from County Cllr Glen.

162/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Bell declared a non-pecuniary interest in item 172/16.

163/16 PUBLIC SESSION

Mr Nick Woodlridge addressed the council on behalf of residents living in Rye Common regarding the consultation sent to residents from Bell Cornwell proposing a new village here of up to 1900 dwellings. He mentioned the support for local gaps and the unsustainability of the site regarding education, drainage, rural setting, bats and newts. He finished by offering support to the Onward Plan (Appendix 1).

Mr Graham Plumbe addressed the council firstly on behalf of Save the Deer Park (SPAG) to seek assurance that when the revised application for the Deer Park is received, OPC will not pre-empt its position and secondly on behalf of the community regarding the examiners questions to OPC. He mentioned the letter that had been put on every chair from Cllr Jon Hale and said that it answered some of the points that he was about to make and that if he had seen it earlier, he would have worded some of his speech differently. He also noted the document left on chairs from some members of the former SG which he confirmed had not been publicly available until this evening (Appendix 2).

The clerk was asked to clarify Mr Plumbe's request to see OPC's answers to the examiners questions and confirmed that he had been declined to see them before they had been finalised by the working group.

164/16 APPROVAL OF THE FOLLOWING MINUTES:

Monday 3 October 141/16 - 160/16
The above minutes were approved as an accurate record by the majority vote.

165/16 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Planning - 6 September	66/16 - 78/16
Planning - 3 October	79/16 - 90/16
Traffic and Transport - 6 September	32/16 - 45/16
Community - 6 September	57/16 - 69/16
Amenity - 6 September	40/16 - 49/16

The above minutes were received and noted.

166/16 CHAIRMAN'S ANNOUNCEMENTS

The chair welcomed back Cllr David who had been away with the RAF.

The chair wished to formally thank Hook and Odiham Lions, Fountains Café and Odiham and North Warnborough Bowls Club for their help with the recent fireworks evening. A special note of thanks was given to Ford Farm for the use of their field. He confirmed that thank you letters had been sent to them all on behalf of the council.

167/16 CLERK'S REPORT

The clerk advised that since the last meeting the office has been extremely busy with correspondence from residents and ex SG members regarding the NH Plan which had taken up a considerable amount of time. Staff have also been on annual leave and are still trying to complete the works from the last meeting. With the examiners questions being a priority within a short time scale, a number of the projects that the office staff are working on have had to be put temporarily to one side.

The clerk advised that the on-line payment system seems to be working well and appreciated by a number of our suppliers. She is now following the procedures to set up direct debits with our electricity, water and phone suppliers.

Finally the clerk advised that magazines were available for Cllrs to take away to read and return to the office from Open Spaces and CPRE.

168/16 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR SEPTEMBER AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR

It was resolved to approve the schedule of payments of account for September and the bank reconciliation which was signed by the chair (Appendix 3).

169/16 AUTHORISATION OF THE LIST OF PAYMENTS TO BE MADE AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS

It was resolved to authorise the list of payments circulated prior to the meeting (Appendix 4). Cllrs Fellows and Stewart were appointed to finish the payment process.

170/16 RECEIVE AN UPDATE ON THE PROGRESS OF THE NEIGHBOURHOOD PLAN AND TO RATIFY THE APPOINTMENT OF A GROUP OF CLLRS TO ANSWER THE EXAMINERS QUESTIONS ON BEHALF OF THE COUNCIL

A report updating Cllrs on the situation regarding the NH Plan had been circulated to all prior to the meeting (Appendix 5). The report outlined that Hart DC have advised that the Plan can't progress until the clerk is confident that OPC has all the necessary information to robustly answer questions from the examiner and meet FOI requests.

It was resolved to ratify the appointment of Cllrs Faulkner, Fellows, Hale, Robinson-Giannasi and Worboys to answer the examiners questions on behalf of the council by the majority vote.

The group have already met with the clerk and started work on the questions. Assistance was requested from 3 members of the ex SG to help with various questions who will be covered by OPC's insurance. Unfortunately one of them contacted East Hants for assistance. Initially Hart DC expressed alarm at this and spelt it out that this is the sort of action that undermines the Plan and gives the impression that the evidence / justification was not robustly collected in advance. Hart later confirmed that they no longer had concerns about this.

The answers are in the process of being compiled to ensure that they are ready to be sent back to Hart DC by the deadline of Wednesday 9 November. Cllr Fellows expressed his concern over the latest draft of some of these answers, particularly as regards to the use of the word 'generous' in the policy regarding green space at the Albion Yard housing site which is within the North Warnborough

Conservation Area and the possible over-lapping of Gap, Conservation Area and Local Green Space designations. He was assured by the Chairman that his concerns would be discussed further at the final meeting of the group on Tuesday. All Cllrs were reminded that the examiner is looking for answers based on the evidence already obtained and not new evidence. Cllr Fleming confirmed that he would be attending the meeting to observe.

171/16 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 meeting in September. He advised that since his return from holiday he had been trying to get hold of County Cllr Glen to assist but had been unable to contact him. He assured the council that he will follow this up ready for the next meeting.

172/16 CONSIDERATION AND AGREEMENT ON PROPERTY TO REGISTER AS AN ASSET OF COMMUNITY VALUE

Cllr Bell had circulated a number of documents regarding this agenda item prior to the meeting which included his suggestion to deal with this item as private and confidential due to it being commercially sensitive (Appendix 6).

This item was dealt with at the end of the meeting when the meeting had been closed to the public and press. Cllrs Fellows and Stewart had left the meeting.

The suggestions proposed by Cllr Bell to register as assets of community value were agreed by the majority vote. Cllrs Bell and Hale would write the justifications required for approval by the full council before forwarding them to Hart DC for approval.

173/16 CONSIDERATION AND AGREEMENT ON HOW TO PROGRESS A RURAL EXCEPTION SCHEME (RES) IN THE PARISH

During the presentation from Hampshire Alliance for Rural Affordable Housing (HARAH) at the previous meeting, OPC was asked to consider how a RES could be moved forward. Suggestions had been circulated prior to the meeting (Appendix 7). District Cllr Gorys advised that he would be happy to help promote the land that had already been put forward by OPC. It was agreed that Cllrs Fellows and Robinson-Giannasi would work with Cllr Gorys and HARAH to progress a RES in the parish, reporting back to full council.

174/16 RESOLUTION TO APPROVE THE USE OF RESERVES TO HAVE AN INDEPENDENT TREE SURVEY CARRIED OUT ON TREES ON LAND THAT OPC OWNS AS RECOMMENDED BY THE AMENITY COMMITTEE

It was resolved to have an independent tree survey carried out on trees on land that OPC owns as per the recommendations by the amenity committee in the report circulated prior to the meeting taking the sum of £1265+VAT out of reserves to pay for this (Appendix 8).

175/16 AGREEMENT ON OPC'S COMMENTS TO THE ONLINE QUESTIONNAIRE REGARDING THE RYE COMMON NEW VILLAGE

Details of this questionnaire had been circulated prior to the meeting along with the formal response submitted by Crondall Parish Council (Appendix 9). It was agreed that Cllr Faulkner would draft OPC's response based on Crondall's objective response, taking into account the information from Mr Wooldrige's speech and circulate it to all Cllrs for approval via email. OPC's response once agreed would be put on the website. The closing date for this consultation is 18 November.

Cllr Crookes confirmed that this is a consultation from Bell Cornwell and has nothing to do with Hart DC.

176/16 REVIEW THE CIRCULATION OF DOCUMENTS AS AGREED IN THE MEETING IN JANUARY 2016

A report detailing that Cllrs had agreed that an advisory deadline for circulation of documents for a meeting on the Monday would be the previous Wednesday had been circulated to all prior to the meeting (Appendix 10).

Cllr Fellows asked that the council take this a step further and publish draft minutes, appendices and meeting documents on the website as per other councils, including Hart DC.

The clerk advised that OPC complies with the Transparency Code and reports are available at the meeting for the public. She also advised that this request would entail a considerable amount of work either side of a meeting for the office who are already over-stretched. It was agreed that the clerk would assess the work required and write a report for Cllrs to consider at the next meeting.

177/16 RECEIVE THE INTERIM AUDITOR'S REPORT FOR APRIL - SEPTEMBER 2016

The interim auditors report for April - September had been circulated prior to the meeting (Appendix 11). The requested check on NI contributions had been carried out and the deductions made were confirmed as correct.

178/16 NOTE THE FREEDOM OF INFORMATION (FOI) REQUEST TO RECEIVE THE MEMORANDUM OF ADVICE TO DISBAND THE STEERING GROUP

This FOI request was noted by Cllrs and will be answered by the clerk within the required time scale.

179/16 NOTE THE FOI REQUEST TO RECEIVE THE LEGAL ADVICE RECEIVED REGARDING THE DISBANDED STEERING GROUP AND THE CORRESPONDENCE FROM HART DC ON THIS MATTER

These two FOI requests were noted by Cllrs and will be answered by the clerk within the required time scale.

180/16 CONSIDERATION OF BUDGET PROPOSALS FOR THE GENERAL ACCOUNT

A draft proposal for the general account including an explanation of the forecasted expenditure for this financial year had been circulated to all prior to the meeting (Appendix 12).

The clerk suggested that Cllrs consider the need for extra help in the office to assist with the ever increasing workload. It was also suggested that Cllrs may like to consider a budget for CIL training, for all Cllrs to attend in-house training on planning, any costs required to monitor/administer the NH Plan and to budget for the possibility of a by-election if any Cllrs resigned in the next financial year. It was agreed that if a by-election was required, the cost would be taken out of reserves and that the full council would re-visit the budget proposals at the next meeting.

The full council meeting re-opened at 9.30pm to consider the below items and item 172/16. Cllrs Fellows and Stewart left the meeting before the following items and item 172/16 were considered.

181/16 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS

It was resolved to exclude the public and press from the meeting.

182/16 RECEIVE AN UPDATE ON THE SITUATION REGARDING THE WITHHOLDING OF NH PLAN DATA AND AGREEMENT TO PAY FOR ADDITIONAL LEGAL ADVICE OUT OF RESERVES IF NECESSARY

A private and confidential report had been circulated to all prior to the meeting outlining the situation regarding the withholding of NH Plan data (Appendix 13 P&C).

It was resolved to spend a sum of up to £5,000 initially for the clerk to seek legal advice regarding the clarification of who the Data Controller is, if a breach has occurred and if OPC should issue an indemnity as requested for members of the SG. The clerk will report back to full council at the next appropriate meeting and the full council will consider any recommended further actions and the release of required funds.

It was also agreed that OPC was not in a position to consider the draft protocols that had been given to them from ex SG members to deal with the data transfer issue.

Although Cllr Fleming was present for some of the discussion he left the meeting before the resolution was agreed.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE VINE CHURCH, LONDON ROAD, THE BURY, ODIHAM ON
MONDAY 7 NOVEMBER 2016 COMMENCING AT 8.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows and Fleming; District Cllr Crookes; 3 members of the public

82/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

83/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

84/16 APPROVAL OF THE FOLLOWING MINUTES

3 October 70/16 - 81/16
The above minutes were accepted as an accurate record.

85/16 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed that Cllr Hale would circulate this via email for approval by the majority of the committee.

86/16 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT

The chair advised that the proof of the boards had been agreed and that they would be installed in the next few months. He also advised that he is in the process of arranging the finger posts.

87/16 RECEIVE AN UPDATE ON THE VILLAGE CALENDAR INITIATIVE

There have been a number of pre-orders for the village calendar, which will also be on sale at the Christmas Extravaganza.

It was resolved to purchase 26 calendars at a total cost of £130 as per the circulated email (Appendix 14) out of the promotion of the village heading to promote the village and foster continued good relations.

88/16 AGREEMENT ON THE PURCHASE OF NEW CHRISTMAS TREE LIGHTS

A report detailing the costs to purchase new lights for the large Christmas tree had been circulated prior to the meeting (Appendix 15). It was agreed to accept the first quote for 18 new sets of coloured lights at a cost of £432 + VAT.

89/16 AGREEMENT TO PURCHASE THE CHRISTMAS TREES AT THE COST OF £640

It was agreed to purchase 1 x 18ft tree and 19 x 4ft trees for the High Street and 1 x 6ft tree for OPC's entry to the Christmas Tree Festival at a cost of £670 including delivery and VAT.

The committee was advised that batteries would also be required for the lights for the small trees

which need to be removed when they are taken down.

90/16 CONSIDERATION OF THE OPTIONS REGARDING THE INSTALLATION OF THE CHRISTMAS TREES

A report and email detailing the situation had been circulated to all prior to the meeting (Appendix 16). Our insurance company have issued guidelines outlining that trees should be erected by competent people; electrical devices should be connected to the mains by a qualified electrician with their own public liability insurance; trees erected on land not owned by the policyholder must have their own public liability insurance and that the trees should be regularly inspected. The committee was also advised that a license from Hampshire Highways would be required to have the large Christmas tree on the pavement outside of The Frame.

It was agreed that the large tree would be erected by competent volunteers, including Cllrs Faulkner, Hale and Harris and that the clerk would look into the necessary permission from Highways. Cllrs Bell and Harris felt they were competent to connect the lights to the mains. A letter would be sent to owners of the buildings where a tree is usually installed saying that the council had ordered and paid for a tree for their property and would supply the lights but they would have to take responsibility for the recommended public liability insurance. The committee were advised that a resident had volunteered to install these small trees in memory of the late Peter Fountain at no cost to the council.

91/16 CONSIDERATION OF THE ANNUAL GRANT TO RAF ODIHAM BASED ON THE NUMBERS OF FAMILIES OF PERSONNEL WHO WILL BE DEPLOYED OVERSEAS AT CHRISTMAS

Details of the grant issued in previous years had been circulated to all prior to the meeting (Appendix 17). It was agreed that Cllr David would confirm the number of personnel that will be deployed overseas at Christmas which is believed to be much less than last year. It was agreed that OPC would issue a grant of £30 per family and that the office would purchase the usual cards to go with the voucher.

92/16 CONSIDERATION AND AGREEMENT TO PARTICIPATE IN THE 2018 WW1 BEACON LIGHTING

OPC has been contacted by the Pageant Master regarding lighting the beacon to mark the 100th anniversary of WW1. It was agreed that OPC would register that it intends to participate in the 2018 WWI beacon lighting, believed to be on Armistice Day.

The committee was advised that the RAF will also be celebrating its 100th anniversary in 2018 which could mean that support from the RAF base to the community is limited.

93/16 CONSIDERATION TO PURCHASE BANNER FRAMES

Details had been circulated prior to the meeting on the proposal to purchase 3 banner frames for use by community groups and OPC to be located at Farnham Road, Hook Road and the RAF junction (Appendix 18). It was agreed that the committee thought this was a good idea and that Cllr Hale would look further into costs, which were believed to be £69 each.

94/16 CONSIDERATION OF BUDGET PROPOSALS TO BE PUT FORWARD TO FULL COUNCIL FOR APPROVAL

A draft proposal for the budget and an explanation of the forecasted expenditure for this financial year had been circulated to all prior to the meeting (Appendix 19). It was agreed to approve the circulated budget.

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 VINE CHURCH, LONDON ROAD, ON
MONDAY 7 NOVEMBER 2016 COMMENCING AT 8.55PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fleming and Harris; District Cllr Crookes; 3 members of the public

61/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

62/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

63/16 APPROVAL OF THE FOLLOWING MINUTES

3 October 50/16 - 60/16

The above minutes were accepted as an accurate record.

64/16 RECEIVE AN UPDATE ON THE REGENERATION PROJECTS IN THE PARISH

Details of the gates installed at Long Sutton and Hartley Wintney including photographs had been circulated to all prior to the meeting (Appendix 20). It was agreed that OPC would like similar gates to the parish at the Hatchwood, RAF and Mill Corner entrance to the village. As OPC had already had discussion regarding regeneration projects with District Cllr Morris, it was agreed that this proposal would be forwarded onto him.

65/16 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 to be carried out by the Lengthsman. This list had been circulated to the committee today (Appendix 21), with an opportunity for each member to rank the 12 proposals. It was agreed that the priority list would be approved via email and then forwarded on to the Lengthsman by the clerk.

66/16 RECEIVE QUOTES TO CUT THE HEDGE BETWEEN MILD MAY COURT AND THE CEMETERY AND APPOINTMENT OF A CONTRACTOR

A report detailing the history of this and the quotes received had been circulated to all prior to the meeting (Appendix 22). It was agreed to accept the quote for £1355 to reduce the hedge and to reduce the ash trees on the boundary line.

67/16 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, details of the transfer from Hart DC and the issues outlined by Cllr Stewart had been circulated to all prior to the meeting (Appendix 23). It was agreed to defer this item until the next financial year.

68/16 REVIEW OF THE CEMETERY CHARGES

A report detailing the current burial fees by both OPC and other local councils had been circulated to all prior to the meeting (Appendix 24). It was agreed to increase the cemetery fees as follows, with immediate effect:-

Burial of resident from	£650	to	£700
Burial of non-resident from	£1650	to	£1700
Interment of ashes resident from	£400	to	£450
Interment of ashes non-resident	£900	to	£950

69/16 RECEIVE AN UPDATE ON THE ALLOTMENT PROJECT

This item had been added to the agenda in response to the communities’ comments regarding parking in the area on Facebook. The clerk reminded the committee about the informal update on the project being held on Wednesday 8 November which would also include these parking suggestions.

70/16 CONSIDERATION OF THE PROPOSAL FOR THE PICTURES WITHIN THE PARISH ROOM

Cllr Hale will circulate his proposal to have some of the pictures in the parish room reframed after the completion of the re-decoration works. It was suggested that a large map of the parish including footpaths would be useful to have in the room.

71/16 CONSIDERATION OF BUDGET PROPOSALS TO BE PUT FORWARD TO FULL COUNCIL FOR APPROVAL

A draft proposal for the budget and an explanation of the forecasted expenditure for this financial year had been circulated to all prior to the meeting (Appendix 25). Since the circulation of the draft proposal a budget quote had been received to carry out the next phase of works to the chapels at a cost of £11,620.50 and a quote had also been received for the sum of £2060 to decorate the outside of Chapel Cottage. It was also believed that a quote had been requested to renew some of the surfaces on the play areas. It was suggested to replace some of the bins in the play areas with ones with lids, but this may be able to be done out of the current budget. It was agreed to defer this item until the next meeting.

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

Signed.....

Date.....