

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL ON  
MONDAY 5 DECEMBER 2016 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Bell, David (7.35pm), Faulkner (8.45pm), Fellows, Fleming, Harris, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: District Cllrs Crookes and Gorys; approximately 45 members of the public

**FULL COUNCIL**

**183/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received from County Cllr Glen.

**184/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**185/16 PUBLIC SESSION**

Dr Harriet Walford addressed the council on behalf of herself and Mrs Pauline Dudgeon. She spoke regarding the tension that local residents believed there was between OPC and the former NH Plan SG who had put a considerable amount of work into the NH Plan. She hoped that her perceived disagreement wouldn't undermine the process and that she believed that the re-engaging of the SG was OPC's only option.

*The chair advised that the SG had concluded its role with the submission of the Plan to Hart DC. He advised that the Plan, approved by the majority of Cllrs is now with the examiner. OPC and Hart DC are waiting for the examiner's report, which is expected to be received in the next two weeks. The chair advised that Hart DC have asked OPC to confirm it holds all the data required to support the Plan if it were challenged; final items are currently being transferred by the former SG members and he noted that it is likely that the personal data that they hold will be deleted before the situation is resolved.*

Mr Tony Deag addressed the council on behalf of several residents from all three sides of the recreation ground who suffered from the anti-social behaviour previously from misuse of the teenage facilities. He stated that they want to assist OPC to properly utilise the s106 contribution for teenagers but believe that it should be done in accordance with OPC's previous statement that it should be done without disturbance to residents to existing or new. He finished by saying that they are looking forward to the meeting with the chair of the amenity committee where they will be able to explain the key factors from their experience and the particular constraints that apply to the recreation ground (Appendix 1).

*Mr Deag was advised that it is understood that the Hatchwood site may not be ready for contractors to visit with a view to considering facilities until the spring, OPC is awaiting confirmation of this. It was made clear that the recreation ground is being considered along with other sites as a possible future site for teenage facilities. All sites being considered will be done so with an open mind and input from residents.*

**186/16 APPROVAL OF THE FOLLOWING MINUTES:**

Monday 7 November

161/16 - 182/16

The above minutes were approved as an accurate record by the majority vote.

### **187/16 RECEIVE AND NOTE THE FOLLOWING MINUTES:**

Planning - 17 October	91/16	-	102/16
Planning - 8 November	103/16	-	114/16
Traffic and Transport - 17 October	46/16	-	57/16
Community - 3 October	70/16	-	81/16
Amenity - 3 October	50/16	-	60/16
Finance - 16 May	01/16	-	09/16
Finance - 19 July	10/16	-	16/16

The above minutes were received and noted.

### **188/16 CHAIRMAN'S ANNOUNCEMENTS**

The chair wished to thank Robert Mays' School for accommodating this meeting at such short notice, InOdiham for another excellent Extravaganza and Cllr Harris and Paul Turrell for erecting the Christmas trees.

### **189/16 CLERK'S 6 MONTHS REPORT**

The clerk had circulated her 6 months report prior to the meeting (Appendix 2). Thanks were expressed to the clerk for this informative report.

### **190/16 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR OCTOBER AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR**

**It was resolved** to approve the schedule of payments of account for October and the bank reconciliation which was signed by the chair (Appendix 3 - P&C).

### **191/16 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 - P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

### **192/16 PRESENTATION ON THE HOMES FOR HEROES PROJECT**

Flight Sergeant Donnelly from RAF Odiham gave a presentation on the "Homes for Heroes" project (Appendix 5). He outlined the difficulties that RAF personnel face regarding the lack of quality family accommodation on the base and the purchasing of their own homes, in an area that they are posted to which has higher than average prices for housing.

The RAF Homes for Heroes is a registered charity, based on a government initiative to enable armed forces personnel to buy and live in their own homes proximal to their duty. Currently RAF personnel pay rent of £300 per month, but this is set to rise to £900 over the next few years, with the poor condition of properties not taken into account, nor the lack of pay rises. The idea of this local project is to assist RAF personnel purchase houses in the parish at reduced prices, which will then have covenants on them to ensure that they are only allowed to be re-sold to RAF personnel. The meeting was informed that 75% of personnel are stationed at Odiham for 8-12 years and 25% stationed for 3-3.5 years. OPC was asked to help with the acquiring of land and to support any future planning applications.

It was agreed that the planning committee would meet with representatives from this project to find out more about the project and how OPC could assist.

#### **193/16 RECEIVE AN UPDATE ON THE PROGRESS OF THE NEIGHBOURHOOD PLAN**

The clerk had circulated a private and confidential report prior to the meeting regarding the progress of the NH Plan (Appendix 6). Hart DC have advised that they are expecting the examiner's report in the next few weeks. District Cllr Crookes advised that there may be some private discussion before the report will be ready to publish on both Hart DC's and OPC's website.

#### **194/16 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 circulated a report to all regarding the proposed ownership of the strip of land and proposed that OPC accept the principle proposition and await further communication from HCC (Appendix 7). He advised that 3 residents backing on to the land had expressed an interest to HCC in purchasing some of the land to extend their garden should there be an opportunity to do so. He also advised that HCC had withdrawn the planning application temporarily.

It was agreed that Cllr Fleming would put forward a proposal to accept the proposed ownership of land in principle at the next meeting for Cllrs to vote on.

#### **195/16 APPROVAL OF THE DRAFT MEMBER'S ALLOWANCE SCHEME**

The clerk had circulated a report and a draft member's allowance scheme to all prior to the meeting (Appendix 8). It was agreed to defer this item to allow Cllrs further input into the policy.

#### **196/16 APPROVAL OF THE DRAFT VEXATIOUS REQUESTS POLICY**

The clerk had circulated a report and a draft vexatious requests policy prior to the meeting (Appendix 9). It was agreed to defer this item to allow Cllrs to email comments on this policy to the clerk for consideration into the policy.

#### **197/16 RECEIVE AN UPDATE ON THE PROGRESS OF A RURAL EXCEPTION SCHEME IN THE PARISH BY THE APPOINTED REPRESENTATIVES**

Cllr Fellows and Robinson-Giannasi reported that there will be a meeting on 13 December with representatives from Hart DC to progress this scheme.

#### **198/16 RECEIVE THE NOTES FROM THE PARISH FLOODING FORUM HELD ON 31 OCTOBER 2016 AND TO NOTE THE PROPOSAL TO CREATE THREE FLOOD FORUMS, EACH MEETING ONCE A YEAR ONLY**

The notes from the Parish Flooding Forum had been circulated prior to the meeting (Appendix 10). It was noted that there is a requirement to support other parishes, hence the suggestion to create 3 flood forums, each meeting once a year only. District Cllr Crookes advised that he is meeting flood officers and cabinet members to discuss this proposal as he believes it is unacceptable.

It was agreed that Cllr Fleming would draft a letter on behalf of OPC, for approval via email expressing OPC's concern on the suggestion to change the frequency of the meetings.

#### **199/16 REPORT ON THE TRANSPARENCY CODE AND HOW THIS EFFECTS OPC**

A report on the Transparency Code and how this affects OPC had been circulated prior to the meeting (Appendix 11). For a council with a turnover of £25K to £200K, i.e. OPC, it is recommended as best practice that we follow the code for councils with a turnover over £200K. It is believed that OPC meets all of these requirements except the advertising of expenditure exceeding £500 (excluding staff salaries) on a quarterly basis.

It was agreed that expenditure would be added to the website as required.

Cllrs were reminded that the requirement to publish draft minutes within a month of a meeting is a requirement for councils with a turnover of £25k or less.

#### **200/16 REPORT ON THE WORK REQUIRED BY OFFICE STAFF WITH REFERENCE TO MEETINGS**

A report outlining the time spent by office staff with reference to meetings requested at the previous meeting when it was suggested that OPC should publish draft minutes, papers for meetings and appendices on the website, was circulated to all prior to the meeting (Appendix 12).

It was agreed that the clerk would look into the analytics of the website, in particular the agendas and minutes pages to see how much interest there is before Cllrs voted on the suggestion that would increase the workload of the office. The clerk was also asked to look into the capacity of the site.

#### **201/16 RECEIVE THE FINANCE COMMITTEE'S RECOMMENDATION ON THE 2<sup>ND</sup> QUARTERS BUDGET TO ACTUAL (ENDING SEPTEMBER) INCLUDING THE STATEMENT OF VARIANTS**

The 2<sup>nd</sup> quarters budget to actual (ending September) including the statement of variants had been circulated prior to the meeting (Appendix 13). The finance committee agreed that the expenditure was as they would expect it to be and therefore had no recommendations to the full council as the NI contributions had been checked by the auditors. The clerk had recommended that the finance committee be aware of the staffing budgets as they may exceed the total amount budgeted for this financial year.

#### **202/16 CONSIDERATION OF THE LETTER RECEIVED FROM ODIHAM AND GREYWELL CRICKET CLUB REQUESTING HELP TO FIND A SUITABLE SECOND GROUND**

The letter received from Odiham and Greywell cricket club had been circulated to all (Appendix 14). Cllrs were advised that the former NH Plan SG had had conversations with the cricket club about their requirement for a second pitch and had even spoken to land owners but had been unable to find a suitable site.

It was agreed that OPC would only be able to help after the cricket club had found a suitable site.

#### **203/16 RATIFICATION OF THE AGREEMENT TO EMPLOY TEMPORARY OFFICE HELP**

**It was resolved** to ratify the decision by the majority vote to employ temporary office help for 2/3 days prior to Christmas at the rate paid previously (Appendix 15). Although this item was to ratify a decision already made by the majority of the Cllrs via email, Cllr Fleming advised that he was not comfortable with this decision and that the increase in work for the office was contributed by the fact that the council had dismissed the NH Plan SG. It was commented that the workload of the office has slowly increased over a number of years and was not due to the dismissal of the SG.

#### **204/16 CONSIDERATION OF THE PROPOSAL TO ALLOW THREE MEMBERS OF THE PUBLIC TO SPEAK IN THE PUBLIC SESSION OF MEETINGS FOR THREE MINUTES EACH**

A report detailing this suggestion from Cllr Fellows to change the public speaking slots to allow 3 members of the public to address the council for 3 minutes each per meeting had been circulated to all prior to the meeting (Appendix 16).

It was agreed to change the public speaking policy to allow three members of the public to speak at each meeting for 3 minutes each, carrying on with the allocation of slots on a first come first served basis. Standing order 1 (f) would need to be amended from 5 minutes to 3 minutes to reflect this decision.

**205/16 RESOLUTION TO APPROVE THE BUDGET FOR THE GENERAL ACCOUNT**

The proposed budget and a report on the budget had been circulated to all prior to the meeting (Appendix 17). It was agreed by the majority vote to accept the circulated budget proposal which included a figure to employ an extra member of staff to work 5 hours per week in the office.

Cllr Fleming disagreed with the need for extra staff in the office, querying how the office spends its time (as no evaluation had been done), something he didn't know as he admitted he didn't visit the office. The clerk advised that she is constantly working extra hours to keep up with the workload, office staff do not take lunch breaks and find it difficult to take annual leave due to the workload. Cllr Fellows suggested a review of working practices as he believed that the council had 2 more committees than most other councils, suggesting that perhaps T&T and Planning Committees could be combined and that some meetings had been cancelled last minute due to not being quorate.

It was agreed that he would compile a list of suggested ways that the council could work more efficiently for consideration by full council. Cllrs were reminded that as an employer they had obligations towards the staff, which needed to be followed. The clerk was thanked for keeping going.

Cllr Fleming requests that no criticism was intended of the clerk is noted.

**206/16 RECEIVE AN UPDATE FROM THE LEGAL ADVISERS REGARDING THE WITHHOLDING OF NH PLAN DATA**

A report outlining the legal advice that the clerk was asked to seek had been circulated to all prior to the meeting along with the emails from the legal adviser (Appendix 18). The advice received from a solicitor in the legal services team at Havant Borough Council and East Hampshire DC has confirmed that OPC was and is the data controller for the information which was passed to the SG and generated on behalf of OPC by the SG.

The solicitor also confirmed that OPC can't be held responsible for the data if the SG wrongly refuses to pass it on and that any breach of the DP rules by the SG on new data collected by them is a matter for them and not OPC. She also recommended that OPC does not give an indemnity to the former members of the SG as requested by one of them and that OPC could take civil action against the members of the SG who refuse to pass on the information, but this would involve time and expense.

It was agreed that as the council and former members of the SG were not going to agree on the data situation, the fact that OPC has no responsibility for the data being withheld and that the situation has reached a natural conclusion, OPC would accept the advice of the solicitor and not pursue the matter any further.

The information that OPC believes could be required by Hart DC in the event of a challenge to the Plan is in the process of being transferred to the clerk. It was however suggested that the chair of OPC and the former SG chair meet to conclude the process.

**There being no further business the meeting closed at 9.15pm.**

Signed.....

Date.....

**AMENITY AREAS COMMITTEE  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL ON  
MONDAY 5 DECEMBER 2016 COMMENCING AT 9.15PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Harris: 3 members of the public

**72/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

None

**73/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None

**74/16 APPROVAL OF THE FOLLOWING MINUTES**

7 November

61/16 - 71/16

The above minutes were accepted as an accurate record.

**75/16 RECEIVE AN UPDATE ON THE LENGTHSMAN SCHEME**

A report on the Lengthsman scheme had been circulated prior to the meeting (Appendix 19). Cllr Worboys advised that he had emailed the clerk this evening with the ranked proposals by the committee.

**76/16 RECEIVE QUOTES FOR WORKS TO THE OPEN SPACE AT DUNLEYS HILL AND APPOINTMENT OF A CONTRACTOR**

This item was deferred.

**77/16 UPDATE ON THE ALLOTMENT PROJECT**

A report detailing the situation on the allotment project had been circulated prior to the meeting (Appendix 20). Cllr Worboys is talking to Hart DC regarding the planning application and it was suggested to break the project into 3 phases, starting with phase 1 which would include repairs to the fences, clearance of the vegetation, water to the site, hard standing for the car park area and access onto the site from Hook Road. It was thought that the project may need to be completed by volunteers due to the rising costs since the start of the project.

**78/16 RECEIVE THE NOTES FROM THE MEETING ATTENDED REGARDING THE BAKER HALL**

Cllrs Fellows and Warboys attended a meeting with representatives from the Baker Hall management committee on 17 November 2016. The notes from the meeting had been circulated to all prior to the meeting (Appendix 21). It was confirmed that the Scout Association owns Baker Hall, which stands on land leased from HCC for a period of 30 years, which is due to expire in 2020.

**79/16 APPROVAL OF THE CORRECT EXPENDITURE TO CUT THE HEDGE AND SPECIFIC TREES TO HEDGE LEVEL BETWEEN MILD MAY COURT AND THE CEMETERY**

A report detailing this situation had been circulated to all prior to the meeting (Appendix 22).

**It was resolved** to spend £1845 to reduce the hedge and specific trees between Mildmay Court and the cemetery.

**80/16 RESOLUTION TO AGREE ON THE BUDGET PROPOSALS TO BE PUT FORWARD TO FULL COUNCIL FOR APPROVAL**

A draft proposal for the budget and report had been circulated to all prior to the meeting (Appendix 23).

**It was resolved** to approve the circulated budget to be put forward to full council for approval.

**There being no further business the meeting closed at 9.25pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
COMMUNITY COMMITTEE  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL ON  
MONDAY 5 DECEMBER 2016 COMMENCING AT 9.25PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 3 members of the public

**95/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

None

**96/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None

**97/16 APPROVAL OF THE FOLLOWING MINUTES**

7 November

82/16 - 94/16

The above minutes were accepted as an accurate record.

**98/16 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to approve the suggestions circulated prior to the meeting to be added to the Facebook page (Appendix 24).

**99/16 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT**

The chair advised that the works to install the boards are due to start soon.

**100/16 RECEIVE AN UPDATE ON THE VILLAGE CALENDAR INITIATIVE**

The chair advised that sales of the calendar are going well and it is nearly sold out.

**101/16 REPORT ON THE FIREWORKS EVENING HELD ON 29 OCTOBER**

The committee was advised that the final accounts for the event were not yet available, but would be circulated as soon as possible. The field will be available for use next year as long as a bonfire is not required as there will be crops growing.

**102/16 DISCUSSION ON MARKING THE ANNIVERSARY OF RAF ODIHAM**

RAF Odiham will be celebrating 80 years in October 2017. Celebrations will start in February with a coffee morning. It was suggested that the graphics in the Co-op window could be changed to mark the anniversary and that some form of graphics could perhaps be added to the hoarding in Palace Gate out of the promotion of the village heading. Cllrs David and Hale would explore these suggestions.

**103/16 RECEIVE QUOTES FOR BANNER FRAMES AND APPROVAL OF THE SUPPLIER TO PURCHASE THEM FROM**

It was agreed to purchase 3 banner frames at the total cost of £339.60.

**104/16 APPROVAL OF THE FINAL GRANT TO ALL SAINTS CHURCH FOR THE CHRISTMAS TREE FESTIVAL AND CAROLS IN THE BURY**

A report had been circulated prior to the meeting regarding the grant to All Saints Church (Appendix 25). As there are still items to purchase for the PA system, it was agreed to release £1000 to All Saints Church towards the Christmas Tree Festival and Carols in The Bury with the possibility of a residual amount later. Cllr Robinson-Giannasi abstained from this vote.

**There being no further business the meeting closed at 9.35pm.**

**Signed**.....

**Date**.....