

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY ON
MONDAY 6 FEBRUARY 2017 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Gorys; 9 members of the public

FULL COUNCIL

234/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Harris. District Cllr Crookes also sent his apologies.

235/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

236/16 PUBLIC SESSION

Mr Graham Plumbe addressed the council asking for answers to a number of questions regarding OPC's response as a statutory consultee to the Deer Park planning applications (Appendix 1). The council did not answer these questions during the meeting.

Mrs Helen Fleming addressed the council regarding the long term consequences to the Deer Park if the planning applications are granted (Appendix 2).

It was noted that Historic England are reviewing the listing of the Deer Park and have yet to submit their comments to Hart DC as a statutory consultee. If Hart DC have to determine the application before their comments have been submitted they will have to do so based on the information that has been submitted, not on what might be submitted.

237/16 APPROVAL OF THE FOLLOWING MINUTES:

Monday 9 January 207/16 - 228/16

Monday 23 January 229/16 - 233/16

The above minutes were approved as accurate records of the meetings by the majority vote.

238/16 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Planning - 28 November 115/16 - 127/16

Planning - 19 December 128/16 - 138/16

Planning - 10 January 139/16 - 149/16

Community - 5 December 95/16 - 104/16

Amenity - 5 December 72/16 - 80/16

The above minutes were received and noted.

239/16 CHAIRMAN'S ANNOUNCEMENTS

None.

240/16 CLERK'S REPORT

The clerk advised that a thank you letter had been received from Victim Care for the £150 grant that was issued to them last month from the council.

The clerk confirmed that the final updates to the NH Plan referendum document are in hand and will be published on Hart DC's and OPC's website once finalised. As you are aware, Hart DC's cabinet considered the Examiner's report on 2 February and they are working towards a proposed referendum date of 4 May, which has yet to be confirmed.

The clerk advised that the Traffic Partnership Meetings are becoming a little embarrassing for office staff, who spend quite some time preparing agendas, attending the meetings and typing minutes. The most recent meeting on 25 January was attended by 1 Cllr, who ended up having to chair the meeting at the last minute. With 8 Cllrs on the Traffic and Transport committee, it would be great if there was a little more support for these meetings, although we do appreciate that they are during the day and many Cllrs work. If OPC wishes these meetings to continue with other organisations, I believe that OPC needs a little higher attendance.

241/16 APPROVAL OF THE SIGNING OF DECEMBER'S BANK RECONCILIATION BY THE CHAIR

It was resolved for the chair to sign the bank reconciliation for December which had been circulated to all prior to the meeting (Appendix 3 P&C).

242/16 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.

243/16 RECEIVE AND VOTE ON THE PROPOSAL REGARDING FUTURE OWNERSHIP OF THE STRIP OF LAND BEING OFFERED BY HAMPSHIRE COUNTY COUNCIL RUNNING NORTH EAST FROM FOOTPATH 7 TOWARDS DUNLEYS HILL

A report written by Cllr Fleming had been circulated prior to the meeting regarding the future ownership of the strip of land being offered by HCC running north east from footpath 7 towards Dunleys Hill (Appendix 5).

It was agreed by the majority vote that Cllr Fleming should continue discussions with HCC to conclude details of an "in principle agreement" which will be subject to final approval by the council.

244/16 DISCUSSION ON THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

The clerk advised that the Annual Parish Assembly (APA) must be held between 1 March and 1 June inclusive.

It was agreed to hold the APA on 23 May in All Saints Church, which should be after the referendum of the NH Plan. It was suggested to find out more about the organisation Pathfinder as a possible speaker and to consider the head of Mayhill School; someone to talk about the NH Plan process after the referendum (Katie Bailey or a District Cllr) and possibly the police, following on from their "Cops and Coffee".

245/16 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH & TOWN COUNCILS HELD ON 10 JANUARY

The notes from the HDAPTC meeting held on 10 January 2017 had been circulated to all prior to the meeting (Appendix 6). The next meeting is scheduled for 11 April.

246/16 RECEIVE THE ACTUAL TO BUDGET FOR THE THIRD QUARTER OF 2016/17 INCLUDING THE STATEMENT OF VARIANTS AND RECOMMENDATION FROM THE FINANCE COMMITTEE

The actual to budget for the third quarter of 2016/2017 including the statement of variants had been circulated to all prior to the meeting (Appendix 7 P&C). There were no recommendations from the finance committee or queries from the full council.

247/16 RESOLUTION TO AGREE THAT OPC SHOULD APPLY FOR A UNITY CORPORATE MULTIPAY CARD FOR USE BY THE CLERK AS PER THE RECOMMENDATION FROM THE FINANCE COMMITTEE

A report detailing the recommendation from the finance committee that OPC should apply for a Unity Corporate Multipay card for use by the clerk had been circulated to all prior to the meeting (Appendix 8).

It was resolved that OPC should apply for a Unity Corporate Multipay card for use by the clerk as per the recommendation from the finance committee, with a transaction maximum value of £500, a monthly limit of £750 and the withdrawal of cash for emergencies only.

248/16 RESOLUTION TO AGREE THAT OPC SHOULD TRANSFER £35,000 FROM THE LLOYDS TREASURERS ACCOUNT TO THE UNITY TRUST ACCOUNT AS PER THE RECOMMENDATION FROM THE FINANCE COMMITTEE

Details of OPC bank accounts had been circulated to all prior to the meeting (Appendix 9).

It was resolved to transfer £35,000 from the Lloyds Treasurers account to the Unity Trust account as per the recommendation from the finance committee.

It was also agreed that the finance committee would be asked to review the risk of the council having accounts that have funds that exceed the total amount guaranteed by the Financial Services Compensation Scheme.

249/16 RECEIVE THE LETTER FROM THE LOCAL GOVERNMENT PENSION SCHEME REGARDING THE EMPLOYER CONTRIBUTIONS FOR THE NEXT 3 YEARS FROM 1 APRIL 2017

The letter from the Local Government Pension Scheme regarding employer contributions for the next 3 years had been circulated to all prior to the meeting (Appendix 10). The clerk commented that it was unfortunate that this letter had been received after OPC had set its budget for 2017/18.

250/16 REVIEW AND APPROVE THE ASSET REGISTER

The updated asset register had been circulated to all prior to the meeting (Appendix 11). Updates included the addition of new equipment purchased this financial year and the update to the buildings insurance value after receiving the insurance re-valuation report at the end of 2016.

It was agreed to approve the circulated asset register.

251/16 CONSIDERATION OF THE REQUEST FOR REIMBURSEMENT FROM A MEMBER OF THE FORMER NH PLAN STEERING GROUP

A report detailing the request for reimbursement from a member of the former NH Plan steering group for the Dropbox account had been circulated to all prior to the meeting (Appendix 12).

It was agreed to reimburse the member of the former steering group the requested £79 on receipt of the Dropbox user name and password details.

The meeting closed at 8.15pm and re-opened at 9.05pm for the following private and confidential Items.

252/16 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.

253/16 RESOLUTION TO AGREE THAT OPC HAS MET ITS STATUTORY REQUIREMENT REGARDING AUTOMATIC ENROLMENT TO A WORKPLACE PENSION SCHEME

A report outlining the statutory requirement regarding automatic enrolment to a workplace pension scheme had been circulated to all prior to the meeting with the proposed draft letters to be sent to all employees (Appendix 13 P&C).

It was resolved that OPC has met its statutory requirement regarding automatic enrolment to a workplace pension scheme and that the clerk can now send the letters to all employees and complete the declaration of compliance.

254/16 CONSIDERATION AND AGREEMENT ON THE PROCESS TO DEAL WITH CLLR FELLOWS' COMPLAINT ABOUT THE CONDUCT OF ANOTHER CLLR

Details of Cllr Fellows complaint about the conduct of another Cllr and suggestions on how this might be dealt with had been circulated to all prior to the meeting (Appendix 14 P&C).

After both Cllrs involved in the complaint had left the meeting, it was agreed that someone not connected with the council should review this complaint and make a recommendation to the full council. HALC had provided a quote to investigate, but due to the cost quoted, it was suggested to try and source an independent person who would be able to review the complaint without charging the council.

It was agreed that suitable recommendations of who could carry this out would be considered at the next meeting.

255/16 RECEIVE THE RECOMMENDATION FROM THE APPOINTED CLLRS REGARDING THE COMPLAINT RECEIVED BY THE COUNCIL

Following input from HALC and having undertaken the required investigation, a report and a recommendation from the appointed Cllrs regarding the complaint received by the council had been circulated to all prior to the meeting (Appendix 15 P&C).

It was agreed by the majority vote to accept this report and recommendation from the appointed Cllrs that there was no complaint to answer to.

There being no further business the meeting closed at 9.50pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY ON
MONDAY 6 FEBRUARY 2017 COMMENCING AT 8.15PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Fleming; District Cllr Gorys; 7 members of the public

86/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr David.

87/16 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

88/16 APPROVAL OF THE FOLLOWING MINUTES:

9 January 81/16 - 85/16
The above minutes were accepted as an accurate record.

89/16 RECEIVE AN UPDATE ON THE ALLOTMENT PROJECT

Cllr Worboys advised that he is still investigating whether the planning permission for the allotment site is still valid. He believes that it is as works to clear the site, lower the kerb, installation of the bollard and removal of some of the trees have already been carried out. Once this has been confirmed, the office can proceed with obtaining quotes to install water, finish the access off Hook Road, undertake further clearance of the site due to regrowth, repair fencing and construct the car park area.

90/16 RECEIVE AN UPDATE ON THE LENGTHSMAN'S WORKS

A report outlining the works already carried out by the Lengthsman had been circulated to all prior to the meeting (Appendix 16). The clerk advised that OPC has 30 hours of work left to be carried out in this financial year and reminded the committee that 25% of the total works must be on rights of way. It was suggested that the Broad Oak underpass could be considered for work if it was classed as a right of way. Cllrs were asked to consider rights of way that were in need of works.

The clerk also advised that the lead cluster has advised that the scheme will continue in the next financial year for existing parishes.

91/16 RECEIVE AN UPDATE ON THE TEENAGE FACILITIES PROJECT

The committee was advised that the office is still awaiting confirmation from the developer that the site is accessible to allow the office staff to meet with potential contractors to view, assess and provide quotes for possible facilities.

Cllr Fleming offered to contact the developer and advised the chair that the next resident's forum is due to be held on 23 February if he wished to attend. He also said that he believed that the site was now fully accessible.

It was also commented that the full council will need to make a decision in the near future regarding the offer to take ownership of the open space at Hatchwood.

92/16 CONSIDERATION OF THE ARRANGEMENT BETWEEN OPC AND THE TENNIS CLUB REGARDING THE USE OF THE TENNIS COURTS AND THE CLUB'S REQUEST FOR OPC TO CARRY OUT TREE WORKS AROUND THE COURTS

A report detailing the known history of the arrangement between OPC and the tennis club regarding the use of the tennis courts and the clubs request for OPC to carry out tree works around the courts had been circulated to all prior to the meeting (Appendix 17).

Concern was expressed regarding the vulnerability of both parties with no lease in place and the confusion as to who should pay for maintenance. Cllr Fellows volunteered to look into this situation and report back to the committee.

Cllr Worboys volunteered to meet with the maintenance works member from the tennis club who had contacted OPC regarding the trees to understand the problem and to enable quotes to be obtained to allow this committee to consider the required works and who should pay for them if necessary.

There being no further business the meeting closed at 8.40pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY ON
MONDAY 6 FEBRUARY 2017 COMMENCING AT 8.40PM**

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

In attendance: Mrs Weir (Clerk)

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

113/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Harris.

114/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

115/16 APPROVAL OF THE FOLLOWING MINUTES

9 January 105/16 - 112/16
The above minutes were accepted as an accurate record.

116/16 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to approve the circulated proposed social media topics for February (Appendix 18).

117/16 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT

The chair advised that the three canal boards, map of the canal and finger posts had been ordered and works to install them would take place in March.

118/16 RECEIVE THE FINANCIAL REPORT ON THE FIREWORKS EVENING HELD ON 29 OCTOBER

The finances for the fireworks evening held on 29 October had been circulated to all prior to the meeting (Appendix 19). The committee were advised that there had been a slightly higher attendance than previously, but that far more people had elected to pay at the gate rather than buying tickets in advance.

119/16 CONSIDERATION OF THE CONTENT FOR THE SPRING NEWSLETTER AND THE DELIVERY DATE

It was agreed that the newsletter would be sent out in time to advertise the Annual Parish Assembly and the referendum on the NH Plan. This will mean that articles will need to be with the clerk by 24 March. Suggested articles included: footpaths, SID, allotments, teenage facilities and the Lenghsman scheme. The content will be considered further at the next meeting.

The clerk was asked to confirm with Hart DC if there are any guidelines that OPC must follow regarding promoting the referendum once a date has been confirmed.

120/16 DISCUSSION REGARDING THE ARRANGEMENTS FOR ARMED FORCES DAY

Armed Forces Day will be celebrated on Saturday 24 June this year. The chair is looking into the possibility of applying for a grant from the MOD's Covenant Fund to assist with the celebrations. It has been suggested that as this is also the 80th year of the RAF at Odiham an exhibition should be held in All Saints Church on the history of the station (Mayhill School have lots of material on this) along with the usual parade and fly over (if possible). InOdiham are holding a meeting tomorrow to discuss the Bands and Blues event, which will be co-ordinated with the morning's celebrations.

121/16 CONSIDERATION REGARDING THE REQUEST FROM RAF ODIHAM REGARDING THE COMMEMORATION OF RAF ODIHAM'S 80 YEARS HISTORY

The email received from RAF Odiham regarding the commemoration of RAF Odiham's 80 year's history had been circulated to all prior to the meeting (Appendix 20). It is understood that there are pill boxes off the B3349 as you turn into Long Sutton, at the bottom of West Street, along the canal and at the bottom of Firs Lane.

It was agreed that the pill box at the bottom of Firs Lane may be most suitable for refurbishment and that the committee would be interested in meeting with the RAF to discuss their idea of a monument further at the next meeting.

122/16 AGREEMENT TO SPEND £300 ON ADDITIONAL EQUIPMENT FOR THE PA SYSTEM OUT OF THE PROMOTION OF THE VILLAGE BUDGET

Cllr Bell outlined the requirement for a large cabinet, additional junction boxes and storage boxes for the PA system.

It was agreed to spend £300 on these additional pieces of equipment for the PA system out of the promotion of the village budget.

123/16 RATIFICATION OF THE EXPENDITURE OF £300 OUT OF THE PROMOTION OF THE VILLAGE HEADING TO PURCHASE VINYLs TO CELEBRATE RAF ODIHAM'S 80TH BIRTHDAY

It was agreed to spend £300 out of the promotion of the village heading to purchase vinyls to celebrate RAF Odiham's 80th birthday for the old Co-op window as per the circulated suggestion (Appendix 21).

124/16 RECEIVE THE ACCOUNTS FROM INODIHAM FOR THE CHRISTMAS EXTRAVAGANZA

The accounts from InOdiham for the Christmas Extravaganza had been circulated to all prior to the meeting (Appendix 22).

125/16 RECEIVE AND AGREEMENT ON THE PROPOSAL FOR THE COMMUNITY PICTURES IN THE PARISH ROOM

The proposal for the community pictures in the parish room had been circulated to all prior to the meeting (Appendix 23).

It was agreed to accept the circulated proposal.

126/16 RECEIVE AND FEEDBACK ON A PROPOSAL REGARDING COMMUNITY AWARDS

This item was deferred until the next meeting.

127/16 AGREEMENT TO THE PURCHASE OF THE PROPOSED VILLAGE MAPS

It was agreed to look into the cost of purchasing village maps for the Doctor's Surgery and Mayhill School, depending on the funds left in the budget at the end of the financial year.

There being no further business the meeting closed at 9.05pm.

Signed.....

Date.....