

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY ON
MONDAY 3 APRIL 2017 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Bell, Fellows, Fleming (8.05pm), Harris, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: 5 members of the public

FULL COUNCIL

279/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Faulkner. District Cllrs Crookes and Gorys also sent their apologies.

280/16 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

281/16 PUBLIC SESSION

None.

282/16 APPROVAL OF THE FOLLOWING MINUTES:

Monday 6 March 256/16 - 278/16
The above minutes were approved as an accurate record of the meeting by the majority vote.

283/16 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Community - 6 February 113/16 - 127/16
Amenity - 9 February 86/16 - 92/16
The above minutes were received and noted.

284/16 CHAIRMAN'S ANNOUNCEMENTS

The chairman announced that part of the meeting may be recorded by a member of the public.

285/16 CLERK'S REPORT

The clerk had contacted Hart DC as requested regarding the barn next to the Swan PH who had advised that the barn is now significantly exposed and people can access the site along the boundary due to clearance by the Canal Authority. Hart DC's maintenance engineer has now been instructed to place more Heras fencing along the boundary to re-secure the site.

The clerk wished to remind Cllrs that any discussions held during a private and confidential meeting are to remain between those present only during the closed meeting. This also excludes the sharing of any of the information with Cllrs that were not present.

Due to the deputy clerk's resignation and the clerk's annual leave the office will be closed on Wednesday 19 April.

The clerk had looked into training courses on the Data Protection Act as requested at the previous meeting. HALC can do a bespoke course for £250 (or £150 if we join the LCPD) or SLCC are running one on 20 April in Oxford which Cllrs maybe able to attend. The clerk advised that she is looking into the cost and benefit of joining the LCPD and this will form an agenda item at the next meeting along with the DPA course.

There was a magazine available from CPRE for Cllrs to take away and read and then return to the office.

286/16 APPROVAL OF THE SIGNING OF FEBRUARY'S BANK RECONCILIATION BY THE CHAIR

It was resolved for the chair to sign the bank reconciliation for February which had been circulated to all prior to the meeting (Appendix 1 P&C).

287/16 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 2 P&C). Cllrs Hale and Stewart were appointed to finish the payment process with Cllr Fellows as a back-up if required.

288/16 RECEIVE CORRESPONDENCE RECEIVED BY THE COUNCIL AND AGREEMENT ON ANY REQUIRED RESPONSES ON THE FOLLOWING:-

- Questions raised at the previous meeting in the public session
- Correspondence regarding the complaint about a Cllr and the Data Protection breach
- Correspondence from a resident regarding dog fouling in Buffins Lane

All of the above correspondence had been forwarded to Cllrs prior to the meeting (Appendix 3).

It was agreed that Cllr Robinson-Giannasi would chase the planning officer at Hart DC regarding the Deer Park planning applications as OPC had requested guidance on this previously and update the resident accordingly.

It was agreed that as OPC had reported the breach of the DPA to the Information Commissioner and the breach in the Code of Conduct to the Monitoring Officer and had limited powers, there was little more that the council could do. The resident would be advised that if they were still unhappy with the situation, they should bring the situation to the attention of the Monitoring Officer themselves.

Cllrs were extremely disappointed and sympathetic to hear about the dog fouling problem in Buffins Lane, but believed that dog fouling was also a problem in other parts of the parish. It was agreed that the clerk would contact the dog warden at Hart DC to ask for assistance with this problem and would also ask the NH Watch Co-ordinator to publicise this issue.

289/16 DISCUSSION ON THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

The APA will be held on 23 May in All Saints Church. Head teachers from both Mayhill Junior School and Buryfields Infant School have confirmed that they will address the assembly for approximately 15 minutes each. Invites have also been sent to all the District Cllrs; District Cllrs Gorys and Kennett hope to attend; Cllr Crookes has sent his apologies, the police and all chairs of OPC's committees.

It was agreed that all chairs of committees would prepare a Powerpoint update for the assembly on what the committee has achieved over the last year.

290/16 NOTE THE FOI REQUEST TO RECEIVE A COPY OF APPENDIX 6 REFERRED TO IN THE MINUTES FROM 5 DECEMBER 2016 AND CONSIDERATION IF OPC SHOULD NOW RELEASE THIS APPENDIX WHICH IS MARKED AS PRIVATE AND CONFIDENTIAL

A report had been circulated to all prior to the meeting outlining that all of the following FOI requests are from the same resident, who out of the last 12 FOI requests submitted to OPC, has requested 6 of them and copies of the P&C appendices (Appendix 4). HALC have advised that OPC needs to discuss and resolve that the document is still P&C or is no longer subject to confidentiality. Hart DC have advised that they are happy for the document to be released now.

It was resolved that appendix 6 from the minutes of 5 December 2016 was no longer required to be kept private and confidential and could be released as requested under this FOI request.

291/16 NOTE THE FOI REQUEST TO RECEIVE ALL EMAILS ARISING OUT OF OR IN CONNECTION WITH OR RELATING TO THE ODIHAM AND NORTH WARNBOROUGH NH PLAN SENT BY AND RECEIVED BY:-
A) CLLR HALE FROM 1/6/16 – 31/1/17
B) CLLR FAULKNER FROM 1/1/16 – 30/6/16

Cllr Faulkner had already sent his emails to the clerk to redact personal information prior to sending to the resident. Cllr Hale will send his emails to the clerk to allow the request to be responded to within the required time scale.

292/16 NOTE THE FOI REQUEST TO RECEIVE APPENDIX 9 FROM 6/2/17; APPENDIX 6 FROM 5/12/16; APPENDIX 5,6,7,10,13 FROM 7/11/16 AND THE WRITTEN INSTRUCTIONS BY OPC TO LAWYERS AND THE ADVICE FOR WHICH EXPENDITURE OF £5,000 WAS APPROVED BY THE COUNCIL AND THE MEMORANDUM OF ADVICE REFERRED TO AT 178/16; APPENDIX 4,6,10 FROM 3/10/16; APPENDIX 4 AND 9 FROM 5/9/16; APPENDIX 2,5,6,9 FROM 6/6/16 AND CONSIDERATION IF OPC SHOULD NOW RELEASE THE APPENDICES THAT ARE MARKED AS PRIVATE AND CONFIDENTIAL

The clerk advised that all of the appendices in the above request are ready to send to the resident except those marked private and confidential.

It was resolved by the majority vote that the clerk should seek advice from the Information Commissioners Office regarding the release of appendix 13 from 7 November 2016 (the other P&C appendix requested is a duplicate of the request under 290/16). It was agreed that the clerk would act on the advice received and if the advice was to release the document, all sensitive information would need to be redacted. Cllr Stewart voted against this resolution.

293/16 CONSIDERATION OF THE REQUEST FROM HART DC REGARDING THE STREET NAME FOR THE SITE AT HATCHWOOD COTTAGE

It was agreed to suggest to Hart DC that the street at the site at Hatchwood Cottage should be called Oak Tree Walk (/Road/Lane/Close).

294/16 RECEIVE AND APPROVE THE PROPOSAL FOR ASSETS OF A COMMUNITY VALUE

This item was deferred until the next meeting.

295/16 CONSIDERATION OF OPC'S RESPONSE IF ANY TO THE GOVERNMENT'S CONSULTATION ON HOUSING AND PLANNING REFORM

Details of the government's consultation on housing and planning reform had been circulated to all prior to the meeting (Appendix 5).

It was agreed that OPC had no response to offer.

296/16 AGREEMENT TO WRITE TO OUR MP ASKING HIM TO SUPPORT THE PROPOSED AMENDMENT TO THE LOCAL GOVERNMENT FINANCE BILL WHICH WILL ALLOW 100% MANDATORY RELIEF ON PUBLIC TOILETS TO BE OFFERED

Details on the proposed amendment to the Local Government Finance Bill had been circulated to all prior to the meeting (Appendix 6).

It was agreed by a majority vote to write to our MP asking him to support the amendment proposed by Scott Man MP in that 100% mandatory relief on public toilets should be offered

297/16 RECEIVE THE INTERNAL AUDITOR'S REPORT FOR OCTOBER 2016 TO FEBRUARY 2017

The internal auditor's report for October 2016 to February 2017 had been circulated to all prior to the meeting (Appendix 7). The only point raised by the auditor was the fact that 3 of the appointed Cllrs had yet to set up their on-line user details with Unity Trust Bank which means that authorisation of payments currently falls on 2 Cllrs.

298/16 APPOINTMENT OF A REPRESENTATIVE TO THE STEERING GROUP FOR THE MILL CORNER FLOOD ALLEVIATION SCHEME

Details of this request from Hart DC had been circulated to all prior to the meeting (Appendix 8).

It was agreed to appoint Cllr Fleming to represent OPC on the steering group for the Mill Corner Flood Alleviation Scheme and that the clerk would include details about the steering group in OPC's next article in the parish news.

299/16 RECEIVE AN UPDATE ON THE REFERENDUM OF THE NEIGHBOURHOOD PLAN

A report outlining the restrictions on publication of promotional material for the referendum had been circulated to all prior to the meeting (Appendix 9). It was noted that the polling cards had now arrived with residents from Hart DC.

It was agreed to purchase 3 plain banners to fit the A-frames out of the promotion of the village heading advertising the date of the referendum on the NH Plan and to put posters in OPC's noticeboards. Cllr Stewart offered to install the banners on the A-frames once printed at the three entrances to the parish.

The meeting closed at 8.10pm and re-opened at 9.05pm for the following agenda items.

300/16 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.

301/16 RECEIVE AN UPDATE ON THE COMPLAINT RECEIVED FROM CLLR FELLOWS ABOUT THE CONDUCT OF ANOTHER CLLR

The appointed representative from HALC will be interviewing Cllr Fellows and the Cllr that his complaint is about on Thursday 6 April.

The clerk left the meeting prior to the following agenda item.

302/16 RECEIVE FEEDBACK FROM STAFF APPRAISALS AND APPROVAL OF ANY RECOMMENDED PAY RISES

A private and confidential report had been circulated to all Cllrs from the Cllrs appointed to carry out the clerk's appraisal (Appendix 10 P&C). It was reported that the clerk's review (1 February 2016 - 31 January 2017) had been completed by the appointed Cllrs and discussed with the clerk. Objectives had been discussed with an agreement that they would be re-evaluated in 3 months after the office resource gaps had been filled.

It was resolved by the majority vote to increase the clerk's pay as per the suggestion in the circulated private and confidential report.

303/16 RECEIVE THE DEPUTY CLERK'S RESIGNATION AND APPOINTMENT OF TWO CLLRS TO CARRY OUT AN EXIT INTERVIEW

The deputy clerk tendered her resignation on 15 March and will finish her employment with OPC on 12 April. A report detailing concerns in her resignation letter had been circulated to all prior to the meeting (Appendix 11 P&C).

It was agreed to appoint two Cllrs to carry out an exit interview. Cllrs Harris, Robinson-Giannasi and Stewart put themselves forward for this. It was agreed to allow the deputy clerk to choose two of these Cllrs to conduct her exit interview.

304/16 CONSIDERATION OF THE PROPOSAL FOR RESTRUCTURING OF COUNCIL STAFF AND THE RECRUITMENT PROCESS

A private and confidential report had been circulated to all suggesting a restructure of council staff, a proposed advert for the suggested vacancies and options for interim office cover (Appendix 12 P&C).

It was agreed by the majority vote to approve the employment of a deputy clerk for 15 hours per week, working on a Monday, Tuesday and Wednesday and an admin assistant working 10 hours per week on a Wednesday and Friday. The proposed advert was approved subject to including the opportunity for the deputy clerk to obtain the CiLCA qualification.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY ON
MONDAY 3 APRIL 2017 COMMENCING AT 8.10PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fleming, Harris and Stewart; 3 members of the public

104/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Faulkner.

105/16 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

106/16 APPROVAL OF THE FOLLOWING MINUTES:

6 March 93/16 - 103/16
The above minutes were accepted as an accurate record.

107/16 RECEIVE AN UPDATE ON THE LENGTHSMAN'S WORKS AND AGREEMENT ON THE PRIORITY FOR WORKS IN THIS NEW FINANCIAL YEAR

A report detailing the works carried out by the Lengthsman this financial year had been circulated to all prior to the meeting (Appendix 13).

It was agreed to ask the Lengthsman to carry out the works not completed on the previous list and to ask for feedback from the residents via the Facebook page before compiling a new list for this financial year.

Cllr Bell advised that he believed that the footpath alongside the Alton Road comes under Highways' remit, who should be asked to cut the overhanging branches to allow better pedestrian access.

108/16 AGREEMENT ON THE DRAFT HEADS OF TERMS FOR THE LEASE BETWEEN OPC AND THE TENNIS CLUB AND APPOINTMENT OF A SOLICITOR TO DRAFT THE LEASE

The clerk had circulated draft heads of terms for the lease between OPC and the tennis club prior to the meeting (Appendix 14).

The following were agreed by the committee for the lease:-

The terms will mirror those of the bowls club lease wherever possible. The rent will be £5 per year; OTC will pay for all maintenance costs for the area that they are leasing; the area to be leased will be the perimeter fence and the land (including the pavilion) inside it and the floodlights (1m sq around each floodlight); OTC will produce a schedule of works to the courts which will be agreed by OPC and adhered to by OTC; any additional works on land outside of the fence required by OTC will be paid for by OTC after gaining permission from OPC; there will be public access to the far court - hours per week and times to be agreed by OPC and OTC; OTC will take the bookings for public use and the hourly fee will be paid to OTC once OPC has agreed the amount; if OTC folds, any money held by OTC will be used to ensure the courts are handed back to OPC in the same condition as they are on the day the lease commences; OTC will pay the legal costs for this lease; the length of the lease will be 25 years; OTC will pay all future rates to Hart DC; the solicitor will advise who the lease should be between; OTC will be jointly responsible with the bowls club for the maintenance of the access track; OTC will insure the courts and pavilion and send yearly proof of this to OPC.

It was agreed that Cllrs Fellows and Worboys would arrange a meeting with the tennis club to update them on the above agreed heads of terms for the lease.

As the clerk had only received two quotes from solicitors, the appointment of a solicitor to draft the lease would be deferred until the next meeting.

109/16 CONSIDERATION OF A PROPOSAL FROM CLLR STEWART REGARDING THE KING STREET TOILETS

The clerk had circulated a report outlining the current situation regarding the toilets to the committee prior to the meeting (Appendix 15). Cllr Stewart expanded on his suggestion to try to negotiate the public use of toilets in the High Street businesses for a financial contribution from OPC. Another suggestion was to try and negotiate new toilet facilities in the Deer Park car park with the developer who has submitted planning applications for the Deer Park to Hart DC.

It was agreed that Cllr Stewart would approach all business in the High Street and see if they would be interested in this proposal and report back to the committee at the next meeting. He would also contact Farnham Town Council who are trialling a similar system at the moment.

110/16 CONSIDERATION OF THE REQUEST TO SUPPORT THE INSTALLATION OF A NEW NOTICEBOARD OUTSIDE THE CO-OP

Details of the suggestion for the installation of a new noticeboard outside of the Co-op had been circulated to all prior to the meeting (Appendix 16).

It was agreed in principle to support this initiative but the committee would like to see the full proposal, including who will pay for the installation and future maintenance costs before agreeing to it.

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 ON
MONDAY 3 APRIL 2017 COMMENCING AT 8.50PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows, Fleming and Stewart; County Cllr Glen: 3 members of the public

141/16 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Faulkner.

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

None.

143/16 APPROVAL OF THE FOLLOWING MINUTES

6 March 128/16 - 140/16

The above minutes were accepted as an accurate record.

144/16 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed that Cllr Hale would circulate via email a proposal for the next information to be added to the Facebook page for approval by the committee.

145/16 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT AND RATIFICATION ON THE FINAL EXPENDITURE

The chair advised that the three canal boards, map of the canal and finger posts have all now been installed by the Canal Authority but unfortunately some of the boards have been installed the wrong way round. The Canal Authority will be rectifying this. The chair also advised that the Canal Authority do not like the proposed carved disabled access bench and would prefer a plain one with the balance of the grant.

146/16 RECEIVE AN UPDATE ON THE ARRANGEMENTS FOR ARMED FORCES DAY

The chair has applied for the grant from the MOD and has spoken to the RAF about security on the day who will advise if any extra measures need to be taken. InOdiham are submitting the road closure and have asked the usual business for use of a lorry for the stage. The clerk was asked to look into the lead time for the tankards and scrolls and up to date prices. The chair would confirm numbers of the parade with the RAF.

147/16 RECEIVE AN UPDATE ON THE PROPOSAL REGARDING COMMUNITY AWARDS

A proposal on a design for a certificate for a community award had been circulated to all prior to the meeting (Appendix 17).

It was agreed that the committee would ask full council to carry over the unspent £500 from the honour board heading from the financial year ended 31 March 2016 into the new finance year to contribute towards this initiative.

148/16 RECEIVE AN UPDATE ON THE SPOOKTACULA BEING HELD ON 28 OCTOBER

There was no update on the Spooktacula.

149/16 CONSIDERATION OF THE REQUEST FROM THE CUBS REGARDING ANY COMMUNITY PROJECTS THAT THE CUBS COULD BE INVOLVED IN

The request from the cubs to be involved in a community project had been circulated to all prior to the meeting (Appendix 18).

It was agreed that the cubs could carry out litter picking, possibly at the play areas; could compile and carry out a simple survey on the council's play areas; or contact the Almshouses or Byways to help them achieve their award.

150/16 RECEIVE AN UPDATE ON THE PA SYSTEM

Cllr Bell advised that he had purchased a large case for the PA system but still required further items. He was requested to ensure that there are simple instructions to allow others to use the system.

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

Signed.....

Date.....