

**MINUTES OF THE ANNUAL PARISH MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 8 MAY 2017 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Gorys; 5 members of the public

FULL COUNCIL

**01/17 ELECTION OF THE CHAIRMAN OF THE COUNCIL AND RECEIPT OF THEIR
DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Hale was elected as Chairman and his signed declaration of acceptance of office was received by the Clerk.

02/17 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Cllr Faulkner was elected as Vice-chair of the council.

03/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Fleming, Harris and Stewart. District Cllr Crookes and County Cllr Glen also sent their apologies.

04/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

05/17 PUBLIC SESSION

None

06/17 APPROVAL OF THE FOLLOWING MINUTES:

Monday 3 April	279/16 - 304/16
Monday 10 April	305/16 - 309/16

The above minutes were approved as an accurate record of the meetings.

07/17 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Amenity 6 March	93/16 - 103/16
Traffic and Transport 20 February	82/16 - 93/16
Community 6 March	128/16 - 140/16
Planning 20 March	161/16 - 171/16

The above minutes were received and noted.

08/17 CONSIDERATION OF COMMITTEES AND AGREEMENT ON THEIR OBJECTIVES AND INITIATIVES

The Clerk had circulated a report to all prior to the meeting suggesting that the council considers how it can work more efficiently for the best interest of the parish (Appendix 1). Also circulated were proposed updates to the current committee objectives and initiatives (Appendix 2).

It was resolved by the majority vote to dissolve the finance committee, which would mean that all future financial matters would be dealt with by the full council. There were no other changes to the committee structure and the updated committee objectives and initiatives were approved.

09/17 APPOINTMENT OF CLLRS TO THE AGREED COMMITTEES AND APPOINTMENT OF CHAIRS OF THESE COMMITTEES

It was resolved to appoint Cllrs and chairs to the committees as follows:

- Amenity Areas: Cllrs Worboys (Chair) Bell, David, Faulkner, Fellows, Hale and Robinson-Giannasi.
- Community: Cllrs Hale (Chair), Bell, David, Faulkner, Robinson-Giannasi and Worboys
- Traffic and Transport: Cllrs Bell (Chair), Faulkner, Fellows, Hale, Robinson-Giannasi, Stewart and Worboys.
- Planning and Development: Cllrs Faulkner (Chair), Hale, Robinson-Giannasi (Vice-chair) and Worboys.

10/17 AGREEMENT ON THE TERMS OF REFERENCE FOR OPC COMMITTEES

It was resolved to approve the updated circulated terms of reference for the amenity, community, traffic and transport and planning committees (Appendix 3).

11/17 SETTING OF THE DATES, TIMES AND VENUE FOR THE FULL COUNCIL AND COMMITTEE MEETINGS

The clerk had circulated a proposal for meeting dates for the full council and committees, in-line with current meeting practice (Appendix 4).

It was resolved to approve the circulated meeting dates, times and venue for the full council and committee meetings.

12/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished the successful outcome of the referendum on the NH Plan to be noted and thanked everyone involved in the process, especially the volunteers who gave up a considerable amount of their time to assist with the Plan. The Plan will now be taken to Hart DC's Cabinet on 1 June and Council on 29 June for the formal making as part of the Development Plan.

The Chairman also congratulated County Councillor Glen on his recent re-election.

13/17 CLERK'S REPORT

The Clerk asked Cllrs to assist with the monthly risk assessments on the play areas which are now overdue.

The Clerk advised Cllrs that South East Water had notified the office about water main replacement in Odiham to install new pipeline. Works to install the 544 metres in length of new pipeline will take place just north of Whitehall, Hook and continue along Odiham Road terminating at the junction between Potbridge Lane and Odiham Road. The works will commence on Monday 26 June and are expected

to last approximately 13 weeks, finishing the middle of September 2017. Temporary road closures will be in place.

The Clerk reminded Cllrs that apologies for meetings should be sent to the office, prior to the start of a meeting. If apologies are not sent, then they will not be noted. Cllrs who do not attend meetings for 6 consecutive months and have not sent apologies, will automatically cease to be a member of the council.

Finally the Clerk advised that there was a magazine available for Cllrs to take away and read from CPRE and then return to the office.

14/17 APPROVAL OF THE SIGNING OF MARCH'S BANK RECONCILIATION BY THE CHAIR

It was resolved to approve the signing of March's bank reconciliation by the Chairman (Appendix 5).

15/17 AUTHORISATION OF THE LIST OF PAYMENTS AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS

It was resolved to authorise the list of payments circulated to all prior to the meeting (Appendix 6). Cllrs Fellows and Hale were appointed to finish the payment process.

16/17 REVIEW OF THE BANK SIGNATORIES FOR ALL ACCOUNTS

It was resolved that Cllrs Hale, Robinson-Giannasi and Stewart would continue as bank signatories on the Lloyds Bank account and that Cllr Fellows would be added. Cllrs Bell, David, Fellows, Hale and Stewart would continue as the signatories on the Unity Trust Bank account.

17/17 REVIEW AND ADOPTION OF STANDING ORDERS

The Clerk had circulated a report on the review of all OPC's policies prior to the meeting (Appendix 7).

The revised circulated Standing Orders were reviewed and adopted (Appendix 8).

A resident had asked OPC to consider attaching the public speeches to the approved minutes that are added to the website. HALC have advised that due to data protection and privacy issues they do not recommend that any residents name or address is included in the minutes unless the person has given their consent at the meeting/requests their name and/or address be published. They recommend that the wording in the minutes for example say "a residents of XX road spoke about". Cllrs were also reminded that the public session is for members of the public to address the Council, not the community.

It was agreed to take HALC's advice regarding the future minutes for the public session.

18/17 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

The current Financial Regulations were reviewed and adopted (Appendix 9).

19/17 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was agreed to appoint Cllrs as the main contact for outside bodies as follows:

- The Odiham Society: Cllr Hale
- Basingstoke Canal Liaison Group: Cllr Worboys
- Odiham Common Steering Group: Cllr Robinson-Giannasi
- Neighbourhood Watch: Cllr Robinson-Giannasi

The Clerk would inform the outside bodies of the contact details for the appointed representatives.

20/17 REVIEW OF THE INVENTORY OF LAND AND ASSETS

The circulated inventory of land and assets was reviewed and no amendments were made (Appendix 10).

21/17 REVIEW OF THE ANNUAL SUBSCRIPTIONS/MEMBERSHIP TO OTHER BODIES

It was agreed to pay the annual subscriptions/membership to other bodies as outlined in the circulated report prior to the meeting (Appendix 11), which included the recommendation to join the LCPD at HALC for the sum of £150+VAT per year.

22/17 REVIEW OF THE COMPLAINTS PROCEDURE

The current Complaints Procedure was reviewed and no amendments were made (Appendix 12).

23/17 REVIEW OF THE SOCIAL MEDIA POLICY

The current Social Media Policy was reviewed and no amendments were made (Appendix 13).

It was agreed that the proposed amendments would be discussed at a future meeting.

24/17 REVIEW OF THE RESERVES POLICY

The current Reserves Policy was reviewed and no amendments were made (Appendix 14).

25/17 REVIEW OF THE PROTOCOL FOR PUBLIC AND PRESS REPORTING AT MEETINGS

The current Protocol for Public and Press Reporting at Meetings was reviewed and no amendments were made (Appendix 15).

26/17 REVIEW OF THE CLAIMING OF CLLR EXPENSES POLICY

The current Claiming of Cllr Expenses Policy was reviewed and no amendments were made (Appendix 16).

27/17 REVIEW OF THE DATA PROTECTION POLICY

The current Data Protection Policy was reviewed and no amendments were made (Appendix 17).

28/17 REVIEW OF THE PRESS AND MEDIA POLICY

The revised circulated Press and Media Policy was approved and adopted. (Appendix 18).

It was agreed that the proposal for updates would be discussed at a future meeting.

29/17 REVIEW OF THE GRIEVANCE AND DISCIPLINARY PROCEDURE

The current Grievance and Disciplinary Procedure was reviewed and no amendments were made (Appendix 19).

30/17 FINALISE THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

The APA will be held on Tuesday 23 May in All Saints Church from 7.30pm until 9pm. As County Cllr Glen is unable to attend, it was agreed to ask a representative from InOdiham to attend and give an update to the assembly. Chairs of committee were reminded to submit their presentations on the previous year's activities to the Chairman.

31/17 AGREEMENT TO A BESPOKE DATA PROTECTION TRAINING COURSE FOR ALL CLLRS AT A COST OF £250

It was resolved to ask HALC to carry out a bespoke Data Protection training course which will be reduced to £150 after OPC joins the LCPD. It was suggested to book this for September to allow for attendance by all Cllrs.

32/17 RESOLUTION TO ALLOW THE COMMUNITY COMMITTEE TO CARRY OVER £500 FROM THE YEAR ENDED 31 MARCH 2016 UNDER THE HEADING OF "HONOUR BOARD" TO BE SPENT IN THIS FINANCIAL YEAR ON COMMUNITY AWARDS

It was resolved by the majority vote to allow the community committee to carry over £500 from the year ended 31 March 2016 under the heading of "honour board" to be spent in this financial year on community awards.

33/17 RECEIVE AND APPROVAL OF THE PROPOSAL FOR ASSETS OF A COMMUNITY VALUE

It was agreed to defer this item to the July meeting.

34/17 APPOINTMENT OF TWO CLLRS TO ASSIST THE CLERK WITH INTERVIEWS AND AGREEMENT ON THE DRAFT CONTRACTS TO BE OFFERED TO NEW EMPLOYEES

It was agreed to appoint Cllrs Bell and Hale to assist the Clerk with interviews, with Cllr Fellows acting as a back-up if required.

The circulated draft contracts to be offered to new employees were agreed, including offering membership to the Local Government Pension Scheme (Appendix 20).

35/17 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS FROM 10 JANUARY 2017 AND AGREEMENT ON WHO WILL WRITE FUTURE REPORTS FOR THESE MEETINGS

The notes from the HDAPTC from 10 January had been circulated to all prior to the meeting (Appendix 21).

It was agreed by the majority vote that any future reports for these meetings would be written by the Cllr attending, after seeking input from the Chairs of committees.

36/17 RECEIVE A REPORT FROM THE HART LOCAL PLAN BRIEFING HELD ON 25 APRIL AND AGREEMENT ON OPC'S REPRESENTATION ON THE LOCAL PLAN BY THE CLOSING DATE OF 9 JUNE

The slides from the Hart Local Plan briefing held on 25 April had been circulated to all Cllrs prior to the meeting (Appendix 22).

It was agreed that OPC would write to Hart DC stating that it welcomed the Local Plan.

37/17 APPROVAL OF THE USE OF THE VILLAGE MAP BY THE TRUSTEES OF THE CROSS BARN ON THEIR WEBSITE

It was agreed to allow the Cross Barn to use OPC's village map on their website, credited to the artist and to ask them if they would like a hard copy of the map to display.

38/17 RECEIVE THE ACTUAL TO BUDGET FOR THE YEAR ENDED 2016/17 INCLUDING THE STATEMENT OF VARIANTS AND RECOMMENDATION FROM THE FINANCE COMMITTEE

The actual to budget for the year ended 2016/17 including the statement of variants and a recommendation from the finance committee had been circulated to all prior to the meeting (Appendix 23).

It was noted that the budget for 2016/17 had been well controlled. The finance committee had recommended that all committees look at more detailed forward planning in the next year's budget proposals, which should include details of future projects and necessary maintenance.

It was agreed that each committee's next agenda would include an item to discuss a 5 year plan.

The full council meeting closed at 8.30pm and re-opened at 9.10pm to consider the following items.

39/17 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.

40/17 RECEIVE A REPORT ON THE DEPUTY CLERK'S EXIT INTERVIEW AND AGREEMENT ON ANY REQUIRED ACTIONS

The private and confidential exit interview report and a report submitted by the former deputy clerk at the exit interview had been circulated to all prior to the meeting (Appendix 24 P&C). The majority of Cllrs expressed their regret at the resignation of the former deputy clerk.

It was agreed that no further action was required due to the actions put in place after the recent EGM. It was however agreed that a valuable lesson had been learnt by OPC and that the council needed to be more pro-active in staffing situations in the future.

41/17 RECEIVE CORRESPONDENCE FROM THE MONITORING OFFICER REGARDING THE REPORTED BREACH OF THE CODE OF CONDUCT BY A CLLR AND CORRESPONDENCE FROM THE ICO REGARDING THE BREACH OF THE DATA PROTECTION ACT BY A CLLR

The correspondence from the Monitoring Officer regarding the reported breach of the Code of Conduct and correspondence from the ICO regarding the breach in the Data Protection Act by a Cllr had been circulated to all prior to the meeting (Appendix 25 P&C).

The ICO have advised that the information provided has been forwarded onto their Enforcement Department who will consider the information and contact OPC in due course. The Monitoring Officer has confirmed that he agrees with OPC's actions and does not need to take any further action. Cllrs present agreed that the role of the Monitoring Officer could be re-visited at a future meeting.

Cllr David asked for it to be minuted that he believes that the Cllr who breached the DPA should not be allowed access to council emails until he has attended the relevant training course.

42/17 RECEIVE THE REPORT FROM HALC REGARDING CLLR FELLOWS' COMPLAINT ABOUT THE CONDUCT OF ANOTHER CLLR AND AGREEMENT ON ACTIONS THAT NEED TO BE TAKEN

After addressing the meeting for 3 minutes each without the other Cllr present, Cllr Fellows and the other Cllr left the room. Cllr Worboys did not partake in any of the discussion.

The private and confidential report from HALC including appendices regarding Cllr Fellows' complaint about the conduct of another Cllr had been circulated to all prior to the meeting (Appendix 26 P&C).

The council unanimously voted to agree with the private and confidential email (Appendix 27 P&C) circulated on the 6 May.

The council finds that as the Monitoring Officer has not identified a Code of Conduct infringement or public interest - and that separately the independent person appointed by HALC to investigate the complaint makes the clear recommendation to OPC that the complainee should not be in any way reprimanded and that there was no Code of Conduct breach, no further action is required.

There being no further business the meeting closed at 10.30pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 8 MAY 2017 COMMENCING AT 8.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Fellows; District Cllr Gorys; 5 members of the public

01/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

02/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

03/17 APPROVAL OF THE FOLLOWING MINUTES

3 April 141/16 - 150/16
The above minutes were accepted as an accurate record.

04/17 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 28) and to also include details on the consultation on Hart DC's draft Local Plan.

05/17 RECEIVE AN UPDATE ON THE TESCO GREEN SPACE GRANT

Cllr Hale advised that the disabled access bench should now be in place, which concludes the expenditure of this grant funding.

06/17 RECEIVE AN UPDATE ON THE ARRANGEMENTS FOR ARMED FORCES DAY AND APPROVAL OF EXPENDITURE

The Chair advised that the outcome of the MOD grant application should be known by mid-May. He will be meeting the project officer from RAF Odiham shortly to progress the arrangements.

A report had been circulated prior to the meeting outlining the expected costings received from InOdiham for the Bands in the Bury part of the day and details of costs for the scrolls and tankards that will be presented to the parade (Appendix 29).

It was resolved to release the budgeted amount of £1000 to InOdiham and to request invoices for this expenditure by 24 July 2017. It was also agreed to order 45 tankards and scrolls for the parade, hopefully with the inclusion of the words "and RAF Odiham's 80th anniversary" after the words Armed Forces Day parade.

07/17 RECEIVE AN UPDATE ON THE SPOOKTACULA

There was no update at present on the Spooktacula arrangements.

08/17 AGREEMENT ON THE PROPOSAL FOR COMMUNITY AWARDS

As the full council had agreed to allow the committee to carry over £500 from last year’s heading honour board to this initiative, it was agreed to appoint Cllrs David and Hale to represent OPC on the “Community Awards Committee” who will consider the guidelines and process for these awards.

It was agreed by the majority of Cllrs to support a nomination for the current RAF Station Commander for this year’s award.

09/17 RESOLUTION TO APPROVE THE RELEASE OF £1000 TO INODIHAM FOR LIVE MUSIC DURING MARKETS AS PER THE BUDGET

It was resolved by the majority vote to release £1000 to InOdiham for live music during Hampshire Farmer’s Markets as per the budget for 2017/18. They will be asked to show a receipt for the expenditure at the end of the financial year.

10/17 RECEIVE AN UPDATE ON THE PA SYSTEM

Cllr Bell advised that a new large case had been purchased for the control boxes and that suitable storage boxes were now required for the rest of the system. He will complete the last few junction boxes and will include instructions for the system to enable other organisations to use it.

There being no further business the meeting closed at 8.45pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 8 MAY 2017 COMMENCING AT 8.45PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 5 members of the public; District Cllr Gorys

01/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None

02/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

03/17 APPROVAL OF THE FOLLOWING MINUTES

3 April 104/16 - 113/16
The above minutes were accepted as an accurate record.

04/17 RECEIVE FEEDBACK FROM THE MEETING HELD WITH THE TENNIS CLUB AND APPOINTMENT OF A SOLICITOR TO DRAFT THE LEASE BETWEEN THE TENNIS CLUB AND OPC

Cllrs Fellows and Worboys had met with the Chair of the tennis club to discuss the heads of terms for the lease as agreed by the committee at the previous meeting. The tennis club will be considering the heads of terms at their meeting on 17 May and will report back to OPC after this meeting. It appears that there may be a security issue with their LTA automated court booking system which their IT person is investigating. Concerns were expressed by the tennis club about the cost of the lease and the committee was advised that the availability of the public court will need to be discussed. The tennis club Chair noted that members of the club are also members of the public and that the club are beginning to look at the requirement and costs involved to re-surface the courts.

The committee was advised that despite OPC currently being responsible for taking bookings for the public court at the agreed times, the tennis club are allowing Buryfields School to use all three courts on a Thursday afternoon.

It was agreed that the Chair would write to the tennis club and remind them that they should contact the parish office before agreeing to the use of the third court during times that it is advertised as being available for public hire.

The clerk had circulated details of quotes received from solicitors to prepare a lease based on the one between the bowls club and OPC (Appendix 30). It was agreed to accept the third quote for an estimated cost of £750+VAT.

05/17 RECEIVE A REPORT ON THE PROPOSAL TO ASK HIGH STREET BUSINESSES TO ALLOW PUBLIC ACCESS TO THEIR TOILET FACILITIES

As no report had been circulated by Cllr Stewart on his proposal to ask High Street businesses to allow public access to their toilet facilities, it was agreed to wait until his report had been submitted to the office before putting this on any future agendas.

06/17 RECEIVE A PROPOSAL REGARDING A NEW NOTICEBOARD OUTSIDE THE NEW CO-OP

As no proposal had been circulated for the new noticeboard, it was agreed to wait until a report had been submitted to the office before putting this on any future agendas.

07/17 REVIEW THE PARISH PROJECT RESEARCH AND AGREEMENT ON ANY NEXT STEPS

A copy of the potential parish projects survey that was sent to every household with a closing date of January 2013 and a summary of the results had been circulated to all prior to the meeting (Appendix 31).

It was noted that the top 5 projects voted by the public were:

- 1. Cycle way to Hook to Odiham and Hartley Wintney to Odiham
- 2. New village car park/other parking solution
- 3. Re-development of public toilets to a higher specification
- 4. Improved facilities at Recreation Road
- 5. New Community Centre/teenage hub for indoor recreation or possible improvements to existing building

It was commented that a Cllr was staggered that this research had not been used despite a meeting with Hart DC to discuss the results. Another Cllr commented that the research was extremely old and during discussions with Hart DC they had said no to the use of s106 funds for a number of the projects.

Cllr Fellows believed that by considering projects such as cycle ways and parking that lay within the ambit of the Traffic and Transport Committee, the Amenities Committee was exceeding its terms of reference and had no power to make decisions regarding them. He also highlighted that other projects had emerged since January 2013 including in particular two projects strongly supported by the community in the Neighbourhood Plan process. These two projects were development of public footpaths within the parish and more facilities at the canal. He believed that by progressing the five items listed was being done at the expense of these two projects. Cllr Fellows was reminded that the parish project research had always been dealt with by the Amenity Committee and that thanks to a grant from Tesco's, new signage had been installed along the canal.

It was agreed by a majority vote to ask Hart DC (via Cllr Gorys) for guidance on how OPC can deliver some of the above five projects, some of which are also aims in the NH Plan. Cllr Gorys suggested that OPC also looks at lower costings projects that would be easier to deliver as the above projects would require accumulative funds to deliver.

There being no further business the meeting closed at 9.10pm.

Signed.....

Date.....