

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 12 JUNE 2017 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllrs Crookes (8.20pm) and Gorys; 5 members of the public

FULL COUNCIL

43/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Fleming.

44/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

45/17 PUBLIC SESSION

A resident spoke to the council regarding her suggestions to improve communications between the council and the community (Appendix 1).

46/17 APPROVAL OF THE FOLLOWING MINUTES:

Friday 5 May 310/16 - 314/16
The above minutes were approved by the majority vote. Cllr Stewart voted against the approval.

Monday 8 May 01/17 - 42/17
The above minutes were approved by the majority vote.

Finance Committee - Tuesday 17 January 23/16 - 29/16
Finance Committee - Tuesday 25 April 30/16 - 36/16
The above minutes were approved as an accurate record of the meetings.

47/17 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Amenity 3 April 104/16 - 113/16
Traffic and Transport 4 April 94/16 - 105/16
Community 3 April 141/16 - 150/16
Planning 13 March 172/16 - 184/16
Planning 4 April 185/16 - 197/16
The above minutes were received and noted.

48/17 CHAIRMAN'S ANNOUNCEMENTS

The chairman wished to congratulate Ranil Jayawardena MP on his re-election.

49/17 RECEIVE THE CLERK'S 6 MONTHS SUMMARY AND REPORT

The clerk's 6 months summary had been circulated to all prior to the meeting (Appendix 2). Cllrs thanked the clerk for this update.

The clerk suggested that all Cllrs consider putting a disclaimer at the bottom of their emails, along the lines of "the opinions expressed in this email represent the opinions of the author and do not necessarily represent the opinions of Odiham parish council".

Cllrs were reminded (and reassured) that expressing their views and understandings are an appropriate part of a healthy democracy. But such stances should be clearly communicated as their own, not what the council as a whole believes or 'the definitive account' of what happened in such situations.

The clerk advised that OPC had received an invite to Rural Housing Week from HARA to attend 2 informative events on 5 July, 2-5pm in Wickham and 6 July, 2-5pm in Binstead.

Finally the clerk advised that the Basingstoke Canal News was available for Cllrs to read and return to the office.

50/17 APPROVAL OF THE SIGNING OF APRIL'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of April's bank reconciliation by the chairman (Appendix 3).

51/17 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 4). Cllrs Fellows and Stewart were appointed to finish the payment process.

52/17 RECEIVE CORRESPONDENCE RECEIVED BY THE COUNCIL AND AGREEMENT ON ANY REQUIRED RESPONSES

The following correspondence and draft responses had been circulated to all prior to the meeting (Appendix 5).

- Email regarding the Battle of Britain combined service with the RAF
- Email regarding disabled parking in The Bury
- Question submitted for the APA on the day and not answered due to time restrictions

It was agreed that Cllr Hale would talk to All Saints Church regarding the correspondence on the Battle of Britain combined service with the RAF. The draft responses for the other two items of correspondence were approved with the removal of the reference to the campervan.

53/17 RECEIVE THE INTERNAL AUDIT REPORT FOR 2016/17

The internal audit report for the year 2016/17 had been circulated to all prior to the meeting (Appendix 6). The internal auditor gave assurance that there is an adequate framework of control in place to manage the risks identified.

54/17 RECEIVE THE YEAR-END ACCOUNTS FOR 2016/17

The year-end accounts for 2016/17 had been circulated to all prior to the meeting (Appendix 7).

It was agreed to consider expanding on the detail of expenditure in all headings in next year's year-end accounts. Cllrs were reminded that all payments are added to the website on a quarterly basis.

55/17 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENTS

It was resolved to approve the annual governance statements on the annual return for the year ended 31 March 2017 which the clerk and chairman signed on behalf of the parish council (Appendix 8).

56/17 APPROVAL OF THE ANNUAL STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

It was resolved to approve the annual statement of accounts for the year ended 31 March 2017 which the chairman and clerk as RFO signed on behalf of the parish council.

The unaudited, but approved and signed Annual Return will be published on the website along with a statement saying that the Annual Return as published may be subject to change.

57/17 APPOINTMENT OF THE INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2017/18

A report on the appointment of the internal auditors had been circulated to all prior to the meeting (Appendix 9).

It was resolved to re-appoint the current internal auditors at a cost of £705 for the financial year 2017/18 and to ask them to carry out a full financial risk assessment for the cost of £100.

58/17 REVIEW OF THE RESERVES HELD BY OPC

This item was deferred until the next meeting.

59/17 APPOINTMENT OF CLLR HARRIS TO COMMITTEES

This item was deferred until the next meeting.

60/17 AGREEMENT ON A DATE FOR THE BESPOKE DATA PROTECTION TRAINING COURSE

It was agreed to hold a bespoke data protection training course on 12 September at the cost of £150 from 6.30-8.30pm in Odiham for all Cllrs.

61/17 RECEIVE AN UPDATE ON THE OPEN SPACE AT THE HATCHWOOD SITE AND AGREEMENT ON ANY NEXT STEPS FOR OPC

A report on the open space at the Hatchwood site had been circulated to all prior to the meeting (Appendix 10). The report outlined that the s106 agreement states that the transfer of the open space should take place before the 85th dwelling is occupied. The s106 agreement also talks about a scheme for maintenance and the strategic planting scheme, which OPC has not seen. Whilst OPC is aware that a commuted maintenance sum will be paid with the transfer of the open space for the maintenance, the council is not aware of the amount.

Cllrs were reminded that the council resolved at the meeting on 9 May 2016 to take ownership of the open space at Hatchwood in the future, subject to a satisfactory conclusion of a condition report. No report or further details have been submitted to the council.

As District Cllr Crookes is now leading the Hatchwood Forum, it was agreed that all Cllrs would submit any questions that they have regarding the transfer of the open space to the clerk by the end of the week, so she could contact him to assist with answering them from either the developer or Hart DC.

62/17 CONSIDERATION IF OPC SHOULD SET UP A BANK ACCOUNT WITH HSBC TO ENSURE THAT OPC REMOVES ANY RISK FROM HAVING BANK ACCOUNTS EXCEEDING THE AMOUNT GUARANTEED BY THE FINANCIAL SERVICE COMPENSATION SCHEME

Cllr Fleming had made contact with HSBC regarding a new bank account in April 2017, but no further information was available.

It was agreed to defer this item until Cllr Bell has put together a proposal for an investment strategy for the council.

63/17 CONSIDERATION OF A PROPOSAL FROM CLLR BELL REGARDING INVESTMENT STRATEGIES FOR OPC FOLLOWING GUIDELINES FOR PARISH COUNCILS

The clerk had circulated to all prior to the meeting the information that she had received from other council's regarding their investments and investment strategies (Appendix 11).

It was agreed to defer this item until the next meeting.

64/17 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS FROM THE MEETING HELD ON 11 APRIL 2017

The notes from the Hart District Association of Parish and Town Councils meeting held on 11 April had been circulated to all prior to the meeting (Appendix 12).

65/17 RESOLUTION TO SET UP A MONITORING GROUP FOR THE NH PLAN, APPOINTMENT OF CLLRS AND AGREEMENT ON THE TERMS OF REFERENCE FOR THE GROUP

A report on monitoring the NH Plan in the future and proposed draft terms of reference had been circulated to all prior to the meeting (Appendix 13).

It was resolved by the majority vote to set up a monitoring group for the NH Plan that would report back to the full council, consisting of the chairman of the council, chairs of committees and the clerk using the circulated terms of reference by the clerk. Cllrs Fellows and Stewart voted against this resolution.

66/17 RESOLUTION TO AGREE THAT HARAH BE AUTHORISED BY OPC TO APPROACH LANDOWNERS OF THE SITES SUGGESTED BY OPC TO EXPLORE THE POSSIBILITY OF A RURAL EXCEPTION SCHEME WITHIN THE PARISH

It was resolved to agree that HARAH be authorised by OPC to approach landowners of the sites suggested by OPC to explore the possibility of a rural exception scheme within the parish.

Cllr Robinson-Giannasi would contact HARAH to advise them of this and copy District Cllr Crookes in the correspondence.

67/17 RESOLUTION TO AGREE ON OPC'S COMMENT ON THE CONSULTATION ON THE DRAFT PLANNING OBLIGATIONS FOR INFRASTRUCTURE PLANNING DOCUMENT FOR BASINGSTOKE AND DEANE BOROUGH COUNCIL

Details of Basingstoke and Deane Borough Council's draft Planning Obligations for Infrastructure Planning Document had been circulated to all prior to the meeting (Appendix 14).

It was resolved to agree that OPC had no comment to offer on the consultation.

68/17 RESOLUTION TO APPROVE THE POLICY AND GUIDANCE FOR DEALING WITH PERSISTENT, VEXATIOUS AND UNREASONABLE CUSTOMER BEHAVIOUR

A draft policy for guidance for dealing with persistent, vexatious and unreasonable customer behaviour based on Hart DC's policy had been circulated to all prior to the meeting (Appendix 15).

It was resolved by the majority vote to approve the circulated policy for guidance for dealing with persistent, vexatious and unreasonable customer behaviour. Cllrs Fellows and Stewart voted against this resolution.

69/17 RESOLUTION TO ALLOW THE TRAFFIC AND TRANSPORT COMMITTEE TO CARRY OVER £3,000 FROM LAST YEAR'S BUDGET HEADING OF FOOTPATH RESURFACING TO CONTRIBUTE TO RE-SURFACING A SECTION OF FOOTPATH 21

It was resolved to allow the traffic and transport committee to carry over £3,000 from last year's budget heading of footpath resurfacing to contribute to re-surfacing a section of footpath 21.

70/17 RECEIVE CORRESPONDENCE FROM OLD BASING AND LYCHPIT PARISH COUNCIL REGARDING THEIR NH PLAN AND AGREEMENT ON ANY FEEDBACK FROM OPC

Correspondence from Old Basing and Lychpit parish council regarding their NH Plan had been circulated to all prior to the meeting (Appendix 16).

It was agreed that OPC had no comments to offer on Old Basing and Lychpit parish council's NH Plan.

71/17 CONSIDERATION AND AGREEMENT ON A 5 YEAR PLAN FOR THE GENERAL ACCOUNT

A draft proposal for a 5 year plan for the general account had been circulated to all prior to the meeting (Appendix 17).

It was agreed to include the suggestion of including IT infrastructure in 2019 and to review the 5 year plan every 6 months.

The full council meeting closed at 8.35pm and re-opened at 9.10pm to consider the following items.

72/17 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.

73/17 RECEIVE THE DECISION FROM THE INFORMATION COMMISSIONER REGARDING THE BREACH OF THE DATA PROTECTION ACT BY A CLLR

The decision received from the Information Commissioner regarding the breach of the Data Protection Act by a Cllr had been circulated to all prior to the meeting (Appendix 18). The action required from the ICO is:

- That the matter is brought to the attention of each Cllr.
- That the Cllr concerned attend a data protection course as soon as is possible and signs to confirm this and that they have read/understood the council's data protection policy.
- An annual reminder is provided to Cllrs regarding the council's data protection policy to ensure they are aware of it and also their responsibilities under the DPA.

They advised that any further incidents involving the council will lead to this matter being revisited, with enforcement action considered as a result.

Unfortunately the Cllr concerned with the breach of the data protection act had not yet responded regarding his availability to attend the bespoke data protection training course being held in September.

74/17 RECEIVE AN UPDATE ON THE OFFICE STAFFING SITUATION AND AGREEMENT ON ANY NEXT STEPS

A private and confidential report on the staffing situation had been circulated to all prior to the meeting (Appendix 19 P&C). Cllrs were reminded that the new deputy clerk will start her employment with OPC on 23 June and that OPC has been unsuccessful in recruiting an admin assistant at present.

It was resolved by the majority vote, to ratify the decision to employ temporary office staff for a maximum of 12 hours per week at the agreed rate of pay as per the private and confidential circulated report.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 12 JUNE 2017 COMMENCING AT 8.35PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Harris; District Cllr Crookes; 2 members of the public

08/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr David.

09/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

10/17 APPROVAL OF THE FOLLOWING MINUTES

8 May 01/17 - 07/17
The above minutes were accepted as an accurate record.

11/17 CONSIDERATION OF QUOTES FOR TREE WORKS ON VARIOUS SITES OWNED BY OPC AND APPOINTMENT OF A CONTRACTOR

A report detailing the quotes received for tree works on various sites owned by OPC had been circulated to all prior to the meeting (Appendix 20). The report also outlined the health and safety issue with a cooper beech tree in Chamberlain Gardens. Two very large branches have fallen down and after inspection by a tree surgeon, the clerk has been advised that this breakage is due to damage caused by squirrels. The tree surgeon's suggestion is to carry out works to the tree to mitigate any further risks from unexpected branch breakage.

It was agreed to accept the quote of £595 ex VAT for these urgent works on the copper beech tree in Chamberlain Gardens.

It was resolved to appoint contractor 4 to carry out the tree works on various sites owned by OPC at a cost of £2935 ex VAT.

12/17 RECEIVE THE QUOTES FOR THE TREE WORKS REQUESTED BY THE TENNIS CLUB AND AGREEMENT ON WHO SHOULD PAY FOR THEM

Details of the quotes received for tree works requested by the tennis club had been circulated to all prior to the meeting (Appendix 20).

It was agreed that OPC would appoint contractor 4 at a cost of £595 ex VAT to carry out the works and would pay for them on this occasion as the council has funds in the budget that will cover the cost.

13/17 RECEIVE THE FEEDBACK FROM THE TENNIS CLUB REGARDING THE PROPOSED HEADS OF TERMS AND AGREEMENT TO APPOINT THE SOLICITOR TO DRAFT THE LEASE

Email correspondence between the tennis club and the chair of the committee had been circulated to all prior to the meeting (Appendix 21). Unfortunately a member of the tennis club's committee was

unable to attend this meeting to discuss the proposed heads of term further. They have however requested further discussion on: additional works, public access, condition of the courts if OTC folds and the cost of the lease.

It was agreed that the clerk would write to the tennis club asking them to express their concerns with the heads of terms in writing prior to the next committee meeting to allow the committee to consider them. She would also inform them of the cost of the lease by the approved solicitor at the previous meeting.

14/17 CONSIDERATION AND AGREEMENT ON A 5 YEAR PLAN FOR THE AMENITY COMMITTEE

A draft proposal for a 5 year plan for the amenity committee had been circulated to all prior to the meeting (Appendix 17).

It was agreed that members would consider ideas regarding the play areas ready to discuss at the next meeting.

15/17 CONSIDERATION AND AGREEMENT ON WORKS FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

A report detailing outstanding works from last year's list of work for the lengthsman had been circulated to all prior to the meeting (Appendix 22).

It was agreed that the chair would compile a list of works to be carried out this financial year for the lengthsman to be agreed by the committee at the next meeting.

16/17 RECEIVE QUOTES AND APPOINTMENT OF A CONTRACTOR TO RE-DECORATE THE OUTSIDE OF CHAPEL COTTAGE

Details of three quotes to re-decorate the outside of Chapel Cottage, carry out works to the porch roof and removal of the ivy had been circulated to all prior to the meeting (Appendix 23).

It was resolved to appoint contractor 1 to carry out the required works to Chapel Cottage at a cost of £2060.

There being no further business the meeting closed at 9pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 12 JUNE 2017 COMMENCING AT 9PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows and Harris; District Cllr Crookes; 2 members of the public

11/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr David.

12/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

13/17 APPROVAL OF THE FOLLOWING MINUTES

8 May 01/17 - 10/17
The above minutes were accepted as an accurate record.

14/17 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 24).

15/17 RECEIVE AN UPDATE ON THE FINAL ARRANGEMENTS FOR ARMED FORCES DAY

Cllr Hale advised that a local company "Lincad" have kindly offered a donation of £400 towards AFD, which will pay for the cake and some extra flags.

The flags, bunting, tankards and scrolls are all ordered and should be arriving this week. The road closure has been submitted by InOdiham and the RAF and police are dealing with the rolling road block and securing The Bury. There will be a brass band to play on the High Street before the parade and the arrangements for the Bands in the Bury by InOdiham are all in hand. The chair wished to thank all Cllrs who have already volunteered to assist with the arrangements.

16/17 RECEIVE AN UPDATE ON THE SPOOKTACULA

Cllr Hale advised that there is no update at present, but reminded Cllrs that due to crops being in the field, there will be no bonfire this year.

17/17 RECEIVE AN UPDATE ON THE COMMUNITY AWARDS INITIATIVE AND AGREEMENT ON ANY GUIDELINES

A report on the community awards initiative had been circulated to all prior to the meeting (Appendix 25). The aim is for all residents to be able to nominate people from all corners of the local community and an appointed sub-committee will be formed to review the nominations.

It was agreed to contact the suggested organisations in the report to ask for two representatives from each organisation to join the sub-committee and that the first award should be awarded to the RAF base.

18/17 RECEIVE AN UPDATE ON THE PA SYSTEM

Cllr Bell advised that the PA system is now all in one case and that he is working on a kit list to sign the equipment in and out against and basic instructions for use.

19/17 CONSIDERATION AND AGREEMENT ON A 5 YEAR PLAN FOR THE COMMUNITY COMMITTEE

A draft proposal for a 5 year plan for the community committee had been circulated to all prior to the meeting (Appendix 17).

It was agreed to accept the proposed 5 year plan for the community committee and review it every 6 months.

20/17 RECEIVE AN UPDATE ON THE 100TH ANNIVERSARY OF WW1 COMMEMORATION AND AGREEMENT ON ANY NEXT STEPS

The chair had circulated an email on the 100th anniversary of WW1 commemoration to all prior to the meeting (Appendix 26). He also advised that OPC had already committed to lighting the beacon.

It was agreed to set up a working party with representatives from The Odiham Society, The British Legion, All Saints Church and the schools with Cllrs Faulkner and Hale representing OPC to progress the commemoration of the 100th anniversary of WW1.

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

Signed.....

Date.....