

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

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllrs Crookes and Gorys; 9 members of the public

**FULL COUNCIL**

**75/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Faulkner.

**76/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

Cllrs Fleming and Stewart declared that they lived near the ford - item 95/17.

**77/17 PUBLIC SESSION**

A member of the public acknowledged that the NH Plan has now finally and formally been made by Hart DC at its council meeting last week. She wished to thank District Cllr Crookes for encouraging the council to take the lead on making a NH Plan, which will allow Odiham to control and influence future development in the parish. She also complimented Cllr Fellows for his stamina in being the only person who remained both as a member of OPC and the former NH Plan Steering Group from start to finish (Appendix 1).

**78/17 APPROVAL OF THE FOLLOWING MINUTES:**

Monday 12 June 43/17 - 74/17  
The above minutes were approved.

**79/17 RECEIVE AND NOTE THE FOLLOWING MINUTES:**

Amenity 8 May 01/17 - 07/17  
Traffic and Transport 15 May 01/17 - 18/17  
Community 8 May 01/17 - 10/17  
Planning 15 May 01/17 - 13/17  
The above minutes were received and noted.

**80/17 CHAIRMAN'S ANNOUNCEMENTS**

The chairman wished to thank the member of public for reminding the council of Cllr Crookes' role of encouragement to the council to take the lead on making the NH Plan.

The chairman wished to thank the following for their role in celebrating Armed Forces Day - In Odiham for organising the afternoons "Bands in The Bury" and their assistance with the parade; Lincad and the MOD for their financial support; the scouts for assisting with the handing out of the token gift to the parade; Odiham Cake Company for the wonderful cake and cutting of the cake; All Saints Church for their role in the day and the RAF for their energy with the arrangements and the parade.

### **81/17 RECEIVE THE CLERK'S REPORT**

The clerk advised Cllrs that the General Data Protection Regulation (GDPR) will apply from 25 May 2018. Many of the concepts and principles are much the same as those in the current Data Protection Act (DPA) but there will be some new elements and significant enhancements that OPC will have to be aware of. OPC will need to start looking at the information provided by the Information Commissioner's Office to work out the main differences between the current law and the GDPR.

The clerk also advised that there was a magazine from Open Space for Cllrs to take away to read and then return to the office.

### **82/17 APPROVAL OF THE SIGNING OF MAY'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of May's bank reconciliation by the chairman (Appendix 2).

### **83/17 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 3). Cllrs Hale and Stewart were appointed to finish the payment process.

### **84/17 RECEIVE CORRESPONDENCE RECEIVED BY THE COUNCIL AND AGREEMENT ON ANY REQUIRED RESPONSES**

- **Illegal parking on grass verges and paths opposite Robert May's School**

Correspondence from a resident regarding illegal parking on the grass verges and paths opposite Robert May's School had been circulated to all prior to the meeting along with details of a similar matter discussed at the traffic partnership meeting in April (Appendix 4).

It was agreed to email Hart DC to bring the matter to their attention and to add the correspondence to the next traffic partnership meeting for discussion. It was also agreed to ask the members of the traffic partnership group if they would welcome members of the public to speak about issues during the meeting.

### **85/17 REVIEW THE RESERVES HELD BY OPC**

Details of the councils reserves had been circulated to all prior to the meeting (Appendix 5).

The high level of reserves being held by the council was noted as was the importance for the council not to hold an excessive balance of reserves. It was also noted that the allotment project has been a council project for some time due to various reasons and now needs to be pushed through.

### **86/17 CONSIDERATION OF A PROPOSAL FROM CLLR BELL REGARDING INVESTMENT STRATEGIES FOR OPC FOLLOWING GUIDELINES FOR PARISH COUNCILS**

Cllr Bell had circulated a proposal regarding investment strategies for OPC following guidelines for parish councils prior to the meeting (Appendix 6). His proposal suggests that priority should be given to security and liquidity, but yield should be taken into consideration. Details on the Public Sector Deposit Fund (PSDF) which is an instant access account and the Local Authority Property Fund (LAPF) had been circulated with his proposal. Cllr Bell advised that he thinks that dowries given to OPC should be placed in long term investments as they have a long term requirement.

Concern was expressed by some Cllrs that the LAPF is for professional investors only (which Cllrs are not) and that past performance is not a guide to the future return. They also believe that OPC needs a guarantee that any investment will be returned. It was also commented that if the council was spending the reserves on projects that the community wanted, an investment strategy wouldn't be needed.

It was agreed to re-visit this item at the next meeting to pursue the principles of an investment strategy.

**87/17 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**

It was agreed that the clerk should complete the application form to set up a bank account with HSBC to ensure that OPC removes the risk from having bank accounts exceeding the amount guaranteed by the Financial Service Compensation Scheme. Cllrs Fellows, Fleming, Hale and Stewart would be the Cllrs on the bank mandate.

The clerk reminded Cllrs that financial regulations state that Cllrs using computers for the council's financial business should ensure that a high level of security is used.

**88/17 RECEIVE A PROPOSAL FROM CLLR BELL REGARDING ASSETS OF A COMMUNITY VALUE**

This item was deferred. Cllr Bell did confirm that he is looking into the information required by the clerk to submit the application to Hart DC to designate the Deer Park as an asset of a community value as previously agreed by the council.

**89/17 RATIFICATION OF THE EXPENDITURE OF £100 FOR THE APPOINTED INTERNAL AUDITOR TO CARRY OUT A FULL FINANCIAL RISK ASSESSMENT**

Following the circulation of further details from the internal auditor on a full financial risk assessment (Appendix 7), it was ratified by the majority vote to spend £100 on this.

**90/17 APPOINTMENT OF TWO CLLRS TO ATTEND THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS MEETING ON 11 JULY**

Cllrs Hale and Faulkner were appointed to attend the Hart District Association of Parish and Town Council meeting on 11 July.

**91/17 RESOLUTION TO APPROVE THE UPDATED SOCIAL MEDIA POLICY**

An updated Social Media Policy had been circulated to all prior to the meeting (Appendix 8).

**It was resolved** to approve the circulated updated Social Media Policy by the majority vote. It was also agreed that Cllr Hale would provide a yearly report on the results of OPC's engagement with the public via Facebook.

**92/17 RESOLUTION TO APPROVE THE UPDATED PRESS AND MEDIA POLICY**

An updated policy re-named "Media Relations Policy and Communication Guidelines" had been circulated to all prior to the meeting (Appendix 9).

**It was resolved** to approve the "Media Relations Policy and Communication Guidelines" by the majority vote.

**93/17 RECEIVE AN UPDATE FROM THE CODE OF CONDUCT TRAINING COURSE HELD ON 14 JUNE**

A report containing the slides from the Code of Conduct training held on 14 June had been circulated

to all prior to the meeting (Appendix 10). Unfortunately Cllr Worboys had been unable to attend the training course as originally intended.

**94/17 APPOINTMENT OF A CLLR TO REPRESENT OPC AT THE FLOOD FORUM MEETINGS**

It was agreed to appoint Cllr Worboys to represent OPC at the future flood forum meetings.

**95/17 DISCUSSION ON THE CURRENT STATE OF THE FORD AND AGREEMENT ON ANY REQUIRED NEXT STEPS**

An email expressing various concerns at the ford, originally generated on Facebook by a resident had been circulated to all prior to the meeting (Appendix 11). The concerns include parking restricting access to Castle Mill House, dogs barking and fouling, overflowing bins, knocked over bollards and being unable to use a remote control speed boat.

It was agreed to add the problems with the parking at the ford onto the next agenda for the traffic partnership meeting, hoping that if the parking is sorted out, the other issues will resolve themselves. It was agreed to recommend that restrictions are put in place from the canal bridge in Tunnel Lane and the cattle grid on the Mill Corner side.

**96/17 CONSIDERATION AND AGREEMENT TO PROGRESS THE OPPORTUNITY FOR A NEW NOTICEBOARD OUTSIDE OF THE CO-OP AND TO SUBMIT THE APPLICATION TO HART DC**

The volunteer leading the opportunity for a new noticeboard outside of the Co-op has had his planning application to Hart DC rejected. An email detailing Part 12 Class A (b) permitted development rights had been circulated to all prior to the meeting (Appendix 12). It was confirmed that there is no financial cost for this noticeboard by the council, but OPC will likely become responsible for it in the future.

It was agreed that Cllr Hale would complete the planning application for the noticeboard outside of the Co-op on behalf of the council.

**There being no further business the meeting closed at 8.35pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 JULY 2017 COMMENCING AT 8.35PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows, Fleming and Harris; District Cllrs Crookes and Gorys; 13 members of the public

**21/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Faulkner.

**22/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

Cllrs Hale and Worboys declared that they had school aged children - item 29/17.

**23/17 APPROVAL OF THE FOLLOWING MINUTES**

12 June 11/17 - 20/17  
The above minutes were accepted as an accurate record.

**24/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

The chair had circulated a list of proposals to be added to the Facebook page which were agreed by the committee (Appendix 13).

It was also agreed to include information about the voluntary footpaths group.

**25/17 RECEIVE AN UPDATE FROM THE CITIZENS ADVICE REGARDING THE GRANT THAT OPC ISSUED TO THEM**

The chief officer from the Citizens Advice updated the committee on the grant that OPC had issued to them in relation to supporting the work of CAB (Appendix 14).

She advised how local residents had benefited from advice and information, making full use of digital technology and pop-up outreach services in the community. The biggest advice area for the service was benefits and tax credit enquiries, followed by debt, employment and housing. A total of 827 web chats and email enquiries were recorded, representing 12% of all client contact.

Hart DC supports 60% of the CAB's running costs, with the balance coming from grants. If funding permits, the CAB would like to provide a monthly outreach advice clinic with a trained outreach advisor and volunteers. This would enable them to work with more of the community's organisations and support the location of a self-help information advice kiosk in the parish, possibly in the Cottage Hospital.

**26/17 RECEIVE AN UPDATE ON THE SPOOKTACULA**

The chair advised that the planning for the event is under way and that there is a meeting with the Lions later this week.

**27/17 RECEIVE AN UPDATE ON THE PA SYSTEM**

Cllr Bell advised that the works are all finished on the PA system and that he will have instructions ready in the next 2 weeks.

**28/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100<sup>TH</sup> ANNIVERSARY OF WW1**

The chair advised the committee that The Odiham Society, British Legion and RAF Odiham have agreed to sit on the working party, All Saints Church have been approached and he will contact all 3 schools before the end of the school term. He advised that the lighting of the beacon at the end of next year has been registered with the pageant master.

**29/17 CONSIDERATION AND APPROVAL OF GRANT APPLICATIONS**

Details of all of the grant applications received had been circulated to the committee prior to the meeting (Appendix 15).

**It was resolved** to issue grants as follows:-

- |   |  |
|---|--|
| 1 <sup>st</sup> Odiham Brownies         | - £400 to improve and update sports and outdoor activity equipment.                |
| Odiham and North Warnborough bowls club | - £500 towards the replacement of the cooker.                                      |
| Buryfields Infant School                | - £2000 towards the purchase and installation of 16 ipads for use by the children. |
| Citizens Advice Hart District           | - £1500 to continue to build outreach work in the parish.                          |
| Little Wings Nursery                    | - £350 towards sessions with Boogie Beats.   |

It was agreed that the application for £4000 for curtains in the Cross Barn was too high and that the committee would look at budgeting to contribute to CAB in the next financial year. It was also agreed to advise Little Wings that OPC would like to see future applications for capital expenditure only.

**There being no further business the meeting closed at 8.55pm.**

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
AMENITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 JULY 2017 COMMENCING AT 8.55PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fleming and Harris; District Cllr Crookes; 8 members of the public

**17/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Faulkner.

**18/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**19/17 APPROVAL OF THE FOLLOWING MINUTES**

12 June

08/17 - 16/17

The above minutes were accepted as an accurate record.

**20/17 RECEIVE THE FEEDBACK FROM THE TENNIS CLUB REGARDING THE PROPOSED HEADS OF TERMS AND AGREEMENT ON THE NEXT STEPS**

As per the committee's agreement at the last meeting, the clerk had asked the tennis club (OTC) to put their feedback in writing for the committee to consider and had advised the club that the cost of a solicitor to prepare the lease would be £750. Their feedback had been circulated to all prior to the meeting and contained concerns regarding: - public access, the condition of the courts and the length of lease, cost of the lease, insurance, incorporation of the club and ownership of assets (Appendix 16).

OTC advised that they are suggesting a booking system for the public court via Clubspark which will also allow payment to be made on-line. Once payment has been made, the issued receipt would include the padlock code. OTC are suggesting an increase in the hourly rate from £4 to £5 to cover the cost of Clubspark. This system will allow both members of the public and OTC members to book the third court on a first come first served basis, which means that there will be no allocated times for public use only of the court. The system allows the court to be booked 6 days in advance for an hour only. It needs to be agreed if OTC will bank the fees.

OTC questioned who would be inspecting the condition of the courts prior to the start of the lease and requested that the club have a "right to renew" clause in the lease at the termination of the 25 years as without this the club would be discouraged from investing in further improvements and repairs if they won't have the benefit of the renewed courts. It was agreed to look at what happened with the bowls club lease and to consider the "right to renew".

OTC believe that it is usual for the landlord to produce the lease and the tenant to seek its own legal advice if necessary. The club is reluctant to use reserves for the preparation of the lease. OPC reminded OTC that asking them to pay for the lease is in keeping with the recent renewal of the bowls club lease. It was suggested by a Cllr that as a compromise perhaps the contribution towards maintenance that OTC pay to OPC could be used for the lease, if there is sufficient funds after the requested tree works by OTC are paid for. OTC questioned the use of this money for tree works, believing it was towards court maintenance. It was agreed that the clerk would look into the balance after the tree works.

OTC have asked what OPC's insurance policy currently covers with regard to the courts, floodlights, fencing and pavilion to enable them to investigate a similar policy. This will be looked into by the clerk. OTC advised that none of the committee are prepared to take legal responsibility for signing a lease and they are currently looking into the best structure for the club to take on the lease. They are looking at various options, suggested by the LTA which include the possibility of registering as "Ltd by guaranteed" which would require a committee meeting, followed by an EGM to be called to be approved by the majority of the clubs membership.

OTC understands the land on which the courts are sited belongs to the Odiham Sports Centre Trust to which OPC is the sole trustee. They are querying ownership of assets like the floodlights, pavilion and the third court, believing that OTC owns them and have been advised not to enter into a lease until ownership is clear. They have also been advised that as the owner of these assets, they should not be included in the lease. It was agreed that this would be looked into. OTC also commented that the lease should be with Odiham Sports Centre Trust with OPC as sole trustee.

It was commented by OPC that without a lease both OTC and OPC are left exposed and that the committee would consider the above feedback at the next meeting.

**21/17 CONSIDERATION AND AGREEMENT ON A 5 YEAR PLAN FOR THE AMENITY COMMITTEE**

The draft 5 year plan for the amenity committee had been circulated to the committee prior to the meeting (Appendix 17).

It was agreed to consider adding the following projects:-

- NH Plan projects - Dunleys Hill
- Re-instating the duck pond at Chapel Pond/Dunleys Hill
- Lids on all bins in play areas
- Junior rec facility - to include updating of the basketball court to a MUGA, a grass based football pitch, junior play equipment, a shelter and modest parking by the lower gate. All dependant on the covenant and finances.
- Gates to the parish and bulb planting - KC advised the rejuvenation project lead by Cllr Morris is no longer available.
- Cycle paths in partnership with the traffic and transport committee.
- Re-furbishing/upgrading/re-siting of King Street toilets.
- Support the upgrading of NW village hall.
- Support the upgrading of the Baker hall.
- Support to the proposed canal boat basin and visitor centre.

**22/17 CONSIDERATION AND AGREEMENT ON WORKS FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR**

The chair had asked committee members for ideas prior to the meeting for works to be carried out by the Lengthsman. This item was deferred until the next meeting.

**23/17 RECEIVE QUOTES TO REPAIR THE BROKEN POST AND RAIL FENCE AROUND THE LAND AT DUNLEYS HILL AND APPOINTMENT OF A CONTRACTOR**

**It was resolved** to accept the quote for £385 to break out the concrete on 7 broken posts and supply and fit new ones using concrete post mix (Appendix 18).

**There being no further business the meeting closed at 9.40pm.**

**Signed.....**

**Date.....**