

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON  
MONDAY 2 OCTOBER 2017 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Faulkner, Fellows, Harris, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Gorys; 22 members of the public

**FULL COUNCIL**

**137/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bell, David, Fleming and Robinson-Giannasi. District Cllrs Crookes and Kennet and County Cllr Gorys also sent their apologies.

**138/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**139/17 PUBLIC SESSION**

The resident who had written to the council regarding a request for funding for a responder bag to be considered under item 146/17 addressed the council. He advised that the two qualified first responders cover an 8 mile radius and are currently sharing the kit, which costs £2500 to purchase.

*The resident was thanked for doing this and advised that the council would need to consider how they could help.*

**140/17 APPROVAL OF THE FOLLOWING MINUTES**

Monday 4 September 115/17 - 136/17

The above minutes were approved by the majority vote.

**141/17 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 7 August 24/17 - 36/17

Community 7 August 30/17 - 40/17

Planning 29 August 63/17 - 73/17

Traffic and Transport 8 August 31/17 - 47/17

The above minutes were received and noted.

**142/17 CHAIRMAN'S ANNOUNCEMENTS**

None.

**143/17 CLERK'S REPORT**

The clerk reminded Cllrs that it was agreed at the meeting on 11 January 2016 that there would be an advisory deadline for circulating documents for Monday meetings on the Wednesday prior to the meeting to allow everyone time to read and digest them. This also gives the office time to copy them for the meeting information packs available to residents who attend the meeting. This was reviewed in

November 2016. As some Cllrs are now circulating reports over the weekend, it doesn't give the office much time to copy them and add them to the packs. It also perhaps doesn't give Cllrs adequate time to read them and digest them. If reports are not received by the office on the Wednesday prior to the meeting, then we may not have time to copy them, resulting in them not being included in the packs. Chairs of committees may also decide to defer items due to inadequate time to read and digest reports to enable all Cllrs to make informed decisions.

The clerk also reminded Cllrs about the use of social media. As with emails, she suggested that Cllrs make it clear that posts are made as an individual and that this is the Cllrs opinions/views/statements and not necessarily the councils.

#### **144/17 APPROVAL OF THE SIGNING OF AUGUST'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of August's bank reconciliation by the chairman (Appendix 1).

#### **145/17 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 2 P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

#### **146/17 RECEIVE CORRESPONDENCE RECEIVED BY THE COUNCIL AND AGREEMENT ON ANY REQUIRED RESPONSE:**

- **REQUEST FOR OPC TO CONSIDER RELEASING FUNDS TO ASSIST WITH THE PURCHASE OF A SECOND RESPONDER BAG**

A report outlining the request from a local resident who has qualified as a SCAS (South Central Ambulance Service) co-responder to consider releasing funds to assist with the purchase of a second responder bag had been circulated to all prior to the meeting (Appendix 3).

The resident advised that he will also be asking other local parish councils to contribute. Cllr Gorys advised that the Chairman of Hart DC has made First Responders one of his charities for the year.

It was agreed that Cllrs would consider funding options to discuss at the next meeting.

#### **147/17 CONSIDERATION AND AGREEMENT ON THE PRINCIPLES FOR AN INVESTMENT STRATEGY FOR OPC**

A report reminding Cllrs that this has been an agenda item since June, initiated by the former finance committee in April 2017 and details of a presentation at the recent SLCC branch meeting on investment opportunities had been circulated to all prior to the meeting (Appendix 4).

As Cllr Bell was not present at the meeting, it was agreed to defer this item.

#### **148/17 APPROVAL AND ACCEPTANCE OF THE ANNUAL RETURN RECEIVED BACK FROM THE EXTERNAL AUDITOR**

The signed annual return from the external auditor along with the issues arising report had been circulated to all prior to the meeting (Appendix 5). The clerk advised that the notice of conclusion of audit had been displayed in the noticeboard and on the website on 18 September. It would remain there for the required 14 days.

**It was resolved** to approve and accept the annual return received back from the external auditor for the year ended 31 March 2017.

#### **149/17 CONSIDERATION AND AGREEMENT ON A RESPONSE TO THE RESIDENTS WHO ADDRESSED THE COUNCIL AT THE PREVIOUS MEETING**

A draft response to the residents who addressed the council at the previous meeting had been circulated to all prior to the meeting (Appendix 6).

Cllr Fellows had also circulated his proposed response regarding the concern over the use of the phrase “misleading positioning” which he also read out (Appendix 7). Concern was expressed from Cllr Faulkner regarding the mistakes in his document and the fact that he believed that Cllr Fellows’ post on Facebook released private and confidential information. He called Cllr Fellows to a point of order and commented that the council had reached an entirely different conclusion to the one that Cllr Fellows had read out. Cllr Fellows said that Cllr Faulkner had libeled him.

It was agreed by the majority vote to accept the clerks draft response to the residents which she would send to the residents.

#### **150/17 RESOLUTION TO APPROVE THE AMENDMENTS TO OPC’S CODE OF CONDUCT AS PER THE RECOMMENDATION FROM THE CHIEF EXECUTIVE AT HART DC**

A report detailing the response from the Chief Executive at Hart DC regarding the question that OPC had asked after the last meeting regarding the proposed changes to the Code of Conduct had been circulated to all prior to the meeting (Appendix 8).

**It was resolved** by the majority vote to approve the amendments to OPC’s Code of Conduct as per the recommendation from the Chief Executive at Hart DC.

#### **151/17 AGREEMENT ON OPC’S RESPONSE TO THE SE WATER DRAFT DROUGHT PLAN 2017 CONSULTATION**

Details of the draft drought plan for the period of 2018 to 2023 for consultation from SE Water had been circulated to all prior to the meeting (Appendix 9).

It was agreed that OPC had no comments to make.

#### **152/17 RESOLUTION TO APPROVE THE REQUESTED EXPENDITURE FROM THE AMENITY COMMITTEE TO USE RESERVES TO RE-DECORATE THE INSIDE OF CHAPEL COTTAGE AND FOR THE PURCHASE OF THE REQUIRED WHITE GOODS**

A report detailing the request from the amenity committee to use reserves to pay for the internal re-decoration of Chapel Cottage at a cost of £2160 and the purchase of new white goods at a cost of £708 had been circulated to all prior to the meeting (Appendix 10).

**It was resolved** by the majority vote to approve the use of reserves to pay for the internal re-decoration of Chapel Cottage and the purchase of new white goods as requested by the amenity committee.

#### **153/17 RESOLUTION TO APPOINT THE CONTRACTOR TO CARRY OUT PHASE 1 OF THE ALLOTMENT PROJECT AS PER THE RECOMMENDATION FROM THE AMENITY COMMITTEE**

A report detailing the recommendation from the amenity committee to appoint contractor 2 to carry out phase 1 of the allotment project had been circulated to all prior to the meeting (Appendix 11).

**It was resolved** to appoint contractor 2 to carry out phase 1 of the allotment project at a cost of £33,737.18 + VAT as per the recommendation from the amenity committee.

#### **154/17 NOTE THE FREEDOM OF INFORMATION REQUEST TO RECEIVE APPENDIX 18 FROM THE AUGUST 2017 MINUTES**

The Freedom of Information request to receive appendix 18 from the August 2017 minutes was noted. The clerk confirmed that the request was actioned within the required time scale.

#### **155/17 RESOLUTION TO APPROVE THE DOCUMENT PRINCIPLES GOVERNING OPC'S ENGAGEMENT AND CONSULTATION PROCESS**

Following on from the suggestion at the previous meeting, the clerk had drafted and circulated a report and a document on the principles governing OPC's engagement and consultation process (Appendix 12). The report advised Cllrs that the document is based on documents approved by other parish councils and the NH Planning Guidance note 12 – best practice community engagement techniques.

The clerk had specifically asked for Cllrs input before this document was made available to the public. No feedback was received by Cllrs, but the clerk had received comments from members of the public on her document, which had obviously been shared by a Cllr.

Cllr Fellows had also composed a document on principles governing OPC's engagement and consultation process which had been circulated to all prior to the meeting and shared on Facebook (Appendix 13).

**It was resolved** by the majority vote to approve the clerk's document on principles governing OPC's engagement and consultation process.

#### **156/17 CONSIDERATION AND AGREEMENT ON WHICH DOCUMENTS AND DATA ARE STILL REQUIRED TO BE HELD IN RELATION TO THE NH PLAN**

A report advising that Hart DC have advised that there is no reason to hold personal details in relation to the NH Plan but that OPC should continue to hold background studies and evidence used to form the Plan had been circulated to all prior to the meeting (Appendix 14). The report also outlined the process that the data controller from the former NH Plan SG is going to action to delete personal details from the data that they hold.

It was agreed to ask Hart DC to confirm the time scale that the Plan could be challenged before making a decision on which documents and data are still required to be held in relation to the NH Plan.

It was also agreed to make a decision on whether the drop box account is still required after it has been transferred to the clerk and Cllrs are therefore more aware of what is still in it.

#### **157/17 RESOLUTION TO APPROVE THE EXPENDITURE REQUIRED FOR THE USE OF SURVEY MONKEY**

A report detailing the fact that the amenity committee agreed at its recent meeting to use Survey Monkey as a means of consulting residents on junior recreation, teenage recreation and the King Street toilets and details of the cost for subscriptions for Survey Monkey had been circulated to all prior to the meeting (Appendix 15).

**It was resolved** by the majority vote that the clerk would set up the standard Survey Monkey account which has one user and an annual subscription of £372.

#### **158/17 CONSIDERATION OF BUDGET PROPOSALS FOR THE GENERAL ACCOUNT**

A draft proposed budget for the general account had been circulated to all prior to the meeting (Appendix 16 P&C).

It was agreed to consider increasing the subscription heading to include the annual Survey Monkey fee.

*The meeting closed at 8.23pm and re-opened at 8.44pm to consider the below items.*

**159/17 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.

**160/17 RECEIVE AN UPDATE ON THE PROPOSED RURAL EXCEPTION SCHEME IN THE PARISH AND A RESOLUTION ON HOW OPC WISHES TO PROGRESS THIS**

A private and confidential report detailing two possible sites for a rural exception scheme in the parish had been circulated to all prior to the meeting (Appendix 17 P&C).

**It was resolved** to remain engaged and offer support whilst we can. OPC looks forward to seeing a feasibility study on all of the sites.

*Cllr Fellows and Stewart and the clerk left the meeting.*

**161/17 RECEIVE THE SUBJECT ACCESS REQUEST FROM A CLLR AND A RESOLUTION ON HOW OPC WILL RESPOND**

Details of the subject access request from a Cllr had been circulated to all prior to the meeting (Appendix 18 P&C).

Cllr Hale was appointed to take minutes.

The subject access request was carefully considered taking into account the interests of all parties. Following guidance from HALC and the Information Commissioners Office, the subject access request was declined. It was further agreed that as we were unable to grant the request, the £10 fee should be returned.

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

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
COMMUNITY COMMITTEE  
HELD IN ALL SAINTS CHURCH, THE BURY ON  
MONDAY 2 OCTOBER 2017 COMMENCING AT 8.23PM**

Present: Cllrs Hale (Chair), Faulkner and Worboys

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows, Harris and Stewart; District Cllr Gorys; 3 members of the public

**49/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bell, David and Robinson-Giannasi.

**50/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**51/17 APPROVAL OF THE FOLLOWING MINUTES**

4 September

41/17 - 48/17

The above minutes were accepted as an accurate record.

**52/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was suggested to include details about the village calendar, the amenity committee surveys, the appointing of a contractor to carry out phase 1 of the allotment project and the Spooktacula.

It was agreed that the chair would circulate a full list of information to be agreed by the committee via email to be added to the Facebook page.

**53/17 RECEIVE AN UPDATE ON THE SPOOKTACULA INCLUDING THE APPROVAL OF THE EXPENDITURE OF £180+VAT ON BANNERS FOR THE A FRAMES**

The chair advised that there is a meeting later this week and that plans are progressing well for the Spooktacula event.

It was agreed to approve the expenditure of £180+VAT for the purchase of banners for the A frames.

**54/17 RECEIVE AN UPDATE REGARDING THE FORMATION OF A SUB-COMMITTEE FOR THE COMMUNITY AWARDS INITIATIVE**

The chair advised that he will be making contact with all parties shortly and will provide a full update at the November meeting.

**55/17 RECEIVE AN UPDATE ON THE PA SYSTEM**

This item was deferred although it was noted that the PA system will be used for Carols in The Bury and possibly at the Christmas Extravaganza.

**56/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100<sup>TH</sup> ANNIVERSARY OF WW1**

The chair advised that schools will be including the commemoration of the 100<sup>th</sup> anniversary of WW1 as part of the curriculum and that he is waiting to receive details from the Queen's Pageant Master regarding national celebrations.

**57/17 FINALISE THE CONTENT OF THE AUTUMN NEWSLETTER**

Unfortunately due to the late submission of articles and the workload of the office, the clerk was only able to show the committee a very draft copy of the newsletter at the meeting. She advised that there are still a few gaps that will need to be filled.

It was agreed that the clerk would ask the printer to confirm their latest deadline to enable the newsletter to be delivered to residents in time to advertise the Spooktacula on 28 October. If this deadline can't be met, then the article advertising the event will need to be removed from the front page.

**58/17 AGREEMENT ON THE INITIATIVES FOR MARKING THE 100<sup>TH</sup> ANNIVERSARY OF THE RAF**

The chair had circulated a discussion document for marking the 100<sup>th</sup> anniversary of the RAF to all prior to the meeting (Appendix 19). He advised that there seems to be an appetite for a street party and the suggested pram/soap box race. Due to disappointment at the previous street party arranged to celebrate the Queen's 90 birthday, the aim this time would be to extend the previous road closure to allow for more people to attend. It was however noted that any street party would be subject to assistance from the RAF in the loaning of tables and help on the day.

It was agreed to continue exploring the possibility of a street party and pram/soap box race and to consider budget costings at the next meeting.

**59/17 CONSIDERATION AND AGREEMENT ON THE PURCHASE OF CHRISTMAS TREES**

The clerk reminded the committee about the requirement to have a licence from Hart DC to install the large tree on the pavement (approx. cost of £250) and the previous issues with installation and insurance. Cllr Harris advised that new batteries will be required for the lights on the small trees and that OPC will also need to purchase 6 or 7 sets of lights for them.

It was agreed to purchase 1 x 18ft tree at £340, 1 x 6ft tree at £45 and a maximum of 15 x 4ft trees at a cost of £15 each.

Cllr Harris offered to visit all the business on the High Street where a tree could be installed to ask for their permission and confirmation that their public liability insurance covers the tree prior to OPC placing the tree order.

As per the arrangement last year, it is hoped that the trees will be installed by volunteers.

**60/17 RECEIVE AN UPDATE ON THE PURCHASE OF AN OUTDOOR STAGE AND AGREEMENT ON THE COST**

This item was deferred.

**61/17 RECEIVE AN UPDATE ON THE VILLAGE CALENDAR INITIATIVE**

The chair advised that All Saints Church have received a number of entrants and are engaging with the local businesses regarding the prizes. The website has been set up again free of charge.

**62/17 CONSIDERATION OF BUDGET PROPOSALS FOR THE COMMITTEE**

A proposed draft budget had been circulated to all prior to the meeting (Appendix 20).

It was agreed to include the suggested street party, a possible contribution to the CAB as discussed during the July meeting and to look at what events InOdiham are considering holding next year.

**There being no further business the meeting closed at 8.44pm.**

**Signed.....**

**Date.....**