

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 5 FEBRUARY 2018 COMMENCING AT 7.35PM**

Present: Cllrs Hale (Chair), Bell, David (8pm), Faulkner, Fellows, Fleming, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: County Cllr Glen; District Cllr Crookes; 45 members of the public

FULL COUNCIL

222/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Harris. District Cllr Gorys also sent his apologies.

223/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Fellows and Faulkner declared a personal interest in item 243/17; Cllr Fleming declared a non-pecuniary interest in item 237/17 and Cllr Hale declared a non-pecuniary interest in item 240/17.

224/17 PUBLIC SESSION

A resident addressed the council on his personal assessment of the new planning application for the Deer Park (Appendix 1).

The chairman thanked the resident for his comments and confirmed that his address would form an appendix to the minutes as requested.

A resident addressed the council to express her concern and that of other residents at OPC's inconsistent application of the NH Plan (Appendix 2).

The chairman thanked the resident for her address, confirmed that her comments had been noted and in response to her questions, advised that Hart DC had informed OPC "whilst the NP team did a diligent job in putting together the NP, the number of new dwellings identified for each site could only be indicative and cannot be seen as being prescriptive. There will therefore, be clearly ebbs and flows as development proposals are worked up in detail. Some developments will achieve more and some may be less".

225/17 APPROVAL OF THE FOLLOWING MINUTES

Monday 8 January 198/17 - 221/17
The above minutes were approved by the majority vote.

226/17 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 29 September 61/17 - 74/17
Community 4 December 81/17 - 89/17
Planning 20 November 115/17 - 126/17
The above minutes were received and noted.

227/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to pass on OPC's condolences on hearing the sad news about the death of Mick Paull, who was the Watch Manager at Odiham Fire Station. Condolences were expressed to his family, friends and work colleagues.

228/17 CLERK'S REPORT

The Clerk advised Cllrs that the appointed monitoring group for the NH Plan had met recently and she was busy preparing the notes from the meeting. There will be a future agenda item for the full council to receive a report from this meeting.

The Clerk advised that Hart DC have allowed OPC an extension until 26 February for our comments on the planning application for 17/03029/FUL - Land on the north side of Dunleys Hill.

229/17 APPROVAL OF THE SIGNING OF DECEMBER'S BANK RECONCILIATION BY THE CHAIRMAN

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

230/17 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 P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

231/17 CONSIDERATION AND AGREEMENT ON THE PRINCIPLES FOR AN INVESTMENT STRATEGY FOR OPC

The Chairman thanked Cllr Bell for the comprehensive report on an investment strategy proposal for OPC that had been circulated to all yesterday (Appendix 5). Due to the lateness of the report, he suggested that the item be deferred to allow Cllrs to read and understand the proposal.

Cllr Fleming made a number of points about the proposal, suggesting that it was too much of a risk for a council to consider and believed that only fixed term investments should be considered.

It was agreed by the majority vote to defer this item until the next meeting which would allow Cllrs to ask questions to both Cllrs Bell and Fleming who both appeared to have good and valid opinions on the proposal before voting on it.

232/17 CONSIDERATION OF THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

A report on the arrangements so far for the APA had been circulated to all prior to the meeting (Appendix 6). Two venues have been provisionally booked for the suggested dates of 22 and 23 May, but unfortunately the Station Commander is unavailable on both of these dates.

It was agreed that as it is the 50th anniversary of the Odiham Conservation Area, Cllr Fleming would look at the possibility of someone who could speak about this and the Clerk would look at other dates for the Stations Commanders availability.

It was agreed to approve the venue electronically.

233/17 CONSIDERATION OF THE FEEDBACK FROM HALC REGARDING OPC'S REQUEST FOR THEM TO BE NAMED AS THE INDEPENDENT PARTY TO REVIEW APPEALS WITH REFERENCE TO THE COUNCIL'S POLICY ON PERSISTENT, VEXATIOUS AND UNREASONABLE CUSTOMER BEHAVIOUR AND AGREEMENT ON THE NEXT STEPS

The feedback from HALC regarding OPC's request for them to be named as the independent party to review appeals with reference to the council's policy on persistent, vexatious and unreasonable customer behaviour had been circulated to all prior to the meeting (Appendix 7).

HALC have agreed to be named in this way as the ALC and have advised that they have a number of people who would be able to review appeals. The charge would be at the normal LCPD rate of £250 per day.

It was agreed to include this update in the annual review of the policy for approval at the May meeting.

234/17 RECEIVE HARTLEY WINTNEY PARISH COUNCIL'S REQUEST FOR FEEDBACK ON THEIR DRAFT NH PLAN AND AGREEMENT ON OPC'S COMMENTS

Hartley Wintney parish council's request for feedback on their draft NH Plan had been circulated to all prior to the meeting (Appendix 8). Cllr Fleming advised that the Plans objectives include ensuring that developments include affordable housing (3), provide supported living accommodation to enable older residents to stay in Hartley Wintney (7) and maintaining green gaps to preserve the identity of Hartley Wintney and safeguard against coalescence with neighbouring settlements (10). The Plan also supports the reduction in light pollution which results in improved views of the night sky.

It was agreed by the majority vote to offer support to Hartley Wintneys objectives 3, 7 and 10 in their draft NH Plan and to also support the reduction in light pollution which results in improved views of the night sky mentioned under distinctive views.

235/17 REVIEW OF THE THIRD QUARTER ACTUAL TO BUDGET INCLUDING THE STATEMENT OF VARIANTS

The actual to budget for the third quarter including the statement of variants had been circulated to all prior to the meeting and was reviewed by the council (Appendix 9).

236/17 REVIEW AND APPROVAL OF THE RISK ASSESSMENT AND INTERNAL CONTROLS FOR THE COUNCIL

An updated risk assessment and internal controls for the council had been circulated to all prior to the meeting (Appendix 10).

It was resolved to approve the circulated risk assessment and internal controls for the council after the amendment of a typing error on page 4.

237/17 RECEIVE THE CORRESPONDENCE FROM THE RURAL HART ASSOCIATION REGARDING HART DC'S LOCAL PLAN AND AGREEMENT ON ANY NEXT STEPS

Correspondence from the Rural Hart Association regarding Hart DC's Local Plan had been circulated to all prior to the meeting (Appendix 11).

It was agreed to invite a representative from the Rural Hart Association to attend the next meeting to give a short presentation to the council and to add their correspondence to the website.

It was also noted that Hart DC's Local Plan will be published on 9 February and there will be a six week period where representations can be made, up until 26 March 2018. This information would also be added to the website. OPC would need to agree on any representations at the March meeting, where it was suggested to invite a representative from Hart DC to attend.

238/17 RECEIVE THE FINANCIAL RISK ASSESSMENT FROM THE INTERNAL AUDITOR AND AGREEMENT ON THE PRIORITIES FOR THE LIST OF RECOMMENDATIONS

The financial risk assessment from the internal auditor had been circulated to all prior to the meeting along with suggested priorities by the Clerk for the list of recommendations (Appendix 12).

It was agreed to approve the Clerk's suggested priorities for the list of recommendations.

239/17 RESOLUTION TO APPROVE THE DEFENCE FOR THE COUNCIL REGARDING THE CLAIM RECEIVED FROM THE PREVIOUS TENANT AT CHAPEL COTTAGE FROM THE COUNTY COURT

A draft defence for the council regarding the claim received from the previous tenant at Chapel Cottage from the County Court had been circulated to all prior to the meeting (Appendix 13).

It was resolved to approve the circulated defence for the council regarding the claim received from the previous tenant at Chapel Cottage from the County Court.

Cllr Hale left the meeting table for this item.

240/17 RECEIVE A REQUEST FROM HART DC REGARDING THE ROAD NAME FOR THREE NEW PROPERTIES OFF RUNNYMEDE DRIVE AND AGREEMENT ON OPC'S SUGGESTIONS

Details of the request from Hart DC regarding the road names for three new properties off Runnymede Drive had been circulated to all prior to the meeting (Appendix 14).

It was resolved to suggest to Hart DC that the new road be named either Granville Close, Leicester Close or Evesham Close.

The meeting closed at 8.30pm and re-opened at 9.20pm for the following items. Cllr Fleming was not present for the following items.

241/17 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS

It was resolved by the majority vote to exclude the public and press from the meeting as per the Local Government Act as item 242/17 contains information relating to a person and salaries and item 243/17 is about an individual and may reveal the identity of a member of the public.

242/17 NOTE THE CEMETERY OFFICER'S INTENTION TO RETIRE, AGREEMENT ON THE PROPOSAL FOR RESTRUCTURING OF OFFICE STAFF AND THE RECRUITMENT PROCESS

A report outlining the cemetery officer's intention to retire and a proposal for restructuring the office staff and the recruitment process had been circulated to all prior to the meeting (Appendix 26 P&C).

The cemetery officer was thanked for her many years of service to OPC and it was noted that she intends to retire as of 31 March 2018.

The proposal for the office restructuring and recruitment process outlined in the private and confidential report was agreed by all, as was the proposed salary of LC1 SP16 to SP20.

243/17 RECEIVE CORRESPONDENCE FROM THE MONITORING OFFICER AT HART DC REGARDING A CODE OF CONDUCT COMPLAINT SUBMITTED FROM CLLR FELLOWS AND AGREEMENT ON OPC'S NEXT STEPS

A report including the correspondence from the Monitoring Officer at Hart DC regarding a Code of Conduct complaint submitted by Cllr Fellows had been circulated to all prior to the meeting along with correspondence between the Chairman and the Monitoring Officer (Appendix 27 P&C).

Cllrs Faulkner and Fellows addressed the meeting for 3 minutes each. The Clerk reminded Cllr Fellows about the definition of pre-determination - "when someone has a closed mind, with the effect that they are unable to apply their judgement fully and properly to an issue requiring a decision" and then both Cllrs left the room.

It was agreed by the majority vote that there was no complaint to answer to and Cllrs noted the Monitoring Officers statement "that it seems pointless wasting public money on revisiting what essentially is a dispute between the conflicting opinions of two Cllrs - that's a matter of free speech". OPC as a result see's no merit in progressing this complaint further.

Cllr Stewart left at 9.50pm.

It was also agreed that the Clerk would remind all Cllrs about extending professional courtesy to each other.

There being no further business the meeting closed at 9.55pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY COMMITTEE
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 5 FEBRUARY 2018 COMMENCING AT 8.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Crookes; 8 members of the public

86/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None.

87/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

88/17 APPROVAL OF THE FOLLOWING MINUTES

8 January

75/17 - 85/17

The above minutes were approved by the majority vote.

89/17 RECEIVE AN UPDATE ON THE RE-LETTING OF CHAPEL COTTAGE INCLUDING APPROVAL OF ANY REQUIRED EXPENDITURE

Details of the re-letting of Chapel Cottage and the required expenditure had been circulated to all prior to the meeting (Appendix 15).

The Clerk updated the committee that the new tenancy will start on 13 February and that the agreed monthly rent will be £1100. The Clerk also advised that the dispute with the previous tenant regarding the cost for cleaning of the windows and emptying of the cesspit is still with the dispute service and that neither of these items have been dealt with.

It was agreed to approve the expenditure as per the report for the cleaning of the cottage, the emptying of the cesspit, cleaning of the windows and the remedial works following the Legionnaires risk assessment to ensure that the cottage is of a high standard at the start of the new tenancy.

90/17 RECEIVE THE AUDIT OF THE LITTER BINS IN THE PARISH

The Chair advised that there are 55 bins in the parish - 10 in North Warnborough, 1 at Broad Oak and 44 in Odiham. He believes that they are evenly spread, but there may be a requirement to consider installing two new bins - at Laurel Close/The Street and on the Farnham Road near the new developments. This maybe something to include in the next year's budget considerations.

91/17 RECEIVE AN UPDATE ON THE ALLOTMENT PROJECT AND APPROVAL OF WORKS THAT CAN BE CARRIED OUT UNDER PHASE 2 WITHIN THE SET BUDGET

A report giving an update on the allotment project had been circulated to all prior to the meeting (Appendix 16).

The committee was advised that the office should receive 3 quotes for Phase 2 to be considered at

the next meeting. Cllr Worboys advised that he will send over his outstanding works/snagging list for Phase 1 to the office this week for them to add their comments to and then send to the contractor.

It was agreed to consider the finances of the project once the quotes for Phase 2 have been received.

92/17 REVIEW THE DRAFT ALLOTMENT TENANCY AGREEMENT AND CONSIDERATION IF LEGAL ADVICE SHOULD BE OBTAINED TO REVIEW IT

A report including a draft allotment tenancy, allotment rules, key form and allotment form had been circulated to all prior to the meeting (Appendix 17).

It was agreed to approve the draft allotment tenancy but to agree on the allotment fee at a future meeting. The committee would like to see the fess charged by local councils before agreeing on a fee for Hook Road.

93/17 CONSIDERATION OF THE PROPOSAL FROM THE ODIHAM SOCIETY REGARDING THE RESTORATION/MAINTENANCE TO THE STOCKS

An update from the Odiham Society regarding their proposal regarding the restoration/maintenance to the stocks had been circulated to all prior to the meeting and the opinions expressed by them noted (Appendix 18).

It was agreed to add the stocks to the 5 year plan for the committee and to consider the situation when looking at budgets next.

94/17 CONSIDERATION OF THE REQUEST FROM THE ODIHAM SOCIETY TO USE THE SOUTH CHAPEL AS A DISCOVERY CENTRE AS PART OF THEIR PLANS TO MARK THE 100TH ANNIVERSARY OF THE END OF WW1

An update on the request from a former member of the Odiham Society to use the South Chapel as a discovery centre as part of their plan to mark the 100th anniversary of the end of WW1 had been circulated to all prior to the meeting (Appendix 19).

Cllr Hale advised that the local schools have requested a meeting with local organisations to consider the various options regarding the plans to mark the 100th anniversary of the end of WW1.

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

95/17 REVIEW OF THE CEMETERY RULES AND RECEIVE AN UPDATE ON BREACHES IN THE RULES AND AGREEMENT ON THE NEXT STEPS

A report including the current rules for the cemetery and a draft letter had been circulated to all prior to the meeting (Appendix 20).

The committee agreed that the rules had been reviewed and that they had been updated on the current breaches in the rules. Whilst they noted that the cemetery is a sensitive area, it was agreed that people need to abide by the rules for the benefit of others.

It was agreed that the office would send out the draft letter to all grave owners that are in breach of the rules and that the committee will agree on a statement for the press for future use if disagreements occur. It was also suggested that an update on the situation would be included in the next newsletter.

96/17 CONSIDERATION OF THE REQUEST FROM THE TENNIS CLUB TO TAKE OVER THE BOOKINGS FOR THE PUBLIC COURT FROM 1 APRIL AND AGREEMENT ON WHO SHOULD BANK THE PAYMENTS IF THIS IS AGREED

Details of the tennis clubs request to take over the bookings for the public court from 1 April had been circulated to all prior to the meeting (Appendix 21).

It was agreed that as the lease between OPC and the tennis club is not ready for signing yet, OPC is happy for the tennis club to take bookings for the public court and to bank the fees. At the meeting in August 2017, the committee agreed that in principle, OPC was happy with the booking system that allows anyone to book the public court on a first come first served basis but would want to see an annual report on the public bookings. It is understood that the 3rd court will still be dedicated for public use.

It was also agreed to advertise this new arrangement in the parish news and next newsletter.

97/17 RECEIVE QUOTES FOR WORKS TO THE WAR MEMORIAL AND APPOINTMENT OF A CONTRACTOR

Details of the quotes received for works to the War Memorial had been circulated to all prior to the meeting (Appendix 22).

It was agreed to accept the quotation from contractor 3 for the sum of £810 +VAT to refurbish the War Memorial and the surrounding steps and paving.

98/17 AGREEMENT ON FURTHER WORKS FOR THE LENGTHSMAN

Details of the outstanding works for the lengthsmen had been circulated to all prior to the meeting (Appendix 23).

It was noted that as the footpaths officer has been unable to give details of footpaths requiring works, the Chair volunteered to have a look at footpath 21 which has been reported as overgrown and the public will be asked to help with ideas on Facebook.

It was agreed to add the painting of the railings in North Warnborough opposite the Mill House with white hammerite paint.

99/17 AGREEMENT TO THE PURCHASE OF DOG POO BAGS FROM HART DC

It was agreed to the purchase of dog poo bags from Hart DC at a cost of £12.50 per box of 1000 when required.

100/17 RECEIVE THE REPORT FROM THE ENGAGEMENT WITH MAYHILL AND BURYFIELDS PUPILS REGARDING THE JUNIOR RECREATION PROJECT AND AGREEMENT ON THE NEXT STEPS

The report from the engagement with Mayhill and Buryfields pupils regarding the junior recreation project had been circulated to all prior to the meeting (Appendix 24).

It was agreed to add this report to the website. Cllr Hale advised that the engagement had been a positive exercise, with input being received from both pupils and teachers.

It was agreed to approve the revised tender document circulated by the Clerk (Appendix 25) which would be added to Contracts Finder. The closing date for tenders is 23 March 2018.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 5 FEBRUARY 2018 COMMENCING AT 9.05PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 2 members of the public

101/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None.

102/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

103/17 APPROVAL OF THE FOLLOWING MINUTES

8 January 90/17 - 100/17
The above minutes were accepted as an accurate record.

104/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to add the Local Plan consultation dates; an update on the allotments, NH Plan MG, junior rec, RAF 100, toilet refurbishment, dog poo bags and footpath works to the Facebook page.

105/17 RECEIVE AN UPDATE ON THE PA SYSTEM

Cllr Bell advised that he is aware that claims for purchases that he has made for the PA system need to be made before the end of the financial year.

Cllr Hale advised that the working party set up to progress the initiatives for marking RAF 100 are hoping to use the PA system on 9 June.

106/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100TH ANNIVERSARY OF WW1

The Chair advised that the working party is not set up yet to commemorate the 100th anniversary of WW1 but there are plans being made by a number of organisations in the parish. The school is arranging a large poppy of pupils faces; there is the bell toll; The Odiham Society are looking at an installation in the south chapel and OPC has committed to lighting the beacon. It was requested to keep this as an agenda item for future meetings.

107/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO PROGRESS THE INITIATIVES FOR MARKING THE 100TH ANNIVERSARY OF THE RAF

The Chair advised that the RAF have committed to the event both with man power and tables. Hart DC have asked to support the event and the working party is meeting monthly. The box cart race has been advertised and is getting interest. The risk assessment for the box cart race will need to be

viewed by the insurance company.

108/17 RECEIVE AN UPDATE REGARDING THE FORMATION OF A SUB-COMMITTEE FOR THE COMMUNITY AWARDS INITIATIVE

The Chair advised that an email has been sent to representatives in the community about reviewing nominations for the award and that the process to nominate people will be outlined in the next newsletter.

109/17 CONSIDERATION OF THE CONTENT FOR THE SPRING NEWSLETTER AND AGREEMENT ON THE DELIVERY DATE

It was agreed that the spring newsletter needs to arrive with residents approximately 10-14 days before the APA to ensure residents are aware of the details for it. The Clerk advised that the quote received from the printer are: 4 pages = £1850.12 and 8 pages = £2234.46.

It was agreed that the content for the newsletter would be discussed at the next meeting.

110/17 RESOLUTION TO AGREE TO PARTNER HOOK AND ODIHAM LIONS WITH THE SPOOKTACULA ON 27 OCTOBER 2018

It was resolved to agree to partner Hook and Odiham Lions with the Spooktacula on 27 October 2018.

There being no further business the meeting closed at 9.17pm.

Signed.....

Date.....