

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 5 MARCH 2018 COMMENCING AT 7.35PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Crookes; 14 members of the public

**FULL COUNCIL**

**250/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Faulkner and Fellows. County Cllr Glen, District Cllrs Gorys and Kennett also sent their apologies.

**251/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**252/17 PUBLIC SESSION**

A resident addressed the council regarding its role as statutory consultee regarding the NH Plan (Appendix 1).

*The Chairman advised the resident that his comments had been noted and the Clerk advised the resident that the ICO states that all FOI requests need to be answered within 20 working days and his outstanding request will be answered within this time scale which is 9 March.*

**253/17 APPROVAL OF THE FOLLOWING MINUTES**

Monday 5 February 222/17 - 243/17  
The above minutes were approved by the majority vote.

**254/17 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 8 January	75/17 - 85/17
Community 8 January	90/17 - 100/17
Planning 9 January	127/17 - 142/17
Planning 29 January	143/17 - 154/17
Traffic and Transport 11 December	74/17 - 87/17

The above minutes were received and noted.

**255/17 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **256/17 CLERK'S REPORT**

The Clerk advised Cllrs that OPC has received a letter of thanks from Victim Support for the grant that was issued to them towards their services and for the support that the council gives to their organisation.

The Clerk also reminded Cllrs that the council had previously agreed that reports should be circulated on the Wednesday for a Monday meeting to give all Cllrs the opportunity to read and digest them. This also gives office staff time to include them in the meeting packs for the public. Circulating reports on the meeting day does not allow Cllrs adequate time to read them.

The Basingstoke Canal News was available for Cllrs to read and then return to the office.

## **257/17 APPROVAL OF THE SIGNING OF JANUARY'S BANK RECONCILIATION BY THE CHAIRMAN**

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

## **258/17 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 P&C). Cllrs Hale and Stewart were appointed to finish the payment process.

## **259/17 CONSIDERATION AND AGREEMENT ON THE PRINCIPLES FOR AN INVESTMENT STRATEGY FOR OPC**

It was agreed that Cllrs Bell and Fleming and hopefully Faulkner would work on a balanced report to bring to the full council meeting in June outlining other options available to the council for investment opportunities.

## **260/17 CONSIDERATION AND AGREEMENT ON THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY**

A report on the Annual Parish Assembly had been circulated to all prior to the meeting (Appendix 4).

It was agreed to hold the APA on Tuesday 22 May, with All Saints Church being the preferred venue. As the Station Commander is unavailable due to prior commitments, it was agreed to ask the Conservation Officer at Hart DC to address the assembly on Odiham's Conservation Area and the principles that they operate to. The other suggestion for a speaker was to ask a representative from Hart DC to address the assembly on the Local Plan.

## **261/17 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS FROM 9 JANUARY 2018**

The notes from the Hart District Association of Parish and Town Councils held on 9 January had been circulated to all prior to the meeting and were received by the meeting (Appendix 5).

## **262/17 RECEIVE A REPORT FROM THE NH PLAN MONITORING GROUP**

The draft notes from the NH Plan Monitoring Group meeting held on 22 January 2018 had been circulated to all prior to the meeting (Appendix 6).

Although the agenda item was to receive a report from the monitoring group, which was in the form of the draft notes from the meeting, Cllrs Fleming and Stewart took the opportunity to express their concerns regarding the decisions made by the planning committee and full council on specific

planning applications and their opinion that the NH Plan is not being adhered to. They commented that the report should have included what has happened regarding the NH Plan's policies and not what should have happened and that members of the monitoring group are not familiar with the NH Plan's policies. They brought an example of Alton Town Council's report dated March 2017 to the meeting. Cllrs were reminded that the draft notes were an account of the meeting that had taken place.

It was agreed by the majority that the report had been received and that the draft notes from the meeting of the NH Plan monitoring group would be added to the website.

#### **263/17 CONSIDERATION AND AGREEMENT ON THE SUGGESTION FOR APPOINTED CLLRS TO REVIEW THE DOCUMENTATION HELD IN THE NH PLAN DROPBOX**

A report on the history of the NH Plan dropbox account had been circulated to all prior to the meeting (Appendix 7). Cllr Worboys, as the Cllr who had asked for this agenda item expressed his concern about the labelling of the documents in the NH Plan dropbox account which could assist with finding documents in the future. He volunteered to assist with this as he is aware that the office does not have the time to do this.

It was agreed by the majority vote that the Clerk would allow Cllr Worboys access to the NH Plan's dropbox account as an administrator and that he would review the documentation held in it and relabel them where necessary. All changes made would be tracked and Cllr Worboys would contact the secretary of the former NH Plan SG for assistance if he was unable to find documents.

#### **264/17 EVALUATION OF THE COMMUNITY ENGAGEMENT RECENTLY CONDUCTED BY THE AMENITY COMMITTEE IN RESPECT OF JUNIOR RECREATION AMENITY, A TEENAGE RECREATION AMENITY AND THE KING STREET TOILETS AS REQUIRED BY SECTION 5 OF THE COUNCIL'S PRINCIPLES GOVERNING OPC'S ENGAGEMENT AND CONSULTATION PROCESS POLICY TO HELP GUIDE FUTURE ENGAGEMENT ACTIVITY CONDUCTED BY THE COUNCIL AND ANY OF ITS COMMITTEES**

A report on the community engagement recently conducted by the amenity committee had been circulated to all prior to the meeting by the Clerk (Appendix 8).

It was noted that any evaluation needs to be in a positive way and that digital surveys are now the normal way to seek opinions. The recent engagement was to get a steer from the public only.

Due to the fact that Cllr Fellows, as the Cllr who had requested this agenda item had circulated his report this afternoon and was not present at the meeting, it was agreed by the majority vote to defer this item.

#### **265/17 RECEIVE CLLR WORBOYS' RESIGNATION FROM THE TRAFFIC AND TRANSPORT COMMITTEE**

Cllr Worboys' resignation from the Traffic and Transport Committee was received.

#### **266/17 RECEIVE A PRESENTATION FROM THE RURAL HART ASSOCIATION**

The Chairman of the Rural Hart Association attended the meeting and gave a brief over-view of the aims of the Rural Hart Association (RHA) to protect the rural assets of Hart and co-ordinate efforts to convince Hart DC to abandon the new settlement plan at Winchfield/Murrell Green and regenerate Fleet.

#### **267/17 CONSIDERATION AND AGREEMENT ON OPC'S REPRESENTATION ON HART DC'S LOCAL PLAN**

The town and parish briefing on Hart's Local Plan had been circulated to all when received from Hart DC (Appendix 9). The closing date for representation on the Local Plan is 26 March 2018.

It was agreed by all Cllrs voting, that OPC objects to the Local Plan due to the inclusion of a new settlement and the change of the minimum numbers to generate affordable housing is counterproductive. OPC questions the need for the uplift of the housing numbers.

#### **268/17 REVIEW AND CONFIRMATION OF THE INSURANCE FOR OPC FOR 2018/19**

The insurance renewal details and policy schedule for the year 2018/19 had been circulated to all prior to the meeting (Appendix 10).

**It was resolved** that the council is happy with the current cover provided at a cost of £2,561.81 for 2018/19.

#### **269/17 NOTE THE FREEDOM OF INFORMATION REQUESTS RECEIVED BY THE OFFICE**

Details of the Freedom of Information requests received by the office had been circulated to all prior to the meeting (Appendix 11). The office will be responding accordingly within the required timescale.

#### **270/17 RECEIVE AN UPDATE ON THE GDPR AND QUOTE FROM A COMPANY TO PROVIDE A DPO SERVICE**

A report detailing the latest information received on GDPR and a quote from a company to provide a DPO service had been circulated to all prior to the meeting (Appendix 12).

Due to there currently being no proper steer from HALC, it was agreed to consider this in more detail at the next meeting. It was noted that there will be a lot of work required by the office staff to ensure that OPC is ready for GDPR.

#### **271/17 APPOINTMENT OF A CLLR TO REPRESENT OPC WITH CLLR WORBOYS AT PARISH FLOOD FORUMS**

The Clerk advised that Hart DC are launching a Parish Flood Forum for all parishes that will be held twice a year. The first meeting is due to be held in May and the following forum in September. This will replace the previous Parish Flood Forum arrangements which only catered for a limited selection of parishes.

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

#### **272/17 RECEIVE A REPORT FROM CLLR STEWART REGARDING THE BRIEFING HE ATTENDED WITH HCC ABOUT BUFTON FIELD**

Cllr Stewart had circulated a report (Appendix 13) on the briefing he attended with HCC about Bufton Field, unfortunately the map from the architect was not yet available. The report expressed concern that if RMS construct a boundary fence on the whole parcel of land, it will prevent access between the new public open space and footpath 7 at the northern end of the new sports pitch. Any land gifted to OPC will come without any funds.

It was agreed that any proposal to take ownership of this strip of land will form a future agenda item for consideration and that Cllr Stewart will chase the architect for the map.

#### **273/17 APPOINTMENT OF CLLR FELLOWS TO THE PLANNING COMMITTEE**

**It was resolved** to appoint Cllr Fellows to the planning committee.

*The meeting closed at 9.27pm and re-opened at 10.15pm to consider the following items. Cllrs Fleming, Harris and Stewart were not present.*

**274/17 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

It was resolved to close the meeting to the public and press.

**275/17 APPROVAL OF THE DRAFT CONTRACTS FOR THE TEMPORARY ADMIN ASSISTANT AND PARISH ROOM CARETAKER**

A private and confidential report and draft contracts (based on advice from HALC) for the temporary admin assistant and parish room caretaker had been circulated to all prior to the meeting (Appendix 23 P&C). The draft contracts are based on advice received from HALC.

It was agreed to approve the circulated draft contacts for the temporary admin assistant and parish room caretaker.

It was also agreed to approve the pay increase for the temporary admin assistant as per the report and to allow payment for annual leave not taken in this holiday year.

**276/17 RECEIVE AN UPDATE ON THE RECRUITMENT PROCESS AND AGREEMENT ON THE DRAFT CONTRACT FOR THE ADMIN ASSISTANT**

A private and confidential report on the recruitment process and a draft contract for the admin assistant had been circulated to all prior to the meeting (Appendix 24 P&C).

It was agreed to approve the draft contract for the admin assistant. Cllrs Hale and Bell were still available to assist with interviews which were proposed to take place on 28 March. If required, Cllr Robinson-Giannasi offered to help and it was also suggested that Cllr Faulkner as Vice-Chairman may be available.

**There being no further business the meeting closed at 10.32pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 5 MARCH 2018 COMMENCING AT 9.27PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 3 members of the public

**111/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Faulkner.

**112/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**113/17 APPROVAL OF THE FOLLOWING MINUTES**

5 February 101/17 - 110/17  
The above minutes were accepted as an accurate record.

**114/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

As no ideas for information to be added to the Facebook page had been circulated prior to the meeting, it was agreed that information would be added on an ad-hoc basis.

**115/17 RECEIVE AN UPDATE ON THE PA SYSTEM**

Cllr Bell advised that progress has been made with the PA system. The Chair reminded Cllr Bell that it will be needed for the box cart race.

**116/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE  
100<sup>TH</sup> ANNIVERSARY OF WW1**

The Chair advised that there was currently no update.

**117/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO PROGRESS THE  
INITIATIVES FOR MARKING THE 100<sup>TH</sup> ANNIVERSARY OF THE RAF**

The Chair advised that progress is being made. Taylor Wimpey are donating £500 for the event and Hart DC will also be assisting. There have been a number of applications received for the box cart race and there is the possibility of a static display of two RAF Hurricanes on the High Street.

The Clerk advised that Hook PC have been trying to get the specification for the box cart and Crondall PC were disappointed that they hadn't received an invite to take part. The Chair would chase the spec for Hook and an invite would be sent to Crondall by the office.

**118/17 RECEIVE AN UPDATE REGARDING THE FORMATION OF A SUB-COMMITTEE FOR THE COMMUNITY AWARDS INITIATIVE**

The Chair advised that all invited parties had accepted the invite to assist with this initiative. The next step will be to advertise for nominations in the spring newsletter.

**119/17 CONSIDERATION AND AGREEMENT ON THE CONTENT FOR THE SPRING NEWSLETTER**

It was agreed that the newsletter would be delivered to residents in time to advertise the Annual Parish Assembly on 22 May. Cllrs will be asked to submit their articles to the Clerk in the next two weeks.

**There being no further business the meeting closed at 9.37pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 5 MARCH 2018 COMMENCING AT 9.37PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 3 members of the public

**101/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Faulkner and Fellows.

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

None.

**103/17 APPROVAL OF THE FOLLOWING MINUTES**

5 February

86/17 - 100/17

The above minutes were approved by the majority vote.

**104/17 RECEIVE AN UPDATE ON CHAPEL COTTAGE AND CONSIDERATION IF OPC WISHES  
TO TAKE OUT RENTAL WARRANTY PROTECTION**

A report on Chapel Cottage including the details of the Rental Warranty Protection had been circulated to all prior to the meeting (Appendix 14). The report also advised that the Dispute Service Adjudication had awarded OPC £138 for the emptying of the cesspit.

It was agreed that OPC had no interest in Rental Warranty Protection.

It was also agreed by the majority vote that if the current tenant wanted to use the fireplace in the sitting room that they would need to pay for the chimney to be swept and for a report advising if the chimney is safe to use. On receipt of this report, the committee would be able to consider the request.

**105/17 RECEIVE QUOTATIONS FOR PHASE 2 OF THE ALLOTMENT PROJECT AND  
APPOINTMENT OF A CONTRACTOR**

A report including the quotes received for Phase 2 of the allotment project had been circulated to all prior to the meeting (Appendix 15).

It was agreed that the budget of £44,539 (agreed in November 2017) was for works included in Phase 1 and future works, it did not include works undertaken prior to Phase 1.

It was agreed to ask contractor 1 to quote line by line for the works, excluding the shed, base and timber boards which may possibly come in around the budget left which the committee would then put forward for the full council to approve at the next meeting.

**106/17 AGREEMENT ON THE FEES FOR THE ALLOTMENT PLOTS**

Details of the prices for allotments charged by local parish councils had been circulated to all prior to the meeting (Appendix 16).



It was agreed to charge an annual fee of £50 per plot and a £50 refundable deposit when plots are allocated. It was also agreed to charge a £10 refundable deposit for a key to the gate.

**107/17 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 100<sup>TH</sup> ANNIVERSARY OF THE END OF WW1**

This item was deferred.

**108/17 AGREEMENT ON THE FOOTPATHS WORKS FOR THE LENGTHSMAN TO BE CARRIED OUT BEFORE THE END OF THIS FINANCIAL YEAR**

The circulated report advised that OPC has 15.5 hours left to spend on works in the parish this financial year by the Lengthsman and that footpath works are required (Appendix 17).

It was agreed to ask the Lengthsman to remove the mud off some areas of footpath 31 from the Alton Road to the recreation ground. Any other ideas for footpaths work would be emailed to the Clerk.

**109/17 APPROVAL OF THE QUOTE FOR WORKS TO THE PLAY AREA AT CHAPEL POND DRIVE FOR THE SUM OF £995+VAT**

Details of the works required at Chapel Pond Drive play area had been circulated to all prior to the meeting (Appendix 18).

**It was resolved** to approve the quote for works to the play area at Chapel Pond Drive for the sum of £995+VAT.

**110/17 APPROVAL OF THE EXPENDITURE OF £150 TO REMOVE THE WOODEN SHED AT THE REAR OF CHAPEL COTTAGE**

Details of the expenditure to remove the wooden shed at the rear of Chapel Cottage had been circulated to all prior to the meeting (Appendix 19).

**It was resolved** to approve the expenditure of £150 to remove the wooden shed at the rear of Chapel Cottage.

**111/17 RECEIVE THE ASBESTOS MANAGEMENT SURVEY REPORTS CARRIED OUT AT KING STREET TOILETS, THE PARISH ROOM AND THE CHAPELS**

The asbestos management survey reports carried out at King Street toilets, the parish room and the chapels had been circulated to all prior to the meeting (Appendix 20). No asbestos containing materials or material strongly presumed to contain asbestos were located in any of the buildings during the surveys.

**112/17 RESOLUTION TO APPROVE THE TENDER FOR THE CONVERSION OF THE BASKETBALL COURT TO A MUGA AND TIMBER FITNESS EQUIPMENT**

The private and confidential draft tender for the conversion of the basketball court to a MUGA and timber fitness equipment had been circulated to all prior to the meeting (Appendix 21).

It had been suggested by local residents that OPC look into costs for CCTV as it appears that a local parish council are now looking into it. The Chair volunteered to look into this as a separate item. The resident also suggested considering tennis markings on the MUGA. It was noted that the tender asks for a variety of markings.

**It was resolved** to approve the draft tender document for the conversion of the basketball court to a

MUGA and the installation of timber fitness equipment which would be added to Contracts Finder and advertised on OPC's website.

**113/17 RECEIVE AN UPDATE ON THE LEASE FOR THE TENNIS CLUB AND RESOLUTION TO CLARIFY OPC'S INTENTION FOR FUTURE USE OF THE THIRD COURT BY THE PUBLIC**

A report on the situation regarding the lease for the tennis club and future use of the third court by the public had been circulated to all prior to the meeting (Appendix 22).

**It was resolved** to advise the tennis club that OPC's intention for future use of the third court is that everyone booking it during the time allocated for public use should pay the hourly rate, including tennis club members.

**There being no further business the meeting closed at 10.19pm.**

**Signed**.....

**Date**.....