

**MINUTES OF THE ANNUAL MEETING OF ODIHAM PARISH COUNCIL
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 14 MAY 2018 COMMENCING AT 7.35PM**

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

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Crookes; 18 members of the public

FULL COUNCIL

**11/18 ELECTION OF THE CHAIRMAN OF THE COUNCIL AND RECEIPT OF THEIR
DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Hale was elected as Chairman by the majority vote and his signed declaration of acceptance of office was received by the Clerk.

12/18 ELECTION OF THE VICE-CHAIR OF THE COUNCIL

Cllr Faulkner was elected as Vice-chair of the council by the majority vote.

13/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David, Fleming, Harris and Stewart. District Cllrs Gorys, Kennett and County Cllr Glen also sent their apologies.

14/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

15/18 PUBLIC SESSION

A resident addressed the council regarding the tennis club and asked that OPC and the tennis club resolved their differences on the public use of the third court and the lease (Appendix 1).

The Chairman thanked the resident for his address and suggested that he might like to represent the tennis club on future discussions with OPC regarding the lease. The resident advised that he would be happy to do this if the tennis club agreed to it.

The second registered speaker had unfortunately had to cancel at the last minute.

A resident addressed the council regarding the outcome of the recent parish poll (Appendix 2).

The Chairman thanked the resident for his address and advised that his comments had been noted. The Chairman commented that he had been threatened in the past and now refuses to enter into any dialogue with the family concerned. He also advised that any Cllr can request to sit on the planning committee and that the council had agreed that Chairs of committees would sit on the NH Plan MG. He also advised that members of the public had the opportunity to ask questions/make statements during the recent APA.

A resident requested to speak at the meeting. He had already been declined the opportunity to speak by the office as his request was received after a number of other requests to speak at this meeting. His request at the meeting was declined by the Chairman as it would not be fair to the other residents

who had asked to speak before him and the allocated 10 minutes for the public session had already been exceeded.

16/18 APPROVAL OF THE FOLLOWING MINUTES:

Monday 9 April 277/17 - 298/17
The above minutes were approved as an accurate record of the meeting by the majority vote.

17/18 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Amenity 5 March	101/17 - 113/17
Traffic and Transport 12 March	102/17 - 113/17
Community 5 March	111/17 - 119/17
Planning 12 March	169/17 - 181/17
Planning 3 April	182/17 - 193/17

The above minutes were received and noted.

18/18 CONSIDERATION OF COMMITTEES AND AGREEMENT ON THEIR OBJECTIVES AND INITIATIVES

The Clerk had circulated a report to all prior to the meeting suggesting that the council considers how it can work more efficiently for the best interest of the parish (Appendix 3). Also circulated were proposed updates to the current committee objectives and initiatives (Appendix 4).

All Cllrs present believed that the traffic and transport committee should be kept.

It was resolved by the majority vote to keep the same committee structure and the objectives and initiatives for the committees as per the circulated document were approved.

19/18 APPOINTMENT OF CLLRS TO THE AGREED COMMITTEES AND APPOINTMENT OF CHAIRS OF THESE COMMITTEES

It was resolved to appoint Cllrs and Chairs to the committees as follows:

- Amenity Areas: Cllrs Worboys (Chair), Bell, Faulkner, Fellows, Hale and Robinson-Giannasi.
- Community: Cllrs Hale (Chair), Bell, Faulkner, Robinson-Giannasi and Worboys
- Traffic and Transport: Cllrs Bell (Chair), Faulkner, Fellows, Hale, Harris, Robinson-Giannasi and Stewart.
- Planning and Development: Cllrs Faulkner (Chair), Fellows, Hale, Robinson-Giannasi, Stewart and Worboys.

20/18 AGREEMENT ON THE TERMS OF REFERENCE FOR OPC'S COMMITTEES

It was resolved to approve the updated circulated terms of reference for the Amenity, Community, Traffic and Transport and Planning Committees (Appendix 5).

21/18 SETTING OF THE DATES, TIMES AND VENUE FOR THE FULL COUNCIL AND COMMITTEE MEETINGS

The Clerk had circulated a proposal for meeting dates for the full council and committees, in-line with current meeting practice (Appendix 6).

It was resolved to approve the circulated meeting dates, times and venue for the full council and committee meetings.

It was agreed to not have committee meetings at the next annual council meeting on 13 May 2019.

22/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to congratulate District Cllr Crookes on his re-appointment after the recent elections.

He also wished to note the email received from the Joint Chief Executive of Hart DC regarding the planning application for the Deer Park. He had advised OPC that Hart DC have asked the applicant for further information so that they can better understand the proposal to allow them to more fully evaluate the application. The email said that the policy needs to be carefully balanced against the public benefit and whilst OPC's contribution is important, Hart DC alone will determine the overall planning balance. The email also said that Hart expect to continue the good collaborative working relationship with OPC whilst they carry out due diligence in exploring the possible legal controls and evaluate the opportunities.

23/18 CLERK'S REPORT

None.

24/18 APPROVAL OF THE SIGNING OF MARCH'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of March's bank reconciliation by the Chairman (Appendix 7).

25/18 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 8 P&C). Cllrs Fellows and Hale were appointed to finish the payment process.

26/18 REVIEW OF THE BANK SIGNATORIES FOR ALL ACCOUNTS

It was resolved that Cllrs Fellows, Hale, Robinson-Giannasi and Stewart would continue as bank signatories on the Lloyds Bank account. Cllrs Bell, David, Fellows, Hale and Stewart would continue as the signatories on the Unity Trust Bank account. Cllrs who had not set up their on-line banking access were asked to do so.

27/18 REVIEW AND ADOPTION OF STANDING ORDERS

The Clerk had circulated a report on the review of all of OPC's policies prior to the meeting, highlighting any suggested changes (Appendix 9).

It was resolved to adopt the amended circulated Standing Orders with the added inclusion of 1 (aa) "Meeting packs for all public meetings will be added to the website on the Friday prior to the meeting. Any member of the public requiring a paper copy of the pack must request this to the parish office as they will not be available at the meeting" (Appendix 10).

28/18 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

The amended circulated Financial Regulations were reviewed and adopted (Appendix 11).

29/18 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was agreed to appoint Cllrs as the main contact for outside bodies as follows:

- The Odiham Society: Cllr Hale

- Basingstoke Canal Liaison Group: Cllr Fellows
- Odiham Common Steering Group: Cllr Robinson-Giannasi
- Neighbourhood Watch: Cllr Robinson-Giannasi
- Flood Forum: Cllr Robinson-Giannasi
- Hatchwood Forum: Cllr Crookes had advised that this forum had now been disbanded.

The Clerk would inform the outside bodies of the contact details for the appointed representatives.

30/18 REVIEW OF THE INVENTORY OF LAND AND ASSETS

The circulated inventory of land and assets was reviewed and no amendments were made (Appendix 12).

31/18 REVIEW AND APPROVAL OF THE ANNUAL SUBSCRIPTIONS/MEMBERSHIP TO OTHER BODIES

It was agreed by the majority vote to approve the annual subscriptions/membership to other bodies as outlined in the report circulated prior to the meeting (Appendix 13).

32/18 REVIEW AND ADOPTION OF THE COMPLAINTS PROCEDURE

The current Complaints Procedure was reviewed and adopted by the majority vote (Appendix 14).

33/18 REVIEW AND ADOPTION OF THE SOCIAL MEDIA POLICY

The current Social Media Policy was reviewed and adopted by the majority vote (Appendix 15).

34/18 REVIEW AND ADOPTION OF THE RESERVES POLICY

The current Reserves Policy was reviewed and adopted by the majority vote (Appendix 16).

35/18 REVIEW AND ADOPTION OF THE PROTOCOL FOR PUBLIC AND PRESS REPORTING AT MEETINGS

The current Protocol for Public and Press Reporting at Meetings was reviewed and adopted by the majority vote (Appendix 17).

36/18 REVIEW AND ADOPTION OF THE CLAIMING OF CLLR EXPENSES POLICY

The current Claiming of Cllr Expenses Policy was reviewed and adopted (Appendix 18).

37/18 REVIEW AND ADOPTION OF THE DATA PROTECTION POLICY

This item was deferred due to the introduction of the GDPR and the uncertainty as to how this would affect OPC.

38/18 REVIEW AND ADOPTION OF THE GRIEVANCE AND DISCIPLINARY PROCEDURE

The current Grievance and Disciplinary Procedure was reviewed and adopted (Appendix 19).

39/18 REVIEW AND ADOPTION OF THE FREEDOM OF INFORMATION POLICY

It was agreed to defer this item. Cllr Fellows was asked to talk to the Clerk about his suggestions for updates to this policy. The Clerk advised that an update would be required after the addition to Standing Orders under Class 3 to include the fact that reports for meetings would now be available on the website.

40/18 REVIEW AND ADOPTION OF THE DOCUMENT RETENTION POLICY

This item was deferred.

41/18 REVIEW AND ADOPTION OF THE MEDIA RELATIONS POLICY AND COMMUNICATION GUIDELINES

The current Media Relations Policy and Communication Guidelines were reviewed and adopted (Appendix 20).

42/18 REVIEW AND ADOPTION OF THE POLICY AND GUIDANCE FOR DEALING WITH PERSISTENT, VEXATIOUS AND UNREASONABLE CUSTOMER BEHAVIOUR

The amended Policy and Guidelines for dealing with Persistent, Vexatious and Unreasonable Customer Behaviour was reviewed and approved by the majority vote (Appendix 21).

43/18 REVIEW AND ADOPTION OF THE PRINCIPLES GOVERNING OPC'S ENGAGEMENT AND CONSULTATION PROCESS

The current Principles Governing OPC's Engagement and Consultation Process were reviewed and adopted by the majority vote (Appendix 22).

44/18 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS FROM 10 APRIL 2018

The notes from the HDAPTC from 10 April had been circulated to all prior to the meeting and were noted as received (Appendix 23).

45/18 REVIEW OF THE ACTUAL TO BUDGET FOR THE FINAL QUARTER OF THE FINANCIAL YEAR 2017-18

The actual to budget for the final quarter of the financial year 2017-18 and a report showing the explanation of the material variances had been circulated to all prior to the meeting and was noted as reviewed (Appendix 24 P&C).

46/18 RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATION AND APPROVAL OF REQUIRED PRIVACY NOTICES

A report on the GDPR, advising what the office has done so far and what they are working on, along with two privacy notices, had been circulated to all prior to the meeting (Appendix 25).

It was agreed to approve the general privacy notice and the privacy notice for Staff, Cllrs and Role Holders. The circulated subject access request policy would be approved at the next meeting.

47/18 RESOLUTION TO APPROVE THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE ALLOTMENT CONTRACTOR FOR PHASE 2 OF THE PROJECT AND THE RE-ALLOCATION OF RESERVES

It was resolved to approve the recommendation from the amenity committee regarding the allotment contractor for Phase 2 of the project and the re-allocation of £2000 from ear-marked reserves for grounds maintenance to bridge the shortfall for the project to allow completion of Phase 2.

48/18 RECEIVE A REPORT ON THE LAND AT BUFTON FIELD THAT IS BEING OFFERED TO OPC FROM HCC AND AGREEMENT ON HOW OPC SHOULD PROCEED WITH THIS

Cllr Bell advised that the footpaths on this land are not published rights of way and he could not find any evidence in place prior to 2000. He believed it would be beneficial for OPC to take ownership of the land to allow the use of the footpaths and didn't think that the maintenance cost for the land would be great.

The office was asked to look at the maintenance cost as some Cllrs expressed concern about taking land on without a dowry. Cllr Robinson-Giannasi offered to assist if required.

The Clerk advised the Council that at the previous meeting it was agreed that Cllr Bell would contact HCC regarding the future maintenance of the footpaths to see if they would be able to assist with this, which would then mean minimal costs for OPC.

It was agreed to defer this item.

49/18 RECEIVE DETAILS OF REQUESTS RECEIVED UNDER THE FREEDOM OF INFORMATION ACT

Details of the freedom of information requests received by the office had been circulated to all prior to the meeting (Appendix 26). These would be responded to within the set timescale.

50/18 CONSIDERATION AND AGREEMENT ON OPC'S RESPONSE TO THE MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENTS CONSULTATION ABOUT UNAUTHORISED DEVELOPMENTS AND ENCAMPMENTS

Details of the Ministry of Housing, Communities and Local Governments consultation about unauthorised developments and encampments had been circulated to all prior to the meeting (Appendix 27).

It was noted that OPC has a policy for dealing with unauthorised encampments and that OPC had no response to offer to the consultation.

51/18 RECEIVE THE DRAFT NOTES FROM THE NH PLAN MONITORING GROUP'S MEETING HELD ON 6 APRIL AND THE 2018 MONITORING REPORT

The draft notes from the NH Plan Monitoring Group's meeting held on 16 April and the 2018 Monitoring Report had been circulated to all prior to the meeting (Appendix 28).

The Clerk advised that some policies in the Plan had not yet been reviewed, but would be over the next few meetings.

Both documents would be added to the website.

52/18 RECEIVE THE DECLARATION OF RESULTS OF THE PARISH POLL FROM THE RETURNING OFFICER

The declaration of results of the parish poll from the returning officer had been circulated to all prior to

the meeting and added to the website (Appendix 29).

There being no further business the meeting closed at 8.38pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 14 MAY 2018 COMMENCING AT 8.38PM**

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

In attendance: Mrs Weir (Clerk)

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

01/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None.

02/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

03/18 APPROVAL OF THE FOLLOWING MINUTES

9 April 120/17 - 129/17
The above minutes were accepted as an accurate record.

04/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

As no ideas had been circulated prior to the meeting, it was agreed that information added to the Facebook page would include: RAF 100, OPC's meeting schedule and an update on the Swan Public House. Other suggestions will be approved on an ad-hoc basis.

Cllr Crookes advised that Hart DC's legal department are chasing the progress of the acquisition of the Swan and that it is with the Ministry to decide. If Hart DC is successful in obtaining ownership, it is their intention to develop a small housing development on the site.

05/18 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 tables for the event sold out extremely quickly, allowing 1200 people to enjoy the celebrations. There will be static aircrafts at either end of the High Street, 3 bands playing and 10 entries to the box cart race. Cllr Faulkner is working on the parking for the day and will be sending letters to all of the households and businesses that will be affected. The working party are currently reviewing the draft risk assessment.

The Cross Barn have offered to assist in the event of bad weather, providing shelter for the cake, bands and RAF senior officers.

06/18 RECEIVE AN UPDATE REGARDING THE FORMATION OF A SUB-COMMITTEE FOR THE COMMUNITY AWARDS INITIATIVE

The closing date for the nominations for this year's award is Friday 18 May. The sub-committee are arranging a meeting to review the nominations, bearing in mind the guidelines to not give out any more than three awards per year. It is the intention to present the awards at the RAF 100 celebration on 9 June. This means that the committee will have to review the recommendation from the sub-committee either electronically or at an EGM.

07/18 CONSIDERATION OF THE REQUEST FROM THE TWINNING ASSOCIATION TO SUPPORT THE 25TH ANNIVERSARY CELEBRATIONS OF THE PARTNERSHIP BETWEEN ODIHAM AND SOURDEVAL

The committee agreed at the last meeting to support the celebrations and were advised that the RAF may host the reception.

08/18 RESOLUTION TO APPROVE THE RELEASE OF £1000 TO INODIHAM FOR THE BANDS IN THE BURY

It was resolved to release £1000 to InOdiham for the Bands in the Bury as per the allocated budget. The committee were advised that InOdiham now have a new committee arranging the event.

09/18 RECEIVE AN UPDATE ON THE SPOOKTACULA

The Chair advised that unfortunately he had missed the last meeting with the Lions but advised that the farmer is able to allow the use of his field as in previous years. The Chair hoped to be able to offer a full update at the next meeting and reminded the committee that this event is now self-funding.

10/18 RESOLUTION TO APPROVE THE RELEASE OF £1000 TO INODIHAM FOR LIVE MUSIC DURING MARKETS AS PER THE BUDGET

The Chair advised that the farmers markets are not happening as anticipated but there will still be Flavourfest.

It was agreed to defer the release of the funds until further information was available from InOdiham.

11/18 RECEIVE AN UPDATE ON THE PA SYSTEM

Cllr Bell advised that he will be showing the RAF 100 working party how to work the PA system prior to the event.

There being no further business the meeting closed at 8.48pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN ALL SAINTS CHURCH, THE BURY, ODIHAM ON
MONDAY 14 MAY 2018 COMMENCING AT 8.48PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr David (9.18pm); District Cllr Crookes; 2 members of the public

01/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

None.

02/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

03/18 APPROVAL OF THE FOLLOWING MINUTES

9 April

114/17 - 124/17

23 April

125/17 - 129/17

The above minutes were accepted as an accurate record by the majority vote.

04/18 CONSIDERATION AND AGREEMENT ON WORK FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

A report and suggestions so far for work to be carried out by the Lengthsman had been circulated to all prior to the meeting (Appendix 30). It was agreed to seek advice from the footpaths officer regarding item 2 on the list, who may need to contact HCC to write to home owners and the housing association as much of the vegetation over this footpath is their responsibility.

It was agreed to add works to the path at the gate to the car park at the recreation ground to the list and to then send it to the Lengthsman. Further ideas would be added at a future meeting and Cllr Worboys would report the graffiti problem to Hart DC.

05/18 CONSIDERATION AND RESOLUTION TO APPROVE THE DRAFT LEASE FOR THE TENNIS CLUB

A report and draft lease for the tennis club had been circulated to all prior to the meeting (Appendix 31). The report highlighted a few concerns from the Clerk on the draft lease that had been raised with the solicitor and not yet answered.

Cllr Bell advised the committee that there is no record of the tennis club on Companies House. A member of the tennis club present at the meeting confirmed that the paperwork is ready to register on receipt of the lease.

It was agreed that Cllr Bell would meet with the tennis club (hopefully with the member who spoke in the public session) in the parish office to show them the draft lease, ensuring that the queries raised in the Clerk's report are brought to their attention. He would then report back to the committee at the next meeting.

06/18 RECEIVE AN UPDATE ON THE CEMETERY

A report on the breaches in the rules at the cemetery had been circulated to all prior to the meeting (Appendix 32). The Clerk advised that approximately half of the families contacted are now complying with the rules and out of those still in breach of them, 2 grave spaces are still not level and 3 have astro turf on them.

It was agreed to write a sensitive letter to all grave owners/families that had previously been written to, thanking those that are now abiding by the rules and asking those that aren't to address the situation.

The office was asked to obtain quotes to rectify the required grave spaces for consideration by the committee at the next meeting.

07/18 RECEIVE THE TENDERS FOR THE TEEN RECREATION PROJECT AND AGREEMENT ON HOW TO PROGRESS THE PROJECT

A report detailing the eight tenders received for the teen recreation project had been circulated to all prior to the meeting (Appendix 33).

Each member of the committee was given the opportunity to express their opinions on the received tenders. Cllr Fellows was reminded that the chosen equipment and the tender were approved by the committee and it is the intention in the future to look at fitness equipment at Montfort Place. He was called to order and asked to keep his opinions relevant to the agenda item. It was noted that at present, equipment at Montfort Place would be premature.

It was agreed by the majority vote to appoint contractor 8 for the conversion of the basketball court to a MUGA and the installation of fitness equipment. Cllr Hale was delegated to engage with the contractor, requesting that the fence on three sides be raised to 4m high and to enquire about the noise from the game panels. He would then bring a refined proposal back to the committee for approval. Once approved by the committee, the project would be approved by the full council.

08/18 RECEIVE A REPORT ON THE INVESTIGATIONS ON CCTV

Cllr Robinson-Giannasi had circulated a report on his visit to Church Crookham to discuss CCTV prior to the meeting (Appendix 34).

The report was noted and reviewed as something that OPC could pursue in the future. It was understood that signage and a privacy policy would be required if this was pursued.

09/18 RECEIVE THE 2017 RIVERFLY SURVEY OF THE RIVER WHITEWATER

The 2017 Riverfly Survey of the River Whitewater had been circulated to all prior to the meeting and was noted as received (Appendix 35).

10/18 RECEIVE AND APPROVE THE RECOMMENDATION FOR THE JUNIOR PLAY EQUIPMENT

Cllr Hale had circulated a report on the junior play equipment which included details of his further research, supplier engagement, feedback from the recreation group and feedback from the chosen supplier (Appendix 36). He also advised that the supplier was prepared to include a slide off the large structure if chosen at no extra cost.

It was agreed by the majority vote to proceed with option B with the slide and to ask the supplier to remove the sides from the shelter and to try and place it between the current and new play area.

There being no further business the meeting closed at 9.56pm.

Signed.....

Date.....