

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 AUGUST 2018 COMMENCING AT 7.40PM**

Present: Cllrs Faulkner (Chair), Fellows, Fleming, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: 10 members of the public

FULL COUNCIL

103/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

104/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

105/18 PUBLIC SESSION

A resident addressed the Council regarding the recent decision by Hart DC on the planning application for the Deer Park (Appendix 1).

The Chairman thanked the resident for his address and advised him that this address would be appended to the hard copy of the minutes as requested.

106/18 APPROVAL OF THE FOLLOWING MINUTES

Monday 2 July 83/18 - 102/18
The above minutes were approved by the majority vote as an accurate record of the meeting.

107/18 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 11 June	11/18 - 21/18
Community 11 June	12/18 - 23/18
Planning 4 June	15/18 - 27/18
Planning 25 June	28/18 - 40/18
Traffic and Transport 4 June	01/18 - 17/18

The above minutes were received and noted.

108/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to acknowledge the passing of Steven Lugg, Chief Executive of HALC and pass on OPC's condolences to HALC. A letter of condolence would be sent to HALC from OPC with input from Cllrs.

The Chairman noted that Hart DC have refused the planning application for the Deer Park which was publicised on OPC's website and social media by both Cllrs and District Cllrs.

109/18 CLERK'S REPORT

The Clerk passed on thanks to the Council from Hook and Odiham Lions, the 2nd Odiham (Town) Scout Group and the Basingstoke Canal Society for the grants issued to them at the previous meeting. Thanks have also been received from All Saints Church for the Council's help with their fete, especially the use of the PA system and chairs.

The Clerk updated Cllrs about Hart DC's cabinet approval to release the requested s106 developer contributions for the junior rec, teenage facilities and allotment projects during their meeting on 5 July 2018. The works are now complete for the junior rec and trim trail, the MUGA fencing is on order and is expected to be delivered in mid-August.

The Clerk passed on congratulations from a resident on the progress and imminent completion of the new play area. They also said how impressive it looks and hoped that the good people who make a positive contribution will stand again with others for the Council next year.

The Clerk also informed Cllrs that a number of residents have commented on how good the cemetery is looking and that the Small Claims Track (hearing) regarding Chapel Cottage was held on Friday 6 July. The result was that the claimant's claim be and is hereby dismissed.

Magazines from CPRE and Countryside Voice were available for Cllrs to take and read and then return to the office.

110/18 APPROVAL OF THE SIGNING OF JUNE'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of June's bank reconciliation, which was signed by Cllr Fellows (Appendix 2).

111/18 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 3 P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

112/18 RECEIVE A REPORT FROM CLLR BELL ON THE MAINTENANCE OF THE LAND AT BUFTON FIELD AFTER CONTACTING HCC COUNTRYSIDE RANGER AND AGREEMENT ON HOW OPC SHOULD PROCEED WITH THIS

As no report on the maintenance of the land at Bufton Field had been circulated by Cllr Bell who wasn't present at the meeting, it was agreed that this item will be deferred until further notice or until a report is received by the office by either Cllr Bell or another Cllr.

113/18 RECEIVE AND APPROVAL OF THE PROPOSED INVESTMENT STRATEGY FOR THE COUNCIL FROM CLLRS BELL AND FLEMING

As no proposed investment strategy for the Council had been received, it was agreed to defer this item until a report was available for Cllrs to consider.

114/18 APPROVAL OF THE FORMS FOR SUBMISSION TO HART DC FOR ASSETS OF A COMMUNITY VALUE

The Clerk had circulated a report and completed forms for the Cross Barn, North Warnborough Village Hall and part of the Deer Park prior to the meeting for the council's approval (Appendix 4). The report noted that the Clerk had been unable to confirm the boundaries for The Bridewell and Baker Hall and had contacted Hampshire CC as the owner of these buildings for assistance.

It was agreed to approve the circulated forms for submission to Hart DC for assets of a community

value for the Cross Barn, North Warnborough Village Hall and part of the Deer Park subject to a few agreed corrections on the Deer Park form.

115/18 RECEIVE A COMPLAINT FROM A MEMBER OF THE PUBLIC UNDER OPC'S COMPLAINT PROCEDURE REGARDING THE CEMETERY AND AGREEMENT ON OPC'S RESPONSE

Details of the complaint from a member of public and an over-view on the situation had been circulated to all Cllrs prior to the meeting in July and the actual complaint circulated shortly after the July meeting as per Cllrs' request.

The Chair advised that the member of public had declined the invitation to attend the meeting. A compassionate response to the complaint had been drafted by Cllr Hale, the Clerk and himself which hopefully would allow the family to understand the situation as they appear to not be seeing the picture from the perspective of the whole cemetery and assure them that they had not been singled out. His key aim is to keep communication open with the family. The Clerk advised Cllrs that the grave space in question has now been levelled and turfed.

It was agreed by the majority vote that the draft response would be circulated to all and approved via email to ensure a prompt response to the member of public.

116/18 REVIEW OF THE FIRST QUARTER BUDGET TO ACTUAL (ENDING JUNE) INCLUDING THE STATEMENT OF VARIANCES AND PETTY CASH EXPENDITURE

Details of the first quarter budget to actual (ending June), the statement of variances and the petty cash expenditure had been circulated to all prior to the meeting which were noted as reviewed (Appendix 5).

117/18 RECEIVE THE CONSULTATION ON A DRAFT WOODLAND MANAGEMENT PLAN FOR THE HOOK RESERVES AND CONSIDERATION OF ANY FEEDBACK

Details of the consultation by Hampshire and Isle of Wight Wildlife Trust on a draft woodland management plan for the Hook Reserves had been circulated to all prior to the meeting (Appendix 6).

Cllr Fleming commented that the plan outlines a number of improvements to Hook Reserves which include Bartley Heath, North Warnborough Green and Greywell Moors. It includes improvements to habitats from an ecological view, with tree felling/canopy lifting and various other works. The report states that North Warnborough Green is not in a favourable condition and has been over grazed. The plan seeks to improve the condition and mentions the project to evaluate the site as a flood mitigation area.

It was agreed that Cllr Fleming would draft a response and circulate it for approval. The response will include OPC's acceptance of the recommendations in the plan and note that it provides an excellent approach and sensitive expenditure of funds which will improve the ecology for the parish. OPC fully supports this plan.

118/18 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS MEETING HELD ON 10 JULY

The notes from the Hart District Association of Parish and Town Councils meeting held on 10 July had been circulated to all prior to the meeting and were noted as received (Appendix 7).

There being no further business the meeting closed at 8.22pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 AUGUST 2018 COMMENCING AT 8.22PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 2 members of the public

37/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

38/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

39/18 PUBLIC SESSION

None.

40/18 APPROVAL OF THE FOLLOWING MINUTES

2 July 24/18 - 36/18
The approval of the above minutes was deferred.

41/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to defer this item.

42/18 RECEIVE AN UPDATE ON THE PLANS TO COMMEMORATE THE 100TH ANNIVERSARY OF WW1 - "BATTLES OVER"

It was noted that plans to commemorate the 100th anniversary of WW1 - "Battles Over" were progressing.

43/18 RECEIVE AN UPDATE ON THE SPOOKTACULA

It was noted that plans for Spooktacula were progressing.

44/18 RECEIVE THE INSTRUCTIONS AND AUDIT FROM CLLR BELL FOR THE PA SYSTEM

The instructions and audit from Cllr Bell for the PA system had been circulated to all prior to the meeting (Appendix 8). A copy of them will be placed with the PA system.

45/18 RECEIVE THE ACCOUNTS FROM INODIHAM FOR THE BANDS IN THE BURY

Details of the accounts from InOdiham for the Bands in the Bury had been circulated to all prior to the meeting along with an email of thanks for OPC's support for the annual event (Appendix 9).

The committee wished to congratulate InOdiham on another successful event which had made a profit of £691.60 due to a small raffle being held. InOdiham had advised that this profit will allow them to continue the hanging basket programme which is currently underfunded by over £1000.

It was agreed that the committee would hope to guide the event to becoming self-sufficient in funding terms which would be remembered during budget setting for the next financial year.

There being no further business the meeting closed at 8.28pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 6 AUGUST 2018 COMMENCING AT 8.28PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 2 members of the public

36/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Hale. District Cllrs Crookes and Gorys and County Cllr Glen also sent their apologies.

37/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

38/18 APPROVAL OF THE FOLLOWING MINUTES

2 July 22/18 - 35/18
The approval of the above minutes was deferred.

39/18 PUBLIC SESSION

The Chair of the tennis club addressed the committee regarding the lease which would be discussed under item 42/18 (Appendix 10).

40/18 RECEIVE AN UPDATE ON CHAPEL COTTAGE AND APPROVAL OF THE QUOTE FOR TREE WORKS

Details of the proposed tree works had been circulated to all prior to the meeting (Appendix 11).

It was agreed to accept the quote for £420 to reduce and shape the trees adjacent to the driveway at Chapel Cottage.

41/18 CONSIDERATION AND AGREEMENT ON FURTHER WORKS FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

The Clerk's report and the list of agreed items of work so far for this year for the Lengthsman had been circulated to all prior to the meeting (Appendix 12).

It was agreed to add the following works to the list for the Lengthsman; -

- Spraying and removal of weeds around the stocks in The Bury
- Clearance of the nettles on the footpath that leads to the cricket club alongside Buryfields School
- Litter picking along Dunleys Hill where the works have/are being carried out
- Installation of grasscrete on the hill from the recreation ground to the car park if the play area contractor is able to leave the off cuts.

42/18 RECEIVE FEEDBACK FROM THE TENNIS CLUB REGARDING THE DRAFT LEASE AND AGREEMENT ON THE NEXT STEPS

Feedback from the tennis club had been circulated to all prior to the meeting and also forwarded to OPC's solicitor. The solicitor's comments on this feedback had also been sent to the committee prior to the meeting along with a request from the tennis club to allow their committee members to book the public court up to 5 days in advance and not 3 days as agreed by the committee at the previous meeting (Appendix 13).

It was agreed that the committee is happy with the previous decision to allow tennis club members to book the public court 3 days in advance.

The committee went through the solicitor's comments item by item and agreed that the draft lease should be updated/left as per the solicitor's comments. The service channels should include mains water, electricity and sewage. It was clarified that the tennis club will be producing a schedule of works for the courts which will be agreed by OPC and adhered to by the tennis club.

It was agreed that the solicitor will be asked to update the draft lease and once returned to the office, it will be circulated to the committee for checking.

43/18 RECEIVE AND APPROVAL OF THE DRAFT SPECIFICATION FOR THE REFURBISHMENT OF KING STREET TOILETS BY CLLR WORBOYS AND AGREEMENT ON THE NEXT STEPS

Cllr Worboys advised that the draft specification is almost completed and includes replacement floor and wall tiles; (he has looked into other alternatives but believes that tiles are more hardwearing and easier to replace in sections if required); the upgrading of the lighting; a modern urinal; modern cubicles; modern toilets with covered pipes; baby change facilities in both toilets and a magnetic opening/closing system with panic button.

To move the project on, it was agreed that once the specification is completed, the committee will approve it via email. The tender will ask for prices per item to enable OPC to consider what is affordable.

44/18 RECEIVE A REPORT FROM CLLR BELL ON THE GATE AND FENCE RECENTLY INSTALLED THAT MAY BE ON OPC'S LAND AND AGREEMENT ON THE NEXT STEPS

The Clerk had circulated an update on the gate and fence recently installed that may be on OPC's land which included the response from Medalstable. The Clerk suggested that if the committee is not sure if the fence and gate is on OPC's land, then they have a duty to seek professional help (Appendix 14). There had been no update from Cllr Bell who wasn't present at the meeting.

It was agreed to seek quotes for a land surveyor to review the situation and offer advice to OPC.

It was also agreed to vire up to £1500 from the heading of grounds maintenance in reserves, subject to approval by full council to pay for this professional service. Hopefully quotes will be available for consideration at the September meeting.

45/18 RECEIVE AN UPDATE ON THE CEMETERY INCLUDING CORRESPONDENCE AND APPROVAL OF THE QUOTE FOR WORKS TO ENSURE RECENT GRAVES ARE IN KEEPING WITH THE RULES

The Clerk had circulated details prior to the meeting of the grave spaces that are still not in keeping with the rules after owners have received the 3 approved letters of correspondence from OPC about this and a quote to carry out works to them (Appendix 15).

It was agreed by the majority vote that as these grave spaces are in breach of the rules that have been signed by the grave owners who have not actioned OPC's requests, to accept the quote for £660+VAT for the contractor to carry out works to the 8 listed grave spaces.

The correspondence circulated by Cllr Fellow was noted by the committee.

46/18 RECEIVE AN UPDATE ON THE ALLOTMENT PROJECT AND TO CARRY OUT THE BALLOT FOR ALLOTMENT PLOTS AND THE ORDER OF THE WAITING LIST

The Clerk had circulated an update on the allotment project prior to the meeting (Appendix 16).

The ballot was carried out for the allotment plots and the order of the waiting list: - CC, AA, A, X, Q, T, FF, D, I, DD, M, L, II, R, K, W, GG, Z, JJ, F, N, E, HH, U, P, BB, O, EE, S, G, B, J, C, Y, H, V. The office would notify residents of the results and take the opportunity to ensure that keeping details of those on the waiting list complies with GDPR. Any new enquires for allotments will automatically go to the end of the waiting list.

47/18 RECEIVE THE ANNUAL PLAY AREAS INSPECTION REPORT AND AGREEMENT ON THE SUGGESTED WORKS

The annual play areas inspection report and a summary from the office had been circulated to all prior to the meeting (Appendix 17).

The Clerk advised the committee that the office will be obtaining advice and quotes for the wetpour at Bufton Fields as it seems to be a recurring issue. A quote has also been requested for the other recommended works in the report. The office will also be putting together a maintenance programme of works for all of the play areas in the future.

48/18 APPROVAL OF THE CLEANING SPECIFICATION FOR THE KING STREET TOILETS

The Clerk had circulated a cleaning specification for King Street toilets to allow the Council to obtain quotes for the works to all prior to the meeting (Appendix 18).

It was agreed to approve the circulated cleaning specification and to seek quotes for a 2 year contract.

49/18 APPROVAL OF THE EXTENSION OF HOURS FOR LEAPFROGS FROM 5PM TO 5:30PM AS PER THE REQUIREMENT IN THE LEASE

The Clerk had circulated a report outlining Leapfrogs request as per the lease to extend its opening hours from 5pm to 5.30pm (Appendix 19). She also advised the committee during the meeting that Hampshire County Council have asked Leapfrogs to extend the service that they offer due to other local settings closing. The low birth rate year has meant that children on role numbers are considerably lower than normal, with Leapfrogs for the first year not having a waiting list.

It was agreed to approve the extension of hours for Leapfrogs from 5pm to 5.30pm as per the requirement in the lease.

50/18 APPROVAL OF THE QUOTE FOR £430 EX VAT TO MAKE GOOD THE GROUND BY THE LATER ROWS OF GRAVES WITH TOP SOIL AND SEED AT THE CEMETERY

Details of the quote for £430 ex VAT to make good the ground by the later rows of graves with top soil and seed at the cemetery had been circulated to all prior to the meeting (Appendix 20).

It was agreed to approve the quote for £430 ex VAT to make good the ground by the later rows of graves with top soil and seed at the cemetery.

**51/18 RECEIVE CORRESPONDENCE FROM THE TENNIS CLUB REGARDING THE
INSTALLATION OF A DEFIBRILLATOR**

Details of the correspondence from a member of the tennis club's committee regarding the installation of a defibrillator on the outside of the pavilion had been sent to all prior to the meeting (Appendix 21).

It was agreed that the committee supports the tennis club's plan to install a defibrillator and gives them permission to install it on OPC's pavilion. They would be reminded that the community committee consider grant applications twice a year only, in January and July.

There being no further business the meeting closed at 9.52pm.

Signed.....

Date.....