

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 SEPTEMBER 2018 COMMENCING AT 7.32PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 4 members of the public; County Cllr Glen (7.46pm)

**52/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr David. District Cllr Crookes also sent his apologies.

**53/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**54/18 APPROVAL OF THE FOLLOWING MINUTES**

2 July 22/18 - 35/18  
The above minutes were approved as an accurate record of the meeting.

6 August 36/18 - 51/18  
The above minutes were approved by the majority vote as an accurate record of the meeting.

**55/18 PUBLIC SESSION**

None.

**56/18 RECEIVE AN UPDATE ON WORKS CARRIED OUT BY THE LENGTHSMAN AND  
CONSIDERATION OF FURTHER IDEAS TO ADD TO THE LIST FOR THIS FINANCIAL  
YEAR**

The Clerk had circulated an update on works carried out so far by the Lengthsman to all prior to the meeting (Appendix 1).

It was agreed that the muddy area referenced in item 5 on the footpath between Reyntiens View and Seymour Place had now been partially solved.

It was agreed to add the pruning of trees at Priors Corner between the crossing and bus stop and weed clearance on the path on Dunleys Hill between The Priory and the first house.

**57/18 RECEIVE FURTHER FEEDBACK FROM THE TENNIS CLUB AFTER THE COMMITTEE  
AGREED TO ASK THE SOLICITOR TO UPDATE THE DRAFT LEASE, APPROVAL OF  
THE UPDATES FROM THE SOLICITOR AND AGREEMENT ON THE NEXT STEPS**

The Clerk had circulated the updated lease from the solicitor to all prior to the meeting to review (Appendix 2). The Clerk had also circulated comments received from the tennis club after they had considered the solicitor's comments approved by the committee at the last meeting (Appendix 3).

It was agreed to defer this item until further feedback had been received from the solicitor on the tennis club's comments.

**58/18 RECEIVE AN UPDATE ON THE DRAFT SPECIFICATION FOR THE REFURBISHMENT OF KING STREET TOILETS BY CLLR WORBOYS AND AGREEMENT ON THE NEXT STEPS**

It was agreed at the previous meeting that Cllr Worboys would circulate the draft specification to the committee for approval via email.

Cllr Worboys explained that he had had a few formatting issues with the specification and confirmed that it would be circulated tomorrow.

It was noted that once the document was added to Contracts Finder, contractors would be given 4 weeks to respond. Cllr Worboys confirmed that the appointed contractor would be responsible for applying for listed building consent if required.

**59/18 RECEIVE QUOTES AND APPOINTMENT OF A LAND SURVEYOR TO INVESTIGATE WHOSE LAND THE RECENTLY INSTALLED GATE AND FENCE ARE ON AT THE BOUNDARY WITH MILD MAY COURT AND LAND AT THE CEMETERY**

The Clerk had circulated the quotes received from land surveyors to investigate whose land the recently installed gate and fence are on at the boundary with Mildmay Court and land at the cemetery to all prior to the meeting (Appendix 4).

The Clerk had also circulated correspondence from the Chairman of the Mildmay Court Residents Association to all Cllrs as requested and her response to his letter prior to the meeting (Appendix 5).

It was agreed by the majority vote to accept the quote for £395+VAT for works to investigate the land situation as per the detail in the circulated report.

**60/18 APPROVAL OF THE QUOTES FOR REQUIRED WORKS AT THE VARIOUS PLAY AREAS**

This item was deferred as the quotes had not been received in time to circulate for this meeting.

**61/18 RECEIVE QUOTES FOR WOODWORM TREATMENT TO THE NORTH AND SOUTH CHAPELS AND APPOINTMENT OF A CONTRACTOR**

Details of the quotes received for woodworm treatment to the north and south chapels had been circulated to all prior to the meeting (Appendix 6).

It was agreed to appoint contractor 2 at a price of £800+VAT for woodworm treatment to the north and south chapels.

Cllrs agreed that the floor in the rear room of the north chapel as noted by the contractors should be looked at next. Cllr Worboys offered to look into removing the filing cabinets stored there.

**62/18 RECEIVE THE QUOTES TO CUT AND REMOVE THE GRASS AT THE ALLOTMENT SITE PRIOR TO THE START OF PHASE 2 WORKS AND APPOINTMENT OF A CONTRACTOR**

The Clerk had circulated details of the quotes to cut and remove the grass at the allotment site prior to the start of Phase 2 works to all prior to the meeting (Appendix 7).

It was agreed to appoint contractor 2 to cut and remove the grass at the allotment site at a cost of £825+VAT. Cllrs were reminded that the grounds maintenance budget for this year had included the regular mowing of the grass at the site which had not been carried out.

There being no further business the meeting closed at 7.54pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 SEPTEMBER 2018 COMMENCING AT 7.54PM**

Present: Cllrs Hale (Chairman), Bell, Faulkner, Fellows, Fleming, Robinson-Giannasi, Stewart (8.08pm) and Worboys

In attendance: Mrs Weir (Clerk)

Also present: 5 members of the public; County Cllr Glen

**FULL COUNCIL**

**119/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Harris. District Cllr Crookes also sent his apologies.

**120/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**121/18 PUBLIC SESSION**

A resident addressed the Council regarding the agenda item on land between Mildmay and the cemetery (Appendix 8).

A resident raised an issue about best practice, in terms of management effectiveness, accountability and transparency (Appendix 9).

*The residents were thanked by the Chairman for their addresses.*

**122/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 6 August 103/18 - 118/18

The above minutes were approved by the majority vote as an accurate record of the meeting.

**123/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Planning 16 July 41/18 - 54/18

The above minutes were received and noted.

**124/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to thank and congratulate InOdiham and Fuse Projects on the recent FlavourFest event that OPC had supported financially. He also thanked Cllr Glen for his contribution to the event.

The Chairman also congratulated the organisers of the superb raft race at Galleon Marine that was held at the weekend.

## **125/18 CLERK'S REPORT**

The Clerk advised Cllrs that the parish office will now be opening from 9am rather than 10am as of today on the usual days - Monday, Tuesday, Wednesday and Friday.

The Clerk reminded Cllrs that it was agreed at the August meeting by the majority vote that the draft response to the member of public's complaint would be circulated to all and approved via email to ensure a prompt response to them. This response was circulated on 10 August and reminders sent to all Cllrs on 20 August and 31 August. To date only 4 Cllrs have responded and the member of public is chasing this.

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

*The Chairman asked the Clerk to confirm which Cllrs had not confirmed their approval or not on the letter and was advised that she was still waiting for a response from Cllrs Bell, Fleming and Stewart. These Cllrs were encouraged to send their opinion to the Clerk urgently.*

## **126/18 APPROVAL OF THE SIGNING OF JULY'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of July's bank reconciliation, which was signed by the Chairman (Appendix 10).

## **127/18 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 11 P&C). Cllrs Fellows and Hale were appointed to finish the payment process.

## **128/18 RECEIVE A PRESENTATION FROM THE CITIZENS ADVICE BUREAU REGARDING THE OUTREACH SERVICES FOR ODIHAM**

The Chief Officer at Citizens Advice Hart (CAB) updated the Council on the outreach services that they provide for Odiham. She advised that the CAB had helped 2,300 people during 2017-18, with most of them having 3 issues each. The most common issue was with benefit and tax credits. 208 people had been helped from Odiham, with the most frequent issue being council tax arrears. The CAB is currently holding a surgery at the Cottage Hospital on the first Tuesday of each month between 9.30am and 1.30pm, where no appointment is needed. Since October 2017, 48 people have been helped. This service is more accessible and helps build wider relationships with other agencies.

In the future, CAB hope to be able to offer more support and have recently been awarded a grant from the Armed Forces which will allow them to assist families based at RAF Odiham. They are also preparing to assist people with the new benefit system "Universal Credit" which merges 6 benefits and tax credits into one payment and can only be applied for on-line.

*The Officer offered to send her presentation to the Clerk for circulation to all Cllrs (Appendix 12).*

## **129/18 RECEIVE AN UPDATE ON THE NOMINATIONS TO BE LISTED AS ASSETS OF A COMMUNITY VALUE**

The Clerk had circulated an update on the nominations to be listed as Assets of a Community Value to all prior to the meeting (Appendix 13). Hart DC have confirmed that the application for The Cross Barn is valid and the Council is now considering the application. They have asked for further details for North Warnborough Village Hall and the part of The Deer Park. HCC as owners of the Bridewell and Baker Hall have advised that if a listing can't be found at the Land Registry, they probably haven't registered their interest.

The Clerk advised Cllrs that at the recent NH Plan MG meeting Cllr Bell had offered to send her the land registry details for the part of the Deer Park. He advised at this meeting that he had also forwarded the necessary details for the Baker Hall to the Clerk.

#### **130/18 APPROVAL OF THE BUSINESS CONTINUITY PLAN FOR THE COUNCIL**

The Clerk had drafted a Business Continuity Plan for the Council which had been circulated to all prior to the meeting (Appendix 14).

It was agreed to approve the circulated Business Continuity Plan for the Council.

#### **131/18 APPROVAL OF THE VIREMENT OF UP TO £1500 FROM THE GROUNDS MAINTENANCE HEADING IN RESERVES FOR THE USE BY THE AMENITY COMMITTEE TO PAY FOR PROFESSIONAL HELP REGARDING THE RECENTLY INSTALLED GATE AND FENCE AT THE BOUNDARY WITH MILD MAY COURT AND LAND AT THE CEMETERY**

The Clerk had circulated details of the amenity committee's request to vire funds from the grounds maintenance heading in reserves for use to pay for professional help regarding the land issue between Mildmay Court and the cemetery to all prior to the meeting (Appendix 15).

**It was resolved** by the majority vote to approve the virement of up to £1500 from the grounds maintenance heading in reserves for the use by the amenity committee to pay for professional help regarding the recently installed gate and fence at the boundary with Mildmay Court and land at the cemetery.

#### **132/18 APPROVAL AND ACCEPTANCE OF THE ANNUAL RETURN BACK FROM THE EXTERNAL AUDITOR AND CONFIRMATION THAT THE REQUIRED NOTICE IS ON DISPLAY**

This item was deferred as the annual return has not yet been received back from the external auditor.

The Clerk advised Cllrs that the external auditor has until 30 September to complete the external audit review.

#### **133/18 RECEIVE DETAILS OF THE 2019-20 LOCAL GOVERNMENT FINANCE SETTLEMENT CONSULTATION WHICH INCLUDES CONSULTATION REGARDING COUNCIL TAX REFERENDUM PRINCIPLES AND AGREEMENT IF OPC WISHES TO RESPOND**

The Clerk had circulated details of the 2019-20 Local Government Finance Settlement Consultation which includes consultation regarding council tax referendum principles to all prior to the meeting (Appendix 16).

The bullet points in 4.3.1 "the sector taking all available steps to mitigate the need for council tax increases" was noted by Cllrs.

It was agreed that OPC had no comments to offer on the consultation.

#### **134/18 RESOLUTION TO APPROVE THE EXPENDITURE OF £275 FOR THE COUNCIL AS AN EMPLOYER TRAINING COURSE**

**It was resolved** to approve the expenditure of £275 for the Council as an Employer training course which will be run by HALC in the parish room on 14 November 2018 between 7.30pm and 9.30pm. All Cllrs present confirmed their intention to attend.

**135/18 RESOLUTION TO APPROVE THE RE-APPOINTMENT OF A TRUSTEE TO THE ODIHAM CONSOLIDATED CHARITIES**

The Clerk had circulated details from the Odiham Consolidated Charities about the re-appointment of a trustee to all prior to the meeting (Appendix 17).

**It was resolved** to approve the re-appointment of John Champion as a trustee to the Odiham Consolidated Charities, starting a new 4 year term from 1 October.

*The full council meeting closed at 8.38pm and re-opened at 8.59pm for the following items. Cllrs Fleming and Stewart were not present when the meeting re-opened.*

**136/18 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 from the meeting.

**137/18 RECEIVE REPORTS ON RECENT STAFF APPRAISALS AND AGREEMENT ON ANY RECOMMENDATIONS**

Reports on recent staff appraisals had been circulated to all prior to the meeting (Appendix 19 and 20 P&C).

The proposals in the circulated reports were approved by the majority vote (Appendix 21 P&C). Cllr Fellows voted against both proposals.

**There being no further business the meeting closed at 9.30pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 3 SEPTEMBER 2018 COMMENCING AT 8.38PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 1 member of the public; County Cllr Glen

**46/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David and Harris. District Cllr Crookes also sent his apologies.

**47/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**48/18 PUBLIC SESSION**

None.

**49/18 APPROVAL OF THE FOLLOWING MINUTES**

2 July	22/18 - 36/18
6 August	37/18 - 45/18

The above minutes were approved as accurate records of the meetings.

**50/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to provide an update on Facebook on the MUGA and the fact that the grasscrete left by the contractor to address the problem on the slope between the car park and the rec had been taken. Other suggestions would be approved by email.

**51/18 RECEIVE AN UPDATE ON THE PLANS TO COMMEMORATE THE 100<sup>TH</sup> ANNIVERSARY OF WW1 - "BATTLE'S OVER"**

The Chair advised that plans to commemorate Battle's Over on 11 November will hopefully include a candle lit procession of children representing the fallen in Odiham from the church to the lighting of the Beacon.

The website is being set up for the sale of poppies which will be placed in clusters around the parish to represent the fallen. The Odiham Society are purchasing cast iron silhouettes which will be placed in key places and OPC has already purchased flags to display.

There will be a service at the War Memorial followed by refreshments for invited participants at Mayhill School. Banners to promote the commemorations will need to be purchased.

**52/18 RECEIVE AN UPDATE ON THE SPOOKTACULA**

The Chair advised that plans are underway for the Spooktacula event and there is a meeting later this week. He advised that the risk assessment is in hand and that banners may be needed to promote the



event.

**53/18 CONSIDERATION OF THE CONTENT FOR THE AUTUMN NEWSLETTER AND AGREEMENT ON A DISTRIBUTION DATE**

It was agreed to include articles on CAB, play areas, Battle’s Over, planning and the allotments.

It was agreed to aim to have the newsletter arriving with residents a week before the Spooktacula on 27 October. To meet this deadline, Chairs of committees would be asked to have articles with the office by 17 September.

**54/18 AGREEMENT ON THE NUMBER AND SIZES OF CHRISTMAS TREES FOR THE HIGH STREET**

The Clerk had circulated details of the Christmas trees ordered last year and quotes for this year (Appendix 18).

It was agreed to order 1 x 15ft tree, 1 x 6ft tree and 10 x 4ft trees. The businesses in the High Street would be contacted as in previous years to confirm that they are happy to have a tree installed using their Public Liability Insurance.

**55/18 RECEIVE AN UPDATE ON RAF 100 AND AGREEMENT ON ANY NEXT STEPS**

The Chair advised that the final celebrations for RAF 100 will be a “Battle of Britain” pop up cinema on 15 September at All Saints Church. The maximum capacity will be 200 and food will be provided by Odiham Spice. Tickets will be sold via a website.

It was agreed to confirm any required expenditure for this event via email.

**There being no further business the meeting closed at 8.58pm.**

**Signed.....**

**Date.....**