

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 3 DECEMBER 2018 COMMENCING AT 7.33PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 7 members of the public

88/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bell and David. Apologies were also received from District Cllr Crookes and County Cllr Glen.

89/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

90/18 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.

91/18 CONSIDERATION OF THE TENDERS RECEIVED FOR WORKS TO KING STREET TOILETS, AGREEMENT ON A FUNDING STRATEGY AND RECOMMENDATION FOR FULL COUNCIL APPROVAL

The Executive Officer had circulated details of the tenders received to all prior to the meeting which included suggestions for the re-allocation of reserves (Appendix 1 P&C). All Cllrs had also been invited to view the tenders at the office prior to the meeting.

It was resolved by the majority vote, to put forward a recommendation to full council to accept the tender from contractor number 4 for the sum of £40,862 +VAT to carry out refurbishment works to the King Street toilets to be funded by the re-allocation of reserves and the use of the s106 repayment from Hart DC as detailed in the circulated private and confidential report.

The meeting re-opened to the public and press at 7.47pm

92/18 PUBLIC SESSION

A member of the public addressed the committee regarding the boundary issue between Mildmay Court and the cemetery (Appendix 2).

The Chair thanked the resident for his address and reminded him that the report from the land survey was available on OPC's website.

93/18 APPROVAL OF THE FOLLOWING MINUTES

5 November

76/18 - 87/18

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

94/18 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 Executive Officer had circulated details of the outstanding time and details of the current list of work for the Lengthsman to all prior to the meeting (Appendix 3).

It was agreed to ask the Lengthsman to prioritise items 9 and 12 on the list and to add some basic clearance of footpath 71 to the list of works.

95/18 RESOLUTION TO APPROVE THE DRAFT LEASE BETWEEN OPC AND THE TENNIS CLUB AND APPOINTMENT OF TWO CLLRS TO SIGN IT ON BEHALF OF THE COUNCIL

The Executive Officer had circulated a report to all prior to the meeting which included the final draft version of the lease which had been updated as per the committee's request by the solicitor (Appendix 4).

The Chair confirmed that the map would be sent to the office tomorrow.

It was resolved to approve the draft circulated lease to be passed on to the tennis club.

It was resolved to appoint Cllrs Robinson-Giannasi and Worboys to sign the lease on behalf of the council.

96/18 RESOLUTION TO APPROVE THE UPDATED CEMETERY RULES

A report including a brief history of the cemetery, a summary of the proposed amendments and clarifications and the proposed updated rules had been circulated to all prior to the meeting (Appendix 5).

The Executive Officer had brought a sample of dark grey honed and polished granite to the meeting for Cllrs to view.

It was resolved to approve the updated cemetery rules with the addition of black granite as a stone choice with a future review following consultation to be discussed at the next amenity committee meeting.

97/18 RECEIVE AN UPDATE ON THE SITUATION REGARDING THE BOUNDARY BETWEEN MILD MAY COURT AND THE CEMETERY AND AGREEMENT ON THE NEXT STEPS

The Executive Officer had circulated a report to all prior to the meeting informing Cllrs that as requested she had asked the land surveyor to proceed with investigating further the apparent anomaly in the title plans (Appendix 6). The report also included a proposed response to the Chairman of the Mildmay Court Association's correspondence received on 4 November 2018.

It was resolved by the majority vote to approve the proposed response to the Chairman of the Mildmay Court Association.

98/18 REVIEW OF THE 5 YEAR BUSINESS PLAN FOR THE COMMITTEE

This item was deferred.

99/18 AGREEMENT TO PURCHASE TWO WW1 BENCHES FOR THE PEACE GARDEN OUT OF THE BENCHES AND NOTICEBOARD BUDGET

The Executive Officer had circulated details of the current budget for benches and noticeboards and examples of WW1 benches that could be purchased for the Peace Garden (Appendix 7).

It was resolved to purchase two WW1 benches for the Peace Garden out of the benches and noticeboard budget – the Armed Forces bench and the lest we forget bench.

100/18 RESOLUTION TO APPROVE THE BUDGET REQUESTS TO PUT FORWARD FOR FULL COUNCIL APPROVAL FOR 2019/20

The Executive Officer had circulated a draft budget proposal for the amenity committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 8).

It was resolved to approve the circulated budget requests to put forward for full council approval for 2019/20.

There being no further business the meeting closed at 8.19pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 3 DECEMBER 2018 COMMENCING AT 8.20PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 5 members of the public

FULL COUNCIL

187/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

188/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Hale declared an interest in agenda item 199/18.

189/18 PUBLIC SESSION

A resident addressed the council regarding his complaint about an article in the recent newsletter, agenda item 202/18 (Appendix 9).

The Chairman had to ask the resident to cease speaking as he had exceeded the allocated 3 minutes as per Standing Orders. He reminded the resident that the newsletter article said that OPC was having the issue investigated by an independent land surveyor.

190/18 APPROVAL OF THE FOLLOWING MINUTES

Monday 5 November

165/18 - 186/18

Cllr Fellows queried the use of the word "illegal" in the draft minutes stating that he did not use the word in the context of speech marks and asked for it to be removed. He also confirmed prior to the meeting that a recording he had listened to confirmed this. Cllr Hale advised that in a recording of the meeting that he had listened to, Cllr Fellows had used the word illegal regarding the use of speech marks and by asking for it to be removed could be seen as manipulating the Executive Officer's minutes. During the debate, Cllr Fellows then said that he had used the word illegal regarding the Chairman's general conduct.

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

191/18 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 1 October

63/18 - 75/18

Community 1 October

56/18 - 66/18

Community 17 October

67/18 - 73/18

Planning 29 October

106/18 - 117/18

Traffic and Transport 8 October

44/18 - 55/18

The above minutes were received and noted.

192/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to express thanks to InOdiham for the superb Extravaganza held over the weekend and to Cllrs Faulkner and Harris, Sarah and Nicky and to Francis and Delly for their help with packing the care boxes sent to the RAF in Mali.

He also thanked all the members of the public who had purchased a poppy for the WW1 commemorations and requested that the list of the those who had contributed was appended to the minutes (Appendix 10).

The Chairman brought the Social Media award from HALC to the meeting which he had collected on behalf of the council and confirmed that it would be taken into the office shortly to display and take care of.

193/18 EXECUTIVE OFFICER'S 6 MONTHS SUMMARY

The Executive Officer's 6 months summary had been circulated to all prior to the meeting (Appendix 11). She was thanked for the report.

There was a magazine from The Countryside Voice available at the meeting for Cllrs to take away to read and then return to the office.

194/18 APPROVAL OF THE SIGNING OF OCTOBER'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of October's bank reconciliation, which was signed by the Chairman (Appendix 12).

195/18 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 13 P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

196/18 RECEIVE AN UPDATE ON THE FORMS SUBMITTED FOR ASSETS OF A COMMUNITY VALUE TO HART DC

The Executive Officer had circulated an update on the forms submitted for Assets of a Community Value to Hart DC to all prior to the meeting (Appendix 14). As agreed at the previous meeting, Cllr Fleming had circulated a proposal with input from Cllr Fellows for this nomination. Cllr Harris who also agreed to input on the nomination believed that some of the comments in the proposal were inaccurate and misleading (Appendix 15).

The Executive Officer advised Cllrs that the Cross Barn, North Warnborough Village Hall and the Baker Hall are now on Hart DC's ACV register.

She reminded Cllrs that the approved application in August 2018 for the Deer Park was withdrawn on 13 November after Hart DC advised that if OPC wished to revise the application, then it should be withdrawn and OPC should send in a new one. She also reminded Cllrs about Standing Order no 7 (a) - the reversal of resolutions within 6 months.

It was agreed that two Cllrs would put forward the required special motion in time to consider the nomination for the Deer Park as an ACV at the next meeting.

197/18 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCIL'S MEETING HELD ON 9 OCTOBER 2018

The notes from the HDAPTC meeting held on 9 October 2018 had been circulated to all prior to the meeting and were noted as received (Appendix 16).

198/18 AGREEMENT ON THE RESPONSIBILITIES TO BE DELEGATED TO THE EXECUTIVE OFFICER

It was resolved by the majority vote to delegate the following responsibilities to the Executive Officer:-

- Responsibility for management of the office staff, as per the Executive Officer's contract.
- Running of the day to day activities of the cemetery according to the approved rules, which includes approval of memorials.
- Responsibility for assessing and agreeing FOI requests - in line with the ICO guidelines and in conjunction with the Chairman or Vice-Chair. All Cllrs will be advised if requests are to be classed as vexatious.

As Cllr Hale had declared an interest in the item below, he left the room. Cllr Faulkner chaired the following item.

199/18 NOTE THE REQUESTS FOR INFORMATION HELD BY OPC BY MEMBERS OF THE PUBLIC

The Executive Officer had circulated details of the requests for information held by OPC by members of the public to all prior to the meeting, which included advice from the ICO that public authorities are not obliged to deal with vexatious or repeated requests or in some cases if the cost exceeds an appropriate limit (Appendix 17).

The Executive Officer advised that she had contacted the ICO regarding the subject access request who had confirmed that as OPC is the owner of Cllr email accounts, OPC is able to access and monitor them.

It was confirmed that item 1 has already been responded to and that item 2 appears to be targeted. Cllrs were advised that the IT consultant would be asked to action item 3 as per the advice received from the ICO.

It was agreed by the majority vote to refuse request number 4 on the grounds that the request is too wide in scope, involves numerous respondents and a time scale of 6 months which is too large. To respond to this request would be extremely time consuming for OPC.

It was agreed by the majority vote to refuse request number 5 on the grounds that the request falls into the scattergun approach, where the requester is fishing for information.

Item 6 would be actioned by the office within the required time scale.

Cllr Harris expressed his disappointment about what some members of the community think about Cllr Hale's award and doesn't understand why they are so upset about it. He stated that Cllr Hale has done more for the council than any previous Chairman and thinks this situation is a disgrace.

200/18 RECEIVE DETAILS ON THE DEVELOPMENT OF A PUBLIC SPACE PROTECTION ORDER FOR THE CONTROL OF DOGS AND CONSIDERATION IF OPC HAS ANY COMMENTS TO OFFER

Details of the development of a public space protection order for the control of dogs from Hart DC had been circulated to all prior to the meeting (Appendix 18).

It was agreed that OPC had no comment to offer.

201/18 RECEIVE DETAILS OF THE IMPLICATIONS ON THE NEW RULES REGARDING VAT RECLAIMS FOR OPC AND AGREEMENT ON THE NEXT STEPS

The Executive Officer's report included details of the new rules regarding VAT reclaims and details on Scribe Accounting, which is a package specifically designed for local government (Appendix 19).

It was agreed to defer the decision on the accounts package until the next meeting to allow Cllrs to take the opportunity to engage with the Executive Officer regarding the accounts package and pass on their recommendations.

202/18 RECEIVE A COMPLAINT RECEIVED BY A MEMBER OF THE PUBLIC REGARDING AN ARTICLE IN OPC'S LATEST NEWSLETTER AND CONSIDERATION IF A MEETING IS REQUIRED

The Executive Officer's report included details of the complaint from a member of the public regarding an article in OPC's latest newsletter and a proposed reply (Appendix 20).

Cllr Fellows called a point of order and was asked by the Chairman to confirm which part of Standing Orders he was referring to. He was concerned about the participation of those mentioned in the complaint.

The Executive Officer read out the advice received from HALC, which said that as OPC's complaints procedures does not mention the exclusion of members, there is no need for the author of the article or members of the community committee to leave the room.

It was resolved by the majority vote to approve the circulated proposed reply to the member of public.

203/18 RECEIVE DETAILS ON THE S106 CONTRIBUTIONS THAT HART DC IS HOLDING ON BEHALF OF OPC AND AGREEMENT ON HOW TO ALLOCATE THEM

The Executive Officer's report included details received from Hart DC that as of 1 November 2018, they are holding £19,002 of s106 developer contributions for OPC (Appendix 21).

It was confirmed at the meeting that the invoice for the Peace Garden sent directly to Hart DC is believed to be for £14,250, which would leave £4,752 of unallocated funds for Odiham.

It was agreed to defer this item to allow Cllrs further input at the next meeting.

204/18 CONSIDERATION AND AGREEMENT IF OPC HAS ANY COMMENTS TO OFFER ON CRONDALL PARISH COUNCIL'S PRE-SUBMISSION OF THEIR NH PLAN

As part of the Regulation 14 process, Crondall Parish Council have brought their pre-submission NH Plan to OPC's attention and have requested comments back by 16 December 2018 (Appendix 22).

It was agreed that OPC has no comment to offer on Crondall's pre-submission NH Plan.

205/18 CONSIDERATION AND AGREEMENT IF OPC HAS ANY COMMENTS TO OFFER ON DOGMERSFIELD PARISH COUNCIL'S PRE-SUBMISSION OF THEIR NH PLAN

As part of the Regulation 14 process, Dogmersfield Parish Council have brought their pre-submission NH Plan to OPC's attention and have requested comments back by 21 December 2018 (Appendix 23).

It was agreed that OPC has no comment to offer on Dogmersfield's pre-submission NH Plan.

206/18 CONSIDERATION AND AGREEMENT IF OPC HAS ANY COMMENTS TO OFFER ON HOOK PARISH COUNCIL'S PRE-SUBMISSION OF THEIR NH PLAN

As part of the Regulation 14 process, Hook Parish Council have brought their pre-submission NH Plan to OPC's attention and have requested comments back by 20 December 2018 (Appendix 24).

It was agreed that OPC has no comment to offer on Hook's pre-submission NH Plan.

207/18 RESOLUTION TO APPROVE THE EXPENDITURE OF £13,824 OUT OF THE DOWRY FOR THE REPLACEMENT WETPOUR AT BUFTON FIELD PLAY AREA AND £5,042 ON WETPOUR AT CHAPEL POND DRIVE PLAY AREA AS PER THE AMENITY COMMITTEE'S RECOMMENDATION

The Executive Officer's report advised that the amenity committee had resolved during the meeting in November 2018 to accept the quote for £13,824 for the replacement of the wetpour at Bufton Field and £5,042 for work at Chapel Pond Drive play areas subject to full council approval which had been circulated to all prior to the meeting (Appendix 25).

It was resolved by the majority vote to approve the expenditure of £13,824 out of the dowry for the replacement of wetpour at Bufton Field play area and £5,042 on wetpour at Chapel Pond Drive play areas as per the recommendation from the amenity committee.

208/18 REVIEW OF THE 5 YEAR PLAN FOR THE GENERAL ACCOUNT

This item was deferred.

209/18 RESOLUTION TO APPROVE THE RISK ASSESSMENT FOR ON-LINE BANKING

The updated risk assessment for on-line banking had been circulated to all prior to the meeting (Appendix 26).

It was resolved to approve the circulated risk assessment for on-line banking.

210/18 RESOLUTION TO APPROVE THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE TENDERS RECEIVED FOR REFURBISHMENT WORKS TO KING STREET TOILETS

It was resolved by the majority vote to approve the recommendation from the amenity committee to appoint contractor 4 who quoted £40,862 ex VAT for the refurbishment works to King Street toilets and approval of the funding strategy as per the Executive Officer's report.

211/18 RESOLUTION TO APPOINT CLLR FLEMING TO COMMITTEES

It was resolved to appoint Cllr Fleming to the amenity, community, planning and traffic and transport committees.

212/18 RESOLUTION TO APPROVE THE BUDGET REQUEST FOR THE GENERAL ACCOUNT FOR 2019/20

The Executive Officer had circulated a draft budget proposal for the general account which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 27 P&C).

It was resolved to approve the budget for the general account as per the circulated proposal for 2019/20.

There being no further business the meeting closed at 9.47pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 3 DECEMBER 2018 COMMENCING AT 9.47PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 2 members of the public

84/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

85/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

86/18 PUBLIC SESSION

None.

87/18 APPROVAL OF THE FOLLOWING MINUTES

5 October 74/18 - 83/18
The above minutes were approved as an accurate record of the meeting.

88/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to add information about grant applications, Carols in the Bury, King Street toilet refurbishments, updated cemetery rules, Peace Garden benches and time capsule and the boxes sent to Mali to the Facebook page and to agree on any further content on an ad-hoc basis.

89/18 RECEIVE A REPORT ON THE RECENT CELEBRATIONS TO COMMEMORATE THE 100TH ANNIVERSARY OF THE WW1 - "BATTLE'S OVER"

The Chair advised that the celebrations had been a successful collaboration with other organisations in the village and had been well covered in the press. He advised that there was some funds left from the sale of the poppies which would be donated to the Royal British Legion as advertised.

90/18 RESOLUTION TO RELEASE £2000 TO INODIHAM FOR THE CHRISTMAS EXTRAVAGANZA AS PER THE BUDGET

It was resolved to release £2000 to InOdiham for the Christmas Extravaganza as per the budget.

91/18 RESOLUTION TO RELEASE £500 TO ALL SAINTS CHURCH FOR CAROLS IN THE BURY AS PER THE BUDGET

It was resolved to release £500 to All Saints Church for Carols in the Bury as per the budget.

92/18 RESOLUTION TO RELEASE £500 TO ALL SAINTS CHURCH FOR THE VILLAGE CALENDARS AS PER THE BUDGET AND TO PURCHASE 10 FOR OPC

It was resolved to release £500 to All Saints Church for the village calendars as per the budget and to purchase 10 calendars for OPC to give out.

93/18 RECEIVE A REPORT ON THE RECENT SPOOKTACULA EVENT

The Chair advised that the ability to pay this year by electronic payment had worked well and that the event continues to fund itself.

He would forward his report to the Executive Officer.

94/18 RESOLUTION TO APPROVE THE EXPENDITURE OF UP TO £600 EX VAT FOR THE SUPPLY OF A TABLET TO COVER THE TIME CAPSULE WHICH WILL BE INSTALLED AT THE PEACE GARDEN AND CONSIDERATION OF WW1 BENCHES

The report circulated to all prior to the meeting (Appendix 28) advised the committee that a stone mason has provided a quote for £579.28 ex VAT for the provision of a granite tablet to cover the location of the time capsule to be buried at the Peace Garden.

It was resolved to spend up to £600 +VAT on a tablet to go over the time capsule at the Peace Garden.

95/18 REVIEW OF THE 5 YEAR BUSINESS PLAN FOR THE COMMITTEE

This item was deferred.

96/18 AGREEMENT ON THE NEXT CONTENT TO BE PLACED IN THE CO-OP WINDOWS

It was agreed to refresh the graphics in the Co-op window with a montage of events from this year and details of events for next year. The Chair would circulate designs for approval via email and these would be paid for out of the promotion of the village budget heading.

9718 RESOLUTION TO APPROVE THE BUDGET REQUESTS TO PUT FORWARD FOR FULL COUNCIL APPROVAL FOR 2019/20

The Executive Officer had circulated a draft budget proposal for the Community Committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 29). The Chair had also circulated a proposal for 2019/20 to all (Appendix 30).

It was resolved to approve the Chairs circulated budget total of £24,300 to be put forward for full council approval for 2019/20.

There being no further business the meeting closed at 10.07pm.

Signed.....

Date.....