

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 7 JANUARY 2019 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chairman), Faulkner, Robinson-Giannasi, Stewart and Worboys (7.37pm)

In attendance: Mrs Weir (Executive Officer)

Also present: 4 members of the public

**FULL COUNCIL**

**217/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

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

**218/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**219/18 PUBLIC SESSION**

None.

**220/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 3 December 187/18 - 212/18

Tuesday 18 December 213/18 - 216/18

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

**221/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 5 November 76/18 - 87/18

Community 5 November 74/18 - 83/18

Planning 19 November 118/18 - 129/18

The above minutes were received and noted.

**222/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to thank Amanda and Jim Coomber for taking down the Christmas lights which InOdiham provided and also thanked Cllrs Faulkner, Harris and Robinson-Giannasi for taking down OPC's Christmas trees.

**223/18 EXECUTIVE OFFICER'S REPORT**

The Executive Officer advised that during the recent meeting in December of the Safe Route to RMS from Hook forum, members advised that they had recently walked the proposed route, starting at 7.20am (in the dark), with high-vis jackets and wellies on to look at the problems of the route. Highways confirmed that the safe route will meet Road Safety GB Guidelines and are working towards a public meeting in January 2019.

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

**224/18 APPROVAL OF THE SIGNING OF NOVEMBER'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of November's bank reconciliation, which was signed by the Chairman (Appendix 1).

**225/18 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 2 P&C). Cllrs Hale and Stewart were appointed to finish the payment process.

**226/18 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 were noted as received (Appendix 3).

Cllrs were advised that the first request had been responded to and the second request would be responded to within the required time scale.

**227/18 RESOLUTION TO APPROVE THE SUBSCRIPTION TO SCRIBE ACCOUNTS**

The Executive Officer had circulated details regarding Scribe Accounting, which is a package specifically designed for local government and reminded Cllrs that an accounts package had been budgeted for in 2019/20 (Appendix 4).

**It was resolved** to approve the subscription to Scribe Accounting.

**228/18 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 5). After the deduction of the invoice for the Peace Garden, it is believed that Hart DC are holding £4752 for OPC.

It was agreed to ask Hart DC to ring fence the £4752 for possible facilities at Montfort Place to be confirmed when deliverable/OPC takes ownership of the land.

**229/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE GENERAL ACCOUNT**

The Executive Officer had circulated the updated 5-year business plan for the general account prior to the meeting (Appendix 6).

The Executive Officer was thanked for her input to the plan which was noted as reviewed.

**230/18 APPOINTMENT OF TWO CLLRS TO CARRY OUT THE EXECUTIVE OFFICER'S ANNUAL APPRAISAL**

It was agreed by the majority vote to appoint Cllrs Hale and Stewart to carry out the Executive Officer's annual appraisal.

Cllr Stewart disagreed with Cllr Hale's appointment as he believed it was a conflict of interest due to his nomination last year for an award. The Executive Officer was asked to contact HALC to check that there was no conflict of interest.

### **231/18 CONSIDERATION OF THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY**

The Executive Officer's report reminded Cllrs that the Annual Parish Assembly must be held between 1 March and 1 June inclusive each year. It also reminded Cllrs about elections on 2 May for the parish and Purdah (Appendix 7).

It was agreed to try and hold the APA prior to Purdah which the Executive Officer was asked to confirm the start date of.

It was suggested that the Station Commander and the Head teacher of Robert May's School could be invited to address the assembly.

### **232/18 RESOLUTION TO APPROVE THE BUDGET REQUESTS FROM ALL COMMITTEES FOR THE FINANCIAL YEAR 2019/20**

The Executive Officer had circulated details of the approved budgets for each committee to all prior to the meeting for the year 2019/20 (Appendix 8).

**It was resolved** by the majority vote to approve the circulated budget requests from all committees for the financial year 2019/20 which total £197,221.

### **233/18 CONSIDERATION AND RESOLUTION TO APPROVE THE PRECEPT FOR 2019/20**

The Executive Officer's report regarding the precept had been circulated to all prior to the meeting which included details of various possible proposals for Cllrs to consider (Appendix 9).

Cllr Faulkner expressed concern that OPC continues to take money each year from reserves rather than increasing the precept. Cllr Stewart commented that the council should not be increasing the precept, but should instead look at its priorities and what is essential. When asked for examples, he said that the office costs should be reviewed – no review of the office hour by hour had taken place and that the amount budgeted for grants could be cut and the balance used from reserves. He also suggested that the Deputy Clerk is not replaced. After admitting that he was not aware of the figures for reserves, it was queried how he could make a suggestion to use them for the shortfall and that perhaps he should have scrutinised the budget prior to the meeting.

The Executive Officer reminded Cllrs that they had approved the budget in the previous agenda item which had been discussed by full council and each committee during meetings in October, November and December. This agenda item was to approve the precept, not the budget.

**It was resolved** by the majority vote to request a precept of £165,656 from Hart DC, taking the shortfall from OPC's reserves. This will mean that a Band D equivalent property charge will be £72.46. The required forms were signed by two Cllrs and the Executive Officer.

*The full council meeting closed at 8.14pm and re-opened for the following items at 9.07pm. Cllr Stewart was not present.*

### **234/18 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.

### **235/18 RECEIVE AN UPDATE ON STAFF PROGRESS AND AGREEMENT ON THE PRIVATE AND CONFIDENTIAL PROPOSAL**

A private and confidential report had been circulated to all prior to the meeting (Appendix 18 P&C).

**It was resolved** to approve the proposal in the private and confidential report with regards to staff pay.

The resignation of the Deputy Clerk was noted by the council and Cllrs Robinson-Giannasi and Worboys were appointed to offer to carry out an exit interview prior to the Deputy Clerk's last day of employment on 30 January 2019.

**There being no further business the meeting closed at 9.14pm.**

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 7 JANUARY 2019 COMMENCING AT 8.14PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 6 members of the public

**98/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

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

**99/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**100/18 PUBLIC SESSION**

None.

**101/18 APPROVAL OF THE FOLLOWING MINUTES**

3 December 84/18 - 97/18  
The above minutes were approved as an accurate record of the meeting.

**102/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

The following information was agreed to be added to the Facebook page:-

- The date of the box cart race (subject to insurance) which is suggested to take place on the morning of Armed Forces Day.
- Dates for village events.
- The details of the closure of King Street toilets for refurbishment.
- Details of the precept (and also in the next newsletter).
- Details of the grants awarded.

**103/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE**

The Executive Officer had circulated the 5-year business plan for the committee to all prior to the meeting (Appendix 10).

The committee had nothing further to add to the 5-year plan. Cllr Hale offered to make enquiries about the Odiham Fire, Food and History Show and to provide an update at a future meeting.

**104/18 CONSIDERATION AND RESOLUTION TO APPROVE GRANT APPLICATIONS**

The Executive Officer had circulated details of the grant applications to all prior to the meeting (Appendix 11).

During the meeting she read out advice from HALC regarding the application from Odiham Tennis Club for expenditure already incurred. "HALC's generic view is that retrospective applications seeking reimbursement for costs already paid should not be approved by the council unless it has a policy that specifies such applications will be considered".

**It was resolved** to issue grants as follows:-

Victim Support - £150 towards purchasing of security items that they provide FOC to victims and their families.

Odiham Tennis Club - £162 for one year's cost of maintenance for the recently installed defibrillator, with a request that the club look at siting the defibrillator in a location that would make it available 24/7.

Little Wings Nursery - £600 towards the purchase of new furniture, subject to confirmation that they are able to complete the project as their application was for £809.78.

Hampshire & Isle of Wight Wildlife Trust - £1000 to run outreach events for families at Warnborough Greens Nature Reserve subject to the confirmation that a minimum of four events will be run at this location and that they involve the local schools and youth groups in the parish.

Baker Hall - £2000 towards the painting of the exterior of the building and fitting of new carpets subject to confirmation that they are able to complete the project as their application was for £2350.

Mildmay Court Residents Association - It was agreed not to award a grant ;

**105/18 RECEIVE THE ACCOUNTS FROM INODIHAM FOR THE EXTRAVAGANZA**

The income and expenditure details for the recent Extravaganza had been circulated to all prior to the meeting along with thanks from InOdiham for the council's generous grant (Appendix 12).

It was agreed that a discussion should take place between OPC and InOdiham regarding the sustainability of the event in the future as concern was expressed regarding the rising costs and scale of the event.

**There being no further business the meeting closed at 8.54pm.**

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 7 JANUARY 2019 COMMENCING AT 8.54PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 2 members of the public

**101/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David, Fellows and Fleming. Apologies were also received from District Cllr Crookes.

**102/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**103/18 PUBLIC SESSION**

None.

**104/18 APPROVAL OF THE FOLLOWING MINUTES**

3 December 88/18 - 100/18  
The above minutes were approved as an accurate record of the meeting.

**105/18 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 13). She advised at the meeting that the Lengthsman will be in Odiham on 16 January.

It was agreed that the committee had no further ideas at present to add to the list for the Lengthsman.

**106/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE**

The Executive Officer had circulated the 5-year business plan for the committee to all prior to the meeting which was noted as reviewed by the committee (Appendix 14).

**107/18 RECEIVE AN UPDATE ON THE SITUATION REGARDING THE BOUNDARY BETWEEN  
MILDMAY COURT AND THE CEMETERY AND AGREEMENT ON THE NEXT STEPS**

The Executive Officer had circulated a report to all prior to the meeting advising that the land surveyor had written to HM Land Registry inviting their comments regarding the anomaly in the boundary position shown on the two critical boundary plans (Appendix 15).

The committee was advised that the letter was sent to the land registry on 6 December so hopefully there would be a further update for the next meeting.

**108/18 CONSIDERATION OF THE IMPLICATIONS TO OPC WHEN THE PUBLIC TOILETS ARE OPENED FOR EVENTS IN THE PARISH**

The Executive Officer's report which was circulated to all prior to the meeting outlined the state that the public toilets were left in after the Extravaganza and concern that OPC may get an extra bill for cleaning (Appendix 16).

Charging a nominal fee to organisations for the use of the toilets for events was suggested as was asking them to agree to pay for any additional cleaning costs if OPC incurred any.

It was agreed that the Executive Officer would create a form for use when organisations use any of the council's assets giving OPC the right to pass on any charges for damage to the asset when used by the organisation i.e. public toilets, the rec, beacon field to be approved at the next meeting.

**109/18 RESOLUTION TO AGREE TO RENEW THE TENANCY AGREEMENT FOR CHAPEL COTTAGE FOR A FURTHER TERM OF 12 MONTHS**

The Executive Officer's report which was circulated to all prior to the meeting advised that the tenancy agreement for Chapel Cottage is due to expire on 12 February (Appendix 17). The agent has advised that they feel that the current rent of £1100 per calendar month is in line with the current market.

**It was resolved** to renew the tenancy for Chapel Cottage for a further 12 months.

**There being no further business the meeting closed at 9.07pm.**

Signed.....

Date.....