

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 4 FEBRUARY 2019 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chairman), Bell, David, Fellows, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: District Cllr Crookes; 1 member of the public

**FULL COUNCIL**

**236/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Fleming and Harris.

**237/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**238/18 PUBLIC SESSION**

None.

**239/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 7 January

217/18 - 235/18

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

**240/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 3 December

88/18 - 100/18

Community 3 December

84/18 - 97/18

Planning 10 December

130/18 - 142/18

Traffic and Transport 19 November

56/18 - 68/18

Traffic and Transport 18 December

69/18 - 72/18

The above minutes were received and noted.

**241/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed back Cllr David and wished to thank the community, businesses and the RAF for assisting in the recent extreme weather conditions.

Thanks were also expressed to Iain Tunstell for his 22 years of community service as a Special Constable and Inspector on the Country Watch Team. Iain finishes at the end of the month but will be continuing to serve the community in his role as one of the First Responders. He was also thanked for continuing in this role.

**242/18 EXECUTIVE OFFICER'S REPORT**

The Executive Officer advised that OPC has received a thank you from Victim Support for the £150 grant that was issued to them in January 2019.

She also advised that Hampshire CC has arranged to hold public meetings regarding the proposed safe walking route to RMS from Hook as follows:-

- 11 February at 6.30pm at Hook Junior School. This will be a public meeting followed by questions and answers.
- 26 March between 3 - 8pm in the Bartley room at Hook Community Centre. This will be an exhibition style drop-in session.

The Executive Officer also advised that PC Paul Franks will be taking early retirement after spending 15 years in the Police. He spent the last 5 years working in the Hart rural area. The Executive Officer thanked him on behalf of OPC for his commitment and work in our parish.

#### **243/18 APPROVAL OF THE SIGNING OF DECEMBER'S BANK RECONCILIATION BY THE CHAIRMAN**

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

#### **244/18 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.

#### **245/18 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 both requests had been received on 7 January and responded to on 14 January 2019. They were also reminded about the statement on OPC's publication scheme "information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act".

#### **246/18 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. As elections are taking place on 2 May for the parish, the report advised that Purdah will start on 26 March 2019 (Appendix 4).

It was agreed by the majority vote to hold the APA on 19 March between 7.30pm and 9pm at All Saints Church.

It was agreed to invite a speaker focusing on crime in the area (Police Crime Commissioner, Inspector for our area, local PC) and the Station Commander at RAF Odiham/Cllr David to talk about Mali. Other suggestions for speakers included a representative from Hampshire Highways and the Canal Society to talk about the proposed boat basin.

#### **247/18 REVIEW OF THE 3<sup>RD</sup> QUARTER BUDGET TO ACTUAL UP TO 31 DECEMBER INCLUDING THE STATEMENT OF VARIANTS AND PETTY CASH EXPENDITURE**

The Executive Officer had circulated details of the 3<sup>rd</sup> quarter budget to actual up to 31 December including the statement of variants and the petty cash expenditure to all prior to the meeting which she was thanked for (Appendix 5).

The 3<sup>rd</sup> quarter budget to actual, statement of variants and petty cash expenditure were noted as reviewed.

**248/18 RESOLUTION TO APPROVE THE SPECIAL MOTION SUBMITTED BY CLLRS FLEMING AND STEWART TO APPROVE THE REVISED NOMINATION FOR THE DEER PARK AS AN ASSET OF A COMMUNITY VALUE TO HART DC**

At the meeting in November 2018 it was agreed that Cllrs Fellows and Harris would revise the nomination for the Deer Park as an Asset of Community Value (ACV) with assistance from Cllr Fleming.

A revised nomination for the Deer Park had been circulated to all by Cllr Fleming prior to the meeting (Appendix 6). Cllr Hale had also circulated a proposal on behalf of Cllr Harris for the nomination to all prior to the meeting (Appendix 7) as he was away.

**It was resolved** to approve the special motion for the revised nomination based on Cllr Harris's submission with the inclusion of "the Deer Park fosters social wellbeing and social and cultural interests" for the nomination of the Deer Park as an Asset of a Community Value to be submitted to Hart DC. As there was three votes in favour of this motion and 3 votes against it, the Chairman had to use his casting vote to pass the resolution.

**249/18 RECEIVE THE NOTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS MEETING HELD ON 8 JANUARY 2019**

The notes and the parish reports from the Hart District Association of Parish and Town Council's meeting held on 8 January 2019 had been circulated to all prior to the meeting and were noted as received (Appendix 8).

**250/18 CONSIDERATION AND APPROVAL OF THE PROCEDURE FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE**

The Executive Officer had circulated a draft procedure for marking the death of a senior national figure to all prior to the meeting along with details of costs to consider in her report (Appendix 9).

It was agreed by the majority vote to approve the procedure for marking the death of a senior national figure and to consider the costs at the next meeting.

**251/18 RESOLUTION TO APPROVE THE EMAIL, INTERNET AND COMPUTER SYSTEM USE POLICY AND PROCEDURE FOR CLLRS**

The Executive Officer had circulated a draft Email, Internet and Computer System Use Policy and Procedure for Cllrs to all prior to the meeting (Appendix 10).

**It was resolved** by the majority vote to approve the circulated Email, Internet and Computer System Use Policy and Procedure for Cllrs.

**252/18 RESOLUTION TO APPROVE THE RISK ASSESSMENT AND INTERNAL CONTROLS FOR THE COUNCIL**

The Executive Officer had circulated the updated risk assessment and internal controls document to all prior to the meeting (Appendix 11).

**It was resolved** to approve the circulated risk assessment and internal controls for the council.

**253/18 RECEIVE THE RESPONSE FROM HART DC REGARDING OPC'S REQUEST FOR CLARIFICATION ON THE PROCESS FOR WARD MEMBERS TO REQUEST THAT PLANNING APPLICATIONS BE DETERMINED BY HART DC'S PLANNING COMMITTEE**

The letter sent to and the response received from Hart DC regarding clarification on the process for ward members to request that planning applications be determined by Hart DC's planning committee had been circulated to all prior to the meeting and was noted as received (Appendix 12).

**254/18 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

**It was resolved** in accordance with the Public Bodies (Admission to meetings) Act 1960 to exclude the public and press from the meeting due to the item being about staff.

**255/18 RECEIVE A REPORT ABOUT THE FUTURE OFFICE ROLES, APPROVAL OF THE ADVERT FOR THE OFFICE VACANCY AND APPOINTMENT OF TWO CLLRS TO ASSIST WITH INTERVIEWS**

A private and confidential report about the future office roles, a draft advert for the office vacancy and a draft contract had been circulated to all prior to the meeting (Appendix 13 P&C).

It was agreed to approve the advert for the office vacancy with the inclusion of "to be agreed" regarding hours and writing CiLCA in full and that the Executive Officer had already been delegated to manage staff issues.

Cllr Robinson-Giannasi agreed to assist with interviews. Cllr Hale advised that he would possibly be available and suggested that this be confirmed at the next meeting.

**There being no further business the meeting closed at 8.44pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 4 FEBRUARY 2019 COMMENCING AT 8.44PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: Cllr Fellows; 1 member of the public

**106/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Fleming.

**107/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**108/18 PUBLIC SESSION**

None.

**109/18 APPROVAL OF THE FOLLOWING MINUTES**

7 January 98/18 - 105/18  
The above minutes were approved as an accurate record of the meeting.

**110/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to add details of the Annual Parish Assembly and the office vacancy to the Facebook page. Other information would be agreed by the committee on an adhoc basis.

**111/18 RECEIVE THE QUOTES FOR THE PRINTING OF THE NEWSLETTER AND  
APPOINTMENT OF A CONTRACTOR**

Details of the quotes obtained for the printing of the newsletter had been circulated to all prior to the meeting (Appendix 14). The quotes included the option to distribute the newsletter in a more environmentally friendly way.

Whilst Cllrs wished to be more environmentally friendly and liked the option of the newsletter being carbon neutral as per quotation number 6, concern was expressed that some residents may see the envelope and think that it is junk mail and therefore not open and read the newsletter which would then make it wasteful to print and send.

It was agreed by the majority vote to accept quotation number 2 for the cost of £1963, which is for a bag with 100% biodegradable certification. Cllr David asked it to be recorded that he voted against this.

**112/18 CONSIDERATION OF THE CONTENT FOR THE SPRING NEWSLETTER**

It was agreed that the Executive Officer would look into print times with the printer and Cllrs would think about articles for the spring newsletter. As the APA has been brought forward to March, the

newsletter will not be able to promote this. Cllr Robinson-Giannasi would look at an article on the Rural Exception Scheme.

**113/18 CONSIDERATION OF THE ARRANGEMENTS FOR ARMED FORCES DAY**

The Executive Officer had circulated a report outlining the agreed budget for this year’s celebration and details of costs incurred at the last AFD (Appendix 15). The report also suggested considering setting up a working party to co-ordinate the celebrations.

The Chair advised that it is the intention to start the box cart race at 10am, with the parade starting at 11.30am, followed by Bands in The Bury.

It was noted that the Chairman of the council usually presents the scrolls and tankards to the parade.

It was agreed to have this as a rolling agenda item.

**114/18 RECEIVE A REPORT ON THE CENTENARY POPPY GARDEN FUNDRAISING**

The Chair had circulated a private and confidential report on the Centenary Poppy Garden to all prior to the meeting which was noted as received (Appendix 16 P&C).

**115/18 CONSIDERATION AND AGREEMENT ON THE APPROACH FOR A BI-ANNUAL BOX CART RACE**

The Chair advised that there is an enthusiastic group of residents keen to organise the bi-annual box cart race, possibly being set up with InOdiham.

The Executive Officer advised that she had contacted OPC’s insurers regarding the insurance for the event and they had asked for the risk assessment and any rules and regulations including potential speeds, safety, road closures, scrutineering etc. They also asked if it will involve racing or time trials only. She reminded Cllrs that the insurance company had advised previously that they are only able to insure OPC events and suggested setting up a working party which would include Cllrs and approved Terms of Reference for the event.

It was agreed that the event would be run in the same format as last year and the volunteers would be encouraged to form a working party.

**There being no further business the meeting closed at 9pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 4 FEBRUARY 2019 COMMENCING AT 9PM**

Present: Cllrs Worboys (Chair), Bell, David, Fellows, Hale (9.05pm) and Robinson-Giannasi (9.04pm)

In attendance: Mrs Weir (Executive Officer)

Also present: 1 member of the public

**110/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Fleming.

**111/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**112/18 PUBLIC SESSION**

None.

**113/18 APPROVAL OF THE FOLLOWING MINUTES**

7 January 101/18 - 109/18  
The above minutes were approved as an accurate record of the meeting.

**114/18 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 a report advising the works carried out by the Lengthsman on 16 January 2019 along with the list of works to all prior to the meeting (Appendix 17).

It was agreed to add the clearance of leaves and debris around the stocks and flower beds in The Bury and off the single yellow line marking at Palace Gate Farm.

**115/18 APPROVAL OF THE FORM FOR ORGANISATIONS TO COMPLETE AFTER REQUESTING  
TO USE OPC'S ASSETS**

The Executive Officer had been asked to compile a form for use by organisations to complete after requesting to use OPC'S assets which had been circulated to all prior to the meeting (Appendix 18).

It was agreed by the majority vote to approve the circulated form for organisations to complete after requesting to use OPC's assets.

**116/18 RECEIVE THE QUOTES FOR THE REPLACEMENT OF THE WATER HEATER IN THE  
PUBLIC TOILETS AND APPOINTMENT OF A CONTRACTOR**

The Executive Officer's report included the costs from three contractors for the replacement of the water heater in the public toilets (Appendix 19).

**It was resolved** to appoint contractor 2 at a cost of £580 ex VAT to replace the water heater in the public toilets.

**117/18 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

**It was resolved** by the majority vote that in accordance with the Public Bodies (Admission to meetings) Act 1960 to exclude the public and press from discussions regarding the situation with the boundary between Mildmay Court and the cemetery where publicity might be prejudicial to the special nature of the business.

**118/18 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 private and confidential report to all prior to the meeting which included the information from the land surveyor and HM Land Registry (Appendix 20 P&C). HM Land registry have supported the land surveyors conclusion that the recently erected fence and gate are on land owned by OPC.

The Executive Officer read out correspondence from the solicitor and a proposed draft letter to all residents at Mildmay Court (Appendix 21 P&C).

It was agreed by the majority vote to send the draft letter to the residents with the inclusion of "newly erected fence", "working days", addition of a link to OPC's website where all the documents received from the land surveyor would be made available and including the letter from the land surveyor. This would also be emailed to the Chairman of the Mildmay Court Residents Association.

It was also agreed by the majority vote to delegate authority to the parish office to progress the removal of the fence and gate from OPC's property if required.

**There being no further business the meeting closed at 9.33pm.**

**Signed**.....

**Date**.....