

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

Present: Cllrs Hale (Chairman), David, Faulkner (7.54pm), Fellows, Fleming, Robinson-Giannasi and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: 1 member of the public

FULL COUNCIL

256/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Harris. Cllrs Faulkner and Stewart advised that they would be late. District Cllr Crookes and County Cllr Glen also sent their apologies.

257/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

258/18 PUBLIC SESSION

None.

259/18 APPROVAL OF THE FOLLOWING MINUTES

Monday 4 February 236/18 - 255/18
The above minutes were approved by the majority vote as an accurate record of the meeting.

260/18 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 7 January 101/18 - 109/18
Community 7 January 98/18 - 105/18
Planning 8 January 143/18 - 156/18
The above minutes were received and noted.

261/18 CHAIRMAN'S ANNOUNCEMENTS

None.

262/18 EXECUTIVE OFFICER'S REPORT

The Executive Officer advised that she has set up a page on the website to try and encourage residents to stand for elections, which take place on 2 May. Hart DC will be issuing poll cards on 26 March which will confirm each elector's polling station. Elections will be held for the Odiham, North Warnborough and RAF wards. Candidates will be able to submit nomination papers from Tuesday 26 March - hand delivered to the Returning Officer at Hart DC. The closing date for nomination papers is 4pm on 3 April. Candidate withdrawals will not be accepted after this deadline.

All Cllrs retire and newly elected Cllrs take office on the fourth day after the ordinary election. The Annual Council meeting will be held on 13 May, chaired to begin with by the current Chairman of the Council if present.

263/18 APPROVAL OF THE SIGNING OF JANUARY'S BANK RECONCILIATION BY THE CHAIRMAN

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

264/18 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 Fellows and Hale were appointed to finish the payment process.

265/18 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 from members of the public to all prior to the meeting which were noted as received (Appendix 3).

266/18 CONSIDERATION OF THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

The report circulated to all prior to the meeting advised that the venue has been booked and invites sent to speakers who were asked to respond by 1 March (Appendix 4).

The Executive Officer advised at the meeting that the Station Commander has accepted the invite to address the assembly. After OPC's committee presentations there would be time for questions from the electorate as per usual.

267/18 CONSIDERATION OF THE COSTS FOR THE PURCHASING OF ITEMS IN THE PROCEDURE FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE AND AGREEMENT ON WHICH BUDGET TO PURCHASE THEM FROM

The Executive Officer had circulated a report to all outlining the costs for Cllrs to consider as per agreement at the previous meeting and recommended using funds from the promotion of the village heading (Appendix 5).

It was agreed by the majority vote to approve the purchase of black arm bands, a black table cloth, 1500 copies of paper with a black border and wide left hand margin (£261.37) and a black lever arch file out of the promotion of the village budget heading.

268/18 RESOLUTION TO IMPLEMENT THE NEW PAY SPINE AND PAY SCALES AS AGREED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES FROM 1 APRIL 2019 FOR ALL RELEVANT STAFF

The Executive Officer had circulated details of the new pay spine and pay scales as agreed by the National Joint Council for Local Government Services from 1 April to all prior to the meeting (Appendix 6).

It was resolved by the majority vote to implement the new pay spine and pay scales as agreed by the National Joint Council for Local Government Services from 1 April 2019 for all relevant staff.

269/18 REVIEW AND APPROVAL OF THE ARRANGEMENTS FOR OPC'S INSURANCE COVER FOR 2019/20

The Executive Officer had circulated details of the insurance renewal for 2019/20 to all prior to the meeting (Appendix 7).

It was agreed to approve the circulated arrangements for OPC's insurance cover for 2019/20 at a cost of £2837.71.

270/18 AGREEMENT ON ANY REPRESENTATIONS THAT OPC MAY HAVE ON HARTLEY WINTNEY'S NH PLAN SUBMISSION CONSULTATION

The Executive Officer had circulated details on Hartley Wintney's NH Plan submission consultation to all prior to the meeting (Appendix 8).

It was agreed that OPC had no comment to offer on Hartley Wintney's NH Plan submission consultation.

271/18 AGREEMENT ON ANY REPRESENTATIONS THAT OPC MAY HAVE ON FLEET'S NH PLAN SUBMISSION CONSULTATION

The Executive Officer had circulated details on Fleet's NH Plan submission consultation to all prior to the meeting (Appendix 9).

It was agreed that OPC had no comment to offer on Fleet's NH Plan submission consultation.

272/18 AGREEMENT ON ANY REPRESENTATIONS THAT OPC MAY HAVE ON DOGMERSFIELD'S NH PLAN SUBMISSION CONSULTATION

The Executive Officer had circulated details on Dogmersfield's NH Plan submission consultation to all prior to the meeting (Appendix 10).

It was agreed that OPC had no comment to offer on Dogmersfield's NH Plan submission consultation.

273/18 RECEIVE AN UPDATE ON THE RECRUITMENT OF AN ADMINISTRATOR AND APPOINTMENT OF ANOTHER CLLR TO ASSIST WITH INTERVIEWS

The Executive Officer had circulated an update on the recruitment of an Administrator to all prior to the meeting (Appendix 11). She advised at the meeting that there had been four applications for the position.

It was agreed to appoint Cllr Hale as the other Cllr to assist with interviews.

274/18 RESOLUTION TO APPROVE THE UPDATED PRECEPT FORM FOR HART DC

The Executive Officer had circulated the updated precept form to all prior to the meeting with an explanation of the error on the original form (Appendix 12).

It was resolved by a majority vote to approve the updated precept form for Hart DC which was signed by two Cllrs and the Executive Officer. Cllr Fleming asked it to be recorded that he did not approve of the precept increase that had been agreed by the council during the January meeting and therefore voted against this motion. Cllr Fleming was reminded that this agenda item was not to agree/consider the precept but to approve the updated form only.

275/18 REVIEW OF THE AUDIT REPORT AND RISK ASSESSMENT OF FINANCIAL SYSTEMS' INTERNAL CONTROLS CARRIED OUT BY THE INTERNAL AUDITOR

The Executive Officer had circulated the audit report and risk assessment of financial systems' internal controls carried out by the internal auditor to all prior to the meeting (Appendix 13).

Concern was expressed by a Cllr about item 7.3 in the recommended action plan and how the council could carry this out. He also expressed concern about the recommendation in 9.1 of the action plan to set up a new bank account.

276/18 RECEIVE THE INTERIM INTERNAL AUDIT LETTER REPORT FOR NOVEMBER 2018 TO JANUARY 2019

The Executive Officer had circulated the interim internal audit letter report for November 2018 to January 2019 to all prior to the meeting which was noted as received (Appendix 14).

277/18 RESOLUTION TO APPROVE OPC'S STATEMENT REGARDING THE PROPOSED SAFE WALK TO RMS FROM HOOK

Cllr Hale's proposed statement to the Traffic and Transport Committee regarding the proposed safe walking route to RMS from Hook had been circulated to all prior to the meeting (Appendix 15). He had also circulated a revised statement to all prior to the meeting (Appendix 16).

It was resolved by the majority vote to approve the circulated revised statement subject to the correction of spelling errors by the office staff and to send it to HCC Children's Services, County Cllr Glen, Hook Parish Council and add it to the website and Facebook page.

The meeting closed at 8pm and re-opened at 9.07pm for the below items. Cllr Fellows was not present for these items.

278/18 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE FOLLOWING ITEMS BEING ABOUT STAFF

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 items being about staff.

279/18 RESOLUTION TO APPROVE THE DRAFT CONTRACT FOR THE VACANCY OF ADMINISTRATOR

The Executive Officer had circulated the draft contract for the vacancy of Administrator to all prior to the meeting (Appendix 28 P&C).

It was resolved to approve the draft contract for the vacancy of Administrator.

280/18 RESOLUTION TO APPOINT CATHERINE RYLE AS THE ADMIN OFFICER AND AGREEMENT TO APPROVE THE UPDATES TO HER CONTRACT

It was resolved to appoint Catherine Ryle as the Admin Officer and to update her contract as per the draft circulated to all prior to the meeting by the Executive Officer (Appendix 29 P&C).

The Executive Officer left the meeting and the minutes were taken for the below item by Cllr Hale.

281/18 RECEIVE A PRIVATE AND CONFIDENTIAL REPORT REGARDING ADVICE REQUESTED FROM HALC AND AGREEMENT ON THE NEXT STEPS

As the advice requested from HALC had yet to be received, Cllr Hale gave a verbal report to Cllrs. It was agreed to allocate a sum of up to £1000 for HALC to investigate the situation.

There being no further business the meeting closed at 9.20pm.

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 MARCH 2019 COMMENCING AT 8PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 1 member of the public

119/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from District Cllr Crookes and County Cllr Glen.

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

None.

121/18 PUBLIC SESSION

None.

122/18 APPROVAL OF THE FOLLOWING MINUTES

4 February 110/18 - 118/18
The above minutes were approved as an accurate record of the meeting.

**123/18 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 Cllrs that OPC has 5.5 hours of work left to be carried out by the Lengthsman and the current list of works to all prior to the meeting (Appendix 17).

It was agreed to ask the Lengthsman to hammer in the aluminium strips into the post and rail fences at Priors Corner and the Peace Garden and to carry out a general tidy up at the front of The Crown.

Cllr Worboys offered to email Highways about installing dragon's teeth at the location of the kebab van to prevent vehicles from driving on the grass and making the area look unsightly.

**124/18 RECEIVE AN UPDATE ON THE SITUATION REGARDING THE BOUNDARY BETWEEN
MILDMAY COURT AND THE CEMETERY, CONSIDERATION TO INVOICE THE
MANAGEMENT COMPANY FOR THE REMOVAL OF THE FENCE AND GATE INSTALLED
ON OPC'S LAND AND AGREEMENT ON THE NEXT STEPS**

The Executive Officer had circulated a report to all advising Cllrs that the fence installed on OPC's land had been removed on 19 February (Appendix 18). The report also advised that a single post had been installed on OPC's land with a sign stating "Private. No access" which was now understood to have been removed.

It was agreed to send the invoice to the residents association for the removal of the fence and gate installed on OPC's land, totalling £200. A letter would be sent reminding them that both the land surveyor and HM Land Registry had confirmed that the land was OPC's and following legal advice,

OPC had given them the opportunity to remove it. As they hadn't OPC had had to pay to have it removed.

It was agreed to explore the cost to have a post and wire fence installed on OPC's land to determine the boundary, leaving a gap for access and the installation of a sign stating that this land is owned and maintained by OPC.

125/18 RECEIVE CORRESPONDENCE FROM THE TENNIS CLUB REGARDING THE LEASE AND AGREEMENT ON THE NEXT STEPS

The Executive Officer had circulated a report which detailed the correspondence received from the tennis club regarding the lease and feedback from OPC's solicitor on this correspondence (Appendix 19).

It was agreed that OPC was concerned about the access to the public court for members of the public and therefore requested that 19.6 be re-written to say "The landlord and tenant agree that members of the community shall be entitled to use one of the courts on an equal basis with members, but excluding periods when the court is being used for tournaments, subject to approval by the Executive Officer.

It was agreed that the committee was happy with all other aspects of the feedback from the solicitor.

126/18 RECEIVE QUOTES FOR THE MAINTENANCE OF THE CEMETERY, APPROVAL OF THE DRAFT CONTRACT AND APPOINTMENT OF A CONTRACTOR

The Executive Officer had circulated details of the quotes received for the maintenance of the cemetery and a draft contract to all prior to the meeting (Appendix 20).

It was resolved to appoint contractor 4 as per the Executive Officer's recommendation for the maintenance of the cemetery from 1 April 2019 to 31 March 2021 and to approve the circulated draft contract.

127/18 RECEIVE QUOTES FOR THE GROUNDS MAINTENANCE OF OPC'S PLAY AREAS AND OPEN SPACES, APPROVAL OF THE DRAFT CONTRACT AND APPOINTMENT OF A CONTRACTOR

The Executive Officer had circulated details of the quotes received for the grounds maintenance of OPC's play areas and open space and a draft contract to all prior to the meeting (Appendix 21).

It was resolved to appoint contractor 1 as per the Executive Officer's recommendation for the grounds maintenance of OPC's play areas and open spaces from 1 April 2019 to 31 March 2021 and to approve the circulated draft contract.

128/18 RESOLUTION TO APPROVE THE QUOTES FOR NECESSARY TREE WORKS AT THE CEMETERY

The Executive Officer had circulated details of the quotes for necessary tree works at the cemetery to all prior to the meeting (Appendix 22).

It was agreed to approve the quotes for necessary tree works at the cemetery for £630, £440 and £20.

129/18 RECEIVE AN UPDATE ON THE PEACE GARDEN AND AGREEMENT ON THE NEXT STEPS

The Executive Officer's report had been circulated to all prior to the meeting giving an update on the Peace Garden (Appendix 23). The new WW1 benches are in place as is the tablet over the time capsule.

It was agreed to purchase the Stoneguard Memorial Stone Insurance for a sum of £38 for five years cover.

It was also agreed for the office to seek quotations to water the newly planted trees and hedges at the Peace Garden for consideration at the next meeting.

130/18 RESOLUTION TO APPROVE THE QUOTE FOR THE REPAIRS TO THE POST AND RAIL FENCE AT THE PEACE GARDEN

The Executive Officer had circulated details of the quote for the repairs to the post and rail fence at the Peace Garden (Appendix 24).

It was agreed to accept the quote of £175 to repair the post and rail fence at the Peace Garden.

There being no further business the meeting closed at 8.51pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 4 MARCH 2019 COMMENCING AT 8.51PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 1 member of the public

116/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from District Cllr Crookes and County Cllr Glen.

117/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

118/18 PUBLIC SESSION

None.

119/18 APPROVAL OF THE FOLLOWING MINUTES

4 February 106/18 - 115/18
The above minutes were approved as an accurate record of the meeting.

120/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to add details about the Annual Parish Assembly, the statement about the proposed safe walking route to Robert May's School from Hook, the public tennis court, the box cart race and a link to the website regarding elections. Other items would be agreed on an ad-hoc basis by the committee.

121/18 APPROVAL OF THE DRAFT CONTENT TOPICS FOR THE SPRING NEWSLETTER AND AGREEMENT ON THE TIME LINE TO PRINT

Cllr Hale had circulated suggested content topics to all prior to the meeting (Appendix 25).

It was agreed to include the circulated suggested content and to also include an article on the interim report on the Local Plan which Cllr Fleming volunteered to write and the Rural Exception Scheme which Cllr Robinson-Giannasi offered to write.

Cllrs were requested to submit their articles to the office by the end of the month to enable them to compile the newsletter for delivery to residents at the end of April.

The Executive Officer advised Cllrs that articles written by those Cllrs standing for elections would not have their names against them in the newsletter.

122/18 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 for the tankards and scrolls for the parade (Appendix 26).

Cllr David advised the committee that this year's national event will be held in Salisbury and RAF Odiham will be supporting this. He will look into the support that will be available for Odiham and update the committee.

The Chair advised that the event had been registered and that the deadline for funding applications was April.

123/18 RECEIVE AN UPDATE ON THE BI-ANNUAL BOX CART RACE AND AGREEMENT ON THE NEXT STEPS

The Chair advised that the bi-annual box cart race will have an Armed Forces Day theme and that there has been a good response. He will forward the risk assessment and rules and regulations to the Executive Officer to ensure that the event can be covered by OPC's insurance. If not, then InOdiham have offered to look at their insurance for the event.

124/18 RECEIVE A PROPOSAL FROM HOOK & ODIHAM LIONS REGARDING A TREE OF LIGHT FOR ODIHAM AND AGREEMENT ON THE NEXT STEPS

Details of the proposal from Hook & Odiham Lions regarding a tree of light for Odiham had been circulated to all prior to the meeting (Appendix 27).

It was agreed that OPC is not against the idea in principle, but concern was expressed about the suitability of the tree in the High Street. A representative from the Lions would be invited to attend the next meeting to answer any questions that the committee may have.

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

Signed.....

Date.....