

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 APRIL 2019 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 4 members of the public

**125/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

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

**126/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**127/18 PUBLIC SESSION**

None.

**128/18 APPROVAL OF THE FOLLOWING MINUTES**

4 March 116/18 - 124/18  
The above minutes were approved as an accurate record of the meeting.

**129/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to add details about the polling stations for the election, the dates of the events being organised by the Hampshire and Isle of Wight Wildlife Trust when available, the delivery date of the newsletter, a reminder about Armed Forces Day and the completion date for the toilet refurbishment.

**130/18 RECEIVE AN UPDATE ON THE DRAFT SPRING NEWSLETTER AND AGREEMENT TO APPROVE THE FINAL VERSION ELECTRONICALLY**

Cllrs were reminded that it had previously been agreed that all articles would be sent to the office by the end of March. Cllr Fleming was reminded that he had agreed to write an article on Hart's Local Plan which it was suggested should include a link to their website.

**131/18 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 the costs for the tankards and scrolls purchased for the parade (Appendix 1).

The Chair advised that RAF Odiham have confirmed that there will be a flight parading and a flypast.

It was agreed to request that the tankard and scroll proofs be updated to remove the RAF's 80<sup>th</sup> anniversary and to update the scroll proof to say Town and Parish Councils in Hart and Basingstoke and Deane. The final proofs would be approved at the next meeting.

It was agreed that Cllr Fleming would draft a letter to the Chief Executives of Hart DC and Basingstoke and Deane asking if they would like to contribute to the celebrations and send a representative for the day. It was also agreed to invite Ranil Jayawardena MP to the celebrations.

Cllrs were advised that the event has been registered with the MOD and we are waiting to hear if they will offer a grant towards the celebrations.

**132/18 RECEIVE AN UPDATE ON THE BI-ANNUAL BOX CART RACE AND AGREEMENT ON THE NEXT STEPS**

It was agreed that the box cart entry form would be updated to include a privacy statement as per the requirements of GDPR. The Chair advised that Cllr Harris had offered to submit the road closure form and that there is a small working party organising the event, which will be covered by OPC’s insurance at an extra premium of £151.20.

It was agreed to approve the draft Terms of Reference for the Armed Forces Working Party circulated by the Executive Officer which were signed by the Chair of the Committee (Appendix 2).

It was also agreed to approve Mr Hale, Mr Haines, Mr Harris, Mr Janaway, Mr Anderson, Mr Grimwood, Mr Bell (RAF) and Mrs Friend (InOdiham) as members of the working party.

**133/18 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 previous meeting and two representatives from the Lions were in attendance to give a quick reminder of the proposal and to answer the committee’s questions. The Lions confirmed that OPC and any other sponsors would be mentioned in all publicity material.

It was agreed to approve the use of OPC’s Christmas tree on the High Street as a Tree of Light by Hook and Odiham Lions.

The Lions were advised to keep in touch with the Executive Officer regarding the proposal and the Executive Officer was asked to inform InOdiham of this decision.

**134/18 AGREEMENT ON THE NEXT PROMOTIONAL MATERIAL TO SUPPORT VILLAGE EVENTS**

It was agreed to have banners printed to advertise Armed Forces Day, including the box-cart race and the parade and Spooktacula.

**135/18 AGREEMENT ON A PEACE GARDEN ROADSIDE SIGN**

It was agreed to investigate the possibility of a simple roadside sign for the Peace Garden, possibly located on the bund.

**There being no further business the meeting closed at 8.05pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 APRIL 2019 COMMENCING AT 8.05PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 3 members of the public

**FULL COUNCIL**

**282/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs David, Harris and Stewart. Apologies were also received from District Cllr Crookes.

**283/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**284/18 PUBLIC SESSION**

A member of the public addressed the council regarding the draft 2019 Monitoring Report for the NH Plan (Appendix 3).

**285/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 4 March 256/18 - 281/18  
The above minutes were approved as an accurate record of the meeting.

**286/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

|                      |                 |
|----------------------|-----------------|
| Amenity 4 February   | 110/18 - 118/18 |
| Community 4 February | 106/18 - 115/18 |
| Planning 28 January  | 157/18 - 168/18 |
| Planning 18 February | 169/18 - 182/18 |

The above minutes were received and noted.

**287/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced the resignation of Cllr Fellows.

He then reminded Cllrs that we are in Purdah which is about the use of council resources to further the prospects of an election candidate. During this period the council is very much obliged to discharge its duties, including controversial topics. The newsletter can be published, as long as it doesn't promote individuals and the council is also entitled to publish information to counteract misleading or controversial information.

He advised that the Monitoring Officer has advised him that he has discontinued two Code of Conduct complaints against an individual Cllr, covering multiple conduct issues. His understanding is that this is because there is no longer any sanction he can take against this Cllr as this time. The MO has however written to highlight a number of points which he felt important to bring to the council's attention. Given the serious nature of the conduct issues the MO's updates require an open,

transparent and factual update to avoid any other Cllrs making the same serious errors of judgement.

The MO noted that he found nothing whatsoever inappropriate in the actions of the Executive Officer who an individual Cllr has made allegations against. It is important that the misleading public and professional perception created by this Cllr's allegations is stopped. The MO highlighted that had he been able to pursue the complaint, he would have found the Cllr in question in breach of articles 9 and 11 of OPC's Code of Conduct. He outlined that the Cllr's allegation had no substance and had been pursued in an improper manner.

He also outlined concern over the Cllr's practice of switching email accounts - noting that when, as happened, a Cllr signs off an email from a personal account using their title, they will be seen as acting as a Cllr. He makes some recommendations for the council to consider how to avoid this happening in the future.

He also expressed that he was greatly disturbed by the Cllr's practice of seeking to put their own interpretation on specific parts of OPC's Code of Conduct. He notes article 21 is quite specific that Cllrs must make a verbal declaration of the existence of an item of interest. He outlines that this important part of the Code of Conduct has consciously been breached. Based on this breach in conduct being highlighted through this individual's actions, he has recommended that the next council's Cllrs undertake mandatory training, with regular "refresher" training.

Lastly he noted his concern with regards to the breakdown of respect shown by this individual Cllr. He highlights that accusations of illegal behaviour are certainly not appropriate without justification. In this case he notes this as a breach of article 9 of the Code of Conduct.

The Chairman advised that the letter and its recommendations will be provided as a paper at the next council meeting. However, given the serious concerns it has raised, he asked all Cllrs to be respectful of each other and staff, transparent with their use of email and indeed mindful of their obligation to be transparent with regards to their interests.

## **288/18 EXECUTIVE OFFICER'S REPORT**

The Executive Officer advised that a complaint had been made by a former Cllr regarding the agenda for this meeting and asked Cllrs present to confirm that they are happy to progress with this agenda. Those present advised that they had no issues with the agenda.

The Executive Officer reminded Cllrs that the closing date for nomination papers for OPC elections is 4pm on 3 April, hand delivered to the Returning Officer at Hart DC. Candidate withdrawals will not be accepted after this deadline. As this is the last meeting of the full council before the elections, she thanked Cllrs for their continued support of the parish office.

She advised Cllrs that the office had received a thank you email from a resident to all Cllrs for all of the excellent work they have done in the community over the past few years. The email noted the many positive initiatives that people can often take for granted, but they recognised the huge amount of personal time involved in bringing them to fruition and the tireless public service required.

They hoped that Cllrs will stand again to continue their great efforts and ongoing long term projects, especially those benefitting younger families, as well as their financial and active support of local events and groups. Finally they noted that it has been reassuring to see more controlled and corporate use of social media this year by OPC - long may it continue.

Magazines were available for Cllrs to take home to read and return to the office from Basingstoke Canal News, Open Spaces and CPRE.

## **289/18 APPROVAL OF THE SIGNING OF FEBRUARY'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of February's bank reconciliation, which was signed by the Chairman (Appendix 4).

#### **290/18 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 5 P&C). Cllrs Hale and Stewart were appointed to finish the payment process as the only remaining Cllrs with access to the on-line account.

The Executive Officer also brought to the meeting the form to remove Cllr Fellows from the on-line bank account.

#### **291/18 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 6).

#### **292/18 RECEIVE AN UPDATE ON THE RECRUITMENT OF AN ADMINISTRATOR**

The Executive Officer's report advised that four candidates had been invited for interviews and as one of them mentioned knowing Cllr Hale, she advised that another Cllr is appointed to assist with interviews (Appendix 7).

Due to the lack of availability of those Cllrs present, it was agreed that Cllr Robinson-Giannasi and the Executive Officer would arrange the second interviews and that Cllr Fleming would assist if he was available.

#### **293/18 RECEIVE THE DRAFT NOTES FROM THE NH PLAN MONITORING GROUP'S MEETING HELD ON 13 MARCH 2019 AND THE DRAFT 2019 MONITORING REPORT**

The draft notes from the NH Plan Monitoring Group's meeting held on 13 March 2019 and the draft 2019 Monitoring Report had been circulated to all prior to the meeting (Appendix 8).

Cllr Fleming expressed his concerns about the Draft 2019 Monitoring Report, commenting that it had been written through rose tinted spectacles. When called to a point of order and asked to give a specific example to justify this comment he was unable to do so at the meeting.

It was agreed by the majority vote to accept the 2019 Monitoring Report and for the words "draft" to be removed.

#### **294/18 RECEIVE THE NOTES FROM THE ODIHAM AND DISTRICT OVER 55S WELLBEING FORUM**

The notes from the Odiham and District Over 55s Wellbeing Forum had been circulated to all prior to the meeting (Appendix 9).

The Executive Officer's suggestion to appoint a Cllr to represent OPC at future Over 55s Wellbeing Forums was noted.

*The meeting closed at 8.35pm and re-opened at 9.04pm.*

#### **295/18 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 CONCERNING MEMBERS OF 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 concerning members of staff.

*The Executive Office left the meeting and Cllr Robinson-Giannasi took the minutes.*

**296/18 RECEIVE A PRIVATE AND CONFIDENTIAL REPORT REGARDING ADVICE REQUESTED FROM HALC AND AGREEMENT ON THE NEXT STEPS**

The Chairman reported that HALC have undertaken to run the meetings with the parties and report back to OPC on their findings. HALC have quoted a cost of £750 for this service and have been given the contact details for the parties and will be arranging meetings with them.

**297/18 RECEIVE A REPORT ON THE EXECUTIVE OFFICER'S APPRAISAL AND AGREEMENT TO APPROVE THE RECOMMENDATION**

The report was received.

It was agreed to increase the EO's salary by 2 SCP points, an effective increase of 5% in the EO's hourly rate of pay.

Cllr Fleming asked that all Cllrs be asked for input in future appraisals. The current appraisal was partly based on comments from committee Chair's only and the Chairman explained the rationale behind this. The meeting was advised that any overtime worked is advised to the Chairman and Vice-Chair and approved before any payment is made. All costs must be within the staffing budget.

*Cllr Hale declared an interest in the next two items and left the meeting. Cllr Faulkner as Vice-Chair chaired the remaining agenda items.*

**298/18 RECEIVE A REPORT FROM THE MONITORING OFFICER REGARDING A CODE OF CONDUCT COMPLAINT**

The report took the form of correspondence from the Monitoring Officer (MO) outlining his findings in the investigations into the Code of Conduct complaint.

The MO found no untoward actions by the EO as had been claimed by the Cllr subject to the complaint. However, any further recommendations stemming from the complaint from the MO are rendered redundant due to the resignation of the Cllr making the claims of the EO and who was subject of the complaint. The MO stated there had been a breach of articles 9 and 11 of the council's Code of Conduct by the former Cllr. As a result of the resignation, the MO has no sanctions available following his findings and therefore the former Cllr's actions will not be further pursued.

**299/18 RECEIVE A REPORT FROM THE MONITORING OFFICER REGARDING A SECOND CODE OF CONDUCT COMPLAINT**

The report took the form of correspondence from the MO outlining his findings from the investigations into the second Code of Conduct complaint.

The MO found that there were grounds for the Code of Conduct complaint and has written a letter to the council which was read out at the start of the full council meeting under the Chairman's announcements. In summary, the MO concluded that articles 9 and 11 of the council's Code of Conduct had been breached by the Cllr as had article 21; the MO further referred to misuse of e-mail accounts by the Cllr.

As a result of the Cllr's resignation at the end of March there is no action available following the MO's findings. It was also confirmed that should the former Cllr stand for re-election to OPC in May there would be no action available on the MO's findings.

The letter from the MO will be circulated to Cllrs.

The meeting expressed its disappointment with the outcome of this process as any reparatory action to follow the Code of Conduct complaints found valid by the MO had been frustrated solely by the timely resignation of the Cllr involved.

**There being no further business the meeting closed at 9.40pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 1 APRIL 2019 COMMENCING AT 8.35PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 4 members of the public

**131/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

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

**132/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**133/18 PUBLIC SESSION**

None.

**134/18 APPROVAL OF THE FOLLOWING MINUTES**

4 March 119/18 - 130/18  
The above minutes were approved as an accurate record of the meeting.

**135/18 RECEIVE AN UPDATE ON WORKS CARRIED OUT BY THE LENGTHSMAN AND  
CONSIDERATION OF FURTHER IDEAS TO ADD TO THE CURRENT LIST**

The Executive Officer had circulated the updated list of works to be carried out by the Lengthsman to all prior to the meeting (Appendix 10).

It was agreed to add this item to the next agenda.

**136/18 RECEIVE QUOTES TO WATER THE HEDGE AND TREES AT THE PEACE GARDEN AND  
APPOINTMENT OF A CONTRACTOR**

The Executive Officer's report which was circulated to all prior to the meeting advised that four companies had been contacted and asked to quote to water the hedge and trees at the Peace Garden but only two had submitted quotes (Appendix 11).

It was agreed to appoint contractor 1 at a cost of £35 ex VAT per visit to water the hedge and trees at the Peace Garden on a fortnightly basis from 1 May 2019.

It was also agreed to delegate to the Executive Officer the decision to increase or decrease the frequency of watering depending on the weather.

**137/18 RECEIVE QUOTES TO ERECT A FENCE ON THE BOUNDARY BETWEEN MILD MAY  
COURT AND THE CEMETERY AND AGREEMENT ON THE NEXT STEPS**

The Executive Officer advised the committee that she had received two quotes to erect a fence on

the boundary between Mildmay Court and the cemetery.

Quote 1 was to erect a fence on the boundary in the cemetery to finish at the footpath, using post and wire.

Quote 2 was to erect a post and rail fence using recycled posts which would look more in keeping with the surroundings. This contractor advised that post and link take longer so the labour costs are more expensive.

It was agreed to accept quote 2 for a sum of £272.95 to erect a post and rail fence on the boundary between Mildmay Court and the cemetery.

### **138/18 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 (Appendix 12).

It was noted that there are still three concerns by the tennis club in their correspondence:-

1. The appointment of the Executive Officer by the council to approve the use of the public court for tournaments.
2. The floodlights.
3. The wording of 19.6.

It was agreed that as previously advised, the council is able to delegate to any member of staff it chooses to. With regards to the floodlights, OPC is happy to include a clause in schedule 1 stating that on termination of the lease the floodlights can be removed by the tennis club as long as they do not cause any damage to OPC's property. As there has been no special motion to amend the decision made at the previous meeting regarding the wording of 19.6, the committee is happy with the wording.

### **139/18 APPROVAL OF THE QUOTE TO SUPPLY AND FIT NEW ROPE TO REPLACE THE CHAINS AT BUFTON FIELD PLAY AREA**

Details of the situation regarding a piece of play equipment at Bufton Field play areas and a quote to supply and fit new ropes to replace the chains had been circulated to all prior to the meeting (Appendix 13).

It was agreed to approve the quote for £510 to supply and fit ropes to replace the chains at Bufton Field play area.

### **140/18 APPROVAL OF THE QUOTE TO CARRY OUT NECESSARY WORKS TO AN OAK TREE IN THE WOODED AREA AT CHAMBERLAIN GARDENS**

The Executive Officer had circulated details of the quote to carry out necessary work to oak trees in the wooded area at Chamberlain Gardens to all prior to the meeting (Appendix 14).

It was agreed to approve the quote for £1260 to carry out necessary works to two oak trees in the wooded area at Chamberlain Gardens.

It was also agreed that the office would obtain quotes to re-plant an oak tree in Chamberlain Gardens.

### **141/18 RECEIVE DETAILS ABOUT A HEADSTONE INSTALLED IN THE CEMETERY WITHOUT OPC'S PERMISSION AND AGREEMENT TO HAVE IT REMOVED AS PER THE SIGNED RULES BY THE OWNER OF THE EXCLUSIVE RIGHTS**

The Executive Officer had circulated details of the headstone installed in the cemetery without OPC's permission and not conforming to the cemetery rules and an estimated cost to have it removed by a

stonemason to all prior to the meeting (Appendix 15).

As permission has not been granted for this headstone, concern was expressed about who has actually installed it. If this has been installed by the family, this could be a Health and Safety risk of injury to staff, contractors and visitors to the cemetery. The cemetery rules state that all approved memorials must be installed in accordance with the current NAMM specification by a stonemason who is registered member of BRAMM.

It was agreed to write a final letter to the owner of the exclusive rights, expressing the council's concern over the installation of the memorial which does not comply with the rules and the possible Health and Safety risk. The letter will advise the owner that if the memorial isn't removed within 21 days then the council will have no choice but to pay a stonemason to remove it and take it away. They will be advised that the stonemason will store the headstone for 6 months and then ask the council what to do with it.

It was therefore agreed to pay the quoted £90 ex VAT to remove the headstone if necessary and agreed to notify All Saints Church of this situation. It was also agreed to put a notice in the noticeboard advising visitors of the potential risk and that this has been installed without permission and that the owner has been asked to remove this headstone or OPC will have to pay to have it removed.

**There being no further business the meeting closed at 9.04pm.**

**Signed.....**

**Date.....**