

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 11 JUNE 2018 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), Bell, Faulkner (7.46pm), Fellows and Robinson-Giannasi

In attendance: Mrs Weir (Clerk)

Also present: 8 members of the public

11/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Worboys. District Cllrs Crookes and Gorys also sent their apologies.

12/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

13/18 APPROVAL OF THE FOLLOWING MINUTES

14 May

01/18 - 10/18

The above minutes were accepted as an accurate record by the majority vote.

14/18 PUBLIC SESSION

A member of the public addressed the committee regarding her family's request to have a black granite headstone with a photo and yellow rose on their grave in the cemetery, which is not permitted in the current rules.

The Chair thanked the member of public and passed on the council's condolences for their loss. He advised that the current rules had been reapproved in February 2018 by the committee and that the Clerk was looking into why black granite headstones were not permitted in the rules. The committee would re-look at the rules at a future meeting regarding headstones after the Clerk had carried out the necessary research.

15/18 RECEIVE CORRESPONDENCE FROM THE TENANT AT CHAPEL COTTAGE AND AGREEMENT ON THE NEXT STEPS

The Clerk's report detailing the correspondence from the tenant at Chapel Cottage had been circulated to all prior to the meeting (Appendix 1). Also included in the report was correspondence with the agent about the situation.

The Clerk advised the committee that she had received an email from the agent advising that their contractor has offered to replace the current fridge with a wider or integrated one, making a charge for delivery, installation and disposal of the current fridge at a cost of £160 ex VAT.

They also apologised that their service has fallen short of the Clerk's expectations on this occasion and have offered as a gesture of good-will to waive their management fees on the next month's rent received for the property.

It was agreed to replace the fridge in the kitchen at the cottage as per the suggestion from the contractor but to move the current fridge to the utility room as a spare. As there will be no disposal, it is expected that the price will decrease.

It was agreed to obtain a price to cut back the trees on the driveway at the cottage and not to remove them as it is understood that there is actually parking on the drive that is not under the trees. The quote will be considered at the next meeting.

16/18 CONSIDERATION OF THE REQUEST FROM THE ODIHAM SOCIETY TO USE THE SOUTH CHAPEL AS A DISCOVERY CENTRE AS PART OF THEIR PLANS TO MARK THE 100TH ANNIVERSARY OF THE END OF WW1

This item was deferred until further notice as it is believed that the Odiham Society now have other plans.

17/18 RECEIVE FEEDBACK FROM THE TENNIS CLUB REGARDING THE DRAFT LEASE FROM CLLR BELL

The Clerk's report detailing an update from the solicitor regarding the lease had been circulated to all prior to the meeting (Appendix 2).

Cllr Bell advised the committee that he had met with a representative from the tennis club who had advised that they will be employing a solicitor to review the lease on their behalf. The on-line booking system had been explained to Cllr Bell; including the use of all courts by community groups and the local schools. The system would allow members of the public to book the public court 3 weeks in advance and members of the tennis club to book 6 days in advance which would prevent block bookings. The reserving of slots for the public was suggested but would not be allowed as there is no incentive to make modifications. The courts would be booked in order, 1, 2, and then 3. Cllr Bell believed that this is a reasonable proposal. He also advised that responsibility for ongoing maintenance of the trees that may interfere with the floodlights would need to be defined.

The Clerk had reminded the committee earlier via email that they had agreed during the meeting on 3 April 2017 that any works outside of the fence on OPC's land required by the tennis club would be paid for by them after gaining permission from OPC.

It was agreed that the responsibility of the two retaining walls would need to be clarified and considered at a future meeting.

18/18 RECEIVE AND APPROVAL OF THE DRAFT SPECIFICATION FOR THE REFURBISHMENT OF KING STREET TOILETS FROM CLLR WORBOYS

This item was deferred as the draft specification had not been circulated. It was noted that depending on the agreed works, pre-app advice maybe required from Hart DC.

19/18 RECEIVE AND APPROVAL OF THE RECOMMENDATION FOR THE TEEN RECREATION PROJECT FROM CLLR HALE

Cllr Hale had circulated the revised quote to the committee (Appendix 3). He advised that the supplier had re-quoted to include a 4.5m high fence around the basketball court, bins, benches and re-placement fencing around the current play area at a cost of £93,870 ex VAT, which included a discount for the contractor being awarded both tenders.

The Clerk suggested that planning permission maybe required for a fence of this height which would need looking into. It was also suggested that Hart DC be informed of the approved cost for the release of the s106 funds.

It was agreed by the majority vote to accept the updated quote of £93,870 ex VAT for the conversion of the basketball court to a MUGA, the installation of a timber trail, bins, benches and replacement fencing.

**20/18 RECEIVE AN UPDATE REGARDING THE SMALL CLAIMS TRACK (HEARING)
SUBMITTED BY THE PREVIOUS TENANT AT CHAPEL COTTAGE**

The Clerk's report regarding the small claims track (hearing) submitted by the previous tenant at Chapel Cottage had been circulated to all prior to the meeting (Appendix 4). The hearing will take place on 6 July at the County Court in Weston-super-mare and all documentation needs to be submitted to the court and claimant by 2 July. Unfortunately no-one would be able to attend the hearing to represent OPC.

**21/18 CONSIDERATION OF THE SUGGESTION THAT A GATE AND FENCE HAVE BEEN
INSTALLED ON OPC'S LAND AND AGREEMENT ON HOW THIS SHOULD BE DEALT
WITH**

The Clerk's report regarding the suggestion that a gate and fence have been installed on OPC's land had been circulated to all prior to the meeting. This also included the map from the land registry document for land to the east of King Street owned by OPC (Appendix 5).

It was agreed to write to Medalstable Ltd on behalf of the committee expressing concern that the recently installed fence and gate may be on land owned by OPC and that the council are looking into this with a view on how to proceed. Cllr Bell offered to look into the situation further.

There being no further business the meeting closed at 8.10pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 11 JUNE 2018 COMMENCING AT 8.10PM**

Present: Cllrs Hale (Chair), Bell, David, Faulkner, Fellows, Harris, Robinson-Giannasi and Stewart

In attendance: Mrs Weir (Clerk)

Also present: County Cllr Glen; 6 members of the public

FULL COUNCIL

53/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Fleming and Worboys. District Cllrs Crookes and Gorys also sent their apologies.

54/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Hale declared a pecuniary interest in item 61/18 - the schedule of payments.

55/18 PUBLIC SESSION

A resident addressed the council regarding the housing development in the Deer Park and the importance of our heritage (Appendix 6).

The Chairman thanked the resident for his address which had been noted and appreciated.

56/18 APPROVAL OF THE FOLLOWING MINUTES:

Monday 14 May 11/18 - 52/18
The above minutes were approved by the majority vote as an accurate record of the meeting.

57/18 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Amenity 9 April	114/17 - 124/17
Amenity 23 April	125/17 - 129/17
Community 9 April	120/17 - 129/17
Planning 23 April	194/17 - 206/17

The above minutes were received and noted.

58/18 CHAIRMANS ANNOUNCEMENTS

The Chairman wished to extend thanks on behalf of the council to: Cllrs Faulkner, Harris, David and Bell; Rob and Becci Friend, Mark Kelly; Russ Haines; Flt Lt Clark and Group Captain Turner and the wider personnel at RAF Odiham; The Bel and Dragon and The Red Lion; County Cllr Glen, the Cadets and Hart DC for their help and support with the community's celebrations of RAF 100.

County Cllr Glen wished to congratulate the council for a wonderful day and Cllr Faulkner wished to thank the office for their help and support which was much appreciated.

59/18 CLERKS REPORT

The Clerk wished to thank all of the Cllrs and volunteers who helped arrange a great day on Saturday to celebrate RAF 100. She advised that there had been lots of positive comments and a number of spectators were suggesting that the box cart race be an annual event.

The Clerk advised that she had attended a meeting last week with Hook Parish Council, Hampshire Highways, Children's Services, County Cllr Glen and 2 OPC Cllrs to hear about the plan to create a safe route to walk between Hook and Robert May's School. This has been investigated by HCC due to the need to make a considerable saving in the Children's Services budget. The meeting was advised that children have been bused to school at the County's cost as there is currently no safe route to walk. HCC are ready to go to tender for the project, estimated to cost £200k. She advised that she would produce a full report for the next Traffic Partnership meeting and Traffic and Transport Committee meeting.

The Clerk advised Cllrs that the cradle swings at Chamberlain Gardens have been removed due to rotten posts. The contractor who installed the equipment has visited the site as the equipment was installed in 2006 and is still under the 15 year warranty and she is waiting for their report.

60/18 APPROVAL OF THE SIGNING OF APRIL'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of April's bank reconciliation by the Chairman (Appendix 7).

Cllr Hale left the room for the following item which was chaired by Cllr Faulkner as there were payments on the schedule to himself in connection with RAF100 expenditure.

61/18 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 8 P&C). Cllrs Fellows and Stewart were appointed to finish the payment process.

62/18 APPOINTMENT OF CLLR DAVID TO COMMITTEES

It was resolved to appoint Cllr David to the Community and Amenity committees.

63/18 REVIEW AND ADOPTION OF THE DATA PROTECTION POLICY

The circulated updated Data Protection Policy was reviewed and adopted (Appendix 9).

64/18 REVIEW AND ADOPTION OF THE FREEDOM OF INFORMATION POLICY

The circulated updated Freedom of Information Policy was reviewed and adopted by the majority vote (Appendix 10).

65/18 REVIEW AND ADOPTION OF THE DOCUMENT RETENTION POLICY

The circulated updated Document Retention Policy was reviewed and adopted after the inclusion of "after termination of employment" for the minimum retention period of personnel files (Appendix 11).

66/18 RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATION AND APPOINTMENT OF A DATA PROTECTION COMPLIANCE OFFICER

The Clerk's report updating Cllrs on the General Data Protection Regulation had been circulated

to all prior to the meeting (Appendix 12). The report included the option to pay for a consultation service regarding GDPR.

It was agreed to appoint the Clerk as the Data Protection Compliance Officer and to not accept the offer from the consultancy service at this present time.

67/18 REVIEW AND ADOPTION OF THE SUBJECT ACCESS REQUEST POLICY

The circulated Subject Access Request Policy was reviewed and adopted (Appendix 13).

68/18 REVIEW AND ADOPTION OF THE CONSENT FORM FOR COMMUNICATION WITH OPC

The circulated Consent Form for Communication with OPC was reviewed and adopted (Appendix 14).

69/18 RESOLUTION TO APPROVE THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE TEENAGE RECREATION FACILITIES

It was resolved by the majority vote to approve the recommendation from the amenity committee to accept the quote for £93,870 for teenage recreation facilities.

70/18 RECEIVE A REPORT FROM CLLR BELL ON THE MAINTENANCE OF THE LAND AT BUFTON FIELD AFTER CONTACTING HCC COUNTRYSIDE RANGER AND AGREEMENT ON HOW OPC SHOULD PROCEED WITH THIS

This item was deferred until the next meeting.

71/18 RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT FOR 2017/18

The annual internal audit report for 2017/18 had been circulated to all prior to the meeting and was noted by the council (Appendix 15).

72/18 RECEIVE THE YEAR-END ACCOUNTS FOR 2017/18

The year-end accounts for 2017/18 which contained some private and confidential papers had been circulated to all prior to the meeting and were received by the council (Appendix 16 P&C).

73/18 RESOLUTION TO APPROVE THE ANNUAL GOVERNANCE STATEMENTS FOR 2017/18

It was resolved to approve the annual governance statements on the Annual Governance and Accountability Return for 2017/18 which the Chairman and Clerk signed on behalf of the council (Appendix 17).

74/18 RESOLUTION TO APPROVE THE ACCOUNTING STATEMENTS FOR 2017/18

It was resolved to approve the accounting statements on the Annual Governance and Accountability Return for 2017/18 which was signed by the RFO and Chairman on behalf of the council (Appendix 17).

75/18 APPOINTMENT OF THE INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2018/19

The Clerk's report on the appointment of the internal auditor for the financial year 2018/19 had been circulated to all prior to the meeting (Appendix 18).

It was resolved to re-appoint Lightatouch for the fee of £740 for the year ended 31 March 2019 and it was noted that they had been the internal auditor since 2014.

76/18 REVIEW AND APPROVAL OF THE RESERVES HELD BY OPC

The Clerk had circulated details of OPC's allocated reserves to all prior to the meeting (Appendix 19).

It was resolved by the majority vote to approve the allocation of reserves as per the circulated document.

Cllr Fellows commented that the year-end accounts are showing more details but he believed that they should show the allocation of reserves. He was reminded that the year-end accounts were received under item 72/18.

77/18 RECEIVE AND APPROVAL OF THE PROPOSED INVESTMENT STRATEGY FOR THE COUNCIL FROM CLLRS BELL AND FLEMING

This item was deferred as no proposal had been circulated.

78/18 RECEIVE THE PRESENTATION FROM THE ENVIRONMENT AGENCY'S WORKSHOP ON FLOOD ALLEVIATION

The presentation from the Environment Agency's workshop on flood alleviation had been circulated to all prior to the meeting and was noted by the council (Appendix 20).

79/18 RESOLUTION TO ADOPT THE NEW PAY SCALES AS RECOMMENDED BY THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES (NJC) FROM 1 APRIL 2018

It was resolved to adopt the new pay scales as recommended by the National Joint Council for Local Government Services (NJC) from 1 April 2018 (Appendix 21 P&C).

80/18 RESOLUTION TO ALLOCATE AN INITIAL £2000 OUT OF RESERVES AT THE REQUEST OF THE TRAFFIC AND TRANSPORT COMMITTEE FOR LEGAL ADVICE REGARDING THE PATH AT MILD MAY COURT

It was resolved by the majority vote to allocate an initial £2000 out of reserves at the request of the traffic and transport committee for legal advice regarding the path at Mildmay Court.

81/18 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS

It was agreed that there was no need to close the meeting to the public and press.

82/18 RECEIVE AN UPDATE ON THE PROGRESS OF A RURAL EXCEPTION SITE IN ODIHAM FROM CLLR ROBINSON-GIANNASI

Cllr Robinson-Giannasi had circulated to all prior to the meeting an update from the recent meeting of the working group regarding the Rural Exception Site (RES) in Odiham (Appendix 22 P&C).

Since the meeting, a notice had been added to the website and Facebook page regarding the potential site at Roughs Cottage, North Warnborough. Pre-application discussions on the proposed scheme will take place with Hart DC and then it is the intention to hold a community drop-in event.

There being no further business the meeting closed at 8.47pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 11 JUNE 2018 COMMENCING AT 8.47PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Harris; County Cllr Glen; 1 member of the public

12/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Worboys. District Cllrs Crookes and Gorys also sent their apologies.

13/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

14/18 PUBLIC SESSION

None.

15/18 APPROVAL OF THE FOLLOWING MINUTES

14 May 01/18 - 11/18
The above minutes were accepted as an accurate record.

16/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed that the Chair would circulate ideas on information to be added to the Facebook page for approval via email.

17/18 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100TH ANNIVERSARY OF WW1 - "BATTLES OVER" AND APPROVAL OF THE TERMS OF REFERENCE

The Clerk had circulated draft terms of reference for the working party set up to commemorate the 100th anniversary of WW1 - "Battles Over" to all prior to the meeting (Appendix 23).

The Chair advised that the project officer at RAF Odiham had made contact and now that RAF 100 had taken place, a meeting would be arranged. He suggested that the terms of reference be discussed by the working party set up to commemorate the 100th Anniversary of WW1 - Battles Over before the committee considered approving them.

18/18 RECEIVE A REPORT ON THE RECENT RAF 100 CELEBRATIONS

The Chair advised that the RAF 100 celebrations had been a great success and the day raised approximately £5000 for the RAF Benevolent Fund. The final figure would need to be confirmed.

Thanks had been expressed to various people and organisations under the Chairman's announcements in the full council. Thanks were also expressed to Cllr Robinson-Giannasi.

19/18 RECEIVE AN UPDATE REGARDING THE COMMUNITY AWARDS INITIATIVE AND APPROVAL OF THE TERMS OF REFERENCE FOR THE SUB-COMMITTEE

The Clerk had circulated draft terms of reference for the sub-committee set up for the community awards initiative to all prior to the meeting (Appendix 24).

The Chair advised that a community award had been presented at the RAF 100 event to Katie Bleathman for her service to our local schools and a posthumous award to Mick Paull for over 44 years dedicated to our community as per the recommendation from the sub-committee and approved by the community committee.

20/18 RECEIVE AN UPDATE ON THE SPOOKTACULA

The Chair advised that there was no update on the Spooktacula event at present.

21/18 RECEIVE AN UPDATE ON THE PA SYSTEM

The Chair advised that the PA system had been deployed at the RAF 100 event on Saturday and will next be used for the church fete in July.

It was agreed that Cllr Bell would undertake an audit of the system and produce a tick sheet for future reference and that he would also work on the much needed instructions for use.

22/18 RESOLUTION TO RELEASE THE BUDGETED £1500 TO THE CITIZENS ADVICE BUREAU

It was resolved to release the budgeted £1500 to the Citizens Advice Bureau.

23/18 RECEIVE AN UPDATE ON INODIHAM'S EVENTS WITH REGARDS TO THE BUDGETED £1500 FOR MUSIC AT MARKETS

The Chair advised that there will not be any farmers markets this year in Odiham but there will still be FlavourFest.

It was resolved to release £600 to InOdiham for music at the FlavourFest event.

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

Signed.....

Date.....