

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 11 JUNE 2019 COMMENCING AT 7.30PM**

Present: Cllrs McFarlane (Chairman), Ball, Coffey, Coleman, Killick, Raw, Seabrook, Stewart and Verdon

In attendance: Mrs Weir (Executive Officer)

Also present: District Cllr Dorn; 7 members of the public

47/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr MacPhee. District Cllr Crookes also sent his apologies and County Cllr Glen advised that he would arrive later. District Cllr Dorn gave apologies from District Cllr Kennett.

48/19 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

Cllr Ball advised that she had sent her completed Disclosable Interest Form directly to Hart DC. The Executive Officer advised that the contact who deals with them at Hart DC had confirmed that she had not received it. Cllr Ball was asked to send a copy of this form urgently to the Executive Officer.

49/19 PUBLIC SESSION

A resident addressed the council, wishing to set the public record straight regarding a statement made by the ex-chair of the Amenity Committee at the previous meeting regarding the boundary between Mildmay and the cemetery (Appendix 1).

50/19 APPROVAL OF THE FOLLOWING MINUTES:

Monday 13 May

01/19 - 46/19

It was agreed to approve the above minutes as an accurate record of the meeting.

51/19 RESCIND THE DECISION TO NOT APPROVE THE MINUTES FROM 30 APRIL 2019 AFTER RECEIVING NOTIFICATION ON THE BREACH OF LEGISLATION THAT OCCURRED WHEN THE COUNCIL VOTED TO NOT APPROVE THE MINUTES AT THE PREVIOUS MEETING

Following on from the advice that the Executive Officer gave the council regarding the approval of draft minutes at the previous meeting, she had looked into the decision to not approve them further and advised the council that the draft minutes of a meeting must be formally approved by the next suitable meeting and duly signed by the Chairman of the meeting (paragraph 41 (1) of schedule 12 of the 1972 Local Government Act) and that signed minutes must be available for inspection by electors of the parish (s228 of the 1972 Act).

It was agreed that the Chairman would sign the minutes from the meeting held on 30 April 2019 but as nine of the current Cllrs were not elected at the time, they were unable to attest the accuracy of the minutes.

52/19 RECEIVE AND NOTE THE FOLLOWING MINUTES:

Planning 23 April

212/18 - 224/18

The above minutes were received and noted.

53/19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that she wished to form a group of Cllrs to draw up rules of engagement regarding email.

54/19 EXECUTIVE OFFICER'S REPORT

The Executive Officer advised Cllrs that there is a professional task group being set up to help in implementing ethical standards changes. The Task Group will be addressing the standards issues in local councils and support council Clerks and Monitoring Officers.

The recent report of the Committee on Standards in Public Life (CSPL) on Ethical Standards in Local Government made specific recommendations to improve standards in local councils in particular and the Task Group has offered its services to the committee. The Group believes it could provide much experience and knowledge to the Local Government Association to assist drafting the new code of conduct and by supporting authorities to implement many of the best practice recommendations in the CSPL report.

<https://www.gov.uk/government/collections/local-government-ethical-standards>

Cllrs were also advised that the Hampshire Pension Fund is proposing changes to the way in which the scheme employers are grouped together for funding purposes. The proposal includes the creation of a smaller group for Town and Parish Councils. There are currently 60 Town and Parish Councils in the scheme, representing only 271 active employees, 154 deferred members and 157 pensioners. These changes would impact the employer contribution rates from 1 April 2020. A report and recommendation will be given to the Pension Fund Panel and Board on 12 July.

55/19 APPROVAL OF THE SIGNING OF MAY'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of May's bank reconciliation by the Chairman (Appendix 2).

56/19 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 3 P&C). Cllrs McFarlane and Stewart were appointed to finish the payment process once the signatories had been amended.

57/19 RESCIND THE DECISION MADE AT THE PREVIOUS MEETING REGARDING THE UPDATES TO OPC'S STANDING ORDERS AND AGREEMENT TO FORM A WORKING PARTY WITH THE EXECUTIVE OFFICER TO REVIEW THEM READY TO MAKE A RECOMMENDATION FOR FULL COUNCIL APPROVAL

The Executive Officer's report, which had been circulated to all prior to the meeting, advised the council that she had taken further advice on the amendments approved by the council at the previous meeting for Standing Orders and included concerns that Cllrs should be aware of. It also included an explanation on item 9 in the Standing Orders that she was asked to look into (Appendix 4).

It was agreed to form a working party with the Executive Officer to review OPC's Standing Orders ready to make recommendations for Full Council's approval.

The Chairman wished for the council to approve the circulated proposed terms of reference for the

Working Party and had also brought copies of them to the meeting (Appendix 5).

The Executive Officer advised the council that the agenda item did not include the approval of the Terms of Reference and that the council should not be making decisions on items not on the agenda.

Despite this advice, it was agreed to approve the proposed Terms of Reference for the Working Party drafted by the Chairman.

58/19 APPROVAL OF THE TERMS OF REFERENCE FOR OPC'S STAFFING COMMITTEE AND SETTING OF THE MEETING FREQUENCY

The Executive Officer had circulated proposed terms of reference to the Staffing Committee first and then to the Full Council for considerations prior to the meeting (Appendix 6).

It was agreed to approve the circulated proposed Terms of Reference for the Staffing Committee.

It was noted that the terms of reference state that at least two meetings are held each year and that the first one should be held mid/end July.

59/19 REVIEW AND ADOPTION OF THE COMPLAINTS PROCEDURE

The updated draft Complaints Procedure had been circulated to all Cllrs prior to the meeting (Appendix 7).

It was agreed to update the draft circulated Complaints Procedure as follows:-

4.4 - If the complaint is about the Executive Officer and the Chairman, it will be dealt with by the Vice-Chairman.

7 - Your complaint will be investigated by the Executive Officer or the Chairman and Vice-Chairman of the Council if the complaint is about the Executive Officer.

Complaints relating to an individual officer will be dealt with by the Executive Officer in consultation with two Cllrs which will usually be the Chairman and Vice-Chairman.

9 - Log of complaints. A log of complaints containing details only of the subject matter will be logged and stored by the parish office and reviewed by the council every two years.

It was agreed to adopt the circulated Complaints Procedure after the inclusion of the above.

60/19 REVIEW AND APPROVAL OF THE CLAIMING OF CLLR EXPENSES POLICY

The updated, circulated, Claiming of Cllr Expenses Policy was reviewed and adopted (Appendix 8).

61/19 REVIEW AND ADOPTION OF THE POLICY AND GUIDANCE FOR DEALING WITH PERSISTENT, VEXATIOUS AND UNREASONABLE CUSTOMER BEHAVIOUR

The updated Policy and Guidelines for Dealing with Persistent, Vexatious and Unreasonable Customer Behaviour had been circulated to all prior to the meeting (Appendix 9).

It was agreed to suspend the Policy and Guidance for Dealing with Persistent, Vexatious and Unreasonable Customer Behaviour, and in due course, replace it with a Customer Care Service Level Agreement which sets out clear levels of service to customers and offers protection to staff and Cllrs.

The Executive Officer would draft a Customer Care Service Level Agreement for consideration at the August meeting.

62/19 APPOINTMENT OF CLLR KILLICK TO COMMITTEES

It was resolved to appoint Cllr Killick to the Amenity and Community Committees.

63/19 APPOINTMENT OF CLLR COLEMAN TO THE TRAFFIC AND TRANSPORT COMMITTEE

It was agreed to appoint Cllr Coleman to the Traffic and Transport Committee.

64/19 RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT FOR 2018/19

The Annual Internal Audit Report had been circulated to all Cllrs prior to the meeting and was noted (Appendix 10).

Cllr Stewart queried the Executive Officer on the progress of setting up the new bank account and was advised that it was on the list of things to do after the current bank account signatories were amended and that setting up bank accounts for organisations was not simple.

65/19 RECEIVE THE YEAR-END ACCOUNTS FOR 2018/19

The year-end accounts for 2018/19 had been circulated to all prior to the meeting and were received by the council. An error of 14p was noted on the bank reconciliation which corresponds with bank interest (Appendix 11).

66/19 RESOLUTION TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2018/19

The Executive Officer's report advised Cllrs of the visits by the internal auditor and the dates that the council's risk assessment and internal controls had been reviewed (Appendix 12).

It was resolved to approve the Annual Governance Statement on the Annual Governance and Accountability Return for 2018/19 which the Chairman and Executive Officer signed on behalf of the council (Appendix 13).

67/19 RESOLUTION TO APPROVE THE ACCOUNTING STATEMENTS FOR 2018/19

It was resolved to approve the Accounting Statements on the Annual Governance and Accountability Return for 2018/19 which was signed by the RFO and Chairman on behalf of the council (Appendix 13).

68/19 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE GENERAL ACCOUNT

The updated 5-year business plan for the general account had been circulated to all prior to the meeting (Appendix 14).

It was agreed that the 5-year business plan for the general account had been reviewed.

69/19 RECEIVE CORRESPONDENCE FROM HART DC REGARDING OPC'S APPLICATION TO NOMINATE PART OF THE DEER PARK AS AN ASSET OF A COMMUNITY VALUE AND AGREEMENT ON THE NEXT STEPS

The Executive Officer's report and the correspondence from Hart DC regarding OPC's application to nominate part of the Deer Park as an asset of a community value had been circulated to all prior to the meeting (Appendix 15).

Hart DC have advised that the decision has been made not to add part of the Deer Park to the asset of a community value register.

It was agreed to leave this nomination for the time being and to re-visit it when considering the strategy for the council for the next four years.

The Chairman advised that there would be an agenda item at the next meeting to consider setting up a Strategy Working Party to form a strategy plan for the council's approval.

70/19 RECEIVE A REPORT FROM CLLRS MCFARLANE AND STEWART AFTER MEETING WITH RESIDENTS FROM MILD MAY COURT REGARDING THE ISSUE WITH LAND BETWEEN MILD MAY AND THE CEMETERY AND AGREEMENT ON THE NEXT STEPS

Cllr McFarlane advised that a positive meeting had been attended by herself and Cllr Stewart (who were appointed by the council to attend) and Cllr Coleman, with representatives from Mildmay. They are considering a solution which would be explored further at the next meeting.

It was agreed to appoint Cllr Coleman as an additional representative to attend these meetings.

71/19 APPOINTMENT OF CLLRS AND MEMBERS OF THE PUBLIC WHO HAVE AN UNDERSTANDING OF THE NH PLAN TO THE NH PLAN MONITORING GROUP

As per item 3 of the approved Terms of Reference for the membership of the MG, Cllrs who wish to join the MG need to be appointed by the Full Council.

It was agreed to appoint all members of the Planning Committee and Mrs Fleming and Mrs Warsop to the NH Plan MG.

It was agreed that to make the MG meeting quorate, 3 members should be present, which must consist of two Cllrs.

72/19 APPROVAL OF THE TRAINING AND DEVELOPMENT POLICY AND CONSIDERATION OF APPROPRIATE COURSES FOR CLLRS TO ATTEND

The proposed Training and Development Policy had been circulated to all prior to the meeting (Appendix 16).

It was agreed to approve the circulated Training and Development Policy.

The Executive Officer recommend that all Chairs attend HALC's course "Chairing Skills" and that the council considers having in house training session on "The Council as an Employer", which is believed would cost approximately £275 for a 2 hour course.

Cllrs also expressed an interest in hosting a basic planning training course.

73/19 RECEIVE AN UPDATE ON THE RURAL EXCEPTION SCHEME FOR THE PARISH AND APPOINTMENT OF TWO CLLRS TO ATTEND MEETINGS OF THE WORKING PARTY

The Executive Officer's report, which had been circulated to all prior to the meeting, advised that the planning application for the RES had been delayed due to a further ecology survey being carried out. It is estimated that a planning application will be submitted in the next month or so (Appendix 17).

It was agreed to appoint Cllrs MacPhee, Seabrook, Stewart and Verdon to the working party for the Rural Exception Scheme, depending on their availability.

There being no further business the meeting closed at 20.50pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 11 JUNE 2019 COMMENCING AT 20.50PM**

Present: Cllrs Raw (Chair), Ball, Coffey, Coleman, Killick and Stewart

In attendance: Mrs Weir (Executive Officer)

Also present: 5 members of the public

01/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr MacPhee. Apologies were also received from District Cllr Crookes and County Cllr Glen.

02/19 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Killick declared an interest in item 07/19 – the cemetery.

03/19 APPROVAL OF THE FOLLOWING MINUTES

30 April

142/18 - 148/18

The above minutes were signed by the Chairman but as he wasn't present at the meeting he couldn't verify their accuracy.

04/19 CONSIDERATION AND AGREEMENT ON WORK FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

The Executive Officer had explained the Lengthsman's Scheme in her report and had included the updated list of works to be carried out by the Lengthsman to all prior to the meeting (Appendix 18).

It was agreed to add the spraying/removal of the nettles on the footpath by the field at the rear of the tennis courts, the clearance of weeds on the footpath at the top of Dunleys Hill downwards for approximately 200m, the removal of leaves in Oct/Nov along the High Street and Dunleys Hill, strimming of the overgrown grass around the dragons teeth at Broad Oak before the track begins and clearance work of the Lovelane footpath.

It was agreed to ask the public for their ideas of works that the committee could consider after explaining what can be added to the list via Facebook and the website.

05/19 RECEIVE AN UPDATE ON THE RECENT TREE WORKS AT CHAMBERLAIN GARDENS

The Executive Officer's report, which had been circulated to all Cllrs prior to the meeting, advised Cllrs that the damaged tree at Chamberlain Gardens had actually been pollard which would allow for it to eventually build up a mass of new shoots. There is therefore now no need to plant a new oak tree (Appendix 19).

06/19 RECEIVE CORRESPONDENCE FROM THE CHAIRMAN OF THE TENNIS CLUB AFTER RECEIVING THE SIGNED LEASE FROM OPC AND APPOINTMENT OF 2 CLLRS TO MEET WITH REPRESENTATIVES FROM THE CLUB TO DISCUSS THE WAY FORWARD ON THE OUTSTANDING POINTS

The Executive Officer had circulated a report which detailed the correspondence received from the Chairman of the tennis club after receiving the approved, signed lease from OPC (Appendix 20). The

report reminded Cllrs about the previous decisions made by the council and the advice received from OPC's solicitor regarding the lease.

It was agreed to appoint Cllrs Coffey and Raw to meet with representatives of the tennis club with the Executive Officer present to discuss the way forward on the outstanding issues detailed in the report. Cllrs were made aware that no decisions could be agreed at this meeting.

07/19 RECEIVE A REPORT FROM CLLRS AFTER MEETING THE OWNER OF THE EXCLUSIVE RIGHTS OF THE RECENTLY INSTALLED HEADSTONE AT THE CEMETERY WITHOUT OPC'S PERMISSION AND AGREEMENT ON THE NEXT STEPS

The Chair had written a report after attending a meeting with the owner of the Exclusive Rights of the recently installed headstone at the cemetery without OPC's permission which had been circulated to all prior to the meeting (Appendix 21).

Cllrs present at this meeting had deemed the insurance policy provided by the owner of the Exclusive Rights to offset the insurance holder any third party risk should there be any problems in the future as acceptable. The owner of the Exclusive Rights had apologised for the transgression of the rules and agreed to have the headstone inspected by a NAMM registered stonemason to issue an installation safety certificate as requested by the council.

The Executive Officer recommended that the committee postpone any further decisions on this headstone situation until OPC's insurance company had been asked to confirm the opinion expressed by Cllrs regarding responsibility of the headstone and the report from the NAMM registered stonemason had been received.

Representatives of the family present at the meeting agreed to get the requested report carried out.

It was agreed to rescind the decision previously made by the council to remove the headstone installed without OPC's permission.

It was agreed to rescind the decision previously made by the council to carry out a public consultation regarding the cemetery rules.

Despite the Executive Officer reminding the Chair that this was not a public meeting, members of the public joined in the conversation about the current rules with all committee members.

The Chair asked members of the public present to email him with their suggestions for updates to the rules and advised that he would call an EGM within the next two weeks for the rules to be discussed.

The Executive Officer reminded Cllrs about the process for Memorial Applications and how the office have to consider applications against the rules in place at the time that the application is received.

08/19 RECEIVE AN UPDATE ON THE TOILET REFURBISHMENT AND TO NOTE THE AGREED ADDITIONAL EXPENDITURE OF £350 EX VAT ON A REPLACEMENT DOOR AND LOCK ON THE CLEANERS CUPBOARD OUT OF THE GENERAL MAINTENANCE BUDGET

The Executive Officer's report that had been circulated prior to the meeting advised that the refurbishment works to the toilets are almost complete and that due to an issue with the cleaning cupboard door and lock they had had to be replaced at a cost of £350 ex VAT out of the maintenance budget (Appendix 22).

This agreed expenditure was noted by the committee.

The committee expressed concern over the cleaning frequency if the toilets now have the capacity to be open 7 days a week. Cllr Ball agreed to send details of a cleaner to the Executive Officer.

09/19 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE

The updated 5-year business plan for the Amenity Committee had been circulated to all prior to the meeting (Appendix 23).

It was agreed that Cllrs would email any suggestions to the Executive Officer for updates to the 5-year business plan.

There being no further business the meeting closed at 21.49pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 11 JUNE 2019 COMMENCING AT 21.49PM**

Present: Cllrs Ball (Chair), Killick, McFarlane and Verdon

In attendance: Mrs Weir (Executive Officer)

Also present: 3 members of the public

01/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr MacPhee. Apologies were also received from District Cllr Crookes and County Cllr Glen.

02/19 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

03/19 APPROVAL OF THE FOLLOWING MINUTES

30 April

136/18 - 142/18

The above minutes were signed by the Chair but as none of the Cllrs were present at the meeting, they were unable to comment on the accuracy of the minutes.

04/19 CONSIDERATION AND AGREEMENT ON THE ACCESS TO OPC'S FACEBOOK ACCOUNT

The Executive Officer's report suggested that Cllrs re-read the recently approved Social Media Policy and outlined the main roles for Facebook (Appendix 24).

It was agreed that the Facebook page would continue to be looked after by the office staff and that Cllr MacPhee would be appointed as a Moderator.

05/19 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to add a reminder about AFD, ad-hoc announcements from the RAF Station, the opening date of the toilets and advanced notice about Flavourfest in August.

06/19 APPOINTMENT OF CLLRS TO JOIN THE ARMED FORCES DAY WORKING PARTY

It was agreed to appoint Cllrs McFarlane and Verdon to the Armed Forces Day Working Party and to email all Cllrs to request assistance with the day if available.

07/19 RECEIVE AN UPDATE FROM THE WORKING PARTY REGARDING THE ARRANGEMENTS FOR ARMED FORCES DAY AND AGREEMENT ON VARIOUS ITEMS OF EXPENDITURE

The Executive Officer's report gave details of the crowd barriers required for the safety of the box cart race at a cost of £599.70 ex VAT. Also circulated to all was the report from the working party and details of the budget so far for the day (Appendix 25).

It was agreed to purchase the safety barriers at a cost of £599.70 ex VAT.

It was agreed to suggest that the tankards and scrolls be delivered to the RAF base for distribution rather than giving them to individual personnel parading due to the fact that they are going straight on to another parade. Cllr McFarlane would contact the RAF and ask if this is acceptable.

It was agreed to email all Cllrs to ask for assistance with the installation of the flags on the High Street. If there is no assistance available, the working party may be able to find someone to help.

Cllr McFarlane advised that she would be available to give out the Community Awards but suggested that maybe the Chairman of Hart DC would like to do this if available.

It was agreed that the office would look into asking Hart DC to carry out the street cleaning after the box cart race and would prepare the letter to residents along the High Street about the road closure for distribution via the Chair. Cllr Killick offered to look into transporting the stage back to the Chapel and all Cllrs would be asked if they could volunteer to top up the consumables in the toilets during the day.

08/19 APPROVAL OF THE TERMS OF REFERENCE FOR THE SUB-COMMITTEE SET UP FOR THE COMMUNITY AWARDS INITIATIVE AND APPOINTMENT OF CLLRS TO THE SUB-COMMITTEE

The updated Terms of Reference for the sub-committee set up for the Community Awards initiative had been circulated to all prior to the meeting (Appendix 26).

It was agreed to approve the circulated Terms of Reference for the sub-committee set up for the Community Awards and to appoint Cllrs Ball and Verdon to the sub-committee.

09/19 APPROVAL OF THE RECOMMENDATION FROM THE SUB-COMMITTEE SET UP FOR THE COMMUNITY AWARDS ON WHO SHOULD RECEIVE THIS YEAR'S COMMUNITY AWARD(S)

It was agreed to accept the recommendation from the sub-committee to issue this year's Community Awards to Iain Tunstell, Sally Tunstell and David Woodward.

10/19 APPROVAL OF THE TERMS OF REFERENCE FOR THE WORKING PARTY SET UP TO ARRANGE THE SPOOKTACULA WITH HOOK AND ODIHAM LIONS AND APPOINTMENT OF CLLRS TO THE WORKING PARTY

The Terms of Reference for the Working Party set up to arrange the Spooktacula with Hook and Odiham Lions had been circulated to all prior to the meeting (Appendix 27).

It was agreed to approve the Terms of Reference for the Working Party set up to arrange the Spooktacula with Hook and Odiham Lions and to appoint Cllrs Ball and Verdon to the working party.

11/19 RESOLUTION TO RELEASE THE BUDGETED GRANT OF £1500 TO THE CITIZENS ADVICE BUREAU

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

12/19 RESOLUTION TO RELEASE THE BUDGETED AMOUNT OF £1000 TO INODIHAM FOR BANDS IN THE BURY

It was resolved to release the budgeted amount of £1000 to InOdiham for Bands in The Bury.

13/19 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE

The updated 5-year business plan for the community committee had been circulated to all prior to the

meeting (Appendix 28).

It was agreed to defer this item.

There being no further business the meeting closed at 10.24pm.

Signed.....

Date.....