

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 9 JULY 2019 COMMENCING AT 7.30PM**

Present: Cllrs Raw (Chairman), Coleman, MacPhee, Seabrook, Stewart and Verdon

In attendance: Mrs Weir (Executive Officer)

Also present: District Cllr Crookes, County Cllr Glen (7.47pm), 3 members of the public

74/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Ball, Coffey, Killick and McFarlane.

Apologies were also received from District Cllr Dorn and District Cllr Crookes gave apologies for District Cllr Kennett.

75/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION RELATING TO ANY ITEM ON THE AGENDA

Cllr Verdon declared a personal interest in agenda item 85/19 as she was friends with the Chairman of the Mildmay Residents Association.

No requests for dispensations were received.

76/19 PUBLIC SESSION

None.

77/19 APPROVAL OF THE FOLLOWING MINUTES:

Tuesday 11 June 47/19 - 73/19

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

78/19 RECEIVE AND NOTE THE FOLLOWING MINUTES:-

Planning 23 April	212/18 - 224/18
Amenity 30 April	142/18 - 148/18
Community 30 April	136/18 - 142/18

The above minutes were received and noted.

79/19 CHAIRMAN'S ANNOUNCEMENTS

As the Chairman of the council was unable to attend the meeting, she had circulated her report to all Cllrs prior to the meeting (Appendix 1). Cllr Raw who was chairing the meeting, gave a brief overview of the report and informed Cllrs of the sad news of the passing of a former Cllr, Mr John Tinsley. Mr Tinsley was a parish Cllr in the late 80s and early 90s. Cllr Raw requested that a letter be sent to his family offering the council's condolences.

80/19 EXECUTIVE OFFICER'S REPORT

The Executive Officer wished to remind Cllrs that the council can only form an opinion on items on the agenda and considered at a meeting. She reminded Cllrs that Cllr email is for council business only and when it is used, it is used in the role as a Cllr. All correspondence (including emails) that are not marked as P&C are subject to the Freedom of Information Act and must be released when requested.

The Executive Officer also reminded Cllrs that it is an offence for Cllrs to not register disclosable pecuniary interests. The maximum penalty on summary conviction is a fine not exceeding level 5 on the standard scale, in addition, the court may disqualify a convicted person for a period not exceeding 5 years.

Magazines from Open Space and the Canal News were available for Cllrs to take home and read and then return to the office.

81/19 APPROVAL OF THE SIGNING OF JUNE'S BANK RECONCILIATION BY THE CHAIRMAN

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

82/19 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 Coleman and Stewart were appointed to finish the payment process.

83/19 APPOINTMENT OF CLLRS TO THE WORKING PARTY WITH THE EXECUTIVE OFFICER TO REVIEW STANDING ORDERS READY TO MAKE A RECOMMENDATION FOR FULL COUNCIL APPROVAL

At the previous meeting it was agreed to form a Working Party with the Executive Officer to review OPC's Standing Orders ready to make a recommendation for Full Council approval.

The approved Terms of Reference state that the Working Party shall comprise of the Chairman, Vice-Chairman, the Chairs of Committees and any other Cllr who wishes to attend.

It was agreed to appoint Cllr Coleman with the Chairman, Vice-Chairman and Chairs of Committees as per the Terms of Reference to the Working Party to review Standing Orders with the Executive Officer.

84/19 RECEIVE DETAILS OF REQUESTS FROM MEMBERS OF THE PUBLIC FOR INFORMATION

The Executive Officer's report which had been circulated to all prior to the meeting advised the council of the requests for information that had been received from members of the public (Appendix 4). She confirmed that the outstanding request would be responded to within the required 20 working days.

The report was noted by the council.

Cllr Verdon removed herself from the table for the following item.

85/19 RECEIVE A REPORT FROM CLLRS AFTER MEETING WITH RESIDENTS FROM MILD MAY COURT REGARDING THE ISSUE WITH LAND BETWEEN MILD MAY AND THE CEMETERY

Cllr McFarlane's report on the meeting with residents from Mildmay Court regarding the land issue between Mildmay and the cemetery had been circulated to all Cllrs prior to the meeting (Appendix

5) and was noted as received.

The Chairman suggested that the recommendations in the report be brought forward as an agenda item to be considered at a future meeting.

The Executive Officer had sent an email prior to the meeting asking if the appointed Cllrs had made themselves familiar with the history of the situation detailed in OPC's minutes and reports and read the report from the appointed land surveyor and the correspondence from HM Land Registry. She had reminded them that the letter from HM Land Registry stated that the problem is seemingly due to the fences of the properties 12 -19 Mildmay Court not being positioned according to the Transfer Plan. Cllrs were also reminded that the council had advised the Chairman of the Mildmay Residents Association in May 2019 that OPC no longer has a dispute about the boundary (Appendix 6). Cllr Coleman said that she had read as much as she could find on the website.

86/19 APPOINTMENT OF THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2019/20

The Executive Officer's report advised that the current auditor had quoted £765 to carry out the internal audit for 2019/20 and £40 to update the full financial risk assessment (Appendix 7).

It was agreed to appoint Lightatouch to carry out OPC's internal audit for the financial year 2019/20 at a cost of £765 and to have the full financial risk assessment updated at a cost of £40.

87/19 CONSIDERATION OF THE FORMATION OF AN OPC STRATEGY WORKING GROUP, APPROVAL OF THE TERMS OF REFERENCE FOR THE GROUP AND APPOINTMENT OF CLLRS TO THE WORKING GROUP

Cllr McFarlane's agenda item request form and proposed Terms of Reference for an OPC Strategy Working Group had been circulated to all Cllrs prior to the meeting (Appendix 8).

It was agreed to form an OPC Strategy Working Group. The circulated Terms of Reference were approved and Cllr MacPhee was appointed to join the Working Party with the Chairman, Vice-Chairman and Chairs of Committees as per the approved Terms of Reference.

88/19 AGREEMENT TO REIMBURSE THE EXECUTIVE OFFICER £12.35 FOR CALLS TO THE SLCC ADVICE LINE REGARDING COUNCIL BUSINESS

It was agreed to reimburse the Executive Officer £12.35 for calls to the SLCC help line regarding council business. Cllr Raw apologised for not approving this previously.

89/19 AGREEMENT TO USE THE SERVICES OF A SHREDDING COMPANY FOR COUNCIL PAPERWORK ON A QUARTERLY BASIS

The Executive Officer's report which had been circulated to all prior to the meeting, advised Cllrs of the cost from an on-site shredding company to shred personal/sensitive documents on site (Appendix 9).

It was agreed to use the services of the shredding company in the report for council paperwork for two quarters at a minimum cost of £70 ex VAT per visit which includes up to 100kg of paperwork to clear the back-log and to then re-visit the situation, possibly looking into a commercial shredder.

90/19 NOTE THAT HART DC HAVE PLACED THE BRIDEWELL ON THE ASSETS OF A COMMUNITY VALUE REGISTER

Hart DC have considered and agreed to OPC's request to place the Bridewell (library building) on the Assets of A Community Value Register which was noted by the council (Appendix 10).

91/19 RECEIVE NOTIFICATION FROM HART DC THAT THEY HAVE BEEN AWARDED A GRANT OF £19,600 FOR WORKS ON THE SSSI WETLAND REGARDING THE MILL CORNER FLOOD ALLEVIATION SCHEME

The council received the notification from Hart DC that they have been awarded a grant from the Water Environment of £19,600 for works on the SSSI wetland regarding the Mill Corner flood alleviation scheme (Appendix 11).

District Cllr Crookes advised that this is a separate meeting to the Flood Forum meeting. The Executive Officer would contact Hart DC to ensure that OPC was able to send a Cllr to represent OPC at future meetings.

County Cllr Glen advised that the next Multi Agency Flood Forum meeting is being held on 30 September 2019 at Hart DC offices.

92/19 RECEIVE AND NOTE THE MINUTES FROM THE ODIHAM COMMON STEERING GROUP MEETING HELD ON 17 JANUARY 2019

The notes from the Odiham Common Steering Group meeting held on 17 January 2019 had been circulated to all Cllrs and were noted as received (Appendix 12).

93/19 AGREEMENT ON ANY REPRESENTATIONS THAT OPC MAY HAVE ON CRONDALL PARISH COUNCIL'S NH PLAN SUBMISSION CONSULTATION

Details of Crondall Parish Council's NH Plan submission consultation had been circulated to all prior to the meeting (Appendix 13). The closing date for consultation is Monday 29 July 2019.

It was agreed that OPC had no comment to offer.

94/19 RECEIVE THE MINUTES FROM THE RECENT PARISH FLOOD FORUM HELD IN MAY 2019

The minutes from the recent Parish Flood Forum held in May 2019 had been circulated to all Cllrs prior to the meeting and were noted as received (Appendix 14).

There being no further business the meeting closed at 8.08pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 9 JULY 2019 COMMENCING AT 8.12PM**

Present: Cllrs Raw (Chair), Coleman, MacPhee and Stewart

In attendance: Mrs Weir (Executive Officer)

Also present: District Cllr Crookes, 4 members of the public

10/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Ball, Coffey and Killick. Apologies were also received from District Cllr Dorn.

11/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION RELATING TO ANY ITEM ON THE AGENDA

None.

12/19 PUBLIC SESSION

None.

13/19 APPROVAL OF THE FOLLOWING MINUTES

11 June

01/19 - 09/19

The above minutes were approved as an accurate account of the meeting.

14/19 CONSIDERATION AND AGREEMENT ON WORK FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

The Executive Officer's report which had been circulated to all prior to the meeting included the suggestion from a resident to ask the Lengthsman to clear the footpath from the rec to the Alton Road, FP31 (Appendix 15). The Executive Officer had also suggested that residents who back onto footpaths be reminded of their responsibility to keep their greenery off the footpaths via the website and Facebook.

It was agreed to add the clearance of FP31 to the list for the Lengthsman and to add the suggested reminder regarding residents' responsibility to keep their greenery off the footpaths to the website and Facebook page.

It was also agreed that Cllr Stewart would request an urgent agenda item for the next Traffic Partnership meeting regarding the hedge that is obscuring the pedestrian lights at the crossing opposite the Crown on the Alton Road.

15/19 CONSIDERATION AND APPROVAL OF UPDATES TO THE CEMETERY RULES

A report on the history of the cemetery from the Admin Officer and proposed new rules from the committee had been circulated to all prior to the meeting (Appendix 16).

The office staff had also circulated input to the draft proposed new rules from the committee and a final proposal for consideration had been circulated by the Chair to all (Appendix 17).

The Chair advised that it had been his intention to call an EGM after the previous meeting but it hadn't been possible. He said that he had taken on board comments from members of the public and advice from the office staff regarding the updates to the rules which he had circulated.

The committee were advised that some members of the public had commented to the office that they were happy with the current rules and had chosen the cemetery for their loved one due to the rules in place and didn't agree with the council changing the rules for the benefit of a few families.

The Chair invited a member of the public to address the committee regarding the cemetery rules. She spoke about memorials being individual and unique for the deceased and grieving families and spoke about her family's difficulties with their headstone which did not conform to the current rules.

The committee went through the updates to the final proposed version of rules for the cemetery in detail, accepting input from members of the public present at the meeting and made various changes to the circulated document as follows:-

- 1. Moving the sentence about plastic pieces to the lawned burial areas, 2nd paragraph.
- 2. Exclusive Rights section – adding in the words “the right” after Grantee.
- 3. Moving the sentence about grave spaces not being purchased in advance to the end of the first paragraph about interments in the lawned burial area.
- 4. Memorials – including “other colours and shapes may be considered by the council”.
- 5. The removal of the two sentences starting “no photographs” under the heading memorials.
- 6. Other information – the inclusion of the contact email address for requests, suggestions and complaints and moving the sentence about glass to this heading.

It was agreed to approve the updates to the final proposed version of the cemetery rules after the above amendments had been made.

There being no further business the meeting closed at 9.24pm.

Signed.....

Date.....