

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 13 AUGUST 2019 COMMENCING AT 7.38PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 6 Members of the public

The Chairman wished Cllrs to consider the interpretation of Standing Order no 10 (ix) as she was proposing that Cllr Coffey be appointed to the Community Committee to ensure it was quorate without this being an agenda item. The relevant Standing Order was read out to remind Cllrs.

The Executive Officer suggested that if all Cllrs on the Community Committee intended staying for the meeting, then the committee was actually quorate and the appointment of Cllr Coffey should form an agenda item for the next meeting to follow proper practice.

The Chairman also wished to change the wording to item 121 to include "to consider and approve".

101/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Ball.

102/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION RELATING TO ANY ITEM ON THE AGENDA

Cllr Verdon declared a personal interest in agenda item 122/19.

103/19 PUBLIC SESSION

A resident addressed the council, representing a number of residents regarding the situation with the DMMO application for the path alongside Mildmay Court. He read out statements from these residents who are extremely upset about the situation and the information that they have now seen following receiving information from the council under the Freedom of Information Act (Appendix 1).

The resident was asked to stop his address after the allocated 3 minutes and a few points were raised by Cllrs to the resident. The Chairman advised the resident that if he was unhappy with the council's actions then he should submit a complaint.

104/19 APPROVAL OF THE FOLLOWING MINUTES:

Tuesday 9 July 74/19 - 94/19
It was agreed to approve the above minutes as an accurate record of the meeting.

Friday 19 July 95/19 - 100/19
It was agreed to approve the above minutes as an accurate record of the meeting.

105/19 RECEIVE AND NOTE THE FOLLOWING MINUTES:-

Amenity 11 June	01/19 - 09/19
Planning 4 June	16/19 - 31/19
Planning 25 June	32/19 - 48/19

Planning 25 July
The above minutes were received and noted.

49/19 - 54/19

106/19 CHAIRMAN'S ANNOUNCEMENTS

None.

107/19 EXECUTIVE OFFICER'S 6 MONTHLY REPORT

The Executive Officer had circulated her 6 monthly report to all prior to the meeting (Appendix 2). There were no queries on the report which was noted as received by the council.

108/19 APPROVAL OF THE SIGNING OF JULY'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of July's bank reconciliation by the Chairman (Appendix 3).

109/19 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 4 P&C). Cllrs Coleman and Stewart were appointed to finish the payment process.

110/19 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, detailed the requests that had been received from members of the public since the last meeting (Appendix 5).

The Chairman expressed her regret that information had been released regarding Mildmay when the situation was under negotiation. She said it was unfortunate that the negotiations had now been exposed. She believed that the release of the information had caused unnecessary confusion and was regrettable. She quoted the comment from the Monitoring Officer at recent training regarding council's being allowed a safe space - where matters can be discussed freely and only released in response to an FOI once a decision has been reached.

Cllr Stewart asked if she had not had the final say on the release of the information, believing it was a joint decision between the Chairman and Vice-Chair. The Chairman advised that she had not had the final say.

The Executive Officer advised that the ICO had advised her that the council could release the information as there was public interest in it.

Cllr Coleman asked if Cllrs could be advised who had requested the information and the Executive Officer agreed to check this with the ICO.

111/19 APPROVAL OF THE RISK ASSESSMENT FOR THE PUBLIC TOILETS, THE PARISH OFFICE, COMPUTER SCREENS, OPEN SPACES AND PARKS - GENERAL, PARISH ROOM AND CEMETERY

The Executive Officer had circulated the updated risk assessments to all Cllrs prior to the meeting (Appendix 6).

It was agreed to defer the approval of the risk assessment for the public toilets as the council wished to see the inclusion of the risk of the entrance/exit being straight onto the road.

It was agreed to approve the risk assessment for the parish office, computer screens, open spaces

and parks - general, parish room and the cemetery.

It was agreed that a risk assessment should also be undertaken for the cemetery chapels.

112/19 REVIEW OF THE ACTUAL TO BUDGET FOR THE FIRST QUARTER OF 2019/20, REVIEW OF THE STATEMENTS OF VARIANTS AND PETTY CASH EXPENDITURE

The Executive Officer had circulated details of the budget to actual (P&C), a report outlining the statements of variants and the petty cash expenditure to all prior to the meeting (Appendix 7).

Due to a request from Cllr Coleman for an explanation regarding salaries, it was agreed to move this item to the end of the meeting which would allow the meeting to be closed to the press and public.

113/19 CONSIDERATION AND APPROVAL OF THE LASER ELECTRICITY AND GAS FRAMEWORK CONTRACT WITH HAMPSHIRE COUNTY COUNCIL FOR THE SUPPLY OF ELECTRICITY TO KING STREET TOILETS

The Laser electricity and gas framework contract from Hampshire County Council (CC) for the supply of electricity to King Street toilets had been circulated to all prior to the meeting (Appendix 8).

It was agreed to approve the Laser electricity contract with Hampshire CC for the supply of electricity to King Street toilets and for the Executive Officer to investigate the possibility of adding other properties owned and managed by OPC to the contract.

114/19 AGREEMENT ON OPC'S COMMENTS TO HART DC'S CONSULTATION ON THE PROPOSED MAIN MODIFICATIONS TO THE HART LOCAL PLAN

Details of Hart DC's consultation on the proposed main modification to the Hart Local Plan had been circulated to all prior to the meeting along with the recommendation from the Planning Committee (Appendix 9).

It was agreed to accept the recommendation from the Planning Committee that OPC should support the comments of the Examiner and approve the Proposed Main Modifications to the Hart Local Plan.

115/19 CONSIDERATION OF THE REQUEST FROM AN ORGANISATION FOR OPC TO OFFER SUPPORT TO THEM REGARDING THEIR SUPPORT TO PROTECT RURAL HART FROM UNNECESSARY AND POORLY CONCEIVED DEVELOPMENT

The Chairman advised that she had been contacted by Winchfield Parish Council requesting OPC's support with a letter they are writing to the Secretary of State regarding the Garden Village (Shapely Heath) for 5000 homes. She reminded Cllrs that the examiner had withdrawn the area from the Local Plan. Other local parish councils are supporting Winchfield by being named in their letter.

It was agreed that Winchfield Parish Council could add OPC to the list of other supporting local councils in their letter to the Secretary of State.

116/19 RECEIVE AND NOTE THE MINUTES FROM THE ODIHAM COMMON STEERING GROUP SITE MEETING HELD ON 28 JUNE 2019

The minutes from the Odiham Common Steering Group meeting held on 28 June 2019 had been circulated to all prior to the meeting and were noted as received by the council (Appendix 10).

117/19 APPROVAL OF THE UPDATED ALLOCATION OF RESERVES

The Executive Officer had circulated details of the updated allocation of reserves to all prior to the meeting (Appendix 11).

It was agreed to approve the updated allocation of reserves with the removal of the allotment line.

118/19 CONSIDERATION OF THE REQUEST FROM NORTH WARNBOROUGH VILLAGE HALL FOR A CLLR TO SIT ON THEIR COMMITTEE

The Executive Officer's report gave details of the request from North Warnborough Village Hall for a Cllr to sit on their committee to act as a liaison between the hall and the council and the dates of their next meeting (Appendix 12).

The Chairman agreed to attend the first meeting of the North Warnborough Village Hall Committee to see what is involved.

119/19 CONSIDERATION IF OPC WISHES TO RECEIVE AN INDIVIDUAL EMPLOYER RATE FOR THE LOCAL GOVERNMENT PENSION SCHEME OR TO STAY IN THE NEWLY CREATED POOL FOR TOWN AND PARISH COUNCILS

The Executive Officer's report outlined the details provided by the Local Government Pension Scheme regarding requesting individual employer rates and the deadline to respond by (Appendix 13).

It was agreed that OPC does not wish to request an individual employer rate.

120/19 AGREEMENT ON ANY REPRESENTATIONS THAT OPC MAY HAVE ON CROOKHAM VILLAGE PARISH COUNCIL'S NH PLAN SUBMISSION CONSULTATION

Details from Hart DC on Crookham Village Parish Council's NH Plan submission consultation had been circulated to all prior to the meeting (Appendix 14).

It was agreed that OPC has no comment to make on Crookham Village Parish Council's NH Plan submission consultation.

121/19 CONSIDERATION AND APPROVAL OF THE MOTION FROM TWO CLLRS TO REVIEW AMENDMENTS TO THE DATA PROTECTION POLICY IN LIGHT OF RECENT GDPR TRAINING AND RECENT LEGAL CASES

A special motion from two Cllrs to review amendments to the Data Protection Policy which had been approved in May 2019 had been received and the proposed amendments circulated to all prior to the meeting (Appendix 15).

The Executive Officer advised the council at the meeting that she had not had time to review the proposals in full but after looking briefly at them, some of the proposals don't align with the ICO's website. She recommended that the council defer this item until the September meeting to allow the council to be fully advised before approving any changes.

Despite the Executive Officer's advice, it was agreed to accept the proposed changes to the Data Protection Policy subject to checking with the proper authority, i.e. the ICO's website and Hart DC.

Cllr Verdon left the room having declared an interest in the next item.

122/19 AUTHORISATION OF CLLRS COLEMAN, MCFARLANE AND STEWART TO NEGOTIATE A BOUNDARY AGREEMENT FOR LAND BETWEEN THE CEMETERY AND MILD MAY, SEEKING APPROPRIATE LEGAL ADVICE ON THE AGREEMENT AND BRINGING IT BACK TO FULL COUNCIL FOR APPROVAL

Details of this agenda item from the Chairman had been circulated to all prior to the meeting (Appendix 16).

Cllrs were reminded that a boundary agreement had not been agreed and that an agreement would not give land registry ownership to the other party. If both parties do not agree on the boundary, then it could result in a costly legal battle. An attempt to resolve the situation by an agreement could end this dispute.

The Chairman commented that the council had previously had a survey of the land carried out, without advising Mildmay, who do not agree with the results. The Executive Officer advised the council that the Chairman of the Mildmay Association had been made aware of the surveyor's visit and the surveyor's findings were supported by HM Land Registry.

It was agreed to authorise Cllrs Coleman, McFarlane and Stewart to collect information regarding a boundary agreement for land between the cemetery and Mildmay and bring it back to the Full Council.

123/19 RECEIVE AN UPDATE ON THE PROGRESS OF MEETING WITH RESIDENTS WHO HAVE REQUESTED OPC'S SUPPORT REGARDING THE PEDESTRIAN ACCESS SITUATION THROUGH MILD MAY COURT AND AUTHORISATION OF THE APPOINTED CLLRS TO INVESTIGATE THE POTENTIAL FOR A RESOLUTION OF THE ONGOING DISPUTE RELATING TO A RIGHT OF WAY ACROSS MILD MAY LAND

Cllr Coleman advised that a meeting had been held with representatives of those residents who requested support with a DMMO for access through Mildmay Court commenting that it was clear that there is clear misinformation about the arrangements.

Cllrs were reminded that the DMMO process is a long, drawn out process which involves a review of the evidence received with the application and if either party disputes the decision, it could end up being referred to the Planning Inspector for a public enquiry. Residents were all asked to show respect and consideration to each other.

Cllr Stewart suggested getting the two sides together to discuss the potential options, which would not affect the DMMO if the path could be opened during daylight hours.

It was thought that the meeting held with the residents had been a robust, good tempered meeting.

Cllr Raw was asked by the Chairman to not encourage the public to talk.

124/19 RECEIVE THE MINUTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS MEETING HELD ON 9 JULY 2019

The minutes from the Hart District Association of Parish and Town Councils meeting held on 9 July 2019 had been circulated to all prior to the meeting and were noted by the Council (Appendix 17).

As the HDAPTC meetings are on the same day as OPC's Full Council meetings, either the Chairman or Vice-Chair would try and attend the October meeting.

125/19 RECEIVE A REPORT FROM THE PLANNING COMMITTEE REGARDING LAND AT CROWNFIELDS, WHICH IS NEXT TO LEAPFROGS PRE-SCHOOL AND AGREEMENT ON ANY FURTHER ACTIONS TO BE TAKEN

The report from the Chair of Planning regarding the land at Crownfields had been circulated to all prior to the meeting and included suggestions of further actions to be taken (Appendix 18).

It was agreed to appoint Cllrs Coffey, MacPhee and Verdon to carry out research on how to progress this further, reporting back to either Full Council or the appropriate committee depending on what they find.

The Chairman closed the meeting to the press and public at 9.08pm to consider item 112/19.

112/19 REVIEW OF THE ACTUAL TO BUDGET FOR THE FIRST QUARTER OF 2019/20, REVIEW OF THE STATEMENTS OF VARIANTS AND PETTY CASH EXPENDITURE

Concern was expressed by Cllr Coleman regarding the actual to budget for three of the lines regarding employment costs. A brief explanation was given and it was suggested that the Staffing Committee look at the resources. The Chairman advised that the committee had already looked at the staff costs for other local councils against their precepts, which showed that staff costs do form a high percentage of the precept.

Cllr Coleman requested a copy of the actual to budget for the first quarter of the previous financial year which the Executive Officer agreed to send to her.

There being no further business the meeting closed at 9.16pm.

Signed.....

Date.....

DRAFT

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 13 AUGUST 2019 COMMENCING AT 9.16PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 3 members of the public

The Chair asked the committee to consider an amendment to item 31/19, to receive and approve the recommendations. The Executive reminded the Chair of her previous correspondence with him about Standing Orders requiring a special process to be followed to reverse decisions made within 6 months, which had not happened.

It was agreed that the committee would vote on the recommendations only. Cllr MacPhee abstained from this vote.

21/19 APPOINTMENT OF A VICE-CHAIR OF THE COMMITTEE

It was agreed to appoint Cllr Coleman as Vice-Chair of the committee.

22/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Ball.

**23/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION
RELATING TO ANY ITEM ON THE AGENDA**

Cllr MacPhee declared an interest in item 31/19.

24/19 PUBLIC SESSION

A resident addressed the committee regarding the Odiham Sports Centre Trust, reading some extracts from the original Trust deed and raised a few questions to the committee (Appendix 19).

The Chair thanked the resident for his interest in the Trust and asked him to send his questions to the Executive Officer.

25/19 APPROVAL OF THE FOLLOWING MINUTES

9 July 10/19 - 15/19

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

26 July 16/19 - 20/19

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

**26/19 CONSIDERATION AND AGREEMENT ON WORKS TO BE ADDED TO THE LIST FOR THE
LENGTHSMAN**

The Executive Officer's report, which had been circulated to all prior to the meeting included the suggestions received from residents after asking for ideas for works to be carried out by the Lengthsman on social media (Appendix 20).

Cllr Stewart advised that the Janaway family owned the Love Lane footpath and offered to contact them regarding the condition of it.

It was agreed to add all of the suggestions in the Executive Officer's report to the list of works for the Lengthsman along with clearance works to the footpath between Laurel Close and RMS.

27/19 RECEIVE THE ANNUAL PLAY AREAS INSPECTION REPORT FROM THE APPOINTED INSPECTOR

The Admin Officer's report on the play areas inspection and a summary of the inspector's report had been circulated to all prior to the meeting (Appendix 21).

The Executive Officer advised the committee that hopefully there would be quotes to consider for the recommended works at the next meeting.

28/19 APPROVAL OF THE QUOTES FOR A CONTRACT FOR SANITARY AND NAPPY WASTE BINS IN THE PUBLIC TOILETS

The Executive Officer's report which had been circulated to all prior to the meeting outlined four quotes for sanitary and nappy waste bins in the public toilets (Appendix 22).

It was agreed to accept quote no 2 at a cost of £104.88 per year for two sanitary and two nappy bins in the public toilets to be emptied on a monthly basis.

29/19 RECEIVE NOTICE THAT THE CURRENT TENANTS WILL BE VACATING CHAPEL COTTAGE ON 22 SEPTEMBER AND AGREEMENT FOR THE LETTING AGENT TO RE-MARKET THE COTTAGE AT THE RECOMMENDED £1150 PER CALENDAR MONTH

The Executive Officer's report on Chapel Cottage had been circulated to all prior to the meeting which included details of charges which are now to be paid by the landlord (Appendix 23).

It was agreed for the current letting agent to re-market the cottage for a period of one year and for them to be asked to offer a reduction on the fee for full management.

30/19 RECEIVE AN UPDATE ON THE REFURBISHMENT OF KING STREET TOILETS AND APPROVAL OF QUOTES FOR FURTHER REQUIRED WORKS

The Executive Officer's report updated the committee on the refurbishment of King Street toilets and included a quote to open the maglock system from the outside (Appendix 24).

It was agreed by the majority vote to approve the quote for £399+VAT to fit a PF receiver complete with 2 key fobs to the existing maglock to release the gates externally. It was also suggested to request a cost for third key fob.

31/19 RECEIVE A REPORT AND RECOMMENDATION FROM THE MEETING HELD WITH THE TENNIS CLUB ABOUT THEIR CONCERNS WITH THE LEASE

At the June meeting, Cllrs Coffey and Raw and the Executive Officer had been appointed to meet with the representatives from the tennis club to receive feedback on their concerns with the lease that OPC had approved, signed and given to them in April 2019.

Cllr Raw had circulated a report from the meeting that he and Cllr Coffey had attended with representatives from the tennis club (Appendix 25). At the meeting he read out the 5 bullet points from the report, which if agreed by OPC will enable the tennis club to sign the lease and be able to apply for a grant for £36,000 to resurface the courts.

The Executive Officer reminded the committee that legal advice had been given to the council

regarding the lease and that the council had previously been very keen for the public to be given lots of opportunity to use the public court. Advice had also been given regarding the ownership of the floodlights installed on OPC's property.

It was agreed that subject to the correct procedure being followed, in principle the committee would be happy to consider the proposed changes to the lease.

There being no further business the meeting closed at 10.08pm.

Signed.....

Date.....

DRAFT

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 13 AUGUST 2019 COMMENCING AT 10.08PM**

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

In attendance: Mrs Weir (Executive Officer)

Also present: 2 members of the public

It the absence of the Chair, Cllr Killick chaired the first item.

14/19 APPOINTMENT OF A VICE-CHAIR OF THE COMMITTEE

It was agreed to appoint Cllr MacPhee as Vice-Chair of the committee, who then chaired the meeting.

15/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Ball.

**16/19 RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION
RELATING TO ANY ITEM ON THE AGENDA**

None.

17/19 PUBLIC SESSION

None.

18/19 APPROVAL OF THE FOLLOWING MINUTES

11 June 01/19 - 13/19
The above minutes were approved as an accurate record of the meeting.

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

It was agreed to add details of the availability of Chapel Cottage for rent, the public tennis court and a reminder about FlavourFest to the Facebook page and the website.

20/19 CONSIDERATION AND APPROVAL OF GRANT APPLICATIONS

The Executive Officer's report, which had been circulated to all prior to the previous meeting included details of the grant applications received by the council prior to the deadline of 30 June 2019 (Appendix 26).

It was agreed to award a grant of £400 to Odiham Netball Club for the Level 2 training course with a request that if further grants are applied for the club explains in further detail the wider benefit of the grant.

It was agreed to award a grant of £737 to Buryfields PTA for outside storage boxes.

21/19 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 previous meeting (Appendix 27).

It was agreed to defer this item again.

22/19 CONSIDERATION AND AGREEMENT ON OPC’S CELEBRATIONS FOR VE DAY 75 WHICH IS TAKING PLACE ON 8 MAY 2020

The Executive Officer’s report which had been circulated to all Cllrs prior to the previous meeting advised Cllrs of the celebrations that OPC had arranged previously with other village organisations and included correspondence from SSAFA, the Armed Forces Charity (Appendix 28).

It was agreed that the Executive Officer would contact InOdiham, All Saints Church and The Odiham Society to see if they had any plans to mark VE DAY 75, including the correspondence from SSAFA with the idea that maybe a working party could be formed to consider and arrange parish celebrations.

12/19 RESOLUTION TO RELEASE THE BUDGETED AMOUNT OF £1000 TO INODIHAM AS A CONTRIBUTION TO FLAVOURFEST

It was resolved to release the budgeted amount of £1000 to InOdiham as a contribution to FlavourFest.

There being no further business the meeting closed at 10.31pm.

Signed..... **Date**.....

