

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 10 SEPTEMBER 2019 COMMENCING AT 7.30PM**

Present: Cllrs McFarlane (Chair), Ball, Coffey, Coleman, MacPhee, Raw, Seabrook, Stewart and Verdon

Also present: Cllr Ken Crookes – Hart DC
Cllr J Glenn – HCC

3 Members of the public

In attendance: Mary Harris (Locum Parish Clerk)

The Chair welcomed everyone to the meeting and reminded them that the Parish Council's meeting is a 'meeting in public' and not a Public Meeting. When asked Cllr Coleman stated that she would be recording the meeting. Those present were given the opportunity to object, none did so.

136/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Killick, Odiham PC; Cllrs Dorn and Kennett, Hart DC.

137/19 DECLARATIONS OF INTERESTS

No Declarations were made.

138/19 PUBLIC SESSION

A local resident addressed the Council regarding the situation with the DMMO application for the Mildmay Court footpath. He read out a prepared statement (Appendix1). He expressed the thanks of local residents who were allowed to express their own views in an even-handed way, demonstrating a spirit of co-operation. He understood that, regarding the DMMO, an HCC Case Officer had been appointed, however no specific timescale for a decision had been advised. The Chair commented that to date OPC had received no update on progress from HCC.

139/19 APPROVAL OF MINUTES

13 AUGUST 2019: A number of corrections were requested.

110/19 Para 2. To replace the word 'exposed' with 'compromised'.

110/19 Para 4. To replace the whole paragraph with the following 'The Executive Officer stated that she believed there was a Public Interest argument. The Chair reminded the EO that the purpose of the "safe pace" was to protect public interest and allow free debate, to achieve the best outcome for the public'.

111/19 Para1. Add an additional sentence. 'Furthermore, concerns were expressed that it was possible that someone incapacitated would be unable to let themselves out of the locked toilets, so provision must be made for the locks to be over-ridden from the outside.

121/19 To be added after (Appendix15). 'This was urgent as there was a clear error in Council's Data Protection Policy where the basis for data sharing has been misquoted as Public Interest rather than Public Task'.

123/19 Para 1. To delete the wording after Court and replace with 'commenting that it was clear that some were misinformed and did not have the correct idea about what was going on'.

It was **AGREED** unanimously that with these changes the Minutes could be approved. The Locum Clerk would make the necessary changes and bring these to the next meeting for signing.

29 AUGUST 2019: Extraordinary General Meeting

The Clerk advised that those Councillors who were present at the meeting had now been supplied with copies of the Confidential Appendices. The Minutes were **APPROVED** and signed by the Chair.

140/19 TO NOTE MINUTES:

Amenity 9 July	10/19 - 15/19
Amenity 26 July	16/19 - 20/19
Community 11 June	01/19 - 13/19
Staffing 19 July	01/19 - 08/19
Planning 4 June	16/19 - 31/19
Planning 25 June	32/19 - 48/19
Planning 25 July	49/19 - 54/19
Planning 6 August	55/19 - 73/19
T&T 8 January	73/18 - 85/18
T&T 18 February	86/18 - 99/18
T&T 16 July	01/19 - 21/19
Staffing 14 August	09/19 - 23/19

The above minutes were received and **NOTED**.

141/19 CHAIRMAN'S ANNOUNCEMENTS

The Chair introduced the Locum Clerk, Mary Harris, who was standing in following the resignation of the Executive Officer. The EO's last day would be 14 September 2019. On behalf of Council the Chair wished Sarah well in her new role. The Chair advised that a full-time OPC Clerk's role had been advertised on the OPC, HALC and SLCC Websites, with a closing date of 6th October. Posters would be placed at strategic places locally and other options for advertising would be followed up. The Council's Facebook would also be used once access was obtained.

142/19 LOCUM CLERK'S REPORT

The Locum Clerk read out a brief report produced by the outgoing EO. The report was **NOTED**.

143/19 BANK RECONCILIATION TO 31 AUGUST 2019

A completed Bank Reconciliation for August 2019 was presented for signature. No questions were raised. The Chair signed the Reconciliation.

144/19 AUTHORISATION OF PAYMENTS AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS

A list of payments (17 items totalling £3,433.84) had been circulated prior to the meeting. There were no queries and the payments were unanimously **APPROVED**. Cllrs Coleman and Stewart were appointed to finish the payment process.

145/19 INFORMATION REQUEST

Details of the request for information had been circulated to Council. The Locum Clerk advised that the EO had stated she would send out the requested information the following day.

146/19 ACTION POINTS

The circulated list of Action Points was reviewed. It was noted that the meeting of the Standing Orders Working Party was outstanding. Cllr McFarlane agreed to arrange this. The Clerk was tasked to update the list.

147/19 APPOINTMENT TO COMMUNITY COMMITTEE

It was proposed and **AGREED** unanimously that Cllr Coffey be appointed to the Community Committee.

148/19 RENEWAL OF COMPUTER SECURITY

Following a brief discussion of the options Council **AGREED** to accept a quotation for a one year contract from Worry-Free Business Security.

149/19 RISK ASSESSMENT – PUBLIC TOILETS

There had been no action in relation to the problem highlighted at the previous meeting regarding egress from the locked toilets for someone incapacitated. Council agreed that until this was resolved the Risk Assessment could not be agreed. The Locum Clerk was tasked with pursuing this matter with the assistance of Cllr Raw.

150/19 STAFFING COMMITTEE – TERMS OF REFERENCE

Following a query the Chair had sought advice from HALC and had been advised that it was acceptable for a Staffing Committee to hold its meeting 'In Confidence' as of right (as detailed in the draft Terms of Reference). However, following a discussion it was generally **AGREED** that it would be preferable for the public to be aware of items to be discussed, with the meeting closed only for sensitive and confidential items.

It was also **AGREED** to amend the wording of paragraph 8 to make it clear that 'the person appointed to take the notes of the meeting' could be the Clerk.

In the light of the decision to appoint a full time Clerk the reference at Paragraph 9a) to 'additional' hours' would be removed.

Paragraph 9b) – the word 'delegated' is to be inserted between 'take' and 'responsibility'. The Locum Clerk was tasked to make these changes. Council **AGREED** the revised TOR unanimously.

151/19 BUDGET SETTING FOR 2020-21

As the Council's new Clerk will not be present when the budget for the coming year is set it was proposed to appoint two Councillors to be involved in building it, such that they could support the Clerk going forward. Each Committee Chair would also be asked to submit their budget proposals in the usual way. Following a brief discussion on the principle Council **AGREED** to accept Cllrs Coleman and McFarlane who volunteered to undertake this role.

152/19 STAFF APPRAISALS

It was **AGREED** that this was not an agenda item for Full Council and the matter should be dealt with by the Staffing Committee.

There being no further business the meeting closed at 8.07 pm.

Signed.....

Date.....