

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

**Present:** Cllrs A McFarlane (Chair), J Coffey, R Coleman, W MacPhee and J Raw.

**Also present:** Cllr K Crookes – Hart DC  
One member of the public

**In attendance:** Andrea Mann – Parish Clerk

The Chair welcomed everyone to the meeting.

Actions

**185/19 Apologies for Absence**

Apologies were received from Cllrs K Ball, M Killick, C Seabrook, D Stewart and P Verdon.

**186/19 Declarations of Interest**

No declarations of interest were made.

**187/19 Public Session**

The Chair welcomed Stn Cdr RAF Odiham, Group Captain Nicholas Knight to the meeting who had asked to address the meeting:

Group Captain Knight starting by acknowledging and thanking RAF Odiham's strong links with the Odiham community and thanked Odiham for the "generous" Christmas gifts given to the military families, a gesture which had not gone unnoticed.

RAF Odiham welcomed all opportunities to stay in touch with the community and offered support whenever possible, including: engagement with local schools (eg through STEAM – science, technology, engineering, arts and mathematics), supporting village fetes, flypasts, parades and local fundraising.

Group Captain Knight updated the Council on RAF's current work, commenting that it was a particularly busy time:

- Outputs – the current demand for Chinooks was at its highest. Support was currently deployed to Africa, the Middle East, operations in the UK including being on national standby for operations such as flood relief exercises.
- Capability – digital improvements to the aircraft had given "game changing" capabilities, making it safer to fly in dusk and in arctic conditions. Group Captain Knight reported that a new variance of Chinooks would be purchased and looked forward to this progress.
- People – Group Captain Knight said that RAF Odiham was "blessed with talent" and his challenge was to retain this talent.

Finally, Group Captain Knight informed the Council that celebrations would be held in 2020 to commemorate 40 years of Chinook service. Councillors looked forward to finding out more as the plans emerged and everyone welcomed the opportunity to work together on plans for

the 2020 VE Day celebrations

Responding to Councillors questions on whether there were any plans to expand RAF or threats to its long term future, Group Captain Knight reported that RAF Odiham was developing a long term estate plan which indicated a bright future.

Mr Hugh Sheppard read out a statement on agenda Item 187/19 relating to a potential donation to the Open Spaces Society (OSS). Mr Sheppard outlined OSS's work in supporting a local campaign to protect and safeguard commons, green spaces and paths.

Mr Sheppard also referred to the difference between a planning Appeal and Judicial Review.

**188/19 Approval of Minutes**

The minutes of the full Council meeting held on 12<sup>th</sup> November – the minutes were revised then unanimously APPROVED as a true record of the meeting.

The minutes of the Extraordinary Meeting held on 28<sup>th</sup> November were unanimously APPROVED as a true record of the meeting.

**189/19 To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list**

149/19 – Update risk assessment for locking system on public toilets – Members noted that this was still outstanding and would be produced as soon as possible.

**190/19 Chair's Announcements**

The Chair welcome Andrea Mann, the new Parish Clerk, to the Council and reported on the following engagements which had taken place since the previous meeting:

- Attendance at Odiham Common Steering Group meeting – the meeting had discussed a report on the future management of the Common. The Chair said that, in her view, Hart District Council was not seeking to cease public involvement in the management of the Common as was suggested at the previous meeting in the public session.
- Cllr McFarlane, Cllr Seabrook and Cllr Verdon had attended “The Council as an Employer” course run by the Hampshire Association of Local Councils.
- The Chair thanked the Odiham Lions for organising the Tree of Light dedication ceremony which had been a successful event, and for their letter of thanks following the event.
- The Chair had attended a planning for 2019 VE Day celebrations and an associated meeting with Robert Mays School. Further details on a celebratory event would emerge in due course.

**191/19 To receive and note The Parish Clerk's Verbal Report**

The recently appointed Parish Clerk thanked the Council for appointing her as the new Parish Clerk and looked forward to working with the Council for the benefit of the Odiham and North Warnborough community.

The Clerk thanked the Locum Clerk and Admin Officer for helping her settle in and bring her up to speed with office procedures..

The Clerk reported that, following the Interim Internal Audit on 28<sup>th</sup> November, her priority was to focus on the Council's finances to meet timescales for setting the 2019/20 budget and precept.

192/19 **Report on the short survey of priorities for Odiham and North Warnborough**

The Chair introduced her report on the short survey of priorities for Odiham and North Warnborough conducted Oct/Nov 2019 as part of the Autumn newsletter.

The survey had received community support for the all of the five suggested priorities; re-energising the High Street, local heritage, sustainable travel, sporting & leisure facilities and biodiversity. Re-energising the High Street had received the highest support.

Clerk to add the report to the Council's website.

Members discussed different approaches to considering the way in which the Council should respond to the consultation responses. Several suggestions were raised on measures which may help to increase footfall on the High Street but it was concluded that an initial Strategy Working Group meeting was required to develop a clear structure of engagement with High Street businesses and residents before generating and developing ideas.

Parish Clerk to arrange a Strategy Working Group meeting early Jan 20.

193/19 **Hart District Council Review of Parking Charges for Odiham**

Further to debate at the full Council meeting on 12<sup>th</sup> November (Item 179/19 refers) Members considered a response to Hart District Council's Parking Charges Consultation.

The Clerk reported that the Hart District Council's deadline for responses has passed but the relevant Officer had confirmed that comments from OPC would still be accepted. Hart District Cllr K Crookes assisted the discussion by clarifying details of the Hart District Council Overview and Scrutiny Committee meeting on 17<sup>th</sup> December where a recommendation to the full HDC Council would be generated.

The recommendation presented with the agenda asked Councillors to consider subsidising off-street car parking in Odiham car parks to offer one hour free parking. Members noted that neither of the two options presented by HDC would provide this. Members raised differing views:

- How would this impact on High Street parking?
- Was there a genuine need as there was no evidence to support a decision?
- Was a precept increase justified?
- Should a decision be made in light of the recent survey results discussed in the previous agenda item?
- Would this benefit local people who were more likely to walk to the High Street?
- Would the higher rate for all day parking adversely affect those working in High St businesses?
- Should the Council be supporting other transport methods such as

walking and cycling?

- i) Following debate, Members voted on the agenda motion to consider whether OPC should subsidise off-street parking in Odiham for 2020/21, understanding that a precept increase of up to 4.5% would be required. This motion was NOT CARRIED (Two Members AGREED, two Members OBJECTED, one Member ABSTAINED and the Chairman used her casting vote to OBJECT). Do we also need to record my casting vote against?
- ii) Members AGREED that further research should be carried out to establish the extent of issues surrounding all day business parking on the High Street so that the Council could make an informed decision on subsidising one free hour off-street parking.

Parish Clerk to source financial data from HDC on the estimated income generated from increasing 2, 3 & 4 hour and all day parking charges.

Cllr Crookes encouraged the Council to make representation to the HDC Overview and Scrutiny Committee meeting on 17<sup>th</sup> December. The Clerk confirmed budget provision could be made for this subsidy in 2020/21 as the draft budget was still under development and would need to be approved by Full Council at the January Council meeting.

194/19 **Hart District Council consultation on Street Trading Consent**  
Members noted the response made to Hart District Council which included a summary of individual Councillors' opinions. This course of action was necessary due to HDC's deadline falling before OPC's Full Council meeting.

195/19 **Standing Orders**  
Members AGREED to defer this item to the next meeting.

Refer to next meeting.

196/19 **Request from Odiham Community Pre-School (LeapFrogs)**  
Cllr J Coffey was AGREED as OPC's trustee nomination for consideration by LeapFrogs.

Clerk to notify LeapFrogs.

197/19 **2019/20 Interim Internal Audit Report**  
The report of the Interim Internal Audit carried out on 28<sup>th</sup> November was RECEIVED and NOTED, including a report of responses from the Parish & Locum Clerk. The following matters were raised and noted:

- The Parish Clerk reported that Officers had taken the view that it would be beneficial to implement Scribe as soon as possible to manage the Council's finances. This would improve financial reporting to the Council, improve transparency, greatly reduce the opportunity for errors and simplify the end of year audit process. All data had been input and reconciled up to 30<sup>th</sup> April and the remaining year-to-date data would be input over the next couple of weeks.
- Members noted that budget provision should be made to update the Council's website in order to comply with new Website Accessibility Regulations 2018.
- The Clerk was prioritising the Internal Auditor's recommendation to review the Council's investments and a recommendation would be made to the next meeting.

Clerk to input all 2019/20 financial into Scribe.  
Clerk to include budget provision to update website.

Refer investment options to next meeting.

198/19 **Statement of Commitment to the Parish of Odiham 2019-23**  
Members AGREED that the draft Statement of Commitment should be

Clerk to circulate

revised before adoption.

A vote on withdrawing the current Complaints Procedure was deferred until the Statement of Commitment was adopted.

draft by email  
and Councillors  
to respond with  
comments.

199/19 **Authorisation of the list of payments circulated to Members before the meeting and appointment of two Cllrs to finish the payment process**

The list of payments had been circulated prior to the meeting. The list of payments was APPROVED unanimously and Cllrs R Coleman and A McFarlane were appointed to finish the payment process.

200/19 **Meeting reports from Councillors**

No reports were made.

201/19 **Virement of Funds**

Members APPROVED unanimously to vire funds of up to £4,000 from the Election Costs budget to the Staff Salaries Budget to cover Locum Clerk cover from September to November and support to the new Parish Clerk.

202/19 **Open Spaces Society Legal Fund Appeal**

Members APPROVED unanimously to making a donation to the Open Spaces Society's 'Legal Fund Appeal' and membership totalling £100.

203/19 **Reports from other Councils**

Cllr Ken Crookes, Hart District Councillor, was invited to sit at the table to give his verbal report as follow:

"Update on Shapley Heath Project from Hart Council meeting.

A short history - in September Hart's Overview and Scrutiny (O&S) meeting considered a paper on Shapley Heath. The Key issues for O&S were:

1. There is no clear plan on how the £150k Government Grant will be spent.
2. There was a request for a £500k project budget with no justification
3. The proposed project Governance needed more work.

On the last one it was agreed that Councillor Farmer would work with the Joint Chief Executive to update the governance.

The updated Governance and O&S recommendation not to grant the £500k budget were both part of the papers prepared for the October meeting of Hart's Cabinet:

<https://www.hart.gov.uk/.../Garden%20Village%20Final%20V2%20P...>

Cabinet did not consider the Shapley Heath paper in October. It was deferred to November's meeting

The agenda for the November meeting had the old, incorrect Governance appendix attached by mistake.

A number of decisions were made by November's Cabinet including the allocation of the £500k budget (to be authorised by November's full Council) . See full draft Cabinet minutes at:

<https://www.hart.gov.uk/.../19%202011%2007%20draft%20Cabinet%20...>

At November's Council meeting I questioned the Leader on the issues with the process, including the mix up on the Governance and the recommendation to allocate the £500k budget.

The recommendation to allocate the budget was withdrawn and the budget request will now be considered as part of the Council's full budget process.

At the December meeting of Cabinet, the recommendation on the £500k was changed to consider that budget request as part of the 2020/21 budget setting process in January and February 2020. In addition a meeting of the political group leaders has considered the project governance arrangements and the outcome of their considerations will be considered by the Scrutiny Committee at its December meeting.

In addition:

As a result of the General Election, the Planning Inspector's report on Hart's Local Plan has been delayed. It is hoped to finalise the Plan in January or February.

Hart's Parking Review will be considered by the Overview and Scrutiny meeting at its December meeting.”

**204/19 Christmas Office Closure**

It was NOTED that the Odiham Parish Office will be closed from Tuesday 24<sup>th</sup> December to Monday 29<sup>th</sup> December inclusive.

**205/19 Date of the next meeting**

Tuesday 14<sup>th</sup> January 2020 at 7.30pm.

There being no further business the meeting closed at 9.20pm.

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