

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
TUESDAY 11th FEBRUARY 2020 COMMENCING AT 7.30PM**

Present: Cllrs A McFarlane (Chair), J Coffey, R Coleman, W MacPhee, J Raw, D Stewart and P Verdon.

In attendance: Andrea Mann – Parish Clerk.

Also present: Hart DC: Cllr K Crookes, N Harpham and G Watts from the Strategic Development Team.

237/19 Apologies for Absence

Apologies were received from Cllrs K Ball, M Killick and C Seabrook.

238/19 Declarations of Interest

None.

239/19 Presentation from Hart District Council on housing allocations within the district for rented affordable housing and rural exception scheme homes

The Chair welcomed Nicola Harpham and Gemma Watts to the meeting who presented on the process and rules for allocating rented affordable housing and rural exception scheme homes within the district.

An information sheet was provided to Councillors giving details of:

- The Hart Housing Register
- Applying to Hart's Housing Register
- Assessment of housing register applications
- An outline of priority bandings A, B, C and D
- Eligibility criteria – Local connection, financial assessments and unacceptable behaviour
- Applying for vacancies
- Current numbers on Hart's Housing Register and average waiting times for securing a rented, affordable home
- Examples of property adverts on Hart DC's website.

Cllr Verdon asked how those without internet could apply? G Watts advised that properties were not allocated on a first come first served basis so applications via telephone or post would not be at a disadvantage.

G Watts also explained how Rural Exception Scheme Homes were advertised alongside all other available properties on the Hart DC website, requiring the applicant to meet additional criteria. These criteria were largely based on local connection and agreed between the developer and Hart DC through a S106 agreement with local input from the parish council. An example of a Rural Exception Site local connection cascade was provided to Councillors.

The Chair asked how the shared ownership percentage and original criteria were managed when the property was sold on? In response, Hart DC agreed to follow this up and report back to OPC.

A discussion took place on the pending Rough's Cottage rural exception site application as the draft S106 agreement was currently under

consideration by the developer's solicitor. Hart DC reported there was a high housing need in Odiham so anticipated a high demand for the first allocations. The applicants' date of registration on the housing register would also be taken into account and Hart DC encouraged OPC to help publicise and promote this through the OPC newsletter.

Action
Include Rural Exception Scheme information in OPC newsletter.

240/19 Public session

There were no members of the public present.

241/19 APPROVAL of minutes:

- i) The minutes of the full Council meeting held on 14th January were unanimously approved as a true record of the meeting then signed by the Chairman.
- ii) The public and exempt minutes of the extraordinary general meetings held on 21st October and 21st January 2020 were approved as a true record of the meeting then signed by the Chairman.

242/19 Previous Committee Minutes

The following committee minutes were received and noted:

- Minutes of the Planning and Development Committee meetings held on 27th August, 17th September, 9th October, 29th October, 19th November, 11th December 2019 and 6th & 28th January 2020.
- Minutes of the Traffic and Transport Committee meetings held on 9th October and 19th November 2019.
- Minutes of the Amenity Area Committee meetings held on 10th September, 8th October, 12th November and 10th December 2019.
- Minutes of the Community Committee meetings held on 10th September, 8th October, 12th November and 10th December 2019.

243/19 Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list

226/19 – Grant Applications – the total value of grants awarded by the January meeting totalled £5,070. There was £3,370 available in the grants budget and £1,000 was funded from the tennis court re-surfacing earmarked reserve resulting in grants award of £700 in excess of the available budget. Members considered whether to honour these grant payments and it was

RESOLVED

To vire £700 from general reserves to honour all grants awarded on January 14th.

Action
Clerk to notify applicants and arrange payments.

244/19 Chairman's Announcements

- i) Mildmay boundary agreement – following OPC's agreement of the boundary agreement at the January meeting, HCC had provided an update relating to the DMMO application which had been published on OPC's website.
- ii) HCC's Library Consultation – OPC was hoping to gather more information from the community before agreeing a response to the consultation which threatened the future of the Odiham Library service. Reports would be referred to the full Council meeting on 10th March where it was hoped that sufficient information would be available to make an informed decision.
- iii) Re-energising the High St priority – all High St businesses had been invited to an open discussion meeting on 27th February to gather views to help shape the project. A Hart DC Officer with relevant knowledge

Action
Refer to next meeting.

had agreed to attend to offer advice where possible.

245/19 Statement of Commitment to the Parish of Odiham 2019-23

The Statement of Commitment to the Parish of Odiham for 2019-23 was adopted.

Action

Add to website.

Financial Matters

246/19 Financial Reports to 31st January 2020

i) Balances at 31st January 2020 were received and noted as:

Petty Cash	£19.32
Lloyds 30 days' notice account	£3,522.37
Unity Trust	£114,218.35
Lloyds Treasurer account	£39,170.80
Lloyds Money Market	£61,970.67
Unrepresented cheques	£2,500.00
Net position	<u>£216,401.51</u>

ii) RESOLVED

Cllrs R Coleman and D Stewart were appointed to complete the bank reconciliation for January 2020 before being signed by the Chairman of the Council.

iii) The position of the budget at 31st January was noted, as presented with the agenda.

Concerns were expressed that the levels of reserves held was too high. The Clerk reported that it was important for the earmarked reserves position to be presented with the balances to give a full explanation of the reserves held. Work was underway to clearly document where funds were held for true earmarked projects. The final list would be presented to the March meeting in time for the start of the new financial year. The Clerk offered to hold a Councillor workshop to assist in the development of the listing.

Action

Clerk to organise Councillor workshop.

247/19 February 2020 Payments

RESOLVED

Cllrs R Coleman and D Stewart were appointed to authorise the list of payments presented to Councillors before the meeting and to finish the payment process.

Action

Councillors to visit office to approve payments.

248/19 Auditor Access to the Finance Package

RESOLVED

To allow the Internal Auditor viewing rights to OPC's financial records through the finance package.

Action

Clerk to authorise access.

249/19 Unity Trust Account Authorisation

RESOLVED

To add Cllr Raw as an account signatory in addition to Cllrs Ball, Coleman, McFarlane and Stewart.

Action

Clerk to process required paperwork.

250/19 Interim Internal Audit Report

An update on the progress of matters raised in the Internal Audit Report of 28.11.19 was noted.

The Chair gave thanks to the Clerk for responding promptly to matters raised.

251/19 Financial Risk Assessment

RESOLVED

To approve and adopt the Financial Risk Assessment as presented with the agenda.

Action

Clerk to add RA to the website.

252/19 Investments

The Clerk's report was introduced and discussed in response to the Internal Auditor's recommendation to review the Council's investments. Further to discussion it was

RESOLVED

- i) To adopt the following Annual Investment Strategy before considering investments:

All investments shall be made in £ sterling.

Short term investments are defined as investments up to 1 year.

Long term investments are defined as investments over one year.

Investments shall consider the following objectives to ensure the best balance between:

1. Security
2. Liquidity
3. Yield

All investments shall be "specified investments" giving relatively high security and liquidity such as short term deposits, 1, 2 or 3 year bonds or short term fixed deposits with high street banks or other funds marketed to the public sector.

"Non-specified investments" such as stocks and shares give a much higher, potential risk and shall not be considered.

Full Council will review and agree all investments and every transaction will require two Councillor signatories plus the Responsible Finance Officer.

- ii) To retain the Unity Trust current account as the day-to-day operating account to which Hart DC pays the precept every 6 months.
- iii) To retain a minimum balance of £40,000 in the Unity Trust current account equating to approximately 3 months running costs.
- iv) To close the Lloyds 30 Day Notice account (G Rotherly Bequest), transfer these funds to other investments and set up an earmarked reserve to spend in accordance with the bequest deed. An annual grant scheme was suggested, awarding up to 10% of the original investment in accordance with the bequest.
- v) Councillors made several suggestions of how to re-invest surplus funds over the £40,000 balance held in the Unity Trust current account. It was AGREED that Councillors should email their suggestions to the Clerk to formulate a recommendation for the next meeting.

Action

Clerk to develop new Grants policy.

Action

Councillors to forward suggestions to the Clerk and Clerk to present investment proposals to the March meeting.

Consultations

253/19 Hampshire County Council Pre-Planning Consultation on Robert May's School, Bufton Field

Councillors discussed the pre-planning consultation on plans to construct sports playing fields on the Bufton Field site adjacent to Robert May's school.

Cllr Verdon explained that Neighbourhood Plan Policy 10 defined the use of this land for outdoor recreational facilities and presented a legal obligation to secure shared, community use.

It was agreed that Cllr Verdon would prepare a draft response for consideration by the Planning & Development Committee on 18th February.

Action

Cllr Verdon to prepare a draft response for the Planning & Development Committee 18.02.20.

Councillor Reports

254/19 Meeting reports from Councillors

Cllr Stewart reported from the recent Traffic Partnership meeting:

- i) The state of the ground around the layby on the Farnham Road – Hants CC would be looking into the burger van licence term as to whether the whole area could be returned to its original state at the end of the licence period.
- ii) Footpath from Montford Place to Waverley Close - concerns over the state of this footpath had been raised on several occasions, however, it was reported that the ownership was unknown giving little enforcement powers. Members considered that HCC should take responsibility as this was a dedicated footpath.

255/19 Reports from other Councils

Hart DC Cllr Ken Crookes reported the following matters from Hart DC:

- i) Car parking review – further to discussion at the December meeting the review appeared to have gone quiet. Any recommendations arising from the review were likely to come forward as a separate item from Hart DC's main budget proposals.
- ii) Swan Compulsory Purchase Order – this order had been passed and the owner now had a six week period to appeal. Hart DC would be looking at feasible options for the site.
- iii) Shapley Heath Garden Village development – the project governance had been agreed and the first meeting was due to take place the following week.
- iv) Finance – the draft 2020/21 budget was due to be agreed on 27th February. The draft budget was on track to balance for the year ahead but work was already underway to plan for a £3m annual deficit resulting from government grant cuts. Cllr Crookes reported that two property investments had already been made.

256/19 Date of the next meeting

Tuesday 10th March at 7.30pm.

Confidential Matters

257/19 Exclusion of the Public and Press

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing and contractual matters. (Public Bodies (Admission to Meetings) Act 1960.

258/19 Broadband Upgrade

Members considered a confidential quotation from BT and it was

RESOLVED

Not to proceed with the quotation. Instead, Cllr MacPhee would research alternative options for consideration at the March meeting.

Action
Cllr MacPhee to provide alternative options by 3rd March.

259/19 REFER TO EXEMPT MINUTES

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There being no further business the meeting closed at 9.25pm.

Signed..... Date.....