

**MINUTES OF THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL
HELD VIRTUALLY VIA ZOOM MEETINGS ON
TUESDAY 19th MAY 2020 COMMENCING AT 7.30PM**

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

In attendance: Andrea Mann – Parish Clerk.

Also present: Hampshire CC Cllr J Glen, Hart DC Cllr K Crookes and Cllr C Dorn and 3 members of the public.

1/20 Election of Chair of the Council

RESOLVED

Cllr A McFarlane was elected as Chair of Odiham Parish Council for the ensuing year (proposed by Cllr J Raw and seconded by Cllr P Verdon). It was noted that the Declaration of Acceptance Form would be signed in person as soon as practical.

2/20 Election of the Vice-Chair of the Council

RESOLVED

Cllr J Raw was elected as Vice Chair of Odiham Parish Council for the ensuing year (proposed by Cllr A McFarlane and seconded by Cllr D Stewart).

3/20 Apologies for Absence

Received from Cllr M Killick.

4/20 Declarations of Interest

None.

5/20 Approval of Minutes

RESOLVED

The minutes of the meeting held on 14th April were approved by Members as a true record of the meeting and would be signed by the Chair in person as soon as practical.

6/20 Chair's Announcements

The Chair reflected on the past year referring to progress made on three inherited issues, two of which were since resolved. A valid lease had been agreed with the tennis club and minor revisions to the cemetery rules now allowed a wider variety of memorials in keeping with a lawned cemetery. Progress had also been made on the third matter relating to a boundary agreement with Mildmay residents.

The Council was happy to have the new Clerk who had been in post for 6 months.

The first meeting with High Street business owners had taken place. A new What'sApp group was already proving to be an effective group as several Odiham businesses had applied for Hart DC grants after hearing of the grants fund through the group.

The Chair said it was disappointing that the OPC supported activities run by InOdiham would not go ahead throughout the Summer in addition to the 2019 fireworks organised by the Lions also being cancelled due to bad weather.

Cllr D Stewart thanked Cllr McFarlane on behalf of all Councillors for her work over the last year and for accepting the position for the following year.

7/20 Public session

A resident was invited to speak on agenda Item 16/20 regarding the proposed Boat Basin but stated he had nothing further to say over and above his response made to the last meeting.

A representative from the Basingstoke Canal Society spoke on the proposed Boat Basin. He said that the Society remained strongly committed to the project but would need support to take the project to fruition. The Society was aware of some concerns and were confident all questions raised by residents could be answered and pointed out that the project already had a lot of support, eg 86% of respondents to a recent survey supported the proposed project. The project would be a very long running project and the Society asked OPC to look favourably on appointing a representative to the working group.

8/20 Update on local response to Covid-19

The Chair reported that Odiham & North Warnborough Councillors had established a local helpline number which was currently being managed by Councillors Coffey, Seabrook, McFarlane and Verdon a week at a time with Cllrs Coleman, Verdon and McFarlane making daily deliveries. Referring to a recent Hart DC report, the Chair commented how it was interesting to see, since 7th April, the Hart Response Hub had had 235 requests for help whilst in the same period Odiham had had 78. During week commencing 17th April, Hart DC had received 19 requests for prescriptions against 24 received on the local Odiham support number.

There had been a lot of local response to the call for volunteers and Odiham Councillors would continue to promote the local support telephone number and work with these volunteers. The Chair gave particular thanks to the community volunteers and it is a mark of the generosity of the community that there were more volunteers than people requiring help.

OPC had made changes to its broader services – staff were largely working from home and covering the office a few times per week. The Clerk commented that staff were following government guidance closely to establish which facilities should be opened, commenting that the playgrounds were still closed and would be until government advised otherwise.

9/20 Previous Committee Minutes

RESOLVED

The minutes of the Planning & Development Committee meetings held on 11th March, 31st March and 21st April 2020 were received and noted.

10/20 General Power of Competence

RESOLVED

OPC declared the General Power of Competence having met the prescribed conditions being two thirds of Councillors elected and a qualified Clerk.

11/20 Matters Arising from the Previous Minutes not elsewhere on the Agenda and review of the Full Council Action Points list

No comments were made.

12/20 Committee Membership and Chairs

RESOLVED

Committee Memberships and Chairs were agreed for the ensuing year as documented in Appendix 1:

- No changes were made to the Amenity Area Committee.
- A proposal to roll Community Committee business into full Council for a period of 6 months was agreed. This was largely due to the likelihood there wouldn't be much business to consider over the following year.
- No changes were made to the Planning & Development Committee.
- No changes were made to the Traffic & Transport Committee.
- No changes were made to the Staffing Committee.
- The Finance Committee membership was agreed as Cllrs R Coleman (Chair), J Coffey, Cllr McFarlane, Cllr J Raw and Cllr Stewart.

13/20 Outside Bodies

RESOLVED

The following Councillor representative appointments for 2020/21 were agreed with no changes to the 2019/20 Representatives:

- The Odiham Society – Cllr P Verdon
- Basingstoke Canal Society – Cllr D Stewart
- Odiham Common – Cllr R Coleman
- Leapfrogs – Cllr J Coffey
- Neighbourhood Watch – Cllr W MacPhee
- Flood Forum – Cllr D Stewart
- InOdiham – Cllr K Ball
- Odiham and District Over 55 Wellbeing Forum – Cllr J Raw
- Hart Youth Forum – Cllr W MacPhee
- North Warnborough Village Hall – Cllr R Coleman

Action:
Clerk to notify
outside bodies.

14/20 Cheque Signatories

RESOLVED

Bank account signatories were agreed as follows:

Account	Councillor
Unity Trust	Cllr P Verdon Cllr R Coleman Cllr A McFarlane Cllr J Raw Cllr D Stewart
Lloyds 30 Day Notice	Cllr P Verdon Cllr R Coleman Cllr A McFarlane Cllr D Stewart
Lloyds Treasurer's Account	Cllr P Verdon Cllr R Coleman Cllr A McFarlane Cllr D Stewart
Lloyds Money Market	Cllr P Verdon Cllr R Coleman Cllr A McFarlane Cllr D Stewart

Action:
Clerk to complete
bank mandate
application.

15/20 Appointment of Trustees to the Odiham Consolidated Charities
Councillors reviewed the proposal from the Odiham Consolidated Charities Trustees that 3 existing co-opted Trustees be appointed as permanent Trustees to hold position for 4 years.

RESOLVED

OPC approved the appointment of Mrs Lynne Blay, Dr David Love and Mr Tom Bentford.

Action:
Clerk to notify
OCC Secretary.

16/20 Basingstoke Canal Boat Basin Working Party
Councillors considered a request from the Basingstoke Canal Society to join a working party to research the proposed boat basin close to Montford Place.

Cllr D Stewart expressed an interest in the position to which a concern was raised that Cllr Stewart's existing interest could lead to a perceived pre-determination. Cllr Stewart responded with the view that he didn't yet know enough about the project to form an opinion.

As Cllr Stewart's knowledge was seen as an advantage, Councillors proposed that two representatives be put forward.

RESOLVED

- i) OPC agreed to be a member of the Boat Basin Working Group.
- ii) OPC would ask the Basingstoke Canal Society whether they would accept two OPC representatives and Cllrs D Stewart and P Verdon would be put forward.

Action:
Clerk to formally
notify the
Basingstoke
Canal Society.

17/20 Website Upgrade
The Parish Clerk's report was discussed and considered including a proposal to upgrade OPC's website using a sector specific package to comply with The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. It was further proposed that a working party be set up to research and progress this work, reporting proposals back to the June full Council meeting. A draft working party terms of reference was included within the report.

The Clerk clarified that the Working Party was entitled to recommend an alternative method of complying with the new regulations if research showed a sector specific package would not meet OPC's needs.

RESOLVED

- i) OPC would consider upgrading OPC's website using a sector specific programme.
- ii) A Website Working Party was established to research options and make recommendation to the June meeting, comprising Cllrs R Coleman, W MacPhee and A McFarlane.
- iii) The Website Working Party Terms of Reference were agreed as presented with the agenda.

Action:
Clerk to set up
first Working
Party meeting
and Working
Party to make
recommendation
to June meeting.

Financial Matters

18/20 2019/20 End of Year Budget Position and Explanation of Variances
The 2019/20 end of year budget position was received and the explanation of variances noted.

Action:
Clerk to add to
website.

19/20	Internal Audit Report for 2019/20 RESOLVED The end of year Internal Audit Report for 2019/20 was received and the advisory comments were noted.	
20/20	2019/20 Year End Accounts RESOLVED The 2019/20 year end accounts were approved.	
21/20	To resolve to approve the annual governance statement for 2019/20 RESOLVED The Chair read out each question in Section 1 of the 2019/20 Annual Governance Statement for 2019/19 and the Council declared yes to each question. The Clerk would arrange for the statement to be signed in person by the Chair and Clerk as soon as practical.	Action: Chair and Clerk to sign Governance Statement.
22/20	To resolve to approve the accounting statements for 2019/20 RESOLVED The 2019/20 Accounting Statements were approved, to be signed in person by the Chair as soon as practical.	Action: Chair to sign. Clerk to publish notice of public inspection rights.
23/20	May 2020 Payments Several questions were raised on the payments listing report previously circulated to Councillors: - The SSE invoice for King St Chapel largely included an electricity standing charge for the chapels. - The Hants CC invoice for a contribution Basingstoke Canal contribution was an annual contribution. Councillors agreed for Hart DC Cllr Crookes to input to the meeting to provide clarification. A partnership agreement had been made a number of years ago with the County Councils, District Councils and Parish Councils contributing towards the maintenance of the canal based on the length of canal running through a parish. Cllr Crookes reported that Hart DC hadn't voted on the same for a number of years. RESOLVED The payments listing emailed to Councillors before the meeting was agreed and Cllrs R Coleman and A McFarlane were appointed to complete the approval process.	Action: Clerk to set up payments and Cllrs Coleman & McFarlane to complete the payments process.
24/20	Earmarked Reserves RESOLVED The draft list of earmarked reserves drawn up by Councillors in a workshop was agreed.	Action: Clerk to record data against bank balances.
25/20	Grants Giving Policy RESOLVED OPC adopt the Grants Giving Policy as circulated with the agenda, with the following notes: - The policy would be added to the website and promoted to community groups. - The Clerk would devise a new application form and evaluation form and invite comments from Councillors before publishing.	Action: Clerk to add policy to website, develop application form and evaluation form and circulate

- The new Finance Committee could assist in reviewing the applicants' financial paperwork. to Councillors for comment.

Councillors Reports

26/20 Meetings reports from OPC Councillors

None.

27/20 Flooding in North Warnborough

The Chair reported that an email had been received from the Environment Agency the same today assuring OPC and residents they were taking the matter seriously and further offering a member of staff to update OPC on the Environment Agency's position. The Hart DC Flood Infrastructure Officer was also due to update OPC at the next full Council meeting on 16th June.

Councillors agreed for Hart DC Councillors to input their comments. Hart DC Cllr K Crookes confirmed that the Hart DC Flood Infrastructure Officer would be presenting the Hart Flood Alleviation Scheme, as it relates to North Warnborough, to OPC in June. Hart DC Cllr C Dorn reported similar problems in Crondall where he had made some progress with Matt Richardson from Thames Water, a comment which Cllr K Crookes endorsed.

Cllr A McFarlane proposed that it would still be worthwhile pursuing the matter with Thames Water and offered to draft a letter on behalf of OPC.

RESOLVED

It was agreed that the Chair would write to Thames Water on behalf of OPC sending the correspondence via Matt Richardson.

Action:
Cllr McFarlane to write to Thames Water.

28/20 Reports from other Councils

Hart DC Cllr K Crookes congratulated Cllr McFarlane on her appointment as Chair, all Councillors and the Clerk for making progress with the Council. He asked for Hart DC Committee Services to be notified of the outside body representative appointments.

Cllr K Crookes reported that Hart DC had held its first virtual meeting, commenting that it was the shortest ever meeting for longest ever project, to adopt the Local Plan. The next meeting was due to take place later in week being the Hart DC Annual General Meeting.

Cllr K Crookes further reported that much of Hart DC's resources were absorbed with organising Covid-19 support services and distributing business grants within the district. He commented that grant payments appeared to be sporadic and one claim for Odiham was being pursued.

Hart DC Cllr C Dorn endorsed Cllr Crookes' comments reminding OPC to reference the new Local Plan policies when responding to planning applications.

Hants CC Cllr J Glen reported that Odiham and North Warnborough had seen its fair share of petty crime including: entering houses whilst distracting homeowners, illegal activities in a layby and bike theft. He explained that Jennifer Ludgrove from Hampshire Police was showing a real interest in resolving issues and had contacted him directly to find out what was happening in the area. Cllr Glen urged Councillors to report any concerns or suspicions directly to Jennifer Ludgrove.

Cllr J Glen also reported that Hants CC had spent £90M on its response to Covid-19 and that County Councillors devolved budgets were decreased to £10k.

29/20 Date of the net meeting

Members noted the date of the next full Council meeting as Tuesday 16th June at 7.30pm.

Confidential Matters

30/20 Exclusion of the Public and Press

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters.

(Public Bodies (Admission to Meetings) Act 1960.

The Chair, acting as the Zoom meeting host, then ended the meeting for non-Councillor attendees.

There being no further business the meeting closed at 8.56pm.

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