

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD VIRTUALLY VIA ZOOM MEETINGS ON
TUESDAY 14th APRIL 2020 COMMENCING AT 7.30PM**

Present: Cllrs A McFarlane (Chair), J Coffey, R Coleman, M Killick, 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 2 members of the public.

The Chair proposed that agenda items 307/19 and 305/19 be brought forward to which there were no objections.

307/19 To note relevant implications of the Coronavirus Act 2020 and subsequent Statutory Instruments 392 “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Policy and Crime Panel Meetings (England and Wales) Regulations 2020, which came into force of 4th April

The Chair explained that the new legislation removed the requirement for Councillors to meet in person enabling Council business to be conducted through virtual Council meetings. This was on the proviso that Councillors could be heard and, where possible, seen. An audio check was conducted which confirmed that all Councillors could be heard.

Members were provided with full details and a summary report on how the Act affected OPC. Part of the Act removed the requirement for local councils to hold an Annual Parish meeting (or assembly) between 1st March and 1st May and allowed for current Chair’s to hold position until May 2021 where an Annual Council meeting is not held. Members considered these points and

RESOLVED

- i) OPC would hold an Annual Parish Assembly later in the year.
- ii) OPC would hold a virtual Annual Council Meeting on 19th May.

305/19 Chair’s Announcements

The Chair updated Members on how OPC was supporting local residents throughout the Covid-19 crisis. Cllrs R Coleman, A McFarlane and P Verdon were covering a Parish Council helpline and delivering prescriptions to residents, having already assisted over 40 residents.

Further requests were cascading down from the Hart Voluntary Action Group/Hart District Council database where both volunteers and those in need could sign up. The Chair reported that, so far, 30 residents requesting help had been matched with a volunteer who lived nearby.

The Chair reported that the local support channels were just about managing the demand but some non-essential Council business would have to be deferred.

HCC Cllr Glen and HDC Cllr Crookes were invited to comment.

Cllr Glen reported that HCC resources were focussing on the Covid-19 crisis, reporting the recent news that HCC were trying to source composting bins for residents following the suspension of the green bin waste collection service.

Cllr Crookes reported that HDC had repositioned all Council Officers to work on Covid-19 related issues. Refuse collection was continuing as normal, a database had been set up to match volunteers with vulnerable residents and various grant funds were available to support groups.

300/19 Apologies for Absence

Apologies were received from Cllrs K Ball.

301/19 Declarations of Interest

None.

302/19 Public session

A resident addressed the Council as the Chairman of Medalstable Ltd in relation to the Mildmay Court boundary agreement. Following an account of the steps already taken in reaching a boundary agreement, the following questions were raised:

- i) Is OPC satisfied that Land Registry form AP1 is the correct form to use?
- ii) Despite previous Council resolutions does OPC not want a boundary agreement and not proceeding?
- iii) Will OPC now instruct the lawyer who prepared the boundary agreement to complete the Land Registry application?
- iv) If not, why not?
- v) Can OPC state what the legal fees budget is for 2019/20 and 2020/21?

The Medalstable represented requested a response to the above questions with the aim of resolving this matter amicably.

The Chair stated that OPC would respond in due course when time allowed.

303/19 Approval of Minutes

RESOLVED

The following minutes were approved by Members to be signed by the Chair in person at a later date:

- Minutes and exempt minutes of the full Council meeting held on 10th March 2020.
- Minutes and exempt minutes of the full Council meeting held on 23rd March 2020.

304/19 Previous Committee Minutes

RESOLVED

The minutes of the Amenity Area Committee held on 10th March 2020 were received and noted.

306/19 Matters Arising from the Previous Minutes not elsewhere on the Agenda and review of the Full Council Action Points list

Members reviewed the meeting action points list as provided with the agenda and the following matters were noted:

- The 2020/21 meeting dates had been published on the website and the new committee structure was in progress.
- The development of a new Grants Policy was still outstanding.
- Recommendations for a new business phone system would be deferred following Cllr MacPhee's report that many call centre staff were not currently working. Cllr McFarlane suggested including this as part of OPC's IT Action

Plan and progressing this where possible.

308/19 Finance Committee Terms of Reference

RESOLVED

The Finance Committee Terms of Reference as published with the agenda was ADOPTED.

309/19 Financial Regulations

Members reviewed the draft Financial Regulations which had been prepared in accordance with the NALC Model Financial Regulations (July 2019) and

RESOLVED

To adopt the Financial Regulations as presented with the agenda, noting that the Regulations may need to be updated at a later date to include OPC's approach to managing reserves.

Action:
Clerk to arrange
a reserves
workshop to be
held via Zoom.

Financial Matters

310/19 March 2020 Payments

RESOLVED

The payments listing presented with the agenda for payments made for the period 10th March to 31st March was reported to the meeting and minutes.

311/19 Financial Reports to 31st March 2020

- i) The bank balances at 31st March were noted as presented with the agenda.
- ii) Cllrs R Coleman and D Stewart were appointed to sign the March bank reconciliation and Members further agreed that the Chair would sign the statement remotely.
- iii) The budget position at 31st March was discussed and noted. The Clerk reported that a full report of significant end of year variances would be presented to the next meeting with the end of year accounts.

312/19 Interim Internal Audit Report October 2019 to February 2020

The Auditor's report was received and the Chair reported that the Internal Auditor had made no recommendations. It was noted that the end of year Internal Audit would be conducted remotely on 27th April. It was

RESOLVED

To agree the Interim Internal Audit Report as presented with the agenda.

313/19 April 2020 Payments

RESOLVED

The payments listing emailed to Councillors before the meeting was agreed.

The Clerk reported that the payments could only be input into Scribe when the 2019/20 end of year accounts were completed.

Councillors Reports

314/19 Meetings reports from Councillors

There were none.

315/19 Reports from other Councils

HCC Cllr Glen reported that HCC Officers had been redeployed and were working hard on Covid-19 related tasks.

HDC Cllr Crookes reported that HDC elections were deferred and would take place in May 2021.

316/19 Date of the net meeting

Members noted the date of the next full Council meeting as Tuesday 19th May at 7.30pm noting that this meeting would deal with Annual Council meeting matters.

Confidential Matters

317/19 Exclusion of the Public and Press

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

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

318/19 Exempt Staff Related Correspondence

Members were updated on the current position on staff related correspondence.

319/19 Society of Local Council Clerks (SLCC) Membership

RESOLVED

Councillors agreed for OPC to fund the Parish Clerk's Principal annual membership due on 1st April at an annual subscription cost of £281.

There being no further business the meeting closed at 8.15pm.

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