



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD ONLINE VIA ZOOM ON  
15<sup>th</sup> SEPTEMBER 2020 COMMENCING AT 7.30PM**

Present: Cllrs A McFarlane (Chair), K Ball, J Coffey, R Coleman (to item 113), M Killick, W MacPhee, J Raw, C Seabrook, D Stewart and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

Also present: Hants CC J Glen, Hart DC K Crookes and 4 members of the public.

**101/20 To receive and accept apologies for absence**  
None.

**102/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda**  
Cllr K Ball made a request for dispensation on agenda item 110/20, asking to take part in discussions to answer questions but not take part in the vote. The request was granted.

**103/20 Approval of minutes**  
RESOLVED  
The minutes of the Council meeting held on 18<sup>th</sup> August were approved by Members as a true record of the meeting and would be signed by the Chair in person as soon as practical. The Chair thanked Cllr Raw for chairing the meeting.

**104/20 Correction to full Council minutes 21<sup>st</sup> July 2020**  
RESOLVED  
The minutes of the meeting previously agreed were corrected to read “the grant award to North Warnborough Village Hall was £2,000 and not £2,500”.

**105/20 Chair’s announcements**

- The Chair proposed to change the order of the meeting to hear 113, 110, 111 then 112 before 109 as there were interested members of the public present. No objections were raised.
- The Council had received an invitation to take part in the Hants CC Climate Consultation which required a response by 28<sup>th</sup> September, leaving no time to add this to the following agenda. The Chair explained that the next stage was to request further information and training and no decision was required at this stage. Councillors agreed this course of action.
- The Chair referred to an email from the Clerk which explained the current challenges of conducting normal business due Covid impacting liaison with contractors and other authorities. The office was receiving calls from frustrated residents which often related to other authorities:



- The Hants Rights of Way Team were working but behind schedule.
- Footpath 7 had not been cut back as the Parish Lengthsman was also behind schedule but work was due to be carried out on 23 September.
- The Council's main grounds contractor had notified OPC they were unable to fulfil OPC's contract.
- There were several highways enquiries which had been referred to Hants CC, but it was difficult to know whether the lack of response was due to Covid or limited resources.

It was agreed that a note should be published to residents explaining how Covid was creating challenges for everyone.

### **106/20 Public Session**

Mr Glazerman, on behalf of Montford Place residents, read a statement relating to the proposed Canal Basin project, agenda item 113:

- Despite assurances, why had Montford Place residents not been invited to the first working group meeting?
- Why had OPC put forward a request for a deed of variation as they were not land owners or managers?
- The timing of the request for a deed of variation seemed to be irregular.
- There were legal questions to be answered to assure residents that a deed of variation would not impact on residents own agreements for the land.
- There were further legal questions to be answered, which Mr Glazerman did not ask to be answered at the meeting, and further questions for the Canal Basin working group.
- Residents asked for full representation in all future meetings, discussions and communications of the Working Group.

### **107/20 Previous Committee Minutes**

**RESOLVED**

The following committee minutes were received and noted:

Amenity Area Committee held on 19<sup>th</sup> May 2020.

Planning & Development Committee held on 4<sup>th</sup> August 2020.

### **108/20 Matters Arising from the Minutes not elsewhere on the agenda and full Council Action Points List**

The Chair referred to two outstanding matters:

- 69/20 – Remembrance administration - a road closure application had been submitted.
- 91/20 – Letter to Secretary of State asking that Hants CC be asked to expedite the Mildmay DMMO application - a draft letter was included on the agenda.



## **Agenda item 113/20 was considered next**

### **113/20 Canal Basin and Montford Place Deed of Variation**

The Parish Clerk's report, as presented with the agenda, provided a background on the status of the Montford Place public open space (POS) and a request from the Canal Basin working group to formally request a Deed of Variation to the Montford Place S106 Agreement.

Cllr Verdon, who had attended the working group meeting, provided a verbal report from the meeting explaining that the project was currently researching facts in order to establish feasibility. A Deed of Variation would make the procedural process easier but would not commit OPC to agreeing to a Canal Basin. Cllr Stewart corrected an error in the report stating he not attended the working group meeting.

OPC had not yet agreed to take on the POS in question and Cllr Verdon explained that enquiries to Hart DC had failed to establish the value of the commuted sum for the POS. OPC had also noted concerns from Montford Place residents that the POS was not being managed in accordance with the Landscape Management Plan. Hart DC Crookes offered his help in getting answers from Hart DC and suggested a meeting. Cllr Crookes also suggested that the previous Council had already agreed, in principle, to take on the POS subject to a number of conditions.

The Chair summarised discussions and it was

#### **RESOLVED**

That OPC should not request a Deed of Variation at the current time.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, with 8 in favour, 1 against and 1 abstention).

## **Agenda item 110/20 was considered next**

### **110/20 Market Fixings in the High Street**

Further to resolution at the previous meeting, a further report on proposed Market Fixings was returned to the agenda in response to a request for further information. The Chair introduced her report detailing:

- i) A High St business WhatsApp group confirmed support for the market. There was a request to move the market further down the High St, away from the active traders, to which InOdiham explained the current location had been agreed with Hart DC to minimise the amount of parking spaces lost on market day.
- ii) The number of times the market had been cancelled due to high winds could not be clarified but Cllr Ball said she was aware of a number of



occasions when high winds had caused the gazebo fixings to come loose.

- iii) Following the previous meeting, Hants CC Glen had since offered a grant of £500 towards the project.

The report asked Councillors to re-consider:

- i) Taking a lead on this project.
- ii) Utilising funds from the Re-energising the High Street earmarked reserve.
- iii) Awarding a contract to Contractor 3 in the value of £2,973.00, purchasing 16 fittings directly @ £231 per unit = total net spend of £6,699.00. (£500 to come from HCC Cllr Glen grant)
- iv) Progressing the required licence applications at a total spend of £878.00.

The Chair invited members to comment on the updates before deciding whether the responses changed OPC's previous decision not to lead this project. Several concerns and comments were raised:

- Could the number of proposed fixings be reduced?
- Was it possible to attach more than one gazebo to each fixing?
- Was there a standard size of gazebos?
- Was the proposed location correct?
- Does the project add value to the High St?
- Should there be a policy specifying the maximum wind speed when the market can operate?
- InOdiham were receiving rent from traders but using the income to support other activities which made it difficult for OPC to show transparency for the expenditure.
- Who would own the apparatus?
- Should OPC be seen to benefit from the VAT exemptions?
- Did this project support the Re-energising the High Street priority?
- The Clerk confirmed that a full site plan would need to be produced for the relevant licence applications.
- The Clerk clarified the suggestion was for OPC to apply for the licence to own the highway equipment and take liability for maintenance and insurance.
- Did OPC have staff resources to progress this project?
- There was support for InOdiham but this proposed capital expenditure was questioned.
- Questions were raised on whether a market licence was required.

Following debate it was

**RESOLVED**

To agree to progress the project, seeking clarity on the following matters:



- To clarify how the market income was used.
- To make sure the number of fixings and siting of installations were correct.
- To ask InOdiham for a contribution towards the project costs from the market income.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 6 in favour, 2 against, 1 abstention, Cllr Ball did not vote).

For the sake of clarity, the Chair explained that this decision superseded the previous decision not to lead this project and a vote was recorded in favour of rescinding minute reference 90/20. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, 6 in favour, 2 against, 1 abstention, Cllr Ball did not vote).

### **Agenda item 111/20 was considered next**

#### **111/20 Alternative routes from the Reynteins View to King Street**

The Parish Clerk's report including alternative pedestrian routes from Reynteins View to King Street was discussed and considered. The Chair explained that the request to consider these routes had come from a resident and the report did not change OPC's decision made at the previous meeting to write to the Secretary of State regarding DMMO 1249.

Since the agenda had been published, it had come to light these routes had been considered before at an Extraordinary Amenity Area Committee 23.04.18 and a report from former Cllr Fellows had been circulated to members before the meeting.

Councillors questioned whether this motion attempted to pre-empt the DMMO decision and whether this was an appropriate time to consider alternative routes. Councillors pointed out that the permissive Midlmay route was passable and alternative routes already existed along public footpaths.

Following debate it was

**RESOLVED**

Not to consider these alternative routes at the present time. (Proposed by Cllr McFarlane, seconded by Cllr Coleman, unanimously agreed).

### **Agenda item 112/20 was considered next**

#### **112/20 DMMO 1249 – Letter to the Secretary of State**

Further to OPC's resolution at the previous meeting (item 91/20 refers), a draft letter was presented for consideration.

**RESOLVED**

The draft letter to the Secretary of State was agreed. (Proposed by Cllr Verdon, seconded by Cllr Coffey, 8 in favour, 2 against).



**109/20**

**Odiham Library Working Group**

- i) The Chair updated members on behalf of the Working Group:
  - The first meeting had taken place on 8<sup>th</sup> September and was planning to meet again end September/early October to continue exploring options for a community led library service.
  - Councillors were unaware that any group had expressed an interest in running a community led library but there were several interested volunteers within the working group.
  - Hart Voluntary Action had offered support.
  - Cllr Coffey had been looking at other community led library models which appeared to survive when led by volunteers.
  - Two surveys of The Bridewell had taken place and survey reports were expected imminently.
- ii) RESOLVED - the Working Group Terms of Reference were revised to include "Additional representatives shall be permitted if the Working Group considers their input to add significant value. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, 8 in favour, 1 abstention).

**114/20**

**Parish Council Meetings – Letter from Simon Clarke MP**

The letter from Simon Clarke MP was noted including reference to the rule which permitted remote Parish Council meetings and hybrid meetings.

**115/20**

**Autumn Newsletter**

RESOLVED

To authorise the 2020 Autumn newsletter giving the Clerk delegated authority to authorise expenditure within the budgetary limits and including the following articles (Proposed by Cllr McFarlane, seconded by Cllr Ball, all in favour):

- Thank you to Covid-19 support volunteers.
- New website.
- Traffic Calming & 20mph zones.
- A new Community Speedwatch scheme (subject to the T&T decision 16.09.20).
- 2020 cancelled events and outline plan for 2021 events.
- Notification of Remembrance.
- Report on flooding with guidance from Hart DC.
- Odiham Library closure and an update on the Working Group research.
- Conservation Area Appraisals updates.
- The Roughts Cottage Rural Exception Site and details on how to register on the Hart Housing register.
- Current working challenges due to Covid-19.

The Clerk commented that the newsletter would aim to give uplifting messages to the community in support of the Government's message to encourage positive mental health.



**116/20**

**Community Committee Calendar of Events**

The list of 2020 events which had been cancelled due to Covid-19 was noted and it was

RESOLVED

To cancel the 2020 Community Awards due to the challenges from Covid-19 making it difficult to receive nominations and hold an awards ceremony. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, 8 in favour, 1 abstention).

**117/20**

**September 2020 Payments**

RESOLVED

- i) The September payments listing previously circulated to Councillors was considered and agreed. (Proposed by Cllr A McFarlane, seconded by Cllr Verdon, all in favour).
- ii) Cllrs P Verdon and D Stewart were appointed to complete the payment approval process. (Proposed by Cllr A McFarlane, seconded by Cllr Verdon, all in favour).

**118/20**

**Litter Bin Emptying Charges 2021**

The Hart DC proposed litter picking and bin emptying charges were presented for consideration. The proposed charges were unexpected and Cllr Crookes commented on behalf of Hart DC that the charges had not been passed by the Hart DC schedule of fees and charges.

Councillors questioned the ownership of the listed bins and asked for the criteria on which bins were to be charged. The Clerk thought that bins on OPC land were included but not the Hart DC owned bins but there appeared to be some discrepancies. The Clerk further reported that other Clerks in Hart were also surprised by the notification.

RESOLVED

To ask Hart DC for justification behind the mandate to parish councils, check bin ownership and the criteria for selecting which bins would be charged. (Proposed by Cllr A McFarlane, seconded by Cllr P Verdon, all in favour).

Cllr Raw suggested the matter also be raised at the Hart Association of Parish & Town Council meetings.

**119/20**

**National Joint Council (NJC) 2020-21 National Salary Award**

The NJC agreed 2020-21 salary award was noted which impacted the Admin Officer's salary. The increase would be implemented from September and backdated to 1<sup>st</sup> April 2020.



## ***Councillor Reports***

### **120/20 Meeting reports from Councillors**

Cllr Coffey reported from a working party held the previous week where volunteers had cleared and cut back all the pathways in the Deer Park. Councillors asked for this to be included in Autumn newsletter.

Cllr Ball informed the meeting that she was unable to attend the InOdiham meeting as this was held on the same day as the Council meeting and asked Councillors which meeting she should have chosen? Councillors noted that no one else had been notified of the date, despite a request for the Chair and Clerk to be informed. The meeting was due decide whether the 2020 Extravaganza event would go ahead.

### **121/20 Reports from other Councillors**

Hart DC Cllr Crookes reported that a large proportion of Hart DC resources were diverted to the pedestrianisation of Fleet High Street. The design had been implemented by Hants CC on behalf of Hart DC to create a Covid-19 friendly shopping area. Unfortunately the scheme was proving to be divisive and Hart DC was due to decide the future of the scheme the following week.

Cllr Crookes also reports that the Overview and Scrutiny Committee was looking at the impacts of Covid-19 on the budget. Income over the previous six months was significantly under budget but it was hoped that a Government grant and a reduction in spending would balance the budget at the end of the year. The following year's budget indicated a slight deficit and it was hoped this could be balanced through business investments.

Hants CC Glen had provided a written report before the meeting (Appendix 1). He was invited to speak but unable to join on audio.

### **122/20 To note the date of the next meeting:**

The date of the next meeting was noted as 20<sup>th</sup> October at 7.30pm.

## ***Confidential Matters***

### **123/20 To exclude the public and press to consider confidential matters**

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential contractual and staffing matters. (Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr A McFarlane, seconded by Cllr Verdon, all agreed).

Non-OPC members then left the meeting.



**125/20**

**Pedestrian Routes to the Recreation Ground Play Areas**

Councillors considered three proposals and quotations to install pedestrian paths from the Recreation Ground car park to the play areas in response to complaints from the nursery and residents. Upon inspection, it was evident the ground was eroded, causing H&S concerns and being non-compliant with the Equality Act 2005.

**RESOLVED**

To award contract to Poulson Plant Hire for the installation of 2 x Tarmacadam paths in the total value of £4,400 funded from the Grounds Maintenance earmarked reserve.

**126/20**

**Odiham and North Warnborough Conservation Area Appraisal Revisions**

Cllr Verdon introduced her report including three options for updating the Conservation Area Appraisals. She explained that the original intention for the Consultant to work with neighbouring parishes was not progressing as the other parishes were not in a position to proceed. The proposal was for Hart DC to formulate the template to achieve a workable planning tool when considering applications and OPC would work with the Consultant directly in updating the Appraisals. Cllr Verdon and H Flemming had already started to review the current Appraisals. OPC would be required to conduct public consultation but this was not expected to be on the same scale as the Neighbourhood Plan consultation.

**RESOLVED**

To appoint Alan Baxter Ltd to update the Odiham and North Warnborough Conservation Area Appraisals, option 3, in the value of £9,000. (Proposed by Cllr Verdon, seconded by Cllr McFarlane, all in favour).

This would be funded from the £5,000 available funds and a payment plan would be formulated resulting in the majority of expenditure being funded from the following year's budget.

**127/20**

**Exempt Staff Related Matters**

- i) Councillors considered an exempt report from the Parish Clerk on behalf of the Staffing Committee which included a recommendation from the Staffing Committee to offer a three month, interim Deputy Parish Clerk position to progress projects and matters arising.

**RESOLVED**

To agree a 3 month, interim, part-time, Deputy Parish Clerk position and vire £4,605 from the Caretaking Equipment Budget to fund this position to cover a NJC Spinal Column Point 19. (Proposed by Cllr McFarlane, seconded by Cllr Coffey, 8 in favour, 1 abstention).

- ii) Verbal update on a confidential matter - Refer to Exempt Minutes.



There being no further business the meeting closed at 9.34pm.

**Signed**.....

**Date**.....