

ODIHAM PARISH COUNCIL
 BANK RECONCILIATIONS
 YEAR ENDED 31 MARCH 2019

DECEMBER 18

	£	£
Opening balance	351,883.36	
Income	1,132.03	
Expenditure		123,689.25
Closing balance		229,326.14
	<u>353,015.39</u>	<u>353,015.39</u>

	£
Unity Trust Account	125,173.95
Treasurer's Account	39,059.80
Deposit Account	61,571.92
30 Day Notice Account	3,520.47
	<u>229,326.14</u>
Outstanding lodgements	-
	<u>229,326.14</u>

Unpresented

-

REPORT ON: Requests for Information held by OPC

WRITTEN BY: Sarah Weir

MEETING DATE: 4 February 2019

AGENDA NO: 245/18

The following requests for information have been received by OPC:

1. 7 January 2019. Responded to 14 January 2019.
Request for a copy of my email dated 16/11/17 to the OPC surveyor (Mr Snook, Trigon Survey and Investigation Ltd) and copies of all the enclosures to that email and a copy of the Trigon email addressed to the Land Registry of the 6/12/17.

2. 7 January 2019. Responded to 14 January 2019.
Please let me have a copy of the email circulating the email below of today's date to the Amenity Committee members. I believe he meant to say the community committee.

REPORT ON: Annual Parish Assembly

WRITTEN BY: Sarah Weir

MEETING DATE: 4 February 2019

AGENDA ITEM: 246/18

The Annual Parish Assembly must be held between 1 March and 1 June inclusive each year.

Due to elections on 2 May 2019 for OPC, it was suggested at the previous meeting that I look into the start date of Purdah, which is 26 March 2019, the date of the publication of notice of election.

Purdah is the term used to describe the pre-election period, between the time an election is announced and the date the election is held. Specific restrictions on communications activity will be in place.

If OPC wishes to hold the APA prior to Purdah, I would suggest we look at either Tuesday 19 or Wednesday 20 March. The Old School is available on both the 19 and 20 March, All Saints is available on the 19 March.

REPORT ON:

3rd Qtr Actual to Budget – December 2018

WRITTEN BY: Sarah Weir

MEETING DATE:

4 February 2019

AGENDA ITEM: 247/18

As per 4.8 of the Financial Regulations, below is a statement of receipts and payments for the 3rd quarter of the year ended 31 March 2019, comparing actual V's budget. Below is a statement showing explanations of material variances (material shall be in excess of [£100] or [15%] of the budget).

General

EO salary (+£100)

Staff salaries (+£100)

Pension (+£100)

Office rental (+£100)

Rates (+15%)

IT support (+£100)

- Due to extra hours worked.

- Due to employment of temporary office help (which ended in August) and payment of annual leave.

- Due to extra hours worked.

- Includes service charge £1852.86 paid in arrears.

- All rates are paid in April.

- Includes Safe Data Storage annual renewal (£475.20), trend (£72), Microsoft (£504), TsoHost £87.90 and monthly support.
Note - £907 in reserves against this heading.

- Also includes consumables for the cemetery, office fan and land registry fees for ACV.

- Paid in full in April.

- Paid in full.

Postage and consumables (+15%)

Insurance (+£100)

Get mapping (+£100)

Amenities

Cemetery (+15%)

Cemetery rates and water (+15%)

Additional Maintenance (+15%)

Chapel Cottage Maintenance (+15%)

- Most maintenance is carried out between March and October. Includes works to level and turf graves £660 and the making good of the ground by the later rows £430. OPC is holding reserves for ground maintenance.

- Includes rates at (£1750.57).

- Re-installing sign (£75), clearance of GOR beds (£112.50), Chapel clearance (£80), tap and post repairs £125, green waste bin £70.86, fly spraying £75.

- Electric bill paid for when vacant (£20.40), Gas bill paid for (£72.91), repairs to cooker hood and security light (£172.58), keys (£8), heating problems (£68.50), noise in toilet (£154.39), security lights (£200), aerial (£392), Legionnaires test (£97.01), alarm service (£102), fridge (£160), shower (£40), bathroom £291.20+ £1914.08, kitchen blind/toilet seat £276 and alarm panel £102.

Tree Survey (+15%)

Basingstoke Canal (+15%)

Toilet power and rates (+£100)

Toilet Maintenance (+15%)

- Updates to survey completed.

- Contribution for the year paid.

- Includes rates (£1224) which are paid in full in April.

- Electrical repairs (£156.75), urinal repairs (£355), various (£90+£243). No smoking signs (£7.12),

Tennis court rates (+15%)
Cannon hygiene (£22.11), leak (£51.25) and repairs to lights in gents and cupboard (£252.50).
- Rates are paid in April (£125.72).

Traffic and transport

Energy costs (+15%)
Lighting energy costs (+15%)

- Invoiced and paid twice a year.
- Invoiced and paid twice a year.

Community

PR inc newsletter (+15%)
Extravaganza (+15%)
RAF 100 (+15%)

- The newsletter is sent out twice a year.
- OPC budgeted to contribute £2000 towards this event.
- The event has taken place and remained under the allocated budget. A grant was also given by Taylor Wimpy for £500.

Carols in The Bury (+15%)
Bands in the Bury (+15%)
CAB (+15%)

- OPC budgeted to contribute £500 towards this event.
- OPC budgeted to contribute £1000 towards this event.
- OPC budgeted to contribute £1500 for outreach work in Odiham.



Nomination for listing as an asset of Community value

Nominated land

Area to be covered Please describe the nominated land including its proposed boundaries and exact location, address, postcode and a map attachment if possible.	Part of the Deer Park Odiham, known as the Little Park.
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Ownership Please state all the information you have on: (i) the names of current occupants of the land, and (ii) the names and current or last known addresses of all those holding a freehold or leasehold estate in the land; Please include a copy of the land registry entry where possible and also attach recent photo of the proposed Asset AND a location plan showing the entire site proposed.	Mr and Mrs Revell 10 Cheltenham Terrace London SW3 4RD The Land Registry reference is HP629636
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Number: 144459_1
Name: Little Park, Odiham

Source: Historic England map of the Little Park, for the (failed) application to list in 2017
 Note: 1. This maps fairly precisely onto the application area in planning application ref: 17/b3029/FUL, [included below](#), with the exception of the access road.

<p>Community value</p> <p>Your reasons for thinking that Hart District Council should conclude that the land is of 'community value', having regard to the definition in the Localism Act:</p> <ul style="list-style-type: none"> • current primary use of the building/ land or use of the building/ land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community • it is realistic to think that now or in the next five years there could continue to be primary use of the building/land which will 	<p>Policy 3 in the NH Plan designates a Local Gap between Odiham and North Warnborough.</p> <p>The Deer Park was integral with the royal manor from the time of Edward the Confessor (1042- 66) until sold by James I in 1603. By then, the Great and Little Parks were established on either side of an historic trackway from North Warnborough to Colt Hill (ie Public Footpath 21). Over time the Great or Further Park became Lodge Farm (now with a canal of 1794 and a by-pass of 1981 running through it) while the 100 acre Little Park or 'Town Lawn' became Palace Gate Farm. An early Parker's Lodge, next to the site of a former roman villa in the Great Park, was the only park building and is today's Lodge farmhouse. The Little Park has stayed substantially unchanged over at least 350 years.</p> <p>The Deer Park is currently used as farmland-grazing land and adjoins the settlement boundaries of Odiham and North Warnborough. It is accessible to the community via a number of gated entrances, with a network of public footpaths that cross and circumnavigate the land with recreational value to walkers and others. The Little Park, the area proposed for an ACV, is clearly defined and enclosed on all boundaries by field hedgerows, fences and ancient walling which provides a natural, informal open space for people to enjoy.</p>
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further the social well-being or social interests of the local community (whether or not in the same way as before)

Recreational use is and has been informal and varied over many years. These uses have included cross country running, picnicking, blackberrying, wildlife observation, painting and photography. Local children have used the fields for natural play over at least the last 60 years.

A key recreational use is for walking. The main case for this proposed ACV is that places for walking vary hugely and that in the Deer Park the cultural and recreational interest includes enjoying the sense of history and views as well as practical things like exercise and dog walking for which there are many choices. This enjoyment of history and views is a 'use' which is not physical, but which is undoubtedly there and experienced, and which distinguishes the Deer Park from other areas of land around the parish.

Thus the Deer Park fosters *social well being and social and cultural interests* better than the alternatives close to both Odiham and North Warnborough because of its many qualities as a place in which to walk:

- It is accessible from several places in the centre of Odiham
- It offers a choice of routes along countryside footpaths to and from Odiham and North Warnborough
- It offers a choice of circular routes of varying lengths from both Odiham and North Warnborough
- It should be noted that although 5 public footpaths cross the park, over many years there has been little in the way of physical restriction to stop ramblers and dog walkers deviating from the routes of these paths and so roaming freely across virtually the entirety of the land that is the subject of this ACV application.
- It offers many significant and varied views from the footpaths – northwards of the rolling countryside and across to the distant hills to the north of the motorway; all round of almost the entire southern part of the park including its readily identifiable historic boundaries and long existing field pattern; and southwards of Odiham village and the church tower appearing from the trees; and including those towards the Conservation Area of Odiham, North Warnborough and the Basingstoke Canal. The site itself also contributes to the setting of the Basingstoke Canal Conservation Area.
- It offers a sense and experience of history – with scant background knowledge it takes little imagination to envisage the king and his court travelling from Odiham Castle across the fields to the lodge and then setting out towards Odiham across this land to hunt; or to stand adjacent to the place where the queen watched him from the viewing point in Palace Gate.
- With more background knowledge, this experience of its history includes its role as a deer park for the use of the royal owners of Odiham Castle; the building of ships from locally felled oaks in medieval times; its position adjacent to the site of Odiham Place where Queen Elizabeth I held two Privy

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	<p>Council meetings and which was leased by her 'Spymaster General' Sir Francis Walsingham; its role as part of the deer park attached to Odiham Castle; the place where trees were felled and made into ships in medieval times; the remaining evidence in and around the Park of its medieval, Elizabethan and Georgian past, e.g. the Cross Barn and its evident relationship to, and influence on, the development on the built-form of the parish.</p> <ul style="list-style-type: none"> • It offers social opportunities to meet other walkers from both villages • It offers viewing opportunities of wildlife notably wild deer and birds • <u>In summary, the Little Park has historical significance, varied informal recreational value, beauty and tranquillity.</u> <p><u>In the next 5 years, the primary uses described are expected to continue and could be enhanced by ground works and additional low bridges over water courses and muddy areas to improve all weather access.</u></p>
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<p>Eligibility to nominate</p> <p>Please provide evidence that you meet the definition of a community nominator as set out in the regulations (i.e. a parish council or voluntary or community body with a local connection).</p> <p>If an unincorporated group please provide a list of 21 names on the local electoral register.</p>	<p>Odiham Parish Council</p>
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Your details

Parish	Odiham
Community area	
Your organisation	Odiham Parish Council
Contact name	Sarah Weir

Position held	Clerk
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Address	The Bridewell The Bury Odiham
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Postcode	RG29 1NB
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Telephone	01256 702716
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Email	clerk@odiham.org.uk
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I confirm that all information provided is accurate and complete

Name	
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Signature	
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Date	
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Please return to Planningpolicy@hart.gov.uk (scanned attachments can be accepted)
or via post to Planning Policy, Hart District Council, Civic Offices, Harlington Way,
Fleet, Hampshire GU51 4AE

REPORT ON: Marking the Death of a Senior National Figure

WRITTEN BY: Sarah Weir

MEETING DATE: 4 February 2019

AGENDA ITEM: 250/18

The attached draft procedure has been written based on the guidance notes from the National Association of Civic Officers which are also attached.

Costs to consider:-

- Black arm bands - 15pc elasticated arm band from Amazon - £6.98
- Black table cloth - rectangle 90x156" from Amazon £13.49
- Paper with a black border and wide left hand margin - suggested supplier is Barnard and Westwood. Costs are:

From standing artwork, show PDF proof. Print black on one side, trim to size oversized A4, drill 4 holes on left hand edge to fit 2 or 4 ring binder, pack and deliver.

100 copies	<u>£203.18</u>
200 copies	<u>£207.34</u>
500 copies	<u>£219.80</u>
1,000 copies	<u>£240.60</u>
1,500 copies	<u>£261.37</u>
2,000 copies	<u>£282.15</u>
6,000 copies	<u>£448.41</u>

When the sheets have been filled in, arrange collection, bind into books and foil block title with our type, deliver back to you. Budget £150.00 - £190.00 per volume (depends on quantity)

Option 2:

To typeset, supply pdf proof for approval and print bespoke sheets **with crest and/or name of council on each page in black** on BWL Cartridge 135gsm one side only, with 4 holes punched. If this option is required, please supply crest artwork as 100% solid black.

Black print Cost

100 copies	<u>£236.10</u>
200 copies	<u>£240.23</u>
500 copies	<u>£252.70</u>
1,000 copies	<u>£273.48</u>
2,000 copies	<u>£315.04</u>
4,000 copies	£398.17
6,000 copies	£481.31

Option 3:

As above, but in 1 special colour:

1 special colour print cost (pantone ref. tbc)

100 copies	<u>£276.98</u>
200 copies	<u>£281.14</u>
500 copies	<u>£293.60</u>
1,000 copies	<u>£314.40</u>
2,000 copies	<u>£355.95</u>

Extra:

To supply extra plain sheets (no print) with holes punched:

Cost

50 copies	<u>£17.92</u>
100 copies	<u>£19.90</u>
500 copies	<u>£29.18</u>

Title: Folders for condolence sheets when signing

Description: Make 1 or 5 A4 binders. Cover using Arbelave Buckram or similar (not leather). Foil block on front in gold **using our type** (any crests required would be at extra cost). Line inside to tone. Fit stock ring metal. Pack.
Upon placing your order please specify the text you require to be foiled onto the Folder.

Quantity: As below

Delivery: FedEx overnight

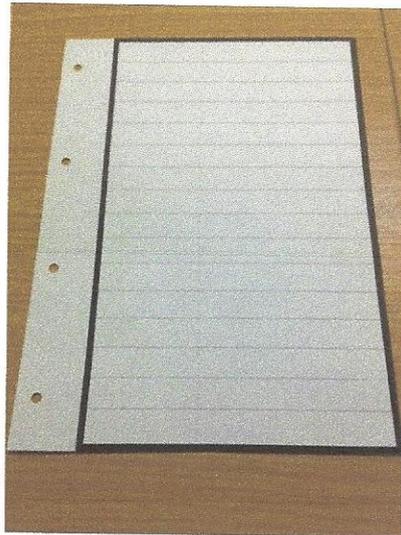
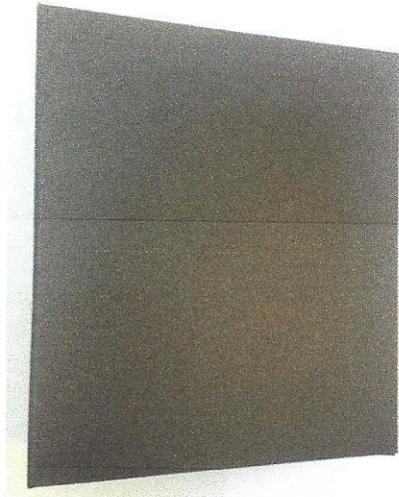
Cost:	1 Folder:	£90.57
	3 folders:	£199.50
	5 folders:	£308.43

EXTRA: To add **bespoke** title (eg. with crest) to front of folder from receipt of press ready pdf artwork. Cost to make plate and foil block crest to front of folder

1 Folder:	£141.80
3 Folder:	£161.46
5 Folders:	£182.16

Extra: NB. This will be charged in addition to the folder cost above if full artwork is not supplied by client:

To set artwork copy (using 100% black crest artwork supplied): £31.00



- Or a black binder - Lever arch file from Amazon - £6.35

Anything else to add?



Odiham
Parish Council

**Marking the Death of a
Senior National Figure
Procedure**

Approved 4 February 2019

Introduction

This procedure is for marking the death of any prominent national or local figure such as the Monarch or other member of the Royal Family, the Prime Minister, a serving Member of Parliament or other prominent person.

The Queen will be given a State Funeral.

The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral.

Other members of the Royal Family will be given Non-Ceremonial Royal Funerals.

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

Plans to mark a death should only be implemented when a formal announcement has been made.

The National Association of Civic Officers (NACO) offers guidance on how to mark a death, but it is down to each local authority to decide for whom the protocol is implemented and to what extent. Flying flags at half-mast will always be appropriate. Other decisions, such as whether to open a Book of Condolence, or whether to mark a Silence (and how and where) will be decided locally and may take into account the individual's seniority within the Royal Family or reflect any close connections they have with an area.

Flags

Flags should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral.

Books of Condolence

Any Book of Condolence should be opened on the first working day after the day of death. The Parish Council will provide the paper for the Book of Condolence and it will be available in the parish office or All Saints Church where a good-size table covered with a suitable cloth, a chair and a supply of pens will be provided. If a suitable photograph is available, that may be in a frame on the table, or a small flower arrangement could be provided.

Paper with a black border and wide left margin, hole punched to fit into a loose leaf binder is recommended. This allows for the pages to be re-ordered and an opportunity to take action if the book is defaced or offensive comments included.

Note – purchase black border paper with wide left margin, black folder and black table cloth.

The Book of Condolence should be closed at the end of the day following the day of the funeral and is a record of the sentiments expressed by local people on the death of the national figure. It will form part of the Parish archive and will be sent, once bound, to the County Archive in Winchester. If any letter of condolence is sent, reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when the letter goes in to the Royal Archives it acts as an effective cross reference.

The Church may also wish to hold a service or have volunteers available in the church if the Book of Condolence is made available in the Church.

Events and Activities

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place. The question 'why is it really necessary and appropriate for this event to go ahead' should be considered. For instance, if the Village Fete were to be due to take place during the time of mourning, it may not be appropriate, but it might be possible to hold the Parish Council meeting with an appropriate period of silence at the start.

Dress Code

CLRs will be encouraged to dress soberly on official business. CLRs and staff will be provided with black arm bands if appropriate.

Note – purchase black arm bands

Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances one letter of condolence only should be sent.

Further Reference

Additional information can be found in the National Association of Civic Officers Guidance.



Odiham
Parish Council

**EMAIL, INTERNET AND
COMPUTER SYSTEM USE
POLICY AND PROCEDURES
FOR CLLRS**

4 FEBRUARY 2019

1. INTRODUCTION

Odiham Parish Council ("the Council") provides email facilities for use by Cllrs who have access to a desktop, laptops or mobile devices. This document sets out the Council's policy for the use of these services and more general computer use in compliance with the General Data Protection Regulations (GDPR).

2. OBJECTIVES

The objectives of the policy are to ensure that the services made available to Cllrs are used:

- In accordance with the values, principles and standards of the Council.
- Ensure GDPR is complied with by ensuring **only** Odiham Parish Council approved email accounts are used for Council business.
- So as not to incur legal liability.
- So as not to threaten the integrity of the Council's IT services.

3. ACCEPTANCE OF THE POLICY

The policy applies to all Odiham Parish Council Cllrs. All Cllrs are required to sign to indicate their acceptance of the policy content at the time of joining the Council.

Each Cllr is responsible for individually complying with this policy.

4. SECURITY

Access to Cllrs email accounts is restricted to individual users and **MUST** not be shared accounts.

- The access of each user is controlled by means of their own password.
- Passwords **must** be kept confidential and not disclosed to others; disclosure could result in email misuse being attributed to the owner of the password.
- Care should be taken not to leave a device that is connected to Cllr emails unattended or unlocked.
- Breaches of security of the computer system e.g. disclosure of personal passwords, giving unauthorised access to emails to external parties, may result in action from the Information Commissioners Office (ICO).
- For further protection of personal data, all files containing names, telephone numbers, addresses and email addresses, etc. must be password protected. These files are likely to take the form of internal databases, registers etc.
- If you suspect there has been data breach or your email/IT has been hacked you must inform the Executive Officer immediately. The Executive Officer will then decide the most appropriate way to deal with the breach.

5. GUIDANCE

This section of the document provides guidance on the acceptable use of the Council's email. It must be read in conjunction with the Council's other policies, e.g GDPR, Data Protection and Document Retention.

5.1 Email Usage

The Council's email system enables users to email Officers and Members of the Council, as well as individuals outside of the organisation. Users should be aware that once an email is sent to an individual outside of the Council, it is beyond the Council's control and is not guaranteed to be confidential.

Hoax and/or suspect emails should be reported to the parish office. They should not be opened or forwarded but "double deleted" i.e. deleted from the users "Inbox" and then "Deleted Items".

5.2 Prohibited Email Activities

The following email activities may breach the Councils 'Code of Conduct' and/or prompt action by the Information Commissioners Office:

- Examining, changing or using another person's files, output or user name without explicit authorisation.
- Sending or forwarding any material that is obscene, defamatory or hateful, or which is intended to annoy, harass or intimidate others.
- Sending or forwarding emails which are likely to damage the reputation of the Council.
- Sending or forwarding electronic chain letters.
- Soliciting emails that are unrelated to Council activities or soliciting non Council business for personal gain or profit.
- Intentionally interfering with the normal operation of the Council's network, including the propagation of computer viruses and the generation of sustained high volume network traffic.
- Sending or forwarding attachments of such size or arrangement as to cause disruption to the Council's network (*see Section 5.5*).

5.3 Personal Email Use

The use of Odiham Parish Council's email for personal purposes is not permitted.

5.4 Email Awareness

Email is not a secure method of transmission - it should not be assumed that any email communication is secure or private. Users should take this into account particularly when emailing confidential or sensitive information.

5.5 Email Best Practice

- Ensure that each email has a specific target audience.
- Be selective, especially when deciding who should be copied in on an email. This ensures that only those who really require the information receive it and avoids wasteful emails and wasted time/resources.
- If you are copying in a recipient(s) who you think have not given permission for their email to be circulated use Bcc to protect their information.
- The circulation of emails **with attachments** to large groups should be avoided.
- When sending emails to a large number of people the recipients' addresses should be entered into the **BCC** (blind copy) field. Users should contact the parish office if assistance is required.
- Emails should not be kept in separate folders in an individual's folder list longer than is necessary, if at all.
- Time should be set aside on a regular basis for "housekeeping", in order to delete old or unwanted items from mailboxes. This is essential in order to ensure the efficient operation of the email system and helps to keep mailboxes organised and ensure that the Council's Document Retention Policy is complied with.
- The 'Inbox', 'Sent Items' and 'Deleted Items' folders should be examined as part of a housekeeping routine, performed at a minimum frequency of once a month. Contact the parish office for assistance if you are unsure of how to complete any of the processes described in this policy.

5.6 Email Etiquette

Email is all about communication with other people, and as such some basic courtesy should be observed.

- Always include a subject line in your message.
- When replying to an email, include enough of the original message to provide a context.
- An email signature is a good way of providing detail of who is sending the email, and the details on how to respond.
- Consider the tone and language used, and the use of plain English. When sent externally emails represent and reflect upon the Council.
- Avoid using capitals throughout as this is equivalent to shouting.

5.6 Database Usage

In accordance with the Data Protection Act, no personal details/data from any contacts databases e.g. Parish Council Contacts, should be given out to external parties at any time.

No personal data/databases should be kept on any storage facility e.g. CDs, DVDs 3 ¼" discs, USBs laptops or personal home based computers, as this could result in legal action from third parties.

Any communication by a Cllr that is **not** associated directly with Odiham Parish Council business (i.e. it is carried out by a Cllr acting on their own or on behalf of another) is **not** considered as acting as a Cllr by the ICO 'the business of the Council'. Therefore you are not covered by the Council's data protection fee requirement to the Information Commissioners Office <https://ico.org.uk/for-organisations/data-protection-fee/> and as such you will be responsible (as an individual) for complying with ALL of the GDPR regarding data security.

6. ACCESS CONTROL AND MONITORING

The following will apply when the services are accessed from the Council's network.

6.1 Email Monitoring

The Council monitors email activity, so that compliance with this policy and other relevant policies and regulations can be effectively managed.

6.2 Email Viruses

Continuous virus checking of all incoming email will take place. However, it is possible that a new virus may not be detected by the Council's virus scanner and users should be wary of opening attachments to emails from an unknown source; in particular attachments with names ending in "exe" should not be opened.

If you receive notification of a virus via chain email do not forward to anyone. Advise the parish office of the details who will investigate the virus threat.

Section 5.1 gives additional information on dealing with hoax/suspect emails.

6.3 Email Filtering

Users should note that the Council's Internet Services Provider, filters incoming email for porn and spam as well as scanning for email viruses.

6.4 Email Access

On the receipt of a Freedom of Information or Subject Access Request it may necessary for a member of staff to be given access to the Cllr email account you have been allocated by the IT Consultant. You will be informed if this is necessary to allow the Council to fulfil the request.

ODIHAM PARISH COUNCIL

Email, Internet and Computer System Use Policy

ACCEPTANCE SLIP

I have received, read and understood the Council's Email, Internet and Computer Use Policy. I understand that: -

- My use of Odiham Parish Council's email will be monitored for management and security purposes.
- If I use my own computer/laptop/tablet for Council business I confirm I am responsible for ensuring I comply with IT security and data protection as required under the General Data Protection Regulations.
- Breaches of the policy may result in action being taken against me by the Information Commissioners Office.
- I confirm that when my role ends as a Cllr for Odiham Parish Council I will delete all Council business from my device immediately.

Signed

Name

Date

Please return completed forms to Executive Officer, Odiham Parish Council Offices

ODIHAM PARISH COUNCIL RISK ASSESSMENT 2019

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
Assets	Protection of physical assets	Medium	Maintain up-to-date asset register. Buildings insured. Values increased annually by retail price index (RPI) or as advised (re-evaluation carried out in Nov 16). New assets added to insurance policy when acquired.	Executive Officer to present asset register and insurance documents to the council yearly for review and endorsement.
	Maintenance of buildings	Medium	Buildings generally maintained on an ad hoc basis but large projects are now being budgeted for. 6 monthly visual inspection programmes to be instigated.	Executive Officer to present inspection programme to the council at 6 monthly intervals.
	Maintenance of play areas	High	All play areas to be visually inspected by office staff on a monthly basis and yearly inspections to be carried out by a registered play inspector.	Record of monthly checks to be recorded and available for inspection. Annual inspectors report to be submitted to the amenity committee for review and actioning.
Finance	Banking	Medium	Bank accounts held with Lloyds and Unity Trust. Financial regulations and risk assessment for on-line banking to be followed.	Statements are received monthly and the bank reconciliation and statements are verified by the full council and signed and dated by the Chairman. Financial regulations and risk assessment for on-line banking to be reviewed regularly.
	Loss of income or need to provide essential services consequent upon critical damage, loss or non-performance of third party.	Medium	Minimal potential impact - no insurance required. All contractors involved with contracts in excess of £500 to provide proof of public liability cover. Rent for Chapel Cottage is insured. Deposit is held via the letting agent.	Executive Officer to present insurance documents to the council yearly for review and endorsement. Council to ensure that contracts in excess of £500 are suitably worded and relevant insurance documents from contractors are submitted to the parish office.

	High	Loss of cash through theft or dishonesty	<p>Spot checks by nominated Cllr. Executive Officer to present insurance documents to the council yearly for review and endorsement. Executive Officer to be accompanied to the bank when banking more than £500 of cash. RFO and internal auditor appointed. Financial regulations to be reviewed yearly. Annual review by internal and external auditor and their reports to be presented to the council. Signatories on account to be reviewed annually. Executive Officer to present quarterly the actual to budget expenditure, statement of variants to the full council and petty cash payments. Risk assessment for online payments to be approved by resolution of the council at least every 2 years. The use of direct debits is to be renewed by resolution of the council at least every 2 years. The internal auditor is updating the financial risk assessment carried out in December 2017. This will be reviewed by the council when completed.</p>	<p>Checked by accountant, internal and external auditor.</p>
	Medium	Financial control and records	<p>Monthly bank reconciliation to be prepared by the Executive Officer verified by full council and signed and dated by the Chairman. Monthly payments of account to be signed and dated by the Executive Officer and presented at council meetings, a resolution agreed, two Cllrs appointed to complete the payment process and then signed by the Chairman. Two signatories to sign every cheque, invoice and to complete online payments set up by the Executive Officer. All invoices to be stamped to ensure they have a number on, date, added to the cash book and payment schedule correctly. Internal auditor appointed. Financial approvals and expenditure to be filed with the minutes/invoices.</p>	<p>Draft budgets to be prepared in accordance with the financial regulations and circulated prior to the first meeting in January. Budget and proposed precept to be approved at the January meeting. Executive Officer to report expenditure against the budget and explanation of material</p>
	High	Comply with HMRC regulations	<p>Use helpline when necessary or ask accountant for advice. VAT returns are completed quarterly by the Executive Officer. Pay roll is submitted monthly online and the employer's annual return is submitted within the prescribed time frame by the Executive Officer.</p>	
	Medium	Sound budgeting to underlie annual precept	<p>All monies spent against the budget to be in accordance with the financial regulations.</p>	

					<p>variances quarterly with petty cash expenditure.</p> <p>Changes in earmarked reserves shall be approved by full council.</p> <p>Appoint an internal auditor and act in accordance with their recommendations.</p>
				No borrowing at present.	
Liability	Complying with borrowing restrictions	Low		Insurance cover for public liability in place and is reviewed yearly. Risk assessments carried out and reviewed when required. Ensure the tennis club, bowls club and Leapfrogs have own insurance. Ensure all contractors have adequate insurance. Ensure landlord of Bridewell has adequate insurance.	<p>Health and safety matters to be reported to full council.</p> <p>Executive Officer to present insurance renewal documents to council meeting each year for review and endorsement.</p> <p>Office staff to request insurance documents from all contractors.</p> <p>Tennis club, bowls club and Leapfrogs to provide insurance details annually.</p> <p>Executive Officer to check lease / insurance documents.</p>
	Legal liability as consequence of asset ownership (especially at cemetery and play areas)	High		Insurance is in place. Monthly and yearly checks in place for play equipment. Trees investigated when damage reported. Tree survey carried out in November 2016 and interim inspection in May 2018. Next inspection is due November 2019.	<p>Executive Officer to present insurance renewal documents to council meetings yearly for review and endorsement.</p> <p>Office Staff to carry out monthly inspections on the play areas and file records. Any required repairs to be carried out. The yearly report by the registered play inspector is to be presented to the amenity committee for actioning.</p> <p>Council to act on the recommendations in the tree survey.</p>
Employer Liability	Comply with employment law	Medium		As a member of Hampshire Association of Local Councils and National Association of Local Councils their advice can be sought. All members of staff to be given a contract of employment on appointment. Employer's liability insurance cover to be in force.	<p>Annual renewal to these organisations to be presented to the council.</p> <p>Staff contracts to be updated when required.</p> <p>Insurance documents to be reviewed and</p>

				Regular advice is issued by HMRC. Internal and external auditor to carry out annual checks. Pay roll to be maintained as required by the Inland Revenue.	endorsed yearly by the council. Report from the auditors to be presented to the council.
	Comply with HMRC requirements	Medium	Medium	Front office door and rear door of council offices to be locked for safety as required.	Health and Safety policy to be reviewed by full council annually.
	Safety of staff and visitors	Medium	Medium	The library carries out weekly fire alarms checks and has all fire fighting appliances serviced as required. Emergency grab bags have been provided by the library and are updated by them when required.	Logs available for inspection.
Legal Liability	Ensuring activities are within legal powers	High	High	Executive Officer to clarify legal position on any new proposals when required.	Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes	Medium	Medium	The council meets every month, the planning committee meets every 3 weeks, traffic and transport every 6 weeks. Minutes of the previous meetings are always received, approved and signed by the Chair.	Draft minutes are added to the website when circulated to Cllrs.
	Proper document control	Medium	Medium	Land and buildings registered at Land Registry and copies kept in the office.	Spot checks by a nominated Cllr.
Council	Councillors obligation to declare DPI's	High	High	Councillors to complete Declaration of Pecuniary Interests (DPI) forms which are returned to Hart DC and should be updated by Cllrs as and when required. Councillors to inform Executive Officer of any gifts and hospitality received. DPI's to be declared at meetings when necessary.	Cllr DPI forms available on Hart DC's website and the council's website. DPI's to be noted in the minutes.
	Council acting improperly	High	High	Cllrs are to follow the adopted Code of Conduct. Procedures to be followed as detailed in standing orders, financial regulations terms of reference for committees and all other approved policies. All council decisions are recorded in the meeting minutes. All documents relating to council business to be held in the office in an orderly system.	Code of Conduct was reviewed and updated on 2 October 2017 and should be followed. Standing orders, financial regulations, terms of reference, complaints procedure and all other policies are reviewed and approved yearly. Insurance documents to be reviewed and endorsed yearly by the council.
	Discrimination – the council or its employees acting in a discriminatory	Medium	Medium	The council will act in accordance with current best practice.	The council to formally adopt a policy of non-discrimination and an adherence to current legislation.



Date: 16 January 2019
Our ref : DP/saw
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Ms Sarah Weir – Executive Officer
Odiham Parish Council
Parish Office
The Bridewell, The Bury
Odiham
Hants RG27 INB

Dear Sarah

Thank you for your recent letter.

Both applications were determined under delegated procedures in accordance with our constitution and powers. In this regard the determination of all planning applications is delegated to the Head of Regulatory services except in the following circumstances:

- Within four weeks of its registration by the Council, or
- Within five working days of being notified that it is intended to grant permission where more than 5 letters of objection from independent sources (including the parish/town council) have been received (within the 21 day published notification period) each raising substantive material planning objections, that cannot be overcome by reasonable amendment to the application or by the imposition of planning conditions.

Any one of the local Ward Councillors (or in the absence of a local Ward Councillor another previously nominated District Councillor) requests in writing to the Head of Regulatory Services, giving relevant substantive material planning reasons, that the application be determined by the Planning Committee and the referral is agreed by the Chairman of the Committee.

- The Head of Regulatory Services considers that the application/notice/order should be considered by Committee.
- The approval of the application would represent a material departure from the policies of the statutory development plan.

Our Constitution also sets out the general General Principles of operation within the scheme of delegation:

- i) The role of Planning Committee is to determine major or more complex applications that raise issues of more than immediate local importance. The intention is to allow councillors to focus on applications needing additional scrutiny where added member



INVESTORS
IN PEOPLE



value in balancing conflicting pressures is important. This does not necessarily preclude consideration by the Committee of more minor applications provided that they raise issues of more than local importance.

- ii) Householder or very minor applications should not normally be presented to a committee as they generally raise issues of only local impact. It is expected that members will work through any issues arising from the proposal with the Case Officer managing that process and with the involvement of applicant or agents as appropriate.
- iii) Planning applications should normally only be referred to the Planning Committee where a matter of fundamental principle or precedent is identified which shall be taken to involve the interpretation of a matter of policy which could undermine the purpose and objectives of the Local Plan and where the Local Ward Member can demonstrate that the proposal would have such a prejudicial impact or effect on the area or District or its residents as to warrant determination by Planning Committee.
- iv) Referral to the Planning Committee should not be used as a means to arbitrate between competing interest groups or to put off making difficult decisions. Applications will also not normally be referred to Planning Committee simply to allow an objector/applicant an opportunity to air their views in a public forum
- v) Referral to Planning Committee should also not be used as a means to change the outcome of any decision on a planning application.

I hope that this sets out the principles behind decision making by the Council.

Yours sincerely

A handwritten signature in cursive script that reads "D. Phillips". The signature is written in dark ink and is positioned above a horizontal line.

Daryl Phillips
Joint Chief Executive



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Mr Daryl Phillips
Joint Chief Executive
Hart DC

5 December 2018

Dear Daryl

Odiham Parish Council requests clarification from Hart District Council with respect to the process by which the Odiham Ward Member on Hart DC's Planning Committee requests that applications be determined by vote of Hart DC's planning committee members rather than under delegated powers by a case officer.

In particular Odiham Parish Council would ask Hart DC to reconcile the treatment of two specific recent applications falling within the Parish of Odiham. These planning applications are:

1. Application [17/03029](#)/FUL relating to Land on the north side of Dunley's Hill
2. Application [18/01435](#)/LBC relating to Forge House

Both applications were requested by District Councillors representing the Ward of Odiham and North Warnborough; in the case of [17/03029](#)/FUL by the Ward representative on Hart DC's Planning Committee and in the case of [18/01435](#)/LBC by another Ward representative who does not sit on the Planning Committee.

In the first example, the Ward representative has confirmed that his request was denied. In the second, it is unclear how the application was progressed as the Ward member's request that the application be determined in Committee appears no longer to be held on the Hart website under the application file.

Odiham Parish Council would appreciate the treatment of these two applications being reconciled and would also request guidance towards the process of Ward members bringing planning applications to the Hart DC Planning Committee for its future reference to avoid misunderstandings.

Thank you for your consideration and Odiham Parish Council appreciates and keenly anticipates your clarification on this matter.

Yours sincerely

Mrs Sarah Weir
Executive Officer
Odiham Parish Council

REPORT ON: Newsletter
WRITTEN BY: Catherine Ryle
MEETING DATE: 4 February 2019
AGENDA NO: Community 111/18

Background

Odiham Parish Council produces a newsletter twice a year. This is distributed by post to all households in the parish.

I have had a few comments from householders who have asked whether the newsletter could be distributed without the plastic covering in order to make it more environmentally friendly. Consequently, the specification asked printers to suggest an alternative to the plastic wrap. Two companies have put supplied quotations for alternatives to plastic wraps.

It is anticipated that the company appointed for the spring newsletter will also do the printing and distribution of the autumn newsletter.

Quotations received

Prices include postage and delivery to the sorting office.

Quotation No	Comments	Total price in £
1	Clear adhesive bag	1930.00
2	Bag with 100% biodegradable certification	1963.00
3	Standard mail bag	2121.00
4	Clear potato starch biodegradable mailing film	2208.00
5	Standard polybag	2143.12
6	C5 envelopes. Royal Mail postage charge is cheaper with standard envelopes than for clear-wrapped items.	1844.32
7	Material of bag not specified, so assume standard	1907.00

Recommendation

Option 6 is the cheapest and is also an option which does not use plastic. This printer can also certify that the newsletter is carbon neutral as they operate a carbon-offset programme.

REPORT ON: Armed Forces Day

WRITTEN BY: Sarah Weir

MEETING DATE: 4 February 2019

AGENDA NO: Community - 113/18

OPC has approved a budget of £1500 for this celebration which will take place on 29 June 2019. In 2017 we applied and received a grant from the MOD for £1500 and donations for £400 and £500.

Tankards and scrolls - In the past OPC has provided a tankard and scroll for the RAF personal taking part in the parade. In 2017 we were charged £321.90 ex VAT for 60 tankards (£4.90 each) and £195 ex VAT for 60 scrolls. We also purchased 500 hand waving paper flags at £49 ex VAT and various other large flags.

Bands in The Bury - Usually arranged by InOdiham. In 2017 OPC contributed £1000.

The committee may wish to set up a working party to co-ordinate the celebrations with all of the village groups and the RAF.

REPORT ON: Lengthsman
WRITTEN BY: Sarah Weir
MEETING DATE: 4 February 2019
AGENDA ITEM: Amenity 114/18

The Lengthsman was in Odiham on 16 January 2019 and completed the following:-

- Task 9 - 5.5 hours. Litter picking along Dunleys Hill where the works have taken place.
- Task 12 - 5.5 hours. Weed clearance on the path at Dunleys Hill between The Priory and the first house.
- Task 11 - 4 hours. Pruning of vegetation/tree at Priors Corner between the crossing and the bus stop.

I have attached the list of outstanding ideas for this financial year so far. Any more ideas? I believe that we have 5hrs 30mins of time left.

The T&T committee suggested during the meeting on 8 January that we should ask that the leaves be cleared at Palace Gate Farm that are covering the single yellow line road marking.

Lengthman's projects - 2018/19		NOTES
	New ideas for 2018/19	
1 - completed	Paint the railings in North Warnborough opposite the Mill House.	Completed 5/9/18
2 - completed	Litter clearance, cutting back vegetation etc on FP17 and FP70 (the private road to the DP at the bottom of Dunleys Hill) and the Whitewater estate. OPC's footpath officer is looking into this item.	Completed 22/8/18
3 - Completed	Broad Oak underpass - removal of mud, litter, moss and fallen leaves from the pavement, cutting back of vegetation, removal of graffiti.	Starting 18/7/18. Completed 22/8/18
4 - Completed	FP71 - clearance of vegetation	Completed 22/8/18
5 - problem solved	Footpath between Reyntiens View and Seymour Place - look at the muddy areas and provide a solution.	This needs looking at as not clear where exactly this is
7 - Completed	Spraying and removal of weeds around the stocks in The Bury	Completed 22/8/18
8	Clearance of nettles on the footpath that leads to the cricket club alongside Buryfields school	
9 - Completed	Litter picking along Dunleys Hill where the works have/are taking place	Completed 16/1/19
10 - leave	Installation of the grasscrete on the hill from the recreation ground to the car park (near Leapfrogs) which the play area contractor has agreed to leave on site	Grasscrete wasn't available on last visit. Grass create has now been stolen.
11 - Completed	Pruning of vegetation/trees at Priors Corner between the crossing and the bus stop	Completed 16/1/19
12 - Completed	Weed clearance on the path at Dunleys Hills between The Priory and the first house	Completed 16/1/19
13	Removal of weeds around the whole area in front of the Church in the Bury	
14	Basic clearance of footpath 71	
	Last years list to be confirmed if actioned by Lengthsman	
1 - Completed	Clean the pathway from Western Road down to North Warnborough	Completed 18/7/18
7	Weed clearance from footpaths. Often the weeds appear to have been sprayed and are dead but are just left to rot over time. The High Street in particular suffers from this.	

FORM TO BE COMPLETED PRIOR TO USING OPC'S ASSETS

TERMS OF USE/DETAILS	
DATE OF USE	
ASSET TO BE USED (please circle):	
PA System	The PA system will be returned in the condition that it was loaned and any damage/missing items will be reported to the parish office and paid for by the user.
Stage	The stage will be returned in the condition that it was loaned in and any damage/missing items will be reported to the parish office and paid for by the user.
Walkie talkies	The walkie talkies will be returned in the condition that they were loaned in and any damage/missing items will be reported to the parish office and paid for by the user.
Public toilets	The user is responsible for unlocking and locking the toilets. Any excess cleaning charge invoiced to OPC will be passed on to the user to pay.
Parking on the rec/beacon field	The user will be responsible for unlocking and securing the site after use. Parking on the sites is NOT permitted if the ground is wet and the user will need to find alternative parking. Any damage to the sites will be invoiced to the user.
Road closure signs/cones	The user will collect and return the signs/cones to the North Chapel, ensuring that they are removed from the event a.s.a.p and stored neatly in the chapel.
A Frames	The user will collect and return the A frames to the North Chapel, ensuring that they are removed from the site a.s.a.p after the event and stored neatly in the chapel.
Other	
ORGANISATION USING THE ASSET	
EVENT TO BE USED AT	
DETAILS OF USERS INSURANCE COVER	
DECLARATION	I declare that I am representing the organisation listed above and agree to OPC's terms of use.
SIGNED	
DATE	

REPORT ON: Water heater in King Street toilets

WRITTEN BY: Sarah Weir

MEETING DATE: 4 February 2019

AGENDA NO: Amenity 116/18

The water heater in the public toilets has broken and requires replacement. This was not included in the specification for refurbishment and currently there is no hot water available to users. Quotes have been obtained as follows:-

- 1 £799 ex VAT
- 2 £580 ex VAT
- 3 £1017.99 ex VAT