

**ODIHAM PARISH COUNCIL
BANK RECONCILIATIONS
YEAR ENDED 31 MARCH 2020**

JUNE 2019

	£	£
Opening balance	233,616.99	
Income	2,629.04	
Expenditure		19,970.29
Closing balance		216,275.74
	<u>236,246.03</u>	<u>236,246.03</u>

	£
Unity Trust Account	114,562.27
Treasurer's Account	39,165.80
Deposit Account	61,756.35
30 Day Notice Account	3,521.34
	<u>219,005.76</u>
Outstanding lodgements	
Outstanding payments	(2,730.02)
	<u>216,275.74</u>

Outstanding payments

40 HALC - HR Consultancy	180.00
41 Nigel Jeffries Landscapes	1,242.00
42 Adams Trees	1,260.00
43 Castle Water - Toilets	48.02
	<u>2,730.02</u>

REPORT ON: Requests for information from the public

WRITTEN BY: Sarah Weir

MEETING DATE: 9 July 2019

AGENDA ITEM: 84/19

OPC has received the following requests for information from the public:

1. Received 4 June 2019. Responded 7 June.

Please provide PDF copies of appendices 36,32, 31,11, 10, and 2 of the OPC meeting dated 13/5/2019, and if you claim appendices 10 and 31 are 'private and confidential' please state the grounds for doing so, thank you.

If all these appendices are available on the OPC website, please indicate where.

2. Received 12 June. Responded 3 July.

Please can I have a copy of the letter recently drafted/sent and emails from all Cllrs on the Danetree House, between the 6th May to 12th June?

3. Received 12 June. Respond by 10 July.

Please can I have a copy of all emails from all Cllrs on the cemetery /cemetery rules, between the 6th May to 12th June?

Dispute between OPC and Mildmay residents

At the Full Council meeting of 13th May, Cllrs McFarlane and Stewart were appointed to meet with representatives of the residents of Mildmay Court to discuss the notice received of a boundary dispute between the two parties. At the meeting of 11th June, Cllr Coleman was also so appointed.

Since the 13th May there have been two meetings. Following those meetings and a consideration of the available related paperwork we conclude the following:

- If the dispute is not resolved by negotiation, Mildmay representatives will seek a legal solution which will either end up in Court or at the First Tier Land Registry Tribunal. Either of these would involve time and expense, which could be significant and would have to be met from OPC resources ie tax revenue.
- The difference in the disputed position of the boundary falls within the tolerance of the boundary lines as they appear on Land Registry documents, ie between 0.6 and 2.5 metres.
- The strip of land in dispute offers little if any additional amenity to the community.
- The precise position of the boundary affects where any subsequent fence may be erected but is not material to when or if such a fence is erected. Therefore the boundary matter and any rights of way are not linked.

In the light of the above, we recommend that OPC negotiate a boundary agreement with representatives of Mildmay which will settle this matter in a timely fashion and avoid unnecessary expense to the Parish.

While discussing the boundary issue we were made aware that the recent application for a DMMO relating to a right of way across Mildmay land is unlikely to provide a timely resolution and that there is a possibility of a negotiated alternative that could do so.

Recommendations:

- 1) We propose that Cllrs McFarlane, Stewart and Coleman are authorised to negotiate a boundary agreement with representatives of Mildmay, seek appropriate legal advice on the subsequent agreement and bring it to Full Council for approval.
- 2) We propose that Cllrs McFarlane, Stewart and Coleman are authorised to investigate the potential for a resolution of the ongoing dispute between residents of Mildmay and the residents of the surrounding area relating to a right of way across Mildmay land.

REPORT ON: Internal Audit
WRITTEN BY: Sarah Weir
MEETING DATE: 9 July 2019
AGENDA ITEM: 86/19

OPC appointed the current internal auditors in February 2014 to audit the year ended 2014. It is good practice to review the appointed internal auditors regularly.

Their quote to audit 2019/20 is £765 which includes visits half yearly, after 11 months and after the year end is completed. This price also includes an advice service on standard financial matters.

The scope of the work includes:-

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a review of payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

For the last two years OPC has also had a full financial risk assessment covering the 35 points recorded in the National Association of Local Council Governance Manual carried out at the cost of £100 for the first year and then £40 in subsequent years. The council needs to consider if it would be good practice to continue to have this carried out again, noting that some of the points raised are still to be actioned.

I would recommend that the current internal auditor is re-appointed for the current financial year and that the council has the financial risk assessment updated again.



Odiham
Parish Council

AGENDA ITEM REQUEST FORM

Insert the date of meeting here.....11th June 2019.....

Agenda Item: Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To consider...", "To note..." "To review..."

To consider the formation of an OPC Strategy Working Group

Background Information: Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision.

It is good practice for a Parish Council to publish a strategy for its time in office. To that end it is proposed to set up a working group which can research and develop a proposed way forward to identify projects and opportunities that would have community support, develop a wish list and plan a strategy to deliver it. Involvement of the wider community and consultation at key points would be vital elements of this process. The final strategy would be put to Full Council to ratify.

Background Documents: Insert names of documents to be sent out with the meeting papers.

Strategy Working Group Terms of Reference - Draft

Costs: Insert detail of costs associated with the decision that you are asking the council to make.

None

Recommendation: Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."

To resolve to establish a Strategy working group as constituted under the Terms of Reference attached.

PLEASE NOTE: Agenda item requests; these must be received by the Proper officer at least 7 clear days before the meeting at which you'd like your item to be considered as per Standing Order 9 (b).

Odiham Parish Council Strategy Group - Terms of Reference

1. The working party is constituted to develop and articulate Odiham Parish Council's 3 year strategy.
2. The working party will remain in existence until disbanded by agreement of the Full Council.
3. The working party is to be comprised of the Chairman and Vice-Chairman, the chairs of Committees and any other Councillors who wish to attend. The working group may also co-opt members of the Community from time to time.
4. The group will elect a chair at its first meeting. Meetings will be held when necessary with a Cllr being appointed to take the notes to be reported back to the Full Council.
5. The working party will not meet in public, therefore Standing Orders are not applicable although the Code of Conduct will still apply.
6. The working party holds delegated authority from OPC to collect data and request input from other agencies and organisations.
7. The completed strategy for Odiham Parish Council will be presented to Odiham Parish Council for approval which will require a two thirds majority.
8. Once adopted the group will monitor the implementation of the strategy and update it at least twice per year.

Signed by the Chair of the Full Council:

Dated:

REPORT ON: Shredding on site
WRITTEN BY: Sarah Weir
MEETING DATE: 9 July 2019
AGENDA ITEM: 89/19

The office has received a quote from an on-site shredding company who can assist with the on-going issue of shredding documents in the office that contain personal/sensitive details.

The quote (ex VAT) is as follows:-

We Estimate a Bag or Box to weigh no more than 15kgs each.

MVC (minimum visit charge) (excluding VAT)	£70.00
To include	Up to 100kg
Every subsequent kilogram to be billed at (excluding VAT)	£0.38 each
Date (when known)	Any Wednesday

I would recommend that the council agrees to use these services on a quarterly basis to ensure that documents containing personal/sensitive information are disposed of correctly without increasing the workload of the office staff. Whilst the council does have a shredder, it does not have a large capacity.



Date: 10 June 2019
Our ref: KB/ajc
✉ Email address: katie.bailey@hart.gov.uk
☎ Direct Dial No: 01252 774146

Hart District Council
Harlington Way
Fleet
Hampshire
GU51 4AE

Telephone: 01252 622122
DX: 32632 Fleet
www.hart.gov.uk

Mrs Sarah Weir
Parish Clerk
The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Dear Sarah

Localism Act 2011

The Assets of Community Value (England) Regulations 2012
The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB.

I refer to my letter dated 9 April 2019 concerning the above.

The Council has now considered the request that the above property be placed on the Assets of Community Value register and I am pleased to advise you that this has been agreed.

Please note that the owners have a right of appeal against the registering of the land and if they wish to do this, this must be lodged within 2 months of the date of this letter and in accordance with Schedule 2 of the Regulations.

Once a property has been added to the list of Assets of Community Value the owner of the property must advise the Council when they intend to sell the property and the Council will publicise this on its website and will inform the nominator. If no community interest group notifies the Council within six weeks that it wishes to bid, the owner is free to sell their property as they see fit.

If an eligible community interest group notifies the Council within six weeks that it wishes to bid for the property, it will have up to six months in which to prepare its case.

The fact that the building has been added to the list of Assets of Community Value is added to the Local Land Charges Register.

Yours sincerely

Katie Bailey

Katie Bailey
Corporate Strategy and Policy Development Manager



Executive Officer

From: Susanna Hope <susanna.hope@hart.gov.uk>
Sent: 14 June 2019 17:54
To: Ken Crookes; Ian Stoneman; Alison Cross; Joanna Clark; neil.landricombe@environment-agency.gov.uk; Kay.Lidgard@environment-agency.gov.uk; Vicki Westall; Carley.Mason@thameswater.co.uk; Executive Officer; David.LeGrice@naturalengland.org.uk
Cc: Philip Sheppard
Subject: Mill Corner FAS Consultative Group -Update on the Water Environment Grant application

Hi All,

I am writing to the Mill Corner Flood Alleviation Scheme consultative group to give you a quick update. It has taken over a year but I can now confirm that Hart District Council has been successful in the Water Environment Grant and have been awarded £19,600 for the works on the SSSI wetland. I have now instructed our flood risk consultant to start putting together the design drawing etc so we will be in the position to start applying for the various permissions to undertake the works on the SSSI soon.

Thanks for all your help and support. This has gone a long way to making this application successful.

Kind Regards,

Susanna Hope BSc MSc

Flood Risk Infrastructure Engineer

Hart District Council

Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE
01252 774210

www.hart.gov.uk

[@HartCouncil](#)

Facebook: [/HartDistrictCouncil](#)

Hart District Council has updated its privacy policy, [find out more](#) about how we take care of your information.

Please consider completing our short [Customer Feedback Form](#) so that we know how we handled your query and can continue to improve the service that we provide.

Odiham Common Steering group

January 17th 2019 10am Minutes

Civic Offices, Harlington way, Fleet

- 1 Introductions:- Chair Cllr David Neighbour (DN) Hart DC, Steven Lyons (SL) Hart DC, Dr Paul Howe (PH) Hart DC, Leigh Wallace (LW) minutes Hart DC, Rob West (RW) Natural England, Lara Brant (LB) Natural England, Cllr Ken Crookes (KC) Hart DC, Stuart Royston (SR) Potbridge Residents, Dermot Leeper (DL) Bagwell Lane Residents, Philip Riley (PR) Odiham Society, James Robinson (JR) Odiham Parish Council.

- 2 Apologies:- Peter Ingram – Poland lane & Whitehall Residents Rep, Corina Dawson – National Trust, Nicki Paton Hampshire CC Countryside, Cllr Stephen Gorys Hart DC

- 3 The Current Management Plan-

Works to Date – SL Power point presentation to be circulated with notes

Monitoring Reports – PH Power point presentation to be circulated with notes

SL picked up on the cutting of the southern meadows early as PH had mentioned it as a recommendation from one of the reports. He stated that this had happened on specific areas where particular plants were taking over and it was having a positive effect. Have to think carefully

about timing of an early cut over the whole of the meadow system due to ground conditions and Forester moth emergence.

DL stated that users would prefer two cuts a year for better access.

SL stated that meadow sweat has taken over the canal side meadow and has low Forester moth habitat so this could be cut more regularly. Scope for discussion on this area.

RW mentioned that this meadow was identified on the NVC as of low value and is outside of the SSSI.

SR Recognized the 5.5 hectare figure for clearance stated in 2015 and asked if the 2.5 Ha figure on the presentation covered two years of work or one?

SL stated two and explained that apps on mobile phones had been used to plot and measure the areas worked. This is checked against Magic map which is a Government based system available to anyone. He stated that he was working with RW on getting the site over flown with a drone and utilizing specialists from Natural England on calculating the open space on site. We are looking at using Lydar imaging as well.

DL stated that the underlying issue with measuring open space was that if we have used trunk to trunk measurements and canopy edge to canopy edge is used by others the amount of space worked will be a lot less. He is worried that we will then be faced with a lot more cutting to achieve the required open space.

SL stated that he is happy that the target has been reached but HDC need to prove it to the RPA (Rural Payments agency) if they were to inspect the site.

RW mentioned that previous surveys were based on canopy edge.

ACTION -SL& RW are looking at the definition that RPA are going to give.

RPA may do a survey but there is no known frame work for this currently. RW explained that staff from Natural England transferred to RPA to do this sort of thing so NE do not have control over if, how and when this happens now. He suggested sticking to current methodology unless told otherwise which maybe unlikely.

SL stated that currently the only area the RPA may pull HDC up on is the pylon wayleave as it is classed as heathland but Molinia has taken over. He is proposing some trial scrapes to get heather back.

JR asked how the lydar imaging would help?

SL stated that it can be used to help identify ground features and amount of open space. RW and he are looking at sorting this out over the summer.

KC asked SL to clarify that there were any large areas left to clear?

SL stated that that is the case but had slides to show what works were intended next works season which is the last one of the current agreement.

- What works are needed to finish off the current plan & comply with the Higher Level Stewardship Agreement – SL Power point presentation to be circulated with notes

SL In regards to veteran tree haloing, they have been plotted and prescriptions for their management written up by a forester. These will be written into any new management plan. Coppicing would have to continue under a new plan as well. SL was asked about products from the coppicing to which he replied that yes some hedge laying stakes and binders had been sold as a result of works, stakes made to protect regenerating coppice stools from arisings and some pea sticks taken. You have to keep working it to get product from it but the coppice on Odiham is not up to hurdle making standard.

SR asked if HDC had identified other muddy areas other than the one on the slide at Potbridge.

SL said he is happy to look at other spots and work on them accordingly.

DL stated that he and others were sensitive about cutting along the route in the middle of the common as this was the old high canopy trees and the heart of the character of it. He would rather no work was under taken along the route proposed. He wants to avoid changing the character of the common any further.

SL explained that one part is old growth holly which is dark and uninviting, some areas will only be cutting hazel as coppice understory and birch trees felled. He is happy to walk the route and discuss works.

ACTION SL to arrange on site walk.

KC stated that there has been and is a conflict between the biodiversity and users and issues need to be addressed.

SL stated that works to date had made improvements for both.

DL regards the common as being wetter than it ever has been and regards clearing of trees as part of the cause. He also felt that tracks were worse due to vehicles going in and out for works.

SL There aren't ground water measuring points on site so this is difficult to prove. SL to look at what is practical to do to monitor this in future.

- 4 Looking forward to renewing the management plan for beyond 2020
 - Funding options for a new plan – RW Power point presentation to be circulated with notes
 - RW gave an update also on SSSI status and Environmental Stewardship. He added that he hopes to get funding for the drone survey in the spring. This will inform the up coming agreement.
- T There maybe room in the capital part of a new agreement to improve

wetland areas for either Biodiversity or access.

ACTION HDC to write woodland management plan over 2019

ACTION HDC to make CS application in 2020 and / or consider other options with a view to starting a new agreement and management plan in 2021

KC Would not like to dismiss grazing as an option for a new agreement.

- How we consult in future – RW & SL Power point presentation slide by RW set out the essential consultees

SL HDC will need to write to all Commoners and direct stakeholders (landowners) to offer them the option of forming a Commons Council. If over 5 wish to then this has to be formed and it will take on the management of the common. HDC would be part of that as a land owner. If under 5 then HDC will continue with a steering group based on the Hazeley heath model. This currently has representation for locals via the Parish Council and a representative of easements holders, i.e those with right of access across the common.

JR gave his apologies but had to leave the meeting.

DN HDC looking to mirror what the group structure is on Hazeley as it will be a similar structure to this current group, Landowners reps, Odiham Parish Council rep, Easement holders rep, Commoners Rep and Natural England Rep. Do not envisage having local reps, they would feed into the Parish Council.

DL & SR would like to continue with residents representatives of 3 people as they believe it works well.

RW there is no minimum requirement of the number of representatives but he would check with the Natural England Commons expert

ACTION RW to check

SL the decision on who to have on a future group would be cabinets who would also have to agree the site budget and how we manage the common in future.

PR explained that on the Basingstoke canal they have a Conservation steering group to monitor operational works that follows a Conservation Management agreement which he understood was a requirement by Natural England.

DL asked what were the next steps and when could we have another meeting to discuss it all ?

RW HDC need to talk to the Forestry Commission and get a woodland management plan started with consultation. Natural England have to complete some monitoring to establish that the site is in favorable condition which he hopes it will be.

DN Informally agree to all meet again in the summer.

ACTION HDC to set a date.

DR What broad direction are we going to travel in?

DN Can't happen until we meet with the Forestry Commission, things will be emerging and unknowing.

RW a new plan will include more open space creation.

PH we need to work to maintain the positive management to date to keep the site in favorable condition status that we hope its achieved.

- 5 AOB

A paper was tabled by SR, DL & PI at the beginning of the meeting. Most of the points had been presented upon or discussed during the meeting.

- DN closed the meeting at 12:10pm

Executive Officer

From: Neighbourhood Planning <neighbourhoodplanning@hart.gov.uk>
Sent: 17 June 2019 16:46
To: Neighbourhood Planning
Subject: Crondall Neighbourhood Plan Submission Consultation

Dear Sir or Madam

Hart District Council is pleased to consult you on the proposed Crondall Neighbourhood (Development) Plan. Crondall Parish Council as the 'qualifying body' has prepared the Neighbourhood Plan (the Plan) with the help of the local community. The Plan sets out planning policies to guide the development and use of land in Crondall.

Hart District Council is now required to carry out further consultation on the Plan. The Plan is therefore now subject to a six week consultation between **10am on Monday 17th June and ending at 4pm on Monday 29th July**, and all representations must be made to the District Council as set out below.

Copies of the proposed Crondall Neighbourhood Plan and supporting documents (including the representation form/procedures to be followed in responding) are available to view on the Hart District Council website: <https://www.hart.gov.uk/crondall>

Hard copies (including representations forms) are also available for inspection during normal opening hours at:

Hart District Council's Offices, Harlington Way, Fleet, Hampshire, GU51 4AE

Opening Hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm

And at the following locations:

Crondall Parish Council, The Parish (Church) Office, Church Rooms, Croft Lane, Crondall, opposite All Saints' Church. Opening Hours: Wednesday, Thursday & Friday from 9.00 to 12.15 (Closed Monday & Tuesday).

The Hampshire Arms, Pankridge Street, Crondall

Opening Hours:

Monday, Tuesday & Thursday 12pm - 3pm and 6pm - 11pm.

Wednesday & Friday 12pm - 3pm and 5pm - 11pm.

Saturday 12pm - 12am

Sunday 12pm - 10.30pm

Please note that representations must be made in writing. There are several ways to make your comments:

- Complete an online form or an electronic representation form - these can be found online at <https://www.hart.gov.uk/crondall> or set out your comments and email it to: neighbourhoodplanning@hart.gov.uk

- Print a representation form or write a letter and post it to us at: Neighbourhood Planning, Corporate Policy, Hart District Council, Harlington Way, Fleet, GU51 4AE.

Any representation may include a request to be notified of the Council's decision to 'make' the Neighbourhood Development Plan (bring it in to legal force). Further information on making representations can be found on our website with the consultation documents (link above).

All comments will be publicly available, and identifiable by name and organisation (where applicable) and your name, address and comments will be forwarded to the independent examiner as required by the regulations covering neighbourhood plans. We have received assurance that the data will be kept securely and not used for any other purpose. The examiner will retain the data until we have made the relevant statutory decisions on whether to adopt the plan and the deadline for a Judicial Review has passed, which is six weeks after the decision notice has been published.

Comments will be published on our website along with your name. If a copy is requested by the relevant Town or Parish Council who prepared the Plan, a redacted copy showing your name and comments will be sent.

For further details on how your information is used, how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit www.hart.gov.uk/privacy.

Following this six week public consultation, the proposed Plan will be submitted for independent examination and then be subject to a local referendum. If successful, the Crondall Neighbourhood Plan will be 'made' (brought into legal force) and will form part of the Hart Development Plan and be used in the determination of planning applications relating to land in Crondall.

All comments must be received in the six week period (10am on Monday 17th June and ending at 4pm on Monday 29th July) to be accepted.

Kind regards

Christine Tetlow
Neighbourhood Planning
Hart District Council
01252 774484
<http://www.hart.gov.uk>
Twitter: @HartCouncil
Facebook: /HartDistrictCouncil

2 Parish Flood Forum – Issues Form

Name of Parish Odiham & N. Warnborough

Name of Parish Representative 1 John Walker

Date of Parish Flood Forum 20th of May 2019

Name of Parish Representative 2 _____

Please complete this form during the Parish Flood Forum and hand this in at the end of the Parish Flood Forum. These forms will be scanned and shared electronically after the flood forum. Please write clearly so others can read this.

Useful definitions

Main River- any watercourse (river, ditch, piped watercourse or stream) designated by the Environment Agency as a main river because of its local flood risk importance. Flooding occurs when flood waters over top the river channel and floods adjacent land.

Ordinary watercourses - smaller, non-main rivers and water bodies. These include rivers, streams, ditches, drains, cuts, piped watercourses, dikes, and sluices. Flooding occurs when flood waters over top the river channel and floods adjacent land.

Groundwater – caused when heavy or prolonged rainfall makes the water table rise above its normal level in the soil, flooding below ground structures or even emerging at the surface.

Surface water (rainfall) runoff – caused when intense rainfall flows over ground causing flooding directly before the water is able to enter a watercourse or sewer.

Sewer- an artificial conduit, usually underground, for carrying off waste water whether this is raw sewerage or rainwater from buildings roofs or hardstanding. Flood waters tends to come out of a manhole or can back up out of toilets, baths, sinks, etc.

Highways- Highway drainage relate to highway gullies, river, ditch, piped watercourses or stream that pass under the public highway or a public footpath, or a Hampshire Highways owned asset. Watercourses running alongside the road are not normally considered a highways asset.

Time	Item	Location	Agency Table	Page
14:40	3rd	Foul Sewer issues at Mill Corner, North Warnborough, RG29 1ET	Thames Water	3
15:20	1st	Mill Corner, North Warnborough RG29 1ET, Emergency Planning & SSE fund	Emergency Planning	4
16:10	2nd	Highway flooding issues from B3349 & Road in front of SSSI Car Park, Mill Corner, RG29 1ET	Hampshire Highways	2

Highway Flooding issues to raise with Hampshire Highways

Discuss with Hampshire Highway if flooding is coming off road, pavement, public foot/ cycle path or where a watercourse passes under a highway.

Table 1. Filled in from Raised New Issue Form 1 prior to Parish Flood Forum.

Item	Location (full address + Post Code)	Description of issue
2 nd	Highway flooding issues from B3349 & Road in front of SSSI Car Park, Mill Corner, RG29 1ET	Outcome of Highway flooding surveys as supplied by HDC. Is there sufficient evidence for increased maintenance of the B3349 drainage? As it is a new financial year, is there a chance any works to improve the road flooding around the SSSI car park? This is a low point in the village where surface water flooding accumulates with no positive way to drain. Not only is this eroding the road surface badly but water builds up here until it floods into other parts of the village. Residents had hoped that the road surface would be repaired and some simple form of drainage/ regrading undertaken to help the water drain away.

Name of Hampshire Highways Representative present

Name of others present.....

Table 2. Fill in table 2 at the Parish Flood Forum with Hampshire Highways. Add more lines if needed

Item	Location	Action agreed with Hampshire Highways	Person to action	Tick if resolved
2				

Foul or surface water sewer flooding issues to raise with Thames Water

Discuss with Thames Water where flooding is coming out of a public foul or surface water sewer.

Table 1. Filled in from Raised New Issue Form 1 prior to Parish Flood Forum.

Item	Location (full address + Post Code)	Description of issue
3	Foul Sewer issues at Mill Corner, North Warnborough, RG29 1ET	Update from Thames Water as to their findings from the Flood Surveys and CCTV survey of the sewer network.

Name of Thames Water Representative present

Name of others present

Table 2. Filled in from Raised New Issue Form 1 prior to Parish Flood Forum.

Item	Location	Action agreed with Thames Water	Person to action	Tick if resolved
3	Repair. Mill Corner North Warnborough	Carley Mason to share reports with Susie and John Walker * report on drain cause work + pumping in mill have end area.	CM	
3	Repair Mill Corner, North Warnborough	Action agreed with Highways (James) Work required to repair road by entry to SSSI SSSI. Road has collapsed. Road too damaged to repair. Highways to seek funding to full re-build road on corner.	James	

Parish Flood Forum – Emergency Planning

Name of Hampshire Emergency Planning Representative present

Name of others present

Fill in table below at the Parish Flood Forum with Hampshire Emergency Planning. Add more lines if needed.

Topic to discuss	Hampshire Emergency Planning explanation/details given	Person to Action	Tick if completed
	<p>Susie: to undertake a site walkover with residents (Swornis, Tony Fountain, etc)</p> <p>John to approach Swornis re: historical data.</p>	Susie	

REPORT ON: Grant Applications

WRITTEN BY: Sarah Weir

MEETING DATE: 9 July 2019

AGENDA ITEM: Community Committee – 19/19

OPC considers grant applications in July and January each year from organisations in the parish and the application form is available on the website. Also on the website are guidance notes for applicants.

The budget for this financial year is £7,000.

OPC has received the following grant applications:

1. Odiham netball club - £1090. £400 for a Level 2 coaching course for the existing coach, £300 for a 3 day first aid at work course and £350 towards kit.
2. Buryfields School PTA - £735 for 3 outdoor play storage boxes.

REPORT ON: VE Day 75 celebrations

WRITTEN BY: Sarah Weir

MEETING DATE: 9 July 2019

AGENDA ITEM: Community Committee - 21/19

The celebrations and commemorate of the 75th Anniversary of VE Day will take place on 8 May 2020. Further details are attached.

In the past OPC has arranged street parties, box cart races and lighting of the beacon for special celebrations, usually in partnership with other village organisations.

I am aware that other parish councils are looking at hosting tea parties, fireworks, church services and picnics.



VE DAY
75TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8-10 MAY 2020

ssafa | the
Armed Forces
charity

Dear Town and Parish Clerk,

TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donnard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - www.veday.org as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR

Pageantmaster VE Day 75
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
Website: www.veday75.org

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REPORT ON: Lengthsman
WRITTEN BY: Sarah Weir
MEETING DATE: 9 July 2019
AGENDA ITEM: Amenity 14/19

The updated works for the Lengthsman are attached.

A resident has suggested that FP31 from the Rec to the Alton Road needs clearing of mud and leaves encroaching the footpath.

This footpath is also blocked by resident's hedges and trees. Residents who back onto footpaths have an obligation to keep their greenery off the footpaths. Perhaps a gentle reminder on Facebook will remind them or a letter through their doors?

Any further ideas?

<u>Lengthman's projects - 2019/20</u>		NOTES
	New ideas for 2019/20	
1	Spraying/removal of nettles on footpath by field at the rear of the tennis courts	
2	Clearance of weeds on the footpath at top of Dunleys Hill down for approx.. 200m	
3	Removal of leaves Oct/Nov along High Street and Dunleys Hill	
4	Strimming of overgrown grass around the dragon teeth at Broad Oak before track begins	
5	Clearance work of Lovelane footpath	
	Last years outstanding ideas	
5 - problem solved	Footpath between Reyntiens View and Seymour Place - look at the muddy areas and provide a solution.	
8	Clearance of nettles on the footpath that leads to the cricket club alongside Buryfields school	This needs looking at as not clear where exactly this is
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.
14	Basic clearance of footpath 71	
16	Hammer in the aluminium strips into the post and rail fence at Priors Corner and the Peace Garden	
17	General tidy up outside the Crown PH	

REPORT ON: Cemetery Management and Rules

WRITTEN BY: Catherine Ryle

MEETING DATE: 9 July 2019

AGENDA ITEM: Amenity 15/19

A burial authority, in this case Odiham Parish Council, may draw up and apply rules for its cemetery which suit the particular local situation provided that legal requirements such as those relating to burials and the issue of Exclusive Rights are met. Individual burial authorities, in particular those in rural areas, often have restrictions on the materials and designs of headstones/monuments permitted in their cemeteries. This may contrast with what is allowed in a large municipal cemetery.

No memorial, whether on a grave or not, may be placed in a local authority cemetery without the consent of the burial authority (paragraph 1 of part 1 of Schedule 2 to the Local Authorities Cemeteries Order 1977).

Historic background

I have investigated the background to the lawn cemetery from paperwork going back to 1982. It is quite clear that the intention was for the new area to consist of graves marked solely by a headstone (with integral flower vase as an option) and that no other items were to be placed on the graves.

It is evident that there was a period when OPC may not have paid sufficient attention to management of the cemetery. There are several memorials which, it is understood, were placed contrary to the rules and without the necessary permission. Some are considered to be inappropriate in a country cemetery in a conservation area and should not necessarily be seen as a precedent.

In 2012 a revision of the Cemetery Rules was carried out by the clerk at the time, together with the deputy clerk and the cemetery officer. The revisions reinforced the intention to have a lawn cemetery and also started to give guidance on the type of stone which would be acceptable for memorials. It was considered fairer for those choosing the cemetery to know about restrictions in advance and for this to be transparent to all with an interest in the cemetery. Efforts were made to ensure that the rules were followed for every burial. A representative of each family is required to sign a declaration that they have received the rules and undertake to comply with the rules and make them known to anyone involved with the interment or burial.

December 2018 revisions

Following several requests for the erection of memorials in black granite, which was not permitted, the Executive Officer and I visited a memorial mason (who does much of the work for local cemeteries) in order to see the range of stone available, types of lettering and other design features.

Prior to revision of the rules in December 2018, the only colour permitted for granite in OPC rules was 'light grey'. Memorial masons advised that if OPC permitted a darker grey granite this would be acceptable to many families who were requesting black granite. The finish of the stone also affects the final appearance eg it can be honed or polished with polishing generally resulting in a darker effect.

We understand that granite is now more popular for memorials as the price is more affordable compared to other long-lasting stones. Limestones and other softer stones deteriorate quickly with

discoloration starting within 2 years and they cannot be cleaned easily. Such stones can become unsafe.

OPC councillors agreed to accept the proposed revisions and clarifications which included:

- Permitting a greater range of colour for granite (including dark grey as suggested by the stone masons). They also added black granite to the list of permitted stones.
- The depth of tablet in the garden of remembrance was changed to 4 inches to allow for wedge-shaped tablets as the lettering endures longer on tablets which are not laid flat.
- A small etched illustration of suitable design to be allowed on the front of a headstone only and may be outlined in white but not colour.
- Clarification of the scope of Exclusive Rights.
- Responsibility of owner of the rights for levelling and turfing.

Points to consider

- At the meeting in December 2018 the Amenity Committee had agreed to consult with residents on any future updates.
- During the meeting in June 2019 the Amenity Committee rescinded the above decision.
- Maintenance of memorials – look at the older areas where monuments have deteriorated, look unsightly and could be a health and safety issue. This particularly applies to some memorials which were installed with kerb sets and covering stones. The holder of the Exclusive Rights is responsible for upkeep of the memorial but often there are no up-to-date contact details for the older plots.
- My research has shown advice that ‘regardless of the material polished headstones will require regular cleaning and maintenance’ and ‘the majority of churchyards won’t allow them (polished headstones) because they have a reflective surface which can look out-of-place among older stones’ (headstoneguide.co.uk).
- It is understood that where graves are re-used in some London cemeteries, the original headstone is reversed and a new inscription is put on the reverse. This should be considered when thinking about permitting engravings on the back of headstones.
- Maintenance of grass, hedges and other plantings. OPC has a limited budget for the regular cutting and to make best use of the available resource, it is recommended that the grave plots and surroundings are grass only which means that a mower can be used over most of the area rather than a strimmer (which would cost more).
- If the colours, materials and dimensions of memorials are not specified in the rules, there is scope for personal interpretation in the application of rules which may be seen as lacking transparency and could cause questions in the future.
- People who are not on the electoral role may apply for a burial plot but are charged a higher fee.
- The number of interments each year is variable and fees received contribute only a small amount to the cost of maintaining the cemetery.
- The committee may wish to consider ecological matters when reviewing the rules (eg the use of plastic and non-natural materials).

CEMETERY RULES

The following rules have been introduced by Odiham Parish Council (OPC) so that high standards of grounds maintenance and appearance can be maintained. They have been adopted to ensure the safety and welfare of all visitors, contractors and staff.

Where relevant, the rules apply to both the interment of remains and ashes.

The cemetery is a historic and sensitive site, your cooperation in complying with these rules is greatly appreciated.

The cemetery is open to the public daily between 7am and 8pm during the months of April to October and 7 am and 4.30 pm during the months of November to March, however the cemetery will be locked on the first Saturday of every year, in order to preserve the right of private access to the cemetery.

The Lawned Burial Area

Odiham cemetery has a lawn style layout - this means that headstones only are installed and the area around them is turfed and mown. Consequently, kerb sets, railings and fencing cannot be placed. We believe that maintaining a lawned cemetery promotes a feeling of peace and tranquillity.

Headstones may incorporate a maximum of two flower containers. The planting of shrubs, trees and flowers, including annual plants and bulbs, in the grave space would interrupt the lawn-style layout and so cannot be permitted. If an adjacent grave space is being opened it is essential that a mechanical digger has unhampered access to the grave and on-going maintenance can be carried out efficiently.

If a grave space becomes neglected, overgrown or encroaches on adjacent grave spaces, OPC will take such measures as it considers necessary to tidy the grave space.

Exclusive right of burial in the Lawned Burial Area and Garden of Remembrance

The exclusive right of burial / interment is granted by OPC at its sole discretion, to registered electors in the civil parish of Odiham at the time of the death and may be granted to other persons as OPC may decide. Exclusive rights will be issued in one name only.

The formal granting of an exclusive right of burial gives the right to decide who shall be interred in the grave space or space in the garden of remembrance allocated at that time. The grantee is not purchasing the space. The tenure is currently for a period of 50 years and after such time OPC reserves the right to re-use the space if the exclusive rights are not renewed. One further interment in the same grave space may be made provided that the depth of the first interment was sufficiently deep. In the Garden of Remembrance, 3 further interments of ashes may be made.

Notice of Intended Interment

Please give notice of an intended interment to OPC at least four working days prior to the interment; a variation to this rule will only be made in exceptional circumstances. Notice must be on the correct

form which is available on OPC's website www.odiham.org.uk. Fees and charges must be paid by the applicant to OPC prior to interment.

A grave space number will be allocated and sent to the applicant together with a plan of the area. Interments must take place between 9.30 am and 3 pm on weekdays only and are not permitted on public holidays.

The certificate of the Registrar of Deaths or, in cases where an inquest has been held, the certificate of the coroner must be given to OPC prior to interment.

Internment in the Lawned Burial Area

The grave space allocated for each interment is a maximum of 2.6m long by 1.3m wide. Interment may only take place in the grave space allocated by OPC. It is the responsibility of the applicant to ensure that the correct grave space is used and in the event of any error the applicant must remedy such error at their own cost.

Applicants are responsible for engaging gravediggers and for ensuring that they work in a responsible and safe manner and observe all relevant legislation in force at the time of the work. Anyone employed (including a grave digger) or retained by the applicant is the responsibility of the applicant who is liable for any injury or damage caused by such person employed or retained.

No grave space can be excavated by a person other than one approved by OPC. OPC reserves the right to remove adjacent memorials prior to a grave space being excavated.

All excess grave spoil must be removed from the cemetery within two working days and the grave space left in a tidy condition.

All coffins are to be constructed of bio-degradable material.

Maintenance of grave spaces

The holder of exclusive rights is responsible for removing all the flowers and wreaths from the grave space two to three weeks after the interment. Please do not leave wreaths and floral arrangements on other graves.

The soil within the grave space will naturally settle over time. The holder of exclusive rights must inspect for settlement, top up if necessary and arrange turfing within 12 months of the burial. After the grave space has been levelled and turfed it will be mowed by OPC.

Christmas wreaths and other seasonal tributes may be placed from 1 December and removed by the first day of February in the following year.

Any glassware may constitute a hazard and should not be used.

Memorials

The headstone must be placed at the head of the grave space precisely aligned with other headstones in that row and also be aligned with the headstone in the row in front. Headstones must not be more than 1 metre high by 60 cm wide and 30 cm deep.

The following types of stones are permitted – Limestone, Slate or Granite.

Memorials should be rectangular in shape. For memorial shapes which do not conform please seek the prior approval of OPC in writing. This applies to new installations or additions to an existing grave space.

All memorials must be installed in accordance with the current NAMM (National Association of Memorial Masons) specification by a stone mason who is a registered member of BRAMM (British Register of Accredited Memorial Masons). The name of the stone mason, their contact details and the grave number must appear on the reverse of the headstone within a plaque not exceeding 10 cm x 7 cm and not contain any wording which may be construed as advertising. The stone mason is required to notify OPC in writing in advance before commencing any work

All memorials, alterations and inscriptions and their installation are subject to the prior approval of OPC in writing and payment of the required fees. Unless written approval has been given a memorial cannot be erected, re-erected or altered on the grave plot. No photographs, etched photographs or ceramic portraits of the deceased are permitted. A small etched illustration which may be defined in white will be permitted. No objects such as model people, animals or toys, windmills or jangling trinkets of any material are permitted.

Memorials remain the property and responsibility of those who provided them. OPC cannot accept responsibility for damage or loss from whatever cause.

Interment of cremated remains.

Ashes may be interred in a grave space for which an exclusive right of burial has previously been granted.

All other ashes shall be interred in the new garden of remembrance.

The new garden of remembrance

The first 100 plots comprise a formal chequered pattern providing a section for a memorial tablet and a similarly sized area for plants. The tablet must not exceed 45cm x 38cm x 5cm and be installed in portrait orientation. The garden part of each plot is for planted flowers or small shrubs, but care should be exercised to ensure that flowers or shrubs do not encroach over adjacent plots. Neutral coloured tablets and chippings should be used. Coloured glass pebbles or coloured stones are not permitted, nor can there be any edgings at the sides of the plot.

Plots 101 onwards will consist of only a space for a memorial tablet not exceeding 45cm x 38cm x 10cm, which is to be set in a portrait orientation facing the long edge of the 10-space areas. The tablet may contain a vase as an integral part of the stone. The new layout in plots 101 onwards does not include space for planting but fresh or silk flowers may be arranged in an integral vase. OPC reserves the right to remove flowers which have become unsightly.

Full details of all proposed tablets and inscriptions to be submitted to OPC for prior written approval. Unless such written approval has been given a tablet may not be installed. Permitted materials for memorial tablets are as listed for headstones.

The old Garden of Remembrance Rose Gardens

This area is no longer available for the interment of ashes.

The only memorial permitted is a tablet set in the flowerbed of the design specified and permitted by OPC. OPC has provided rose bushes and no other planting or placing of flowers or objects of any description is permitted.

It should be noted that all rules relevant to this area still apply.

Other Information

No dogs other than assistance dogs are permitted in the cemetery.

All vehicles must be parked in the designated area. The open areas of grass in the lawn cemetery must not be used for parking.

Any complaints and requests by members of the public must be made to OPC and not to any personnel employed at the cemetery.

The current rules and fees are available on OPC's website at www.odiham.org.uk and are displayed on the noticeboard at the cemetery. OPC reserves the right to review and amend the Rules and Table of Fees at any time, or to waive specific rules in particular circumstances. Fees are usually reviewed annually in October. It is the responsibility of the applicant to ensure a current fees list is used.

Exclusion of liability

OPC does not accept any responsibility for, or liability in respect of, any damage or injury to any person or property arising from any work done in the cemetery, except that arising from work carried out by its own contractors or personnel.