

ODIHAM PARISH COUNCIL  
BANK RECONCILIATIONS  
YEAR ENDED 31 MARCH 2020

JULY 2019

	£	£
Opening balance	216,275.74	
Income	5,371.20	
Expenditure		28,194.64
Closing balance		193,452.30
	<u>221,646.94</u>	<u>221,646.94</u>

	£
Unity Trust Account	88,974.61
Treasurer's Account	39,165.80
Deposit Account	61,790.41
30 Day Notice Account	3,521.48
	<u>193,452.30</u>

Outstanding lodgements

Outstanding payments

-
<u>193,452.30</u>

Outstanding payments

-
<u>-</u>

**REPORT ON:** Requests for information from the public

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 13 August 2019

**AGENDA ITEM:** 110/19

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

**1. Received: 10 July 2019.**

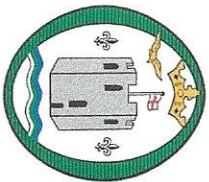
Please can I have a copy of all letters, reports and emails from all Cllrs on the Mildmay Path & Boundary dispute, between the 6<sup>th</sup> May to 10<sup>th</sup> July 2019. To include emails or letters from the chair of Mildmay and his recent address to the council.

**2. Received 15 July 2019.**

All emails, texts and meetings etc had and sent by any of the Parish Councillors to Mr Harvey on the Mildmay Footpath over the last 3 months.

**3. Received 7 August 2019.**

The report from Hart DC as outlined in the planning committee agenda item 72/19 for the meeting held on 6 August 2019.



**Odiham**  
Parish Council

## RISK ASSESSEMENT FORM

**Area:**

Public toilets – King Street

**Assessment date:**

August 2019

**Review date:**

August 2023

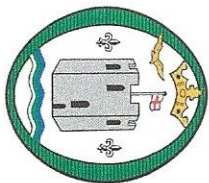
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
<b>Trip hazards</b> - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> <li>Floors cleaned regularly.</li> <li>All cleaning equipment stored in a locked cupboard.</li> <li>Visual inspection carried out daily by the cleaners.</li> <li>Any defects reported to the parish office to deal with.</li> </ul>		Low	
<b>Electrical equipment</b> - Electric shock and fire	Employees / public	<ul style="list-style-type: none"> <li>Electrics all upgraded during refurbishment in May 2019.</li> <li>All electrics tested annually by a registered electrician.</li> <li>Any works required carried out by competent workers.</li> <li>See fire below.</li> </ul>		Medium	EO to obtain Electrical Certification and keep on file.
<b>Building condition</b>	Employees / public	<ul style="list-style-type: none"> <li>Toilets refurbished in May 2019.</li> <li>Formal defect reporting system in place and rapid response to defects.</li> <li>Adequate lighting (internal and external).</li> <li>Following an asbestos survey in 2017, nothing was found in this</li> </ul>		Low	

		building.				
<b>Fire</b>	Employees / public	<ul style="list-style-type: none"> <li>Exits kept clear at all times.</li> <li>No smoking policy in the building.</li> </ul>		Low		
<b>Scalding from water</b>	Employees / public	<ul style="list-style-type: none"> <li>Water temperature to be checked monthly.</li> <li>Caution notice above taps.</li> </ul>		Low		
<b>Chemicals - burns</b>	Employees / public	<ul style="list-style-type: none"> <li>All chemicals kept in a locked cupboard.</li> <li>Contract cleaners trained in the use of chemicals.</li> </ul>		Low		

Assessor's signature:

Date: 5 August 2019





**Odham**  
Parish Council

## RISK ASSESSEMENT FORM

**Area:**

Parish Offices, The Bridewell, The Bury.

**Assessment date:**

August 2019

**Review date:**

August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
<b>Space</b> - Easy access to workstation - Storage	Employees	<ul style="list-style-type: none"> <li>There is easy access to the workstation and sufficient storage available.</li> </ul>		Low	
<b>Temperature and humidity</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>The temperature at the workstations is at least 16C following the first hour of work.</li> <li>The temperature is maintained to ensure comfort and a portable heater is available if required.</li> <li>In extreme temperatures windows and doors can be opened to allow air to flow.</li> </ul>	Portable heater to be PAT tested every 2 years. Last checked in November 2017.	Low	EO to arrange PAT testing in November 2019.
<b>Trailing cables etc.</b> - Slips, trips and falls	Employees Members of the public	<ul style="list-style-type: none"> <li>Desks located so as to avoid trailing cables.</li> <li>Use of extension leads avoided.</li> <li>Cable covers used.</li> <li>Employees instructed on risks.</li> <li>Cabinet drawers kept closed and locked when not in use.</li> <li>Floors cleaned regularly.</li> <li>Adequate storage for stationery</li> </ul>		Low	

		<ul style="list-style-type: none"> <li>etc.</li> <li>Inspection of the office on a regular basis and records kept.</li> <li>Records of defect reports and action taken retained.</li> </ul>			
<b>Use of display screen equipment</b> - Eyestrain / Muscle pains / stress.	Employees	<ul style="list-style-type: none"> <li>See display screen equipment risk assessment.</li> </ul>			
<b>Electrical equipment</b> - Electric shock and fire	Employees Members of the public	<ul style="list-style-type: none"> <li>All works carried out by competent workers.</li> <li>See fire item.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical items must be maintained if they could cause danger. OPC has agreed to test electrical items every 2 years. The last check was in November 2017.</li> </ul>	Low	EO to arrange quotes for council approval for checks to be carried out in November 2019.
<b>Falling objects / reaching high items</b> - Physical injuries	Employees	<ul style="list-style-type: none"> <li>Suitable storage facilities provided.</li> <li>No high-level storage of items.</li> </ul>		Low	
<b>Manual handling</b> - Strains	Employees	<ul style="list-style-type: none"> <li>Small, lightweight equipment.</li> <li>Suitable storage facilities.</li> <li>Equipment bulk stationery only moved infrequently.</li> <li>Employees provided with manual handling training.</li> </ul>		Low	
<b>Hazardous substance / Chemicals</b> - Burns, rashes / eye injuries	Employees Visitors Contract cleaners	<ul style="list-style-type: none"> <li>The only hazardous chemicals used are cleaning materials.</li> <li>Cleaners supply and use their own cleaning materials and store then off site.</li> <li>Offices are cleaned when staff are not working.</li> </ul>		Low	
<b>Cash handling</b> - violence / theft	Employees	<ul style="list-style-type: none"> <li>A maximum of £100 is withdrawn from the bank at one time.</li> <li>Petty cash receipts are always kept.</li> </ul>		Low	

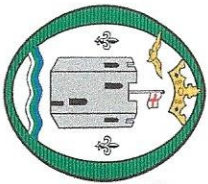
		<ul style="list-style-type: none"> <li>Petty cash is audited by the appointed internal auditor.</li> <li>Petty cash is kept in a locked cupboard.</li> </ul>			
<b>Lone working</b> - Isolation, accident, illness, violence	Employees	<ul style="list-style-type: none"> <li>Limited public opening times.</li> <li>Office door locked at all times.</li> <li>Usually 2 members of staff work together.</li> </ul>	<ul style="list-style-type: none"> <li>Lone working assessment to be compiled if staff start to work separately.</li> </ul>	Low	
<b>Passive smoking</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>Smoking banned in all areas.</li> <li>Ban enforced.</li> </ul>		Low	
<b>Building condition</b> - various injuries	Employees Members of the public	<ul style="list-style-type: none"> <li>Building faults reported to the library services.</li> <li>Adequate storage facilities provided.</li> <li>Access routes clear and in good conditions, including external areas.</li> <li>Adequate lighting (internal and external provided).</li> <li>Formal, recorded inspection of the premises (including external walkways) on a regular basis by the library services.</li> </ul>		Low	
<b>Fire</b>	Employees Members of the public	<ul style="list-style-type: none"> <li>First aid box in front office.</li> <li>Fire fighting equipment available and well maintained by the library services.</li> <li>Exit signs clearly visible.</li> <li>Fire evacuation drills carried out and recorded by the library services.</li> <li>Emergency lighting installed, maintained and recorded by the library services.</li> <li>No smoking policy within the</li> </ul>	<ul style="list-style-type: none"> <li>Employees made aware of location of extinguishers.</li> </ul>	Low	

		<ul style="list-style-type: none"> <li>• confines of the building.</li> <li>• Electrical equipment and installations inspected and well maintained (recorded).</li> <li>• Limited storage of flammable substances.</li> <li>• Formal, recorded inspection of the premises on a regular basis.</li> </ul>	Computers x 3, printers x 2, fan, x 1 fan heater, 1 server to be tested by qualified electrician every 2 years. Last check was in November 2017.		EO to arrange quotes for next check due in November 2019.
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Assessor's signature:

Date: 5 August 2019





**Odham**  
Parish Council

## RISK ASSESSEMENT FORM

**Area:**

Computer Screens

**Assessment date:**

August 2019

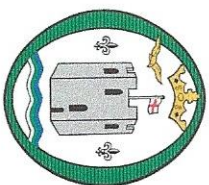
**Review date:**

August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
General	Staff	<ul style="list-style-type: none"><li>All workstations are assessed to ensure compliance with the HSE guidance.</li><li>Staff are provided with information and guidance on working with DSE.</li><li>The screens are cleaned regularly with wipes especially for this purpose.</li></ul>		Low	
Eyestrain	Staff	<ul style="list-style-type: none"><li>The screen has adjustable brightness and contrast.</li><li>The screens tilt and swivel easily.</li><li>Reflections of glare are minimised by using blinds / reduced lighting and workstation siting.</li><li>Staff are allowed regular breaks away from the screen - work is varied.</li></ul>	<ul style="list-style-type: none"><li>Staff who work habitually with computers are entitled to ask for an eyesight check.</li><li>Following an eye test, the council will pay for spectacles if the test shows you need special corrective glasses that are prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, the council does not have to pay for glasses.</li></ul>	Low	
Work related upper limb	Staff	<ul style="list-style-type: none"><li>Staff are allowed regular breaks away from the screen - work is</li></ul>		Low	

<b>disorder</b>		<ul style="list-style-type: none"> <li>varied.</li> <li>Wrist rests are provided if staff request them.</li> <li>The desks and workstations are sufficiently large to allow users to find a comfortable position.</li> <li>Staff are provided with guidance on correct seating postures.</li> <li>Keyboards are adjustable.</li> </ul>		
<b>Back pain</b>	Staff	<ul style="list-style-type: none"> <li>Staff are provided with a seat which is adjustable in height and tilt.</li> <li>The seat can move freely across the floor.</li> <li>There is room under the workstation for user's legs.</li> <li>Staff are allowed regular breaks away from the screen.</li> <li>Staff are provided with guidance on correct seating postures.</li> </ul>	Low	
<b>Stress and fatigue</b>	Staff	<ul style="list-style-type: none"> <li>Staff are allowed regular breaks away from the screen.</li> <li>Suitable software is obtained to assist the user in their work.</li> <li>Computer support is available through an outside organisation who back up all of the system.</li> </ul>	Low	

Assessor's signature:  
Date: 5 August 2019



**Odiham**  
Parish Council

## RISK ASSESSEMENT FORM

**Area:**

**Assessment date:**

**Review date:**

Open spaces and parks – general

August 2019

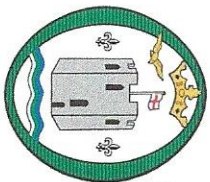
August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
<b>Open spaces</b> - Potholes in grass	Employees / public	<ul style="list-style-type: none"> <li>Grass area inspected when cut and any problems reported to the office.</li> <li>Holes backfilled.</li> </ul>		Low	
<b>Trees</b> - Collapse - Structural damage	Employees / public	<ul style="list-style-type: none"> <li>Tress inspected by arboriculturalist and recommendations actioned.</li> <li>Next inspection due November 2019.</li> </ul>		Medium	EO to arrange quotes for Council approval.
<b>Fixed furniture e.g. benches etc</b> - injury	Employees / public	<ul style="list-style-type: none"> <li>Benches are bolted into the ground when possible.</li> <li>Bins are emptied weekly by Hart DC.</li> <li>Play areas inspected monthly by staff and yearly by registered play inspector.</li> <li>Any damage / vandalism formally reported and repaired.</li> <li>Repair programme under way for benches.</li> </ul>		Medium	
<b>Pond</b> - Drowning - Ill health	Employees / public	<ul style="list-style-type: none"> <li>N/A as no ponds</li> </ul>		N/A	



<b>Footpaths</b> - Trips, slips, falls	Employees / public	<ul style="list-style-type: none"> <li>• Paths checked regularly for signs of damage.</li> <li>• Service vehicles only allowed on track (footpath 33B).</li> <li>• Leaf clearance carried out when required.</li> <li>• Grass growing over path edging cut back when required.</li> <li>• Moss on footpaths cleared when required.</li> <li>• Defects to footpaths are repaired as soon as practical, damage with H&amp;S implications repaired as priority.</li> <li>• Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose trip hazard.</li> </ul>		Low	
<b>Lone working</b> - Violence - Accident	Employees	<ul style="list-style-type: none"> <li>• Employees advised not to approach large gangs of people.</li> <li>• No cash handling in parks.</li> <li>• Employees advised to carry mobile phones with them when out and about.</li> </ul>		Low	
<b>Wooden bridge</b> - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> <li>• N/A as no wooden bridges</li> </ul>		N/A	
<b>Use of drugs</b> - Employees / public coming into contact with drugs, needles, body fluids etc	Employees / public	<ul style="list-style-type: none"> <li>• Employees advised of safe working procedure to deal with sharps and have suitable safety equipment.</li> <li>• Prompt response to complaints of sharps by public.</li> <li>• Hart DC and the Police advised of any problems when necessary.</li> </ul>		Low	

Assessor's signature:  
Date: 5 August 2019



**Odiham**  
Parish Council

## RISK ASSESSEMENT FORM

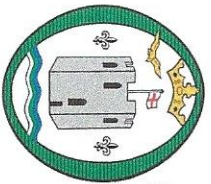
**Area:** Parish room  
**Assessment date:** August 2019  
**Review date:** August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
Trailing cables / wires - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> <li>Floors cleaned regularly.</li> <li>All items stored in one corner of the room and the cupboard.</li> <li>No trailing cables.</li> <li>Records of defects reports and action taken retained.</li> <li>Use of extension leads avoided.</li> </ul>		Low	
Electrical equipment - Electric shock and fire	Employees / public	<ul style="list-style-type: none"> <li>All electrics tested by registered electrician.</li> <li>Any works required carried out by competent workers.</li> </ul>	<ul style="list-style-type: none"> <li>Last tested Oct 2014, next test due 2019.</li> </ul>	Medium	EO to arrange quotes for council approval.
Building condition	Employees / public	<ul style="list-style-type: none"> <li>Formal defect reporting system in place and rapid response to defects.</li> <li>Adequate lighting (internal and external).</li> <li>Access routes clear and in good condition, including external areas.</li> <li>The building is insured.</li> <li>Following an asbestos survey in 2017, nothing was found in this building.</li> </ul>	<ul style="list-style-type: none"> <li>Review policy yearly</li> </ul>	Low	EO / Council

<b>Fire</b>	Employees / public	<ul style="list-style-type: none"> <li>• Exits kept clear at all times.</li> <li>• No smoking policy in the building.</li> <li>• Electrical equipment and installations inspected and well maintained (recorded).</li> <li>• No storage of flammable substances in the building.</li> <li>• Fire extinguishers are in the building and serviced annually.</li> </ul>	<p>Last tested Oct 2014, certificates filed in office. Next test due 2019.</p> <p>Last serviced May 2019.</p>	Low	- EO to arrange quotes for council approval.
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Assessor's signature:

Date: 5 August 2019



**Odiham**  
Parish Council

## RISK ASSESSEMENT FORM

Area: Cemetery  
Assessment date: August 2019  
Review date: August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
<b>Potholes</b> - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> <li>Grass areas inspected when cut and any issues recorded.</li> <li>Holes backfilled.</li> </ul>		Low	
<b>Trees</b> - Collapse Structural damage and injury	Employees / public	<ul style="list-style-type: none"> <li>The council had all the trees on council owned land inspected in 2016 by an Arboriculturist and acted on the recommendations in the report. Some trees were reinspected after 18 months. The inspection is due every 3 years, next inspection is due in November 2019.</li> <li>The council approved a Tree Management Policy in 2017 which was re viewed and updated in May 2019.</li> <li>Fallen branches are cordoned off and the tree surgeon contacted to rectify the problem.</li> </ul>	<ul style="list-style-type: none"> <li>Dangerous trees/branches to be removed.</li> <li>The policy is reviewed and updated yearly or earlier if required.</li> </ul>	Medium	EO to arrange quotes for inspection in November 2019.
<b>Benches / bins</b> - Injury	Employees / public	<ul style="list-style-type: none"> <li>Programme of maintenance is underway for benches. Dangerous benches are removed.</li> </ul>		Low	Works to benches are carried out when required.



		<ul style="list-style-type: none"> <li>Bins provided and emptied by Hart DC including green waste.</li> <li>Any damage / vandalism formally reported and repaired.</li> </ul>			
<b>Footpaths</b> - Trips, slips, falls	Employees / public	<ul style="list-style-type: none"> <li>Paths checked regularly for signs of damage.</li> <li>Leaf clearance carried out when required.</li> <li>Grass growing over path edging is cut back when required.</li> <li>Defects on paths repaired when necessary.</li> <li>Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose a trip hazard.</li> </ul>		Low	
<b>Uneven graves</b> - Trips, falls	Employees / public	<ul style="list-style-type: none"> <li>Graves and memorials are formally inspected every 4 years.</li> <li>Any damage / vandalism formally reported acted on.</li> </ul>	Last inspection was 2015.	Medium	Admin Officer to obtain quotes for testing for approval at the September meeting
<b>Taking bins to cemetery entrance</b> -vehicles on driveway, heavy bins	Employees	<ul style="list-style-type: none"> <li>Heavy bins to be pulled by 2 members of staff or items removed from the bins to make them lighter.</li> </ul>	High-vis bibs to be made available for staff to wear.	Medium	
<b>Lone working</b>	Employees	<ul style="list-style-type: none"> <li>Staff to carry mobile phones on them when visiting the cemetery.</li> <li>Staff to make colleagues aware that they are visiting the cemetery.</li> <li>Staff to be accompanied if meeting residents or feel uncomfortable visiting alone.</li> </ul>		Medium	
<b>Unstable memorials</b> - Injury	Employees / public	<ul style="list-style-type: none"> <li>Memorials only to be installed by registered stone masons.</li> <li>Memorials checked and laid down if necessary every 4 years.</li> </ul>	<ul style="list-style-type: none"> <li>In the new rules</li> <li>Last inspected 2015.</li> </ul>	Low	As above.

<b>Falling into newly dug grave space</b> - injury	Employees / public	<ul style="list-style-type: none"> <li>Grave diggers to be insured and competent.</li> <li>Use of locked covers by grave diggers.</li> <li>Funeral directors to direct public away from dug graves.</li> </ul>	<ul style="list-style-type: none"> <li>Grave diggers' insurance and risk assessments kept on file.</li> <li>Risk assessment from grave digger states all unattended spaces will be covered and area taped off.</li> </ul>	Low	
<b>Collapsing of grave space</b> - injury	Employees / public	<ul style="list-style-type: none"> <li>Grave diggers to use shoring.</li> <li>Grave diggers to be insured and competent.</li> </ul>	<ul style="list-style-type: none"> <li>Stated in their risk assessments that they do.</li> </ul>	Low	Grave diggers' documents to be kept on file in the office and requested when out of date. Insurance expires 29/8/19, risk assessment updated 1/1/19. Admin Officer to chase.
<b>Internment in wrong grave space</b> - Distress to families, records incorrect	Public/OPC	<ul style="list-style-type: none"> <li>Admin Officer to mark out all grave spaces to be used.</li> </ul>		Low	
<b>Use of equipment tools</b> - Trips, falls, injury	Employees / public	<ul style="list-style-type: none"> <li>All contractors to have public liability insurance.</li> <li>All contractors to be aware that the cemetery is open to the public daily.</li> </ul>		Low	Documents to be kept on file in the office and requested when out of date.

Assessor's signature:  
Date: 5 August 2019



**REPORT ON:** 1<sup>st</sup> Qtr Actual to Budget – 30 June 2019

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 13 August 2019

**AGENDA ITEM:** 112/19

As per 4.8 of the Financial Regulations, attached is a statement of receipts and payments for the 1<sup>st</sup> quarter of the year ended 31 March 2020, 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)  
Employers NI (+£100)

- Due to extra hours worked.
- Due to extra pay to EO.

Rates (+15%)  
IT Support (+£100)  
Subscriptions (+15%)  
Insurance (+15%)  
Accounts package (+15%)

- All rates are paid in April.
- Includes £475.20 for data storage and the monthly IT support.
- Subscription to HALC/NALC was paid in April £966, £150 for their HR consultancy service for the year, survey monkey is paid monthly at £29.17, LCR annual subscription paid £17 and parish news £9.
- Paid in full in April.
- Annual subscription paid in full in April.

**Amenities**

Cemetery rates and water (+15%)  
Basingstoke Canal (+15%)  
Toilet power and rates (+15%)  
Parish room power and rates (+£100)  
Tennis court rates (+15%)

- Rates of £1969.92 paid in full in April.
- Contribution for the year paid.
- Rates of £1252.05 paid in full in April.
- Rates of £328.97 paid in full in April.
- Rates of £128.52 paid in full in April.

**Traffic and transport**

Lighting energy costs (+15%)  
Lighting maintenance and admin (+15%)

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

**Community**

PR & pub inc newsletter (+15%)  
Bands/Blues in the Bury (+15%)

- The newsletter is distributed and invoiced twice a year.
- OPC has paid out for most of the expenditure and has not yet received the grants from Hart DC (£1000) and the MOD (up to £1500).

CAB (+15%)  
Box cart race (+15%)

- OPC has paid the budgeted amount of £1500 towards outreach work in Odiham.
- This is the budgeted amount for the event held on 29 June. OPC will be receiving grants towards the event and possibly more invoices are still to be submitted.

ODIHAM PARISH COUNCIL  
PETTY CASH  
2019/20

	In	Expenses
Opening balance	56.97	
8/4/19 Milk		0.69
Cllr Worboys - allotment pipes		
8/4/19 and materials for time capsule		19.06
12/04/19 Poly envelope for DMMO		1.50
12/04/19 Postage for DMMO		11.17
16/04/19 Milk		0.55
01/05/19 Milk		0.55
08/05/19 Biscuits for Cllr training		1.91
13/05/19 Milk		0.95
17/05/19 PAID IN	50.00	
17/05/19 Teabags		3.65
31/05/19 Milk		0.95
31/05/19 Material for Peace Garden sign (CW)		5.99
05/06/19 Biscuits for Oast Garage		5.00
07/06/19 Tea and water		2.40
11/06/19 Milk		0.95
03/07/19 Engraving on box cart trophy		32.90
12/07/19 PAID IN	50.00	
12/07/19 Batteries for toilets		2.99
17/07/19 Milk		0.95
22/07/19 Tennis court fees	4.00	
24/07/19 Milk, stamps, refuse sacks		10.27
24/07/19 Tennis court fees	4.00	
31/07/19 Tennis court fees	4.00	
05/08/19 Milk		0.55

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168.97	102.98
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Closing balance	65.99
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In hand	112.00	
£20.00		-
£10.00	4	40.00
£5.00	1	5.00
£2.00	1	2.00
£1.00	11	11.00
£0.50	7	3.50
£0.20	5	1.00
£0.10	1	0.10
£0.05	37	1.85
£0.02	36	0.72
£0.01	82	0.82

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65.99

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**Hampshire**  
County Council

*Culture, Communities and Business Services*  
Castle Avenue, Winchester,  
Hampshire SO23 8UL

Telephone 01962 847831  
[www.hants.gov.uk](http://www.hants.gov.uk)

### **HCC – Laser Electricity and Gas framework – 2020-2024**

Your current LASER Gas and Electricity framework contract expires on 30th September 2020. To ensure cost effective and secure energy provision for the future, a benchmarking exercise has been carried out by the energy procurements specialists in the HCC Energy Team. We have reviewed the alternative routes to the Energy market for you, the County Council and its associated partners, and have concluded that the new LASER framework offers the best value, cost predictability and energy security.

The new improved arrangement will run from October 2020 to the end of September 2024.

#### **What are the benefits?**

- Reduced suppliers' profit margin
- No risks or costs for the change
- Protection against market volatility
- Energy Security
- Processes remain the same with no or minimal disruption

#### **What else are we working on?**

- More comprehensive budget tools for your Finance Business Partners aligned to each financial year, April to March (as opposed to October – September currently)
- Continued investigation for further savings opportunities

The Framework Agreement documents for both Gas and Electricity (as applicable) are attached. We request that you follow the instructions on the last page to complete, sign and return the documents before the summer holiday to ensure you continue to benefit from the Energy purchasing arrangement. If you have any questions or queries, please contact [energy@hants.gov.uk](mailto:energy@hants.gov.uk).

Many thanks.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'P' and 'R' followed by a long horizontal line extending to the right.

**Paul Roebuck**  
**HCC Corporate Estate Planned Maintenance Manager**  
**Building, Energy & Engineering Services**

## **Instructions for the signature of the “Third Party Agreement relating to the supply of Electricity / Gas”**

Please ensure you follow the below process for both gas and electricity documents (where appropriate).

- 1 – Open the Document in Word.
- 2 – On the front page, please add the date at the top and type in the name of your site in the middle before [End User].
- 3 – On page 6, replace the “XXX” by your site name in EXECUTED FOR AND ON BEHALF OF XXXX.
- 4 – Type in your name, position and sign (only one signatory required)
- 5 – Scan and send back to [hampshire@laserenergy.org.uk](mailto:hampshire@laserenergy.org.uk) by return (from the email account this was issued to).

REPORT ON: Proposed main modifications to Hart DC's Local Plan  
WRITTEN BY: Pam Verdon  
MEETING DATE: 13<sup>th</sup> August 2019  
AGENDA ITEM: 114/19

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At the Planning Committee meeting on 6<sup>th</sup> August it was agreed that Odiham Parish Council should support the comments of the Examiner and approve the Proposed Main Modifications to the Hart Local Plan.



## Executive Officer

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**From:** Planning Policy <planningpolicy@hart.gov.uk>  
**Sent:** 05 July 2019 11:45  
**To:** Planning Policy  
**Subject:** Hart Local Plan Strategy and Sites 2016-2032: Consultation on Proposed Main Modifications

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Sir/Madam

We are writing to you because you are either a statutory consultee for the Local Plan, or you have previously requested to be kept informed of progress on the Local Plan (if you wish to be removed from our database please let us know).

The Council has published '**Proposed Main Modifications**' to the 'Local Plan Strategy and Sites 2016-2032 (Proposed Submission Version) February 2018' for consultation between **Friday 5 July 2019 and Monday 19 August 2019 (5pm deadline)**. Further details including all of the consultation material are available at [www.hart.gov.uk/local-plan-proposed-modifications](http://www.hart.gov.uk/local-plan-proposed-modifications).

The Council submitted the 'Hart District Local Plan Strategy and Sites 2016-2032 Proposed Submission Version, February 2018' for examination in June 2018. The Local Plan Inspector (Mr Jonathan Manning) held hearings during November and December 2018. He wrote to the Council in February 2019 with his initial findings and recommendations, which the Council agreed to on 14 March 2019 - see Cabinet papers at <https://www.hart.gov.uk/March-Meetings>. Subsequently the Inspector has agreed a full schedule of changes known as "Proposed Main Modifications" that need to be made for the Plan to be 'sound'. It is these **Proposed Main Modifications** to the Local Plan Strategy and Sites which are now being consulted upon, along with two other documents that accompany them: a **Sustainability Appraisal Report Addendum, July 2019** and a letter from the Council's consultants AECOM dated 25 April 2019 regarding **Habitat Regulations Assessment**. It is only these three documents which are being consulted upon. General comments about the content of the Local Plan not related to a Proposed Main Modification will not be accepted. All duly made comments (representations) will be sent to the Inspector for his consideration in the preparation of his final report on the examination of the Plan, expected in the Autumn 2019.

Responses must be sent by email to [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk) or to: Planning Policy Team, Hart District Council, Civic Offices, Harlington Way, Fleet, GU51 4AE. Response forms are available at <https://www.hart.gov.uk/local-plan-proposed-modifications>. Please make clear which document or Proposed Main Modification you are commenting on.

The Council has also published a list of Proposed Minor Modifications for information only. These are available with the consultation documents but are not part of this consultation.

The consultation material is available on-line at [www.hart.gov.uk/local-plan-proposed-modifications](http://www.hart.gov.uk/local-plan-proposed-modifications). Hard copies of consultation material can be found at the following locations:

- **Hart District Council**, Civic Offices, Harlington Way, Fleet GU51 4AE
- **Fleet Library** 236 Fleet Road, Fleet, Hampshire GU51 4BX
- **Odiham Bridewell Library** The Bury, Odiham, Hampshire RG29 1NB

- **Yateley Library** School Lane, Yateley, Hampshire GU46 6NL
- **Blackwater and Hawley Town Council**, Blackwater Centre, 12-14 London Road, Blackwater, Camberley, Surrey GU17 9AA Tel: 01276 33050 Email: [blackwatertc@btconnect.com](mailto:blackwatertc@btconnect.com)
- **Church Crookham Parish Council**, Church Crookham Community Centre, Boyce Road, Church Crookham, Hampshire GU52 8AQ Tel: 01252 626793 Email: [deputyclerk@churchcrookham.org.uk](mailto:deputyclerk@churchcrookham.org.uk)
- **Fleet Town Council**, The Harlington Centre, 236 Fleet Road, Fleet, Hampshire GU51 4BY Tel: 01252 625246 Email: [clerk@fleettowncouncil.org.uk](mailto:clerk@fleettowncouncil.org.uk)
- **Hartley Wintney Parish Council**, Parish Office, Appleton Hall, West Green Road, Hartley Wintney, Hook, Hampshire RG27 8RE Tel: 01252 845152 Email: [clerk@hartleywintney.org.uk](mailto:clerk@hartleywintney.org.uk)
- **Elvetham Heath Parish Council**, The Parish Office, Elvetham Heath, Community Centre, The Key, Elvetham Heath, Fleet, Hampshire GU51 1HA Tel: 01252 623700 Email: [Clerk@elvethamheath.org.uk](mailto:Clerk@elvethamheath.org.uk)
- **Hook Parish Council** Hook Community Centre, Ravenscroft, Hook, Hampshire RG27 9NN Telephone 01256 768573 or 768687 Email: [clerk@hook.gov.uk](mailto:clerk@hook.gov.uk)
- **Odiham Parish Council** Odiham Parish Council Office, The Bridewell, The Bury, Odiham, Hampshire RG29 1NB Tel: 01256 702716 Email: [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk)
- **Yateley Town Council** Council Offices, Reading Road, Yateley, Hampshire GU46 7RP Tel: 01252 872198 Email: [office@yateley-tc.gov.uk](mailto:office@yateley-tc.gov.uk)

Kind regards,  
Planning Policy Team  
Hart District Council

01252 774118  
[www.hart.gov.uk](http://www.hart.gov.uk)  
Twitter: [@HartCouncil](https://twitter.com/HartCouncil)  
Facebook: [/HartDistrictCouncil](https://www.facebook.com/HartDistrictCouncil)

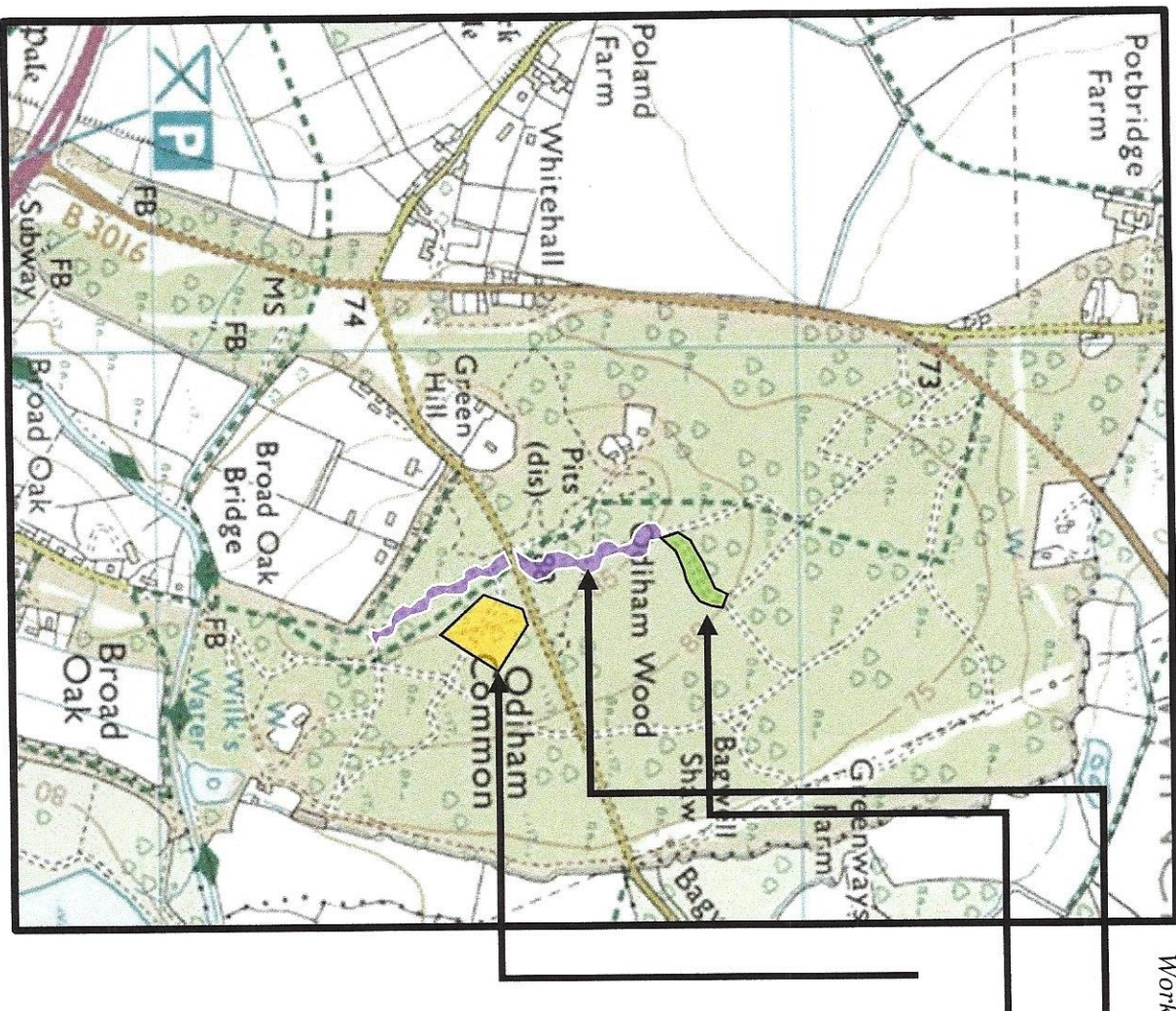
Hart District Council has updated its privacy policy, [find out more](#) about how we take care of your information.

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



Odiham Common – Site Meeting with Local Representatives – 28.06.2019

*Works discussed and expected Autumn/Winter 2019 (September onwards)...*



## **Odiham Common – Site Meeting with Local Representatives – 28.06.2019**

- Tracks to be scalloped by contractors with low-impact machinery;
  - Primary focus on holly and leaning birch removal.
- In-house small scale birch and holly removal + rideside coppicing.
- Coupe south of track to be coppiced by contractor;
  - Northern section to be brought under same rotation as south.
  - Fenced as other coupes, brash retained at base to deter pests.
  - Sensitive removal of some standards to reduce shading.
  - Trackside vegetation to be removed only to retain former width.

As discussed, dragon's teeth at entrance next to notice board are in need of replacement and will be brought forward to reduce access for fly-tipping etc.

Following on from information provided in Steve's January presentation, 5 more veteran trees will be identified along these routes to be haloed (understorey removed to dripline/25m diameter; whichever is greater).

ODIHAM PARISH COUNCIL  
RESERVES CARRIED FORWARD  
YEAR ENDED 31 MARCH 2020

	Balance b/f 31/3/17	Balance c/f 31/3/18	Balance c/f 31/3/19	Budgeted for 2019/20	Spent in 2019/20 so far	Approved Movements	C/f to 2020
<b>GENERAL RESERVES</b>							
6 months budgeted expenditure retained in reserves for emergency or exceptional items		82,828					82,828
<b>EARMARKED RESERVES</b>							
<b>General Account</b>							
Office equipment			937	1,000	(70)		1,867
IT Support			1,086	2,800	(1,638)		2,247
Training			261	1,500	(290)		1,471
Audit fees			580	1,300	(123)		1,757
Professional costs			1,191	3,700	(458)		4,433
Election expense			-	10,000	(69)		9,931
<b>Amenity Areas</b>							
Cemetery Additional maintenance			368	500	(54)		814
Equipment repairs		2,877	1,500	1,000	(345)		5,032
Building maintenance		9,645	10,000	6,000			25,645
Chapel Cottage maintenance				2,500	(120)		2,380
War memorial maintenance	700	846	2,000	-	-		3,546
Play areas			1,685	6,000	-		7,685
Allotments							0
Benches & Noticeboards		351	2,000	2,000	-		4,351
Public toilets maintenance			1,235	1,500	(350)		2,385
Parish Room Maintenance	2,028	252	500	500	(291)		2,989
Tennis courts maintenance		905	500	-	-		1,405
Grounds Maintenance			10,164	22,500	(7,215)		25,449
Toilet refurbishment			40,862		(30,362)		1,500
Bins - replacement		715	1,000		-		1,715
s105 Wicksteed - o/s works junior rec			4,700		(4,700)		0
<b>Traffic and Transport</b>							
Lighting - energy costs			1,595	1,900	(1,206)		2,289
Footpaths - maintenance	2,237	1,000	3,000		-		6,237
Footpaths - resurfacing	3,000	1,000			-		4,000
Legal Fees Midmay			2,000		-		2,000
<b>Community</b>							
Honour board	51						0
Christmas trees and lights		310	1,500	1,500			51
Outdoor stage		338					3,310
<b>Planning</b>							
Training and membership	600	140	140	240	-		1,120
<b>TOTAL OF EARMARKED RESERVES</b>							<u>184,242</u>
<b>RING FENCED RESERVES</b>							
Builton Field play area	20,579	(1,540)	(12,556)				6,583
Bench in Tunnel Lane	133						133
<b>TOTAL OF RING FENCED RESERVES</b>							<u>6,716</u>
	112,256	16,839	66,440	(56,292)	-		193,786
Balancing General Reserves to be spent as detailed below	43,277	(16,839)		budgeted loss (16,763)	-		9,675
	155,533	-	66,440	(73,055)	-		203,461

Note:  
General = emergency  
Earmarked = projects  
Ring fenced = specific

Black  
Green  
Blue

B/f reserves have been allocated as above

Proposed for unallocated

Quote accepted for £712 bollards - not invoiced

lease quoted £750

not equal bank rec as balance sheet does, will agree at year end

is unallocated

**REPORT ON:** North Warnborough Village Hall Committee

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 13 August 2019

**AGENDA ITEM:** 118/19

OPC has received a request from the North Warnborough Village Hall Committee for a Cllr to sit on their committee to act as a liaison between the hall and the council.

Their Annual General Meeting will be taking place on Wednesday 25 September at 7.30pm at the village hall with a committee meeting taking place afterwards.



**REPORT ON:** Local Government Pension Scheme

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 13 August 2019

**AGENDA ITEM:** 119/19

OPC is a member of the Local Government Pension Scheme (LGPS), with active members.

The following is recent correspondence from the LGPS.

**Feedback from the Pension Fund Panel and Board meeting on 12 July**

The Pension Fund Panel and Board (PFPB) have approved the recommendations set out in the report [Governance: Proposed changes to the current grouping arrangements in the Fund](#)

As a result of the feedback received from Town and Parish Councils (TPCs), the PFPB agreed an additional proposal to allow a TPC to choose not to be part of the TPC pool but instead elect to be given an individual contribution rate.

This means that at the 2019 valuation, the Fund Actuary will create a pool of Town and Parish Councils (TPCs) and all TPCs will be part of this pool unless an election is made by a TPC to instead be given an individual contribution rate.

An election to receive an individual employer rate must be received by Pension Services by **15 August 2019**. If an election is not made by this date, the TPC will become part of the pool. A further opportunity to leave the pool will be made before each subsequent valuation. Once a TPC has been given an individual employer rate it is not possible for that employer to subsequently join the TPC pool. TPCs should therefore consider the likely impact of this on their contribution rate at future valuations i.e. in the knowledge that the age profile of its members will change over time meaning that contribution rates could increase as well as decrease.

Any TPC wishing to make an election to receive an individual contribution rate, rather than become part of the TPC pool at this valuation, should send a letter on headed paper signed by the high level contact for that TPC **by 15 August 2019**.

**Consultation responses – frequently asked questions**

The consultation responses received from TPCs included a number of questions about the impact of the proposed changes. Based on these questions, an FAQ has been attached to this email. No consultation response will be replied to on an individual basis and any TPC wishing to ask further questions about the LGPS should do so in the normal way by contacting the [Employer Services](#) team.

**Next steps**

You are invited to attend the Annual Employer Meeting (AEM) which is being held on Friday 18 October and includes an update from the Fund Actuary on the outcomes of the 2019 triennial valuation. Although individual employer results will not be available at the AEM, employers will get a better idea of the funding level, and therefore implications for contribution rates from 1 April 2020.



Following the AEM, the draft Funding Strategy Statement, which will contain the necessary revisions to reflect the new funding structure for employers, will be issued to all employers for their feedback prior to its approval by the Pension Fund Panel and Board at their December meeting.

Individual employer rates will be issued to employers by the end of December 2019, and this information will also include an indicative exit position for each employer based on the 2019 valuation results.

## Executive Officer

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**From:** Neighbourhood Planning <neighbourhoodplanning@hart.gov.uk>  
**Sent:** 25 July 2019 10:00  
**To:** Neighbourhood Planning  
**Subject:** Crookham Village Neighbourhood Plan Submission Consultation

Dear Sir or Madam

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

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 25<sup>th</sup> July and 4pm 5<sup>th</sup> September 2019**, and all representations must be made to the District Council as set out below.

Copies of the proposed Crookham Village 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/crookham-village>

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

And at the following locations:

Zebon Community Centre, Danvers Dr, Church Crookham, Fleet GU52 0ZE

Office opening hours

Monday and Tuesday, 0900 – 1500

Wednesday, 0845 – 1445

Thursday, 0930 – 1445

Friday, 0930 – 1145

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/crookham-village>) or set out your comments and email it to: [neighbourhoodplanning@hart.gov.uk](mailto: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.

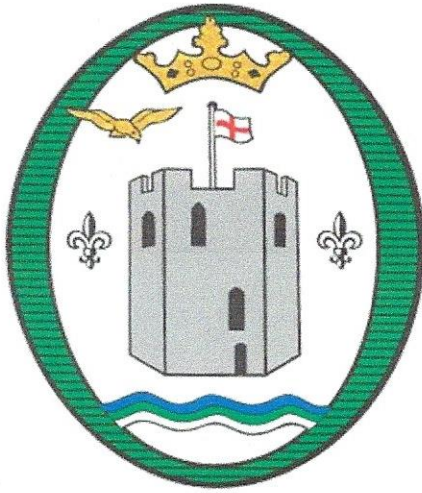
For further details on how your information is used, how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.hart.gov.uk/privacy](http://www.hart.gov.uk/privacy).

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 Crookham Village 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 Crookham Village parish.

**All comments must be received in the six-week period (10am 25<sup>th</sup> July and 4pm 5<sup>th</sup> September 2019) to be accepted.**

Kind regards

Katie Bailey  
Neighbourhood Planning  
Hart District Council  
01252 774146  
<http://www.hart.gov.uk>  
Twitter: @HartCouncil  
Facebook: /HartDistrictCouncil



**Odiham**  
Parish Council

## **DATA PROTECTION POLICY**

**Reviewed and adopted on 11 June 2018**

**Reviewed and adopted on 13 May 2019**



## 1. The General Data Protection Regulation 2018

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018. It replaced the existing law on data protection (Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation.

## 2. The purposes of the GDPR are:

To increase the obligations on organisations when acting as data controllers and processors.

To increase the rights of individuals to ensure that their personal data is respected and only used for legitimate purposes.

## 3. Definitions:

**Personal Data** – is any information about a living individual which allows them to be identified from that data such as name, address, email address, photograph.

**Data Controller** – is the person or organisation who determines how and what data is processed i.e. Odiham Parish Council.

**Data Processor** – is the person(s) or firm that process the data on behalf of the data controller.

**Data Subject** – is the individual about whom the personal data is processed.

**Data Protection Officer** – is the individual with responsibility for ensuring data protection compliance. **Consent** – is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be given freely, provided on an opt-in basis rather than opt-out.

## 4. The Parish Council's Commitment

As a local authority and a data controller, Odiham Parish Council will comply with the underlying principles that personal data:-

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for **a specific legitimate processing purpose** and not further processed in a manner incompatible with those purposes; that the data subject has been made aware of and no other, without further consent.
- (c) Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be **accurate** and where necessary **kept up to date**.
- (e) Should **not be stored for longer than is necessary**, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures **appropriate security and protection**.

## 5. Personal Data Processed

The personal data kept or processed by OPC includes but is not confined to the following:

Names, titles and aliases, photographs and video images;

Contact details such as telephone numbers, addresses and email addresses, social media addresses;

Financial identifiers such as bank account numbers, payment card details for staff, contractors and for suppliers;

Demographic and background information on staff and members including gender, age, marital status, employment background and qualifications;

Some sensitive personal data in relation to staff and members such as racial/ethnic origin, mental and physical health and trade union affiliation;

Website data such as IP address and analytical data;

## 6. How/Why Personal Data is used

To deliver public services;

To confirm identity to provide some services;

To enable the council to meet its legal and statutory obligations and powers including delegated functions;

To contact individuals and organisations;

To maintain own accounts and records;

To process financial transactions;

To protect public funds and facilities;



To recruit and employ staff and contractors;

## 7. Lawful Bases for Processing Personal Data

The Council is a public authority and has certain powers and obligations. Most personal data is processed for compliance within its public task which includes the discharge of the council's statutory functions and powers.

There are six lawful bases for processing data under the GDPR:-

### 1. Consent

The controller must be able to demonstrate that consent was given.

Consent to process data will be sought from individuals whenever public consultations are carried out.

### 2. Legitimate interests

This involves a balancing test between the controller and the interests of fundamental rights of and freedoms of the data subject. Councils can't rely on legitimate interests as a legal basis for processing personal data.

### 3. Contractual necessity

Personal data may be processed if necessary in order to enter into or perform a contract with the data subject.

### 4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing.

### 5. Vital interests

Personal data may be processed to protect the vital interests of the data subject.

### 6. Public interesttask

Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority acting in the public's interest: the Council in compliance with its legal obligations, statutory powers and functions.

As a local authority, much of our processing will fall under this lawful basis.

This lawful base will be used to process personal data when residents write to councillors or office staff. However it will be on the strict basis that this data is not to be shared outside the Council.

~~As a public authority the council has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes carrying out the council's statutory powers and functions; or~~

~~In the performance of a contract or during steps to enter into a contract; or~~

~~With consent. Before using an individual's personal data, the council will obtain that individual's consent.~~

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## 8. Individual's Rights

The right to be informed – via privacy notices and an explanation of the lawful basis for the processing.

The right to access the personal data the council holds on that individual – via a subject access request;

The right to correct and update the personal data;

The right to have the personal data erased (right to be forgotten);

The right to restrict processing;

The right to data portability;

The right to object to processing;

The right not to be subject to automated decision-making including profiling.

## 9. Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment (DPIA) is a type of audit used to help assess privacy risk. OPC will evaluate if a DPIA is required when considering new processing operations. DPIA are mandatory where processing poses a high risk to the rights and freedoms of individuals.

## 10. Data Protection Compliance Officer

OPC has appointed the Executive Officer as the Data Protection Compliance Officer.

Duties include:

Informing the council and its staff of their obligations in the GDPR and other data protection legislation;

Monitoring compliance of the council, both in its policies and practices;  
Raising awareness of data protection law; providing training and advice;  
Carrying out data protection-related audits;  
Acting as a contact point for the Information Commissioner's Office.

**11. Related Policies and Notices**

Document Retention Policy  
Subject Access Request Policy

## Privacy Notices

### **12. Information Commissioner's Office**

In the UK the Information Commissioner's Office are responsible for upholding information rights in the public interest. They are responsible for investigating data misuse and have the authority to impose penalties.



**Odiham**  
Parish Council

### **AGENDA ITEM REQUEST FORM**

**Insert the date of meeting here.....**13<sup>th</sup> August 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 receive an updated report on matters relating to Mildmay Court

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

The updated report is appended and the request for authorisation is explained within it.

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

Report on meetings relating to Mildmay Court.

**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 authorise three Councillors to lead negotiation on a boundary agreement.

**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).



## **Dispute between OPC and Mildmay residents**

### Background

The report below was received at the Full Council meeting of 9<sup>th</sup> July, however the 2 recommendations were not considered. An EGM was called on the 19<sup>th</sup> July to expedite the consideration of the second recommendation, to appoint councillors to meet with residents of the surrounding area, not least as there was evidence of significant interest in such a meeting from residents. That recommendation was approved at the EGM and minutes of that meeting are available on the Odiham PC website. Subsequent to the meeting, at the time of writing, we are awaiting a proposed time for such a meeting from representatives of the residents.

At full Council on 13<sup>th</sup> August the agenda item will address the first recommendation relating to the boundary dispute.

### Report from 9<sup>th</sup> July

At the Full Council meeting of 13<sup>th</sup> 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 11<sup>th</sup> June, Cllr Coleman was also so appointed.

Since the 13<sup>th</sup> 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 a 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.



**Odiham**  
Parish Council

### **AGENDA ITEM REQUEST FORM**

**Insert the date of meeting here.....**13<sup>th</sup> August 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 receive report from Planning committee re land at Crownfields which is next to Leapfrogs and to decide on further action to be taken

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

Land at Crownfields is a Neighbourhood Plan site for which 0.25 ha of land within the site is marked for pre-school use

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

Report from Planning Committee

**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 decide on further action to be taken

**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).

REPORT ON: Land at Crownfields and Leapfrogs  
WRITTEN BY: Pam Verdon  
MEETING DATE: 13<sup>th</sup> August 2019  
AGENDA ITEM: 125/19

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The Neighbourhood Plan identified site at Land next to Crownfields to provide approximately 30 dwellings and a residential nursing care home. Within the conditions for this site is e):

0.25 ha of land is to be provided within the site to enable the improvement of pre-school provision in the Parish.

The developer of the site has asked how the 0.25 ha is proposed to be used.

We have spoken to the Planning Manager at Hart who confirms that the policy requires this area to be made available for pre-school use. We have also written to Leapfrogs who have replied (Appendix 1) that they do indeed have a urgent need to expand their facilities both in size and opening hours to meet demand in the village which is increasing as more houses are built.

Leapfrogs is a registered non-profit making charity and the building they use is owned by Odiham Parish Council on land also owned by the Council. Leapfrogs has a lease from OPC to use the building.

To progress this matter will require:

Meetings with Leapfrogs to discuss their expansions plans

Finding ways to finance expansion

Discussions with developer for the use of the 0.25 ha of land

Considerations of land ownership of the 0.25 ha of land after development and costs to maintain

Council to appoint 2/3 councillors to progress this matter reporting back to full council