



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE  
MEETING OF FULL COUNCIL TO BE HELD VIRTUALLY THROUGH ZOOM  
ON 20<sup>th</sup> OCTOBER 2020 COMMENCING AT 8:30PM  
(following the conclusion of the Finance Committee)**

14<sup>th</sup> October 2020

*Andrea Mann* Parish Clerk

Members of the press and public can join the meeting:

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**Join Zoom Meeting**

<https://us02web.zoom.us/j/84028194256?pwd=YjBNb1d4K2ltNVM3NU9GcmI5ajBnUT09>

**Meeting ID: 840 2819 4256**

**Passcode: 122871**

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- 128/20**      **To receive apologies for absence**
- 129/20**      **To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 130/20**      **Approval of Minutes**  
To approve the minutes of the full Council meeting held on 15<sup>th</sup> September 2020 (101/20-127/20).
- 131/20**      **Chair's Announcements**
- 132/20**      **Public Session**  
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <http://www.odiham.org.uk/your-council/policies/> or contact the Parish Office for further advice.
- 133/20**      **Previous Committee Minutes**  
To receive and NOTE the following minutes previously circulated to Members:
- Finance Committee held on 21<sup>st</sup> July.
  - Planning & Development Committee held on 18<sup>th</sup> August & 16<sup>th</sup> September.
- 134/20**      **To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (page 4-5)**



- 135/20 Odiham Library Working Group**  
To receive a verbal update from the Working Group Chair following the second meeting on 7<sup>th</sup> October.
- 136/20 Gazebo fixings in the allocated market space in the High Street (pages 6-8)**  
To consider the Chair's report including a proposed site plan and recommendation to award contract.
- 137/20 OPC's Representative for InOdiham**  
To appoint a replacement representative, following notification from Cllr Ball that she does not currently have capacity to act as OPC's representative.

### ***Financial Matters***

- 138/20 Litter Bin Emptying Charges 2021 (pages 9-10)**  
Further to discussion at the previous meeting, to review the response from Hart DC and re-consider the proposed 2021 charges to be included in the 2021/22 budget.

### ***Councillor Reports***

- 139/20 Meeting reports from Councillors**  
To receive any verbal reports from Councillors on their attendance at outside meetings.
- 140/20 Reports from other Councillors**  
To receive any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.
- 141/20 To note the date of the next meeting**  
17<sup>th</sup> November at 7.30pm.

### ***Confidential Matters***

- 142/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
- 143/20 The Bridewell (pages 11-12)**  
To consider a commercially sensitive report on The Bridewell and agree OPC's course of action.



**144/20**

**Chapel Cottage Tenancy**

Further to resolution by the Amenity Area Committee on 18<sup>th</sup> August (Item AA19/20), to approve a 12 month, direct tenancy with the existing tenants on the same terms as the current 6 month tenancy agreement and consider delegating the Assured Shorthold Tenancy Agreement to the Clerk.

**145/20**

**Exempt Staff Related Matters (page 13)**

To receive an update on an ongoing staff related matter.

**146/20**

**Recommendations from the Staffing Committee (pages 14-20)**

To consider proposals from the Staffing Committee including:

- i) A revised staff structure and budget implications
- ii) Recommendations following staff appraisals.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
Jun-20	35/20	Clerk	Change previous minutes from draft and add to website.	Completed
	40/20	All	Promote Community Grants closing date.	Completed
	41/20	Chair	Chair to forward permanent appointment letter to Clerk.	Completed
	42/20	Clerk	Add Disclinary and Grievance Policy to website.	Completed
	43/20	Clerk	Revise Social Media and Electronics Communication Policy and add to website.	Completed
	44/20	Clerk	Notify the Lions of OPC's decision to be involved in Community Needs Assessment & Cllr AMc as rep.	Completed
	45/20	Clerk	Notify The Odiham Society consent to install poppies.	Completed
	46/20	Clerk	Input payments to Unity Trust.	Completed
		Cllrs RC and DS	Authorise payments.	Completed
	47/20	Clerk	Add revised Investment Policy to website.	Completed
	48/20	Clerk	Open new HSBC Flexible Saver account.	
		Clerk/Finance Committee	Research alternative savings accounts covered under FSCS.	Completed
		Clerk/Finance Committee	Refer to decision to next Finance Committee meeting.	Completed
	49/20	Clerk	Order new PC and arrange installation.	Completed
	54/20	Clerk/Website Work Gro	Hold discussions with Somerset Websites.	Completed
			Award contract (subject to successful discussions above).	Completed
			Launch campaing to the community asking for photos be used on new website.	Completed
Jul-20	58/20	Clerk	Change previous minutes from draft and add to website.	Completed
	65/20	Clerk/Chair	Notify community groups of opportunity to make deputation re Library decision.	Completed
	65/20	Clerk/Chair	Pursue discussions/research with HCC on future of library building.	Underway
	65/20	All	Pursue discussions/research with HCC and community groups on options to provide books to residents.	Underway
	66/20	Clerk	Publish Strategic Plan on website.	Completed
	66/20	Clerk/Committees	Update full version of Strategic Plan and work with committees to implement and monitor plan.	Ongoing
	67/20	Clerk	Write to High St properties with flag holders & offer to inspect, repair & insure.	Completed
	67/20	Clerk	Instruct contractor to carry out above.	Pending response Hart DC
	67/20	Clerk	Write to High St properties without flag holders & offer a fitting.	Completed
	67/20	Clerk	Arrange for display of flags as agreed, next event VJ Day, union jack flags to be displayed 01.08.20.	Completed
	67/20	Clerk	Order 2 x Pride rainbow flags for 2021.	
	68/20	Cllr A McFarlane/Staff	Submit Galleon Marine nomination for an asset of community asset to HDC.	Completed
	69/20	Staff/Community Committee	Start planning for 2020 Remembrance - set up partnership, apply road closure, r/a, insurance, promotion.	Completed
	72/20	Chair/Clerk	Arrange meeting with Thames water (include Cllr J Glen & Cllr K Crookes).	Suggested
	72/20	Clerk/Chair	Ask HCC to escalate flooding at Mill Corner & identify a major flood alleviation scheme.	Enquiries made
	77/20	Clerk	Notify grant applicants of the decision and make payments - Leapfrogs, NW Village Hall & NW Football.	Completed
	77/20	Clerk	Request further info from Buryfields & Lions.	Completed
	78/20	Clerk	Notify contractors who quoted for Parish Room contract and award contracts for outside decoration & floor.	Completed
Aug-20	82/20	Clerk	Change previous minutes from draft and add to website.	Completed
	84/20	Clerk	Arrange for collection of paintings and display in Parish Room.	Collected
	89/30	Clerk	Set up first Library Working Group meeting.	Completed
			Publish Library Working Group online.	Completed
	90/20	Clerk	Notify InOdiham decision on market fixings.	Completed

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
		Cllr Ball/Cllr McFarlane	Use High St business Whatsapp group, to establish whether the weekly market benefitted the High St businesses.	Completed
		Clerk	Establish how many times market has been cancelled due to high winds.	Requested
	91/20	Clerk	Publish decision to write to Secretary of State for Mildmay DMMO application.	Completed - minutes
		Clerk/Chair	Write to Secretary of State re Mildmay DMMO application.	Completed
	92/20	Clerk	Progress Council policies as agreed including removal of 2 policies from website.	Completed
	93/20	Clerk/Chair	To lobby Hart District Council to provide at least one social rented, affordable or shared ownership dwelling as part of the Swan redevelopment.	Completed
	94/20	Clerk/CllrRC/CllrPV	Clerk to set up payments online and Councillors to complete the payment approval process.	Completed
	95/20	Clerk	Notify Buryfields school of grant award and make payment.	Completed
Sep-20				
	103/20	Clerk	Change previous minutes from draft and add to website.	Completed
	104/20	Chair	Sign amendment on minutes re NW Village Hall.	Completed
	105/20	Clerk	Respond to Hants CC Climate Consultation.	Completed
		Clerk	Publish article notifying residents of Covid-19 work challenges.	In mins & next newsletter
	113/20	Clerk	Notify the Canal Basin Working Group of OPC's decision not to request Deed of Variation at current time.	Completed
	114/20	Clerk/Chair/CllrKB	Notify and work with InOdiham to progress Market Fixings project.	On agenda
	111/20	Clerk	Notify resident of OPC's decision not to consider alternative routes from Reyteins View to King St at current time.	Published in minutes
	112/20	Clerk/Chair	Send letter to Secretary of State asking to request HCC to expedite DMMO 1249.	Completed
	109/20	Clerk	Add revised Library Working Group ToR to website.	Completed
		Clerk/Chair	Notify members of Library Working Group the above decision.	Completed
	115/20	Clerk/AO/Councillors	Draft newsletter and arrange printers, distributors etc as required.	In progress
	116/20	Clerk/AO/Councillors	Publish and notify partners of OPC's decision to cancel 2020 Community Awards due to Covid.	In mins & next newsletter
	117/20	Clerk/CllrDS/CllrPV	Clerk to set up payments online and Councillors to complete the payment approval process.	Completed
	118/20	Clerk	Respond to Hart DC with OPC's questions on litter picking and bin charges.	On agenda
	119/20	Clerk	Implement NJC increase for AO's salary.	Completed
	120/20	Clerk/AO/CllrJC	Include article on Deer Park working group in Autumn newsletter.	In progress
	125/20	Clerk	Award contract for paths in Recreation Ground and notify unsuccessful quotes.	Completed
		Clerk/AO	Notify Recreation Ground users and nursery before works start.	In progress
		Clerk/AO	Include details of above in Autumn newsletter.	In progress
	126/20	Clerk/CllrPV	Issue PO to Alan Baxter Ltd.	Completed
		CllrPV/Councillors	Working with Alan Baxter to start updating Conservation Area Appaisals.	Underway
	127/20	Clerk/Staffing Com	Appoint interim Deputy Parish Clerk.	Completed



**REPORT ON:** Gazebo fixings in the allocated market space in the High Street

**WRITTEN BY:** Cllr McFarlane with input from Becci Friend of InOdiham

**MEETING DATE:** 20<sup>th</sup> October 2020

**AGENDA ITEM:** 136/20

## **Introduction**

At the meeting of Full Council on 15<sup>th</sup> September item 110/20, Council resolved:

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

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

## **Background to the relationship between inOdiham and OPC and information on the use of market income**

InOdiham was set up many years ago at a time when OPC did not have an effective Community Committee and chose not to get involved in certain areas of Parish life. This is not a slight on the Parish Council of the time, as the amount of man power and personal effort to deliver the vast array of events that Odiham now enjoys was and is recognised.

It was set up primarily by retailers to support the High Street and following a large community engagement event that inspired and established a series of activities, many of which the current inOdiham volunteers still continue. Even back in those early days inOdiham could not have operated without funding from the Parish Council. Once upon a time Odiham had a fully funded town manager (by Hart), however with those days long gone, InOdiham has gone from strength to strength and over the years developed a strong partnership relationship with the Parish Council Community Committee that both inOdiham and OPC are keen to ensure continues. This is the reason that the Chair of the Community Committee is always invited to inOdiham meetings - as a member of InOdiham.

Outside of the many many hours of hands on work around their events, InOdiham meets once a month and has an established structure not too dissimilar to OPC and agrees as a collective on our projects and related decisions.

The aim of InOdiham has remained consistent - to help promote the Parish and help foster a community atmosphere by providing well supported public events such as the market. Those involved still have the same goal and wish to carry on the tradition. Although as with any team their time is finite and they look to their Parish Council to help facilitate activities, to make it easy for the volunteers to do what they do best.



InOdiham has always worked with the OPC Community Committee to achieve this, having defined areas of focus and of course collaborating on projects where there is a shared interest. OPC have in the past done an amazing job leading with national events, putting on amazing public occasions, such as Jubilee events, WW1 centenary and RAF100 - and our InOdiham volunteers have been happy to help where we can. However inOdiham, with funding support from OPC have happily taken the reins of the year on year scheduled activity, taking up thousands of man hours, with regular feedback that the community both loves and expects, while supporting our High Street.

InOdiham have for the last 5 years been invited to contribute to OPC's community committee's budgeting process, with the chair of the Community Committee creating a budget business case, with OPC and InOdiham community activity being baked in to be part funded from the precept. Looking at OPC's previous budgets you will see that the community budget has remained consistent and affordable. No one has to our knowledge ever questioned or raised issue with the funding OPC provides inOdiham for the activities the Parish enjoys.

However OPC have always respected InOdiham's independence and volunteers - all be it also, entirely understandably, requiring InOdiham to submit post event accounts, which they have always done to the Council's satisfaction.

InOdiham is set up as a Community Interest Company and is audited and run as a company for the benefit of the community. The company is not set up to make any form of profit, however any surplus is used in the following year for the benefit of the community. InOdiham have no paid employees and everyone works voluntarily for the love of the village. Although they do have some funds in the bank, these are required in order to fund the advanced costs of events and items such as flower baskets.

Large scale events like the Extravaganza require the confidence of funding being in place and reserves to cover a bad year, with events being very weather dependent. Such events need lighting, sound, professional marshals, licensing, insurance etc. Without OPC's funding volunteers would be carrying financial risk that would not be desirable or tenable. InOdiham would lose the volunteers.

Attached are the CIC audited accounts from the previous two years and a projection of what the situation will look at by the end of this financial year. InOdiham are currently on course to make a loss of approximately £850 in FY 20/21 having had no events. They try to make sure that each event either breaks even or makes a very small profit which can offset losses on items such as the hanging baskets which have no income stream against them.

The market does not carry a licence from another authority. It occupies a space with parking suspension agreed by Hart District Council. Parish Council's have the same powers as principal authorities to run markets so in the absence of any other record it would appear that the market was originally set up by OPC or in partnership with InOdiham. Currently it is run by InOdiham for the benefit of the community. It makes an income for InOdiham which is used to subsidise the rest of the annual programme.



## Position of the fixings

Presently the risk assessment for the market holders is under review, particularly with reference to operating in adverse weather conditions. It is widely recommended that gazebos are not used in winds above 30 mph and below that speed they should be held down securely. At present there are no fixings to attach the market gazebos to, nor gazebos for any other event on the High St which use them. This includes the various festivals including Extravaganza.

The gazebos are designed on a 3m x 3m square, with multiples for the length including 1.5, commonly used. The designated market area in Odiham High St is 30m long and 3m wide at its narrowest point (outside the Optician) but >3.5m from 3.5 metres in. Following measurements and discussion with stall holders, the most practical and flexible arrangement would be to place 9 pairs of fixings. The first at the western end would be 3m apart, subsequent fixings would be 3.5m apart in each direction. This would allow maximum flexibility and a small angle from the vertical for the guy ropes. It would accommodate current market stall holders and allow for others in the future.

See diagram for approximate layout – not to scale. X = one fixing as described in the paper from 18<sup>th</sup> August.

McCarthy Holden											Optician
<					Kerb 30m						>
x	x	3.5m	x	x	x	x	x	3.5m	x	x	
											3m
								3.5m			
											x
x	x	3.5m	x	x	x	x	x	3.5m	x		
					Road						

## Recommendation

That in the spirit of co-operation and support for the community and the services provided to it by InOdiham including the market, that OPC agree to lead on the installation of the proposed 9 pairs of market fixings at a cost of £6,669. This money to come from the allocated budget to support the High Street.

That this provision be subject to a suitable risk assessment for the use of the fixings to be prepared by InOdiham and approved by the Clerk.

That InOdiham make a contribution of £250 towards the cost in addition to a £500 grant offered by Hants CC Cllr Glen.



**REPORT ON:** Litter Bin Emptying Charges 2021

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 20<sup>th</sup> October 2020

**AGENDA ITEM:** 138/20

### Introduction

Further to discussion at the previous meeting, Hart DC has responded to OPC's questions and OPC is required to re-consider the proposed 2021 charges to be included in the 2021/22 budget.

Justification for charges:

"I have recently taken over the responsibility to monitor the Street Cleansing contract and one of the issues we were keen to undertake was to conduct an audit of the service we deliver to the individual parishes. To do this we undertook a map search and noted all the bins on each landowners' areas. These were sent to them for confirmation with the proposed revised fees as these had not been updated since we started this service. We worked what was the actual unit cost "per empty" of the service to us (£7.93) and Cllr Oliver (the Portfolio Holder) agreed with our Head of Service to discount the fee to £6.00 per empty. The revised fee is for the new financial year and as such will be proposed in the coming budget setting period for agreement by Members for submission to the fees and charges for next financial year.

All parishes who wish us to perform this service on their behalf have entered a contract in the past and we are not sure why you were not included for this as other parish areas were. However, this will need to be resolved in the coming financial year."

Revised Charges (removing the bin at Palace Gate path from High Street & the bin on the Path adj to No 1 Kings Road:

<b>ODIHAM/North Warnborough</b>				
Recreation road play area	1	1	£6.00	£312.00
Recreation road in ground on path opp no. 4	2	1	£12.00	£624.00
Recreation ground at end of Crownfields	2	1	£12.00	£624.00
Chamberlain Gardens behind tennis courts	2	1	£12.00	£624.00
Play area in Chamberlain gardens behind tennis courts	1	1	£6.00	£312.00
Along back of tennis courts	1	1	£6.00	£312.00
Along side of tennis courts	1	1	£6.00	£312.00
Entrance to Buryfields infant school	1	1	£6.00	£312.00
Chapel Pond play area (North Warnborough but still Odiham Parish	1	1	£6.00	£312.00
<b>TOTAL</b>	<b>12</b>			<b>£3,744.00</b>



"We also carry out litter picking around the Recreation Ground. The frequency of these is one per week. We will be introducing a charge for this service at the rate of **£34.45** per litter pick. (Annual charge of 1 litter pick per week will be **£1791.40**). Please advise if you would like to continue with this service or reduce the number/frequency of litter picks."

Current budget:

The current bin emptying budget is £2,484.00 and is currently unspent (code 2070). The end of year budget forecast report presented to the Finance Committee 20.10.20 assumes this will be spent by the end of the year.

### **For Decision**

Does OPC accept annual charges for 2021/22 of £5,535.40 and agree to budget accordingly, an increase of approx. £3,051.00 from the current year.