



## **Executive Officer's 6 months summary - December 2018**

Following on from the last newsletter in July 18, here is a brief summary and update of the past 6 months. Hopefully you will find it useful.

### **AMENITIES**

#### **Allotments at Hook Road**

Most of the works on the site are now complete - we are still trying to sort the water troughs out which have not been installed to an acceptable standard. The office is waiting for the contractor to get back to us about this. The plots have been allocated by ballot and the tenancy agreements have been approved.

Unfortunately the benches that were removed many years ago when the site was a play area are no longer useable. The office is looking into a noticeboard for the site and costs for future grounds maintenance.

#### **Asbestos testing**

Asbestos testing was carried out at King Street toilets, the parish room and the chapels in November 2017 at a cost of £495. The reports were received by the amenity committee in March 2018.

#### **Benches**

A number of the benches were re-furbished during 2016/17 at the total expenditure of £685. Two benches in the cemetery were beyond repair; 1 was replaced by a family in memory of their son. This year we have refurbished a bench in the cemetery at a cost of £240. As no further works are noted as required, the amenity committee may vote to use these un-allocated funds for WW1 benches at the Peace Garden.

#### **Bowls club**

The lease was signed by all parties in December 2015 for 25 years.

#### **Broad Oak common**

There is still no memo of understanding between Hart and OPC; fortunately, there has been no contact by the residents to the office. All signs referencing OPC have been removed.

#### **Cemetery rules and regulations and Fees**

The fees were reviewed during the meeting in November 2018 where a slight increase was approved. The current rules were reviewed in February 2018 and the amenity committee are considering a slight update to them during the meeting in December 2018.

The approved works to graves not meeting the rules which were not carried out by the owner of the exclusive rights has now been carried out by a contractor at a cost to OPC.

#### **Chapel Cottage**

The current tenants moved in in February 2018. This financial year OPC has spent a considerable amount of money on the cottage; including re-decoration inside and out, new fridge and washing machine, new

security lights, new aerial, heating works, bathroom works including a new shower, new kitchen blind and the usual costs associated with a vacant property and new tenants.

### **Chapels**

Phase 2 of the works on the chapels was completed in March 2017. Both chapels have now been treated for woodworm at a cost of £1800 and the office is looking into quotes for Phase 3 - works to the windows and floor in the rear of the north chapel.

### **Land at Dunleys Hill**

The council has agreed that it intends to continue with taking ownership of this land. OPC will need to wait until 2019 to register the land.

The shrubs to the left side of the site were cleared in the autumn on 2016 and we have had to undertake repairs to the post and rail fence in 2016/17 at a cost of £955 and £345 in October 18.

The site has now been transformed into a Peace Garden, with the final works completed this week.

### **Landscape/maintenance contractor**

We now have 2 contractors responsible for maintaining our areas;-

- Oasis Gardens Ltd started works in April 2016 maintaining the general areas on a 3 year contract. They have now been taken over by VPS Group.
- Nigel Jeffries Ltd began works at the cemetery in 2015 and their 3 year contract commenced in April 2016.

Both of these contracts expire at the end of March 2019, so the office will be looking at quotes/tenders early next year.

### **Lengthsman scheme**

We are in a cluster with Newnham PC as the lead. HCC are paying £1000 for us to decide what works we need to be done, with 25% of the works being footpath related. A list of works has been generated by the amenity committee to start the Lengthsman off and more ideas are required.

### **Notice boards and signage**

The High St notice boards were refurbished in 2012 and re-stained in 2017. The re-furbishment works to the notice boards in NW, the cemetery and outside the parish room were completed in December 2014 and February 2015. The perspex was replaced in the left side board in August 2015 on the High Street and in November 2017 in the one on the right.

The office is looking into a noticeboard for the allotment site.

### **Play areas**

The annual inspection of the play areas by the registered play inspector took place in May and the required works have been authorised to be carried out.

The rotten swing post at Chamberlain Gardens has been replaced under warranty by the original contractor, charging OPC for installation.

The monthly risk assessments are carried out on all play areas by office staff and we are working on including the new play areas.

The new junior play area is now finished and the s106 funds have been paid to OPC by Hart DC.

The MUGA is now complete apart from a small list of snags – signage for the trim trail, stoppers on the gates and the required independent survey. The invoice has been put forward for payment, minus 5%.



## **Stocks**

The surround fence, map stand, and benches near the stocks were re-furbished and all weeds removed from the enclosure in time for the Magna Carta weekend in 2015. The stocks were coated with Danish oil in August 2015. Repairs were carried out to the lights around the stocks.

## **Tennis club**

The tarmacking of the track was completed in 2015. The signed letter of commitment from the tennis and bowls club has been returned to the office and the official s278 agreement from HCC was received in February 2016.

Having agreed in March 2017 to formalise the agreement between OPC and the tennis club with a lease, I am confident that the lease is now ready for approval by the committee.

The requested works to trees surrounding the courts were carried out in 2017 at a cost of £595, paid for by OPC.

## **Toilets in King St – Transferred from Hart on 14 March 2014.**

Internal and external re-decoration works were completed in May 2015.

A smart meter was installed in December 2015.

Remedial works to fix a leak were carried out in September 2016 (£279).

A WC pan has been replaced in the ladies toilet in May 2017 (£347.50)

Replaced ball valve due to leak in gents toilets May 2017 (£87.50)

Blocked urinal May 2017 (£95)

Adjust water level on cistern to increase flush and removal of loose tiles in November 2017 (£50)

Remedial electrical works were carried out in June after the electrical testing in October 2017.

Leak in September 2018 (£51.25)

Repairs to lights in the gent's toilets and access cupboard (£252.50)

The committee will be reviewing the tenders for refurbishment of the toilets during the meeting on 3 December 2018 and looking at a funding strategy.

Requests for cleaning were recently sent to numerous companies with no response. The committee agreed to re-visit this once any refurbishments works have been carried out.

## **Trees**

A tree survey was carried out in November 2016 with suggested tree works being carried out. A further 18 month survey on specific trees was carried out in the summer of 2018.

Tree works have been agreed to trees on the cottage driveway (£420) and Chapel Pond play area (£460) which will be carried out later this month.

OPC approved the tree management policy in December 2017.

## **ADMINISTRATION AND FINANCE**

Code of conduct - updated October 2017

Complaints procedure - reviewed and adopted May 2018

Standing orders - reviewed and adopted May 2018

Financial Regulations - reviewed and adopted May 2018

FOI – reviewed and adopted June 2018

Reserves Policy - reviewed and adopted May 2018

Protocol for public and press reporting at meetings - reviewed and adopted May 2018

Data protection policy - reviewed and adopted June 2018

Document retention policy – reviewed and adopted June 2018  
Inventory of land and assets - reviewed May 2018  
Committees terms of reference - reviewed May 2019  
Social Media policy – reviewed and adopted May 2018  
Press and media policy - reviewed May 2018  
Cllrs expenses policy - reviewed and adopted May 2018  
Grievance and Disciplinary - reviewed and adopted November 2018  
Policy and Guidance for Dealing with Persistent, Vexatious and Unreasonable Customer Behaviour – reviewed and adopted May 2018  
Health and Safety Policy - adopted September 2017  
Media Relations Policy and Communication Guidelines – reviewed and adopted May 2018  
Principles Governing OPC's Engagement and Consultation Process – reviewed and adopted May 2018  
Tree management policy – adopted December 2017  
Consent form for communication with OPC – adopted June 2018  
Privacy notice – General – adopted May 2018  
Privacy notice – Staff, Cllrs, role holders – adopted May 2018  
Subject access request policy – adopted June 2018

### **Audit**

The external audit has now been completed and the signed and approved AGAR was approved by the council in October 2018.

The internal auditor visited in September and the interim audit letter for the period April to September was received by the council during the meeting in November. OPC has employed the internal auditor since 2014.

They will be visiting in December to update the financial risk assessment which was started in December 2017.

### **Banking**

On-line banking with Unity Trust is working well. Cllrs Fellows, Hale and Stewart are currently the only Cllrs who have set up their passwords and therefore able to authorise the payments set up by the EO. Although Cllrs Bell and David were approved to set up on-line banking, this has still not been done.

I am looking at setting up a new account with HSBC as approved by the full council.

### **Employment contracts and procedures**

Updated contracts have been issued to all employees to ensure that they meet the GDPR requirements.

### **Insurance**

As of 1 April 2017 OPC has its insurance with Zurich.

### **IT requirements**

The council continues to pay for 10 Cllr email accounts and staff accounts. A laptop was purchased for the EO in 2015/16, for the previous deputy clerk in 2016/17 and a new server was purchased during 2016/17.

### **NH Plan Monitoring Group**

The NH Plan MG meets quarterly to review the Plan and reports back to full council. The first annual report was made available at the APA 2018.

### **Pensions**

OPC's statutory obligations have all been met. The EO, deputy clerk and admin assistant are all enrolled in the LGS.



### **Risk assessment**

All risk assessments are now up to date, with a review date for most of 2019.

### **Website**

The website was launched early 2016 along with the visitor website. There have recently been various issues with the website which we have had to seek professional help with.

## **PROPERTY**

### **The Bridewell**

The door to the rear of the offices has now been installed and the new lease signed and returned to us. OPC's solicitor has registered the lease at the Land Registry as it is for more than 7 years.

### **Parish room**

Is now used regularly by Hart Health Walks and U3A. Informal agreements have been signed by them all.

The re-painting of the inside (£2000), exterior (£2100) and re-varnishing of the floor (£1035) were completed in 2016. The pictures have been reframed and re-hung.

### **Revaluation of buildings**

The parish room, cottage, north and south chapels, toilets and basketball court were all re-assessed for insurance purposes on 4 November 2016 at the cost of £855. The report was submitted to the amenity committee on 9 January 2017. I was advised that listed buildings should be assessed every 3 years so this has been budgeted for in the 2019/20 budget.

### **War Memorial**

The War Memorial was listed as Grade II in 2017. The VE stone for Addison was installed in April 2016. The VE stone for Manley James was unveiled in June 2018.

The office is working with Hart DC's Conservation Officer and the War Memorials Trust to ensure that any works are carried out correctly. We have been advised not to clean the memorial and that any re-enamelling should be carried out in dry weather. We are also looking at re-laying the slabs.

There is a budget of £3546 for works and the office will also look into the possibility of applying for grants.

## **Community Committee**

### **Grant applications**

Next considerations will be January 2019.

### **Newsletter**

The next newsletter is due out in the spring 2019.

### **Projects for 2018/19**

Christmas evening £2,000 (InOdiham), Christmas trees and lights £1500, Promotion of the village £4000, RAF 100 £1700, Carols in The Bury £500, Bands in The Bury £1000, CAB £1500.

New Christmas tree lights were purchased in November 2016.

## **Finance**

The finance committee was dissolved in May 2017.

## **Planning Committee**

The planning committee meets every 3 weeks to consider planning applications in the parish. OPC is a statutory consultee with Hart DC making decisions on applications.

Odiham Conservation Area Appraisal – a working party has been formed from members of the committee to review this.

## **Traffic and Transport Committee**

### **Footpaths**

Budget for maintenance is £3k for this financial year for conversion of FP64 to a cycleway with £1000 from 2017/18 and £2415 in reserves.

HCC are working on a safe walking route to RMS from Hook. If the route is delivered, it may be a suitable route for cyclists. Representatives from OPC have been attending private meetings to learn about the situation. To date, 2 routes have been looked at by HCC - one is via Holt Lane and crossing over the bridge already in place. A group has been set up to challenge this, raising various concerns about the safety of walking to RMS from Hook and also arranged a drive to RMS and walk on a set day.

Resurfacing - £1000 from 2017/18 and £3000 in reserves for FP21.

HCC is obtaining quotes for the resurfacing of part of FP21 as it has been identified as a project for the use of s106 highways contributions from the Hatchwood/Montfort Place development. Once the quotes have been received, the committee will then need to consider approving this.

### **SID**

It appears that the SID has not been deployed since June 2017 and that the battery to the clock is not working. Once repaired, Cllr Harris will be installing the SID with the assistance of Cllr Robinson-Giannasi. The office will be assisting with seeking permission to install the SID at various new locations.

### **Bike racks**

HCC have advised that the bike racks will be installed by the end of November 2018. Although the committee agreed that these should be installed outside of Fountains Mall, highways will be installing them outside of the Bel and Dragon as it is believed that this is a more suitable location.

### **Bus shelters at and opposite the Crown**

Highways have met with staff at the location and advised that there is not enough space to install a bus shelter at the location opposite the Crown as the extent of the highway extends up to the rear of the footway outside Deansgate. Some Cllrs disagreed with this and want to contact highways directly.

HCC have confirmed that the provision of bus shelters is eligible for funding from s106 Highways Contributions from the Hatchwood/Montfort Place development.

**Footpath at Mildmay Court** - The committee is progressing the application for a Definitive Map Modification Order (DMMO) which is going to take time. During the October meeting it was agreed to seek advice from the Open Spaces Society and to seek two quotations for appropriate legal advice on the s52 agreement.

**Car parks**

Hart DC have agreed to change the charging period in the pay and display car parks from 8am to 9am as of September 2018 to hopefully encourage parents to utilise the car parks when dropping off children for school.

**Traffic Partnership**

These meetings are held quarterly and are attended by representatives of local organisations for example the schools, RAF Odiham, as well as representatives from HCC and Hart DC plus District Cllrs. Attendance has been low recently. The next meeting is scheduled for January 2019.

ODIHAM PARISH COUNCIL  
BANK RECONCILIATIONS  
YEAR ENDED 31 MARCH 2019

OCTOBER 18

	£	£
Opening balance	380,329.47	
Income	17,017.96	
Expenditure		22,199.58
Closing balance		375,147.85
	<u>397,347.43</u>	<u>397,347.43</u>

	£	
Unity Trust Account	271,058.68	
Treasurer's Account	39,059.80	
Deposit Account	61,509.20	
30 Day Notice Account	3,520.17	
	<u>375,147.85</u>	
Outstanding lodgements	-	
	<u>375,147.85</u>	-

Unpresented

<u>-</u>
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**REPORT ON:** Assets of a Community Value

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 3 December 2018

**AGENDA ITEM:** 196/18

The update is as follows:

**The Cross Barn** - is now on Hart DC's ACV register

**North Warnborough Village Hall** - is now on Hart DC's ACV register

**Baker Hall** - is now on Hart DC's ACV register

**The Bridewell** - Hart DC have requested written confirmation from HCC that they believe that they own the property/land, even though they have not registered their interest and they believe that no other person/company has a registered interest or holds a charge over the property/land. I have written to HCC requesting this and pointed out to them that OPC has registered the 10 year lease for the parish office. Hart DC have also requested contact details for all the occupants of the building which I will supply to them.

**Part of the Deer Park** - It was agreed at the previous meeting that Cllrs Harris and Fellows would revise the nomination with assistance from Cllr Fleming ready for council approval at the next meeting.

An extension was requested by Hart DC, who advised that they intended to determine the application by end of play on 13 November and if we wished to revise it we should withdraw the current application and send in a new one when we have all the information that we need. The application has been withdrawn.

The original form for the nomination of the Deer Park as an ACV was agreed by the council in August 2018. Standing orders 7 (a) a resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by a least 2 Cllrs to be given to the proper officer in accordance with SO 9 or by a motion moved in pursuance of the recommendation of a committee or sub-committee.

**REPORT ON:** Requests for Information held by OPC

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 3 December 2018

**AGENDA NO:** 199/18

The following requests for information have been received by OPC:

1. 2 November 2018. Respond by 30 November 2018

All emails sent, received and deleted by Cllr Fellows in relation to the NALC Star Council awards between the period of 12 September and 31 October 2018. I believe this includes, but is not limited to, correspondence sent to NALC, Hart DC, HALC, members of HDAPTC and local residents. I am requesting correspondence from not only his Cllr email address but his personal email account.

2. 12 November 2018. Respond by 10 December 2018

Emails sent by Cllrs Fellows and Stewart concerning Jon/Jonathan Hale and or Chair/Chairman of OPC between the 17th of September and 5th November 2018 related to:

- Star Council Awards
- Cllr of the Year
- NALC

3. 12 November 2018 – Subject Access Request

Subject access request for emails held on the OPC mail server, with regards to the mail boxes for Cllrs Fellows and Stewart, including back up and deleted server, from the beginning of September and 12th of November 2018 for a specific topic and reference (not included due to Data Protection).

4. 15 November 2018. Respond by 13 December 2018

Please send me copies of all emails sent by and received by Cllrs Hale, Warboys, Faulkner, Robinson-Giannasi, Harris, Bell and David, the clerk of Odiham Parish Council and the Executive Officer of Odiham Parish Council, concerning Jon/Jonathan Hale or Chair/Chairman of OPC between April 30<sup>th</sup> and 5<sup>th</sup> November 2018 related to the star council awards, Cllr of the year and NALC.

5. 15 November 2018. Respond by 13 December 2018

Please send me copies of all emails sent by the clerk of Odiham Parish Council, the Executive Officer of Odiham Parish Council and Cllr Hale to the Hampshire Association of Local Councils (HALC) and Daryl Phillips Joint Chief Executive of Hart District Council, between the period 1 July and 31 October 2018, and all emails received by the clerk of Odiham Parish Council, the Executive Officer of Odiham Parish Council and Cllr Hale from the Hampshire Association of Local Councils (HALC) and Daryl Phillips Joint Chief Executive of Hart District Council between the period 1 July and 31 October 2018.

6. 15 November 2018. Respond by 13 December 2018

Please send me copies of all communications received from residents of Mildmay Court in Odiham, other than any from (3 names submitted) by the clerk or Executive Officer, between September 1st 2018 and November 5th 2018, including emails and letters.

Public authorities are not obliged to deal with vexatious or repeated requests or in some cases if the cost exceeds an appropriate limit.

Please do read the following from the ICO regarding vexatious requests:-

<https://ico.org.uk/media/for-organisations/documents/1198/dealing-with-vexatious-requests.pdf>

Under section 14(1) of the Act, public authorities do not have to comply with vexatious requests. There is no public interest test.

Section 14(1) may be used in a variety of circumstances where a request, or its impact on a public authority, cannot be justified. Whilst public authorities should think carefully before refusing a request as vexatious they should not regard section 14(1) as something which is only to be applied in the most extreme of circumstances.

Section 14(1) can only be applied to the request itself and not the individual who submitted it.

Sometimes a request may be so patently unreasonable or objectionable that it will obviously be vexatious.

In cases where the issue is not clear-cut, the key question to ask is whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress.

Indicators of vexatious requests include:-

Personal grudges - For whatever reason, the requester is targeting their correspondence towards a particular employee or office holder against whom they have some personal enmity.

Scattergun approach - The request appears to be part of a completely random approach, lacks any clear focus, or seems to have been solely designed for the purpose of 'fishing' for information without any idea of what might be revealed.

No obvious intent to obtain information - The requester is abusing their rights of access to information by using the legislation as a means to vent their anger at a particular decision, or to harass and annoy the authority, for example, by requesting information which the authority knows them to possess already.

Frivolous requests - The subject matter is inane or extremely trivial and the request appears to lack any serious purpose. The request is made for the sole purpose of amusement.

Therefore, an authority that is dealing with a request which it believes to be patently vexatious should not be afraid to quickly reach a decision that the request is vexatious under section 14(1).



Date: 29<sup>th</sup> October 2018  
Our Reference: PSPO/NS/HDAPTC  
✉ Email address: [nick.steevens@hart.gov.uk](mailto:nick.steevens@hart.gov.uk)  
☎ Telephone No: 01252 774421



Odiham Parish Council Office  
The Bridewell  
The Bury  
Odiham  
RG29 1NB

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

Telephone: 01252 622122  
Fax: 01252 626886  
[www.hart.gov.uk](http://www.hart.gov.uk)  
DX: 32632 FLEET

Dear Sir/Madam,

### **PUBLIC SPACE PROTECTION ORDER - DOG CONTROL**

Following discussions at the last Hart District Association of Parish and Town Councils meeting I write to ask for your assistance in the development of a Public Space Protection Order (PSPO) for the Control of Dogs throughout the Hart District area.

The District Council recognises and the enjoyment that dogs bring and is enthusiastic to allow owners to provide their dogs with regular opportunities for exercise and play. However the impact of anti-social dog behaviour cannot be disregarded and the District Council is seeking your support in the implementation of a District-wide PSPO.

Prior to a public consultation, Hart wishes to seek the Parish Council's views. The purpose of a District-wide PSPO is to ensure consistency of the enforcement of dog-related matters such as dog fouling and dogs dangerously out of control. The success of this approach is predicated by those in control of public open spaces all agreeing to the PSPO and assisting Hart by identifying the level of control it would wish to seek on their land.

The aim the new PSPO would be to:

- Help create a better environment for all
- Help protect the important ecology within Hart, particularly SSSIs
- Balance the needs of dog owners and other members of the community
- Provide clear, simple regulations for the public to understand and follow
- Provide a robust legal framework for the prosecution of offenders

There will be an opportunity to comment more widely during the public consultation period. Prior to the public consultation we would ask Parish and Town Councils to consider areas of Parish-owned land which would be brought under the following requirements of a PSPO:

- Requirements for dogs to be on leads in certain areas or when certain events are taking place (such as open play spaces or when matches are taking place on playing fields)
- Requirements for dogs to be excluded from certain areas (such as fenced play spaces)



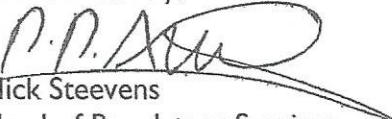
- Restrictions on dogs entering certain areas at certain times (such as ecologically sensitive sites such as heathland and SSSI's)
- Restrictions on the number of dogs that can be walked/exercised by an individual
- Making it an offence if a person in charge of a dog fails to remove and suitably dispose of its faeces.

Please be aware that the successful implementation of a PSPO is reliant on a consistency of approach across the entire District, so where different land owners seek differing levels of control, we may need to negotiate with you to agree a consensus.

To assist us in understanding your requirements, please could you complete and return the attached table with any additional comments to us to either [eh@hart.gov.uk](mailto:eh@hart.gov.uk) or by post to Environmental Health by 31<sup>st</sup> December 2018.

Please be specific and where possible, please provide an annotated map highlighting the relevant areas.

Yours Sincerely,

  
Nick Steevens  
Head of Regulatory Services

**Table I**

Please be specific and wherever possible provide a map highlighting the specified areas.

Where you would like differing levels of control on a single site (for example where there is an open space and play space in the same area) please list the sites separately.

If there are areas under your control which you DO NOT wish to have included in any potential PSPO, please include these sites with a brief reasoning as to why you do not wish to include them.

Area	Preferred Dog Control measure	Additional Comments



**REPORT ON:** VAT reclaims  
**WRITTEN BY:** Sarah Weir  
**MEETING DATE:** 3 December 2018  
**AGENDA ITEM:** 201/18

VAT notice 700/22 – making tax digital for VAT

With effect from 1 April 2019, if the taxable turnover is above the VAT registration threshold the rules of the above notice must be followed. If the turnover subsequently falls below the threshold you will need to continue to follow the Making Tax Digital rules unless you deregister from VAT or meet other exemption criteria.

Businesses with a taxable turnover that has never exceeded VAT registration threshold (currently £85,000) will be exempt from Making Tax Digital. OPC falls into this category.

All parish councils, whether VAT registered or not, can reclaim VAT on their non-business activities.

Although it appears that OPC does not have to follow the new rules, it has caused quite a lot of chatter amongst Clerks and encouraged me to look at accounting software.

Scribe Accounting is specifically designed for local government and have quoted OPC £697 ex VAT per year to have an unlimited user license and use of the cloud storage from April 2019. The price includes full training with their accountant and unlimited ongoing support with them via phone, email, live chat and a 24hours online help centre. Attached are some of the reports that can be produced, many generated at a click of a button.

I have included this figure in the draft budget for the general account for consideration.

**REPORT ON:** Complaint  
**WRITTEN BY:** Sarah Weir  
**MEETING DATE:** 3 December 2018  
**AGENDA ITEM:** 202/18

The following complaint was sent directly to all Cllrs on 31 October 2018:-

Dear Mr Hale

I do not know who is responsible for producing the most recent OPC newsletter, just received, but please register this email as a complaint to OPC and its chairman about the lack of accuracy and the bias of the OPC reporting in relation to the claimed public footpath and the boundary in that publication concerning Mildmay. If OPC have looked into the matter as it claims, then either it has not done so very competently or what it states to be the case can only be taken to be deliberate mis-reporting.

First, as reported to OPC formally by Hart DC there are no outstanding planning enforcement issues relating to Mildmay Court, to date there never have been. That is a fairly simple point to grasp.

Secondly, the S52 document which was (and apparently, according to what Mr Bell said in the last Transport and Traffic Committee meeting, still is) relied upon by OPC as its "primary" case for claiming there was a "public footpath" across Mildmay land, does not refer to the creation of any "public footpath". It has been previously pointed out to OPC that document does not mention a "public footpath". There can therefore never have been an intention to create such. We know Mr Bell omitted important facts in communications with James Emmett when trying in his eagerness to continue to rely on the fallacious argument and promote his "primary" claim. Both that conduct and the mis-reporting do not reflect well on the council.

Thirdly, it was not "part of the conditions" of the development, nor was it part of the planning permission for Mildmay that any path or access be granted over Mildmay land. An obvious point of which the council is aware, or should be as it claims to have looked into the matter extensively.

As to the reference for a "safe passage for school children" OPC has been asked to provide details of this but has not done so.

As far as the boundary issue is concerned, clearly OPC is under the impression that a surveyor OPC appoints and OPC pays is "independent". It is difficult to see how a competent council can adhere to that view, but as chairman of the council please can you explain that public statement.

Can you also please explain why it is necessary for the council to conduct itself in such a manner, and can you confirm that in the next OPC newsletter an objective and accurate statement will be published and if not why not, given as you know a parish council has an obligation to conduct itself in a fair and neutral manner. To date in relation to Mildmay OPC has failed to do that.

I look forward to hearing from you, thank you.

*Following OPC's complaints procedure, this complaint has been ascertained as fitting in the "other" category. I do not believe that a meeting is required as the resident is expressing their opinion about the situation. OPC's T&T and amenity committees have considered the situation during numerous agenda items regarding both the footpath and boundary at Mildmay and the situation is unresolved. The article in the newsletter was stating what has been previously considered and minuted by these committees.*

*I am sure that there will be an update on the situation in the next newsletter.*

*The council needs to agree it is happy with this and if so, I would recommend that a letter is sent to the resident thanking them for their complaint and advising them of the above.*



**REPORT ON:** s106  
**WRITTEN BY:** Sarah Weir  
**MEETING DATE:** 3 December 2018  
**AGENDA ITEM:** 203/18

Hart DC are carrying out a review of the s106 funds that they are holding for parish related leisure projects. They are keen to see that these funds have some spending plans attached to them, otherwise they can't justify taking further contributions or may come under pressure to return the unspent funds to developers.

As of 1 November 2018 Hart DC have advised that OPC's funds are:

Brought forward 1/4/18	£205,244
Received in 2018/19	£1026
Committed balance remaining from on-going agreed projects	-£187,269
Remaining balance	£19,002

All councils have been asked to identify spending intentions that demonstrate that it is lawful and will be tested against the following criteria:-

1. The funds can only be spent on new capital projects related to the provision of parish leisure or open space.
2. The funds cannot be used for general maintenance or renewal.
3. The need to spend the funds has to be supported by some form of evidence to demonstrate that the use of the funds is needed to enhance the open space or leisure infrastructure as a result of the development that has taken place.

OPC's response is requested by 31 January 2019.

By E-Mail

Crondall Parish Council  
PO Box 623  
Farnham  
Surrey  
GU9 1HB

Contact: Mary Harris  
Telephone: 07510 917232  
e-mail: [clerk@crondall-pc.gov.uk](mailto:clerk@crondall-pc.gov.uk)  
[npwg@crondall-pc.gov.uk](mailto:npwg@crondall-pc.gov.uk)

Date: 3<sup>rd</sup> November 2018

Dear Sir/Madam

**Crondall Parish Council Neighbourhood Development Plan  
Pre-Submission Statutory Bodies and Community Consultation under Regulation 14 of the  
Neighbourhood Planning (General) Regulations 2012  
3<sup>rd</sup> November – 16<sup>th</sup> December 2018**

In October 2016 Crondall Parish was designated by Hart District Council as a Neighbourhood Planning area. Since then the Neighbourhood Plan Working Group (NPWG) has been working with Crondall Parish Council (CPC) and consulted widely with the community and interested parties in order to develop a Neighbourhood Plan for the Parish.

The Neighbourhood Plan sets out a vision, objectives and policies by which the Parish will manage future sustainable development. Publication of the Pre-submission Plan is a key step in the process to formally adopting the Neighbourhood Plan. This consultation will be followed by a consultation by Hart DC, examination by an Inspector and finally a local Referendum.

As part of the Regulation 14 process, CPC are required to formally bring the Neighbourhood Plan to the attention of people who live, work or carry out business in the Parish as well as any qualifying body that might be affected by the proposed Plan. As you or your organisation fall within one of these categories, you are invited to review and comment on the pre-submission documents at:-

- On-line <https://www.crondall-pc.gov.uk/neighbourhood-plan/neighbourhood-plan-reg14-consultation>
  - Or use [tinyurl.com/cron14np](https://tinyurl.com/cron14np)
- Respond using [www.surveymonkey.co.uk/r/XHXZ3VC](https://www.surveymonkey.co.uk/r/XHXZ3VC)
- Printed copies of the Plan and documents are available to view at: the Crondall Village Shop, the Church Rooms, The Plume of Feathers and The Hampshire Arms, Pepponi's restaurant or via the Clerk
- Responses must include: name, address, organisation and the capacity in which you are responding.

There will be 2 exhibitions of the main features of the Pre-Submission Neighbourhood Plan and members of the Working Group and Parish Council will be on hand to answer questions. The Exhibitions will be in Crondall Church Rooms, Crondall on:-

Wednesday 21st November 2018 3pm – 8pm  
and

Saturday 1st December 2018 10am – 3pm

You are invited to consider the plan and make any comments so that these may be taken into account in the preparation of the final version. This is a public consultation and responses will be published in accordance with the Neighbourhood Plan Privacy Policy also shown on our website [link](#).

This consultation will close at midnight on **16<sup>th</sup> December 2018**

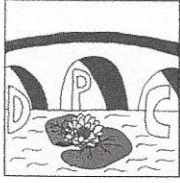
Yours faithfully



**Mary C Harris** - Clerk to Crondall Parish Council



# DOGMERSFIELD PARISH COUNCIL



Clerk to the Parish Council  
60 Dukes Mead  
Fleet  
GU51 4HE  
November 8<sup>th</sup> 2018

Dear Sir/Madam

**Dogmersfield Neighbourhood Development Plan  
Pre Submission Consultation Statutory Body and Community Consultation according  
to Regulation 14 of the Neighbourhood Planning (General) Regulations 2012  
November 9<sup>th</sup> to December 21<sup>st</sup> 2018**

Since 2016 a small group of volunteer residents from Dogmersfield have been working hard to create a Neighbourhood Development Plan (the Plan) for Dogmersfield for the period to 2032 on behalf of the Dogmersfield Parish Council. This group has consulted extensively within the community and carefully reviewed all of the comments from residents and interested parties.

The Plan sets out the vision, objectives and policies by which future sustainable development will be managed. Publication of the pre-submission draft marks an important step in our plan's progress, as it initiates the first formal consultation phase from a legal perspective.

As part of this process, we are required to bring the Plan to the attention of people who live, work or carry out business in the parish, as well as any qualifying body that might be affected by the proposed Plan. As you or your organisation, fall within one of these categories, you are invited to review the pre submission document which can be found at <http://www.dogmersfieldparish.co.uk/NHPSG%20Master.htm>

In addition to the copy on line, paper versions of the document are available to view during opening hours at the Queens Head Public House and in the porch of All Saints Parish Church throughout the consultation period. Paper versions can also be provided to residents without online access. There will be a drop in event where the plan can be viewed and questions addressed on Saturday December 1st from 2.00pm to 5.00pm in All Saints' Parish Church.

You are invited to consider the Plan and respond with any comments – whether positive or negative – so that we can take these into account. Any representations you wish to make must be in writing and sent to the Parish Clerk at the above address or by email to [clerk@dogmersfieldparish.co.uk](mailto:clerk@dogmersfieldparish.co.uk)

Comments and representations must be received by midnight on Friday 21<sup>st</sup> December 2018

Please state clearly your name, address, organisation (if applicable) and the capacity in which you are responding, e.g. resident, mandatory consultee, neighbouring parish, etc. As this is a formal consultation a summary of comments will be made public in accordance with data protection legislation.

Thank you for your interest and involvement.

Yours sincerely  
Geoff Beaven  
Chairman, Dogmersfield Parish Council



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In accordance with Regulation 14 Neighbourhood Planning (General) Regulations 2012, the first formal pre-submission period of public consultation for the Hook Neighbourhood Plan will run from 8<sup>th</sup> November until noon on 20<sup>th</sup> December.

The draft plan and more information is available here: <http://neighbourhoodplan.hook.gov.uk/regulation-14-consultation/>

If you require a hard copy of any of the documents please contact the Parish Council at the address below, or e-mail [neighbourhoodplan@hook.gov.uk](mailto:neighbourhoodplan@hook.gov.uk)

Regards

Anne

Anne Atkins  
**Executive Officer**  
**Hook Parish Council**

**REPORT ON:** Expenditure for works at Bufton Field and Chapel Pond Drive Play Areas

**WRITTEN BY:** Sarah Weir

**MEETING DATE:** 3 December 2018

**AGENDA NO:** 207/18

Issues with the wetpour were brought to OPC's attention in the annual inspection report. The amenity committee agreed that it would be better to invest for the future on the wetpour as OPC had spent a considerable amount of money on repairs.

The dowry for Bufton Field was £29,226 in May 2013 and reserves now stand at £19,058.

The budget for play areas (excluding Bufton Field) for the current financial year is £6k. £2,083.00 has been spent to date, leaving a balance of £3,917.00. There is also £4,871.00 allocated in reserves.

At the meeting in November, the following resolutions were made:

**It was resolved**, subject to full council approval to accept the quote from contractor 3 to replace the wetpour at Bufton Field at a cost of £13,824, which may then be discounted.

**It was resolved**, subject to full council approval to accept the quote from contractor 3 for the wetpour at Chapel Pond Drive at a cost of £5,042, which may then be discounted.

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
Finance	Direct Debits	Medium	All direct debit notifications are stamped with the invoice stamp and recorded in the cash book to ensure that these have been entered correctly into the cash book and schedule of payments.	The invoice stamp includes payment date, payment number, added to cash book and added to payment schedule. Invoices are numbered consecutively so they can be cross referenced more easily to the cash book.
			Monthly reconciliation to be prepared and signed by the Executive Officer and verified and signed by the Chairman.	Statements are received monthly and the bank reconciliation and statements are verified and signed by the Chairman of the council.
			Full council to review use of direct debits every 2 years as per financial regulations.	Financial regulations to be reviewed annually.
			Instruction to set up direct debits to be signed by 2 Cllrs as per financial regulations.	Any new payments to be reported to full council.
			Monthly payments of account to be presented at council meetings, a resolution agreed and then signed by the Chairman.	Monthly payments of account to be on the agenda for full council approval.
			Financial regulations to be followed.	Spot checks to be carried out by appointed Cllrs.
			Appointment of internal and external auditors.	Auditors reports to be reviewed by the full council.
				Spot checks to be carried out by appointed Cllrs.
	On-line Payments	Medium	All invoices to be examined, verified, certified and stamped by the RFO. The stamp ensures that these have been entered correctly into the cash book and schedule of payments.	The invoice stamp includes payment date, payment number, added to cash book and added to payment schedule. Invoices are numbered consecutively so they can be cross referenced more easily to the cash book.
			Monthly payments of account to be presented at council meetings, a resolution agreed and then signed by the Chairman. Payments are completed by 2 appointed Cllrs.	All Cllrs authorised to complete payments to have anti-virus, anti-spyware and firewall software with automatic updates on their computers.
			Monthly reconciliation to be prepared and signed by the Executive Officer/RFO and verified and signed by the Chairman.	Monthly reconciliations to be on the agenda for full council approval.
			Internal and external auditor appointed.	Audit reports to be reviewed by the full council.
			Financial approvals and expenditure to be filed with the invoices.	



			The Executive Officer/RFO is to be appointed as the service administrator on the account with 2 Cllrs required to complete the payments.	Signatories on account to be reviewed annually. EO/RFO to present quarterly the actual to budget expenditure and statement of variants and petty cash expenditure to the full council.
			Financial regulations to be followed.	Financial regulations to be reviewed yearly.
			Unauthorised payments being made.	Spot checks by appointed Cllrs.
			Payments being made in-between meetings.	2 Cllrs to check invoices and complete the payment process. All payments to be reported to full council at the next meeting.

Reviewed at OPC meeting held on 3 December 2018

Signed by the Chairman:

\_\_\_\_\_

**REPORT ON:** Inscribed Time Capsule Tablet

**WRITTEN BY:** Catherine Ryle

**MEETING DATE:** 3 December 2018

**AGENDA ITEM:** Community 94/18

I have contacted a stone mason who has provided a quotation for provision of a tablet to cover the location of the time capsule which is to be buried at the Peace Garden.

The price assumes that the plaque will be made from granite as this is hard-wearing, in a wedge shape and will be set into a concrete foundation. The location could be under one of the benches which would protect the tablet/capsule. An inclined plaque means that the inscription will be easier to read and less subject to weathering.

Proposed design

MEMORIAL: Wedge Tablet 420 mm W X 300 mm front to back X 102 mm H sloping to 51 mm on a concrete foundation

MATERIAL: Karin Grey Granite, All Polished

LETTERING: Cut & Paint black in a Roman Upper & Lower case font @ £2.43 + VAT per letter

**WORDING:**

WW1 Centenary Time Capsule

Placed on the ??? of ??????? 20??

By xxx xxxxxx xxxxx and xxx xxxxxx xxxxxx

To be opened in November 2118

PRICE: £579.28 + VAT (includes lettering and fitting).

Points to consider

- A deposit of £347.57 is required to confirm this order
- There is a lead time of 12 weeks from payment of the deposit
- Raised relief lettering<sup>1</sup> is an alternative. It is 'everlasting' but more expensive (£5.55 + VAT per letter)
- As lettering is costed per letter, the details of the final agreed inscription could affect the price
- Councillors might wish to agree a date for the tablet to be laid and who will do this, so that the wording can be finalised.

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<sup>1</sup> The surrounding stone is cut away leaving each letter standing proud. This does not require future maintenance whereas cut lettering will need to be re-painted.

ODIHAM PARISH COUNCIL  
COMMUNITY  
BUDGET FOR 2019/20

	FORECAST			BUDGET 2019/20	Reserves	2018/19				2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
	2022/23	2021/22	2020/21			Actual 8 months £	Forecast 4 months £	Projected to y/e £	Budget £						
<b>Fixed costs</b>															
Community information															
APA /room hire			200	200		42	60	102	200	299	70	191		-	
PR & pub inc newsletter			4,600	4,600		4,389		4,389	4,600	4,469	4,321	4,390	4,049	3,899	4,880
			4,800	4,800		4,431	60	4,491	4,800	4,768	4,391	4,581	4,049	3,899	4,880
Community support															
RAF Youth Club								-							-
NHW Expenses								-							-
RAF support								-							-
Licence								-							-
Third party support								-							-
<b>Total fixed costs</b>			4,800	4,800		4,431	60	4,491	4,800	4,768	4,391	4,581	4,049	3,899	4,880
<b>Projects</b>															
Grants			7,000	7,000		750	6,250	7,000	7,000	8,900	4,843	6,790	2,480	6,550	10,000
C.mas Evening			2,000	2,000			2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,438
Christmas trees and lights			1,000	1,000	859		481	481	1,500	641	1,267	1,221	1,079	1,254	825
Promotion of village			4,000	4,000		1,601	1,600	3,201	4,000	3,062	4,122	6,000	1,921	2,844	2,268
Magna Carta 2015									-				5,000		
Diamond Jubilee event						-		-						-	1,100
Diamond Jubilee memorial						-		-						-	-
Village Agent Initiative								-					192	-	150
PCSO bicycle						-		-						-	-
Odiham Castle						-		-						-	-
Heritage map								-				1,101			-
Commerating High St bombing								-				1,101			-
Defibrillator grant paid for this								-				1,382			-
Twinning						765		765				235			-
Spring clean / Autumn tidy								-			428				-
Village Flag Pole								-			979				-
Honour board/community awards					51			-		449					-
Living History								-				1,000			-
Outdoor stage - balance of £1900 added to grants					600	262		262							-
Carols in The Bury			500	500			500	500	500	500					-
Bands and Blues / AFD			1,500	1,500		1,000		1,000	1,000	2,727					-
Tesco Grant								-			7,500				-
RAF 100					500	1,737		1,737	1,700	1,720					-
Citizens advice donation			1,500	1,500		1,500		1,500	1,500						-
<b>Total project costs</b>			17,500	17,500	2,010	7,615	10,831	18,446	19,200	19,999	22,139	18,729	12,672	12,648	16,781
<b>Total Budget</b>			22,300	22,300	2,010	12,046	10,891	22,937	24,000	24,767	26,530	23,310	16,721	16,547	21,661