

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 5 NOVEMBER 2018 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chairman), Faulkner, Fellows, Fleming, Harris, Stewart and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: 6 members of the public; District Cllr Crookes

FULL COUNCIL

165/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Robinson-Giannasi. District Cllr Gorys sent his apologies and District Cllr Crookes gave apologies for District Cllr Kennett.

166/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

167/18 PUBLIC SESSION

A resident addressed the council regarding OPC's procedures (Appendix 1).

The Chairman reminded the resident that he had responded to him personally as the letter was addressed to him and that OPC reviews all of its policies yearly when he was sure the council would consider his input.

168/18 APPROVAL OF THE FOLLOWING MINUTES

Monday 1 October 138/18 - 158/18
The above minutes were approved by the majority vote as an accurate record of the meeting.

Wednesday 17 October 159/18 - 164/18
Cllr Fellows queried the use of speech marks for comments made by some Cllrs in the draft minutes prepared by Cllr Faulkner and stated that their use was illegal. Cllr Stewart expressed concern that the draft minutes were selective. He then accused the Chairman of abusing the democratic process and Cllr Fellows accused the Chairman of abusing his power, which the Executive Officer was asked to record in the minutes.

The Chairman suggested that quotation marks should not be used in the minutes as it could cause upset.

The above minutes were approved by the majority vote as an accurate record of the meeting subject to the removal of the speech marks. Cllrs Hale, Faulkner and Worboys voted in favour of this and Cllrs Fellows and Stewart voted against this.

169/18 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 3 September	52/18 - 62/18
Community 3 September	46/18 - 55/18
Planning 17 September	82/18 - 93/18
Traffic and Transport 28 August	35/18 - 43/18

The above minutes were received and noted.

170/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to express thanks to Hook and Odiham Lions who partnered OPC with the recent Spooktacula event which appeared to have been well attended. Further details would be provided at the next Community Committee meeting.

The Chairman also thanked Hart DC for their help with the Peace Garden which is progressing well.

171/18 EXECUTIVE OFFICER'S REPORT

The Executive Officer advised Cllrs that thanks have been received from the Twinning Association for OPC's involvement in the recent anniversary visit, both the financial support and more importantly the presence of Cllrs Hale and Robinson-Giannasi at the RAF Station for the formal presentations.

She offered congratulations to Cllr Hale who was awarded one of NALC's prestigious Star Council trophies in the Cllr of the Year category. There were over 120 nominations for the awards, winners were announced at an award dinner at the annual conference last week.

Cllr Stewart commented that Cllr Hale's award was a travesty and that if NALC had done their homework it would have been a different outcome.

The Executive Officer informed Cllrs that at a recent officers' update they had received a presentation about HCC's Parish and Town Investment Fund. The £500K fund will be launched officially at HALC's AGM on 10 November. The key principles of the fund are to support innovation and projects that will build local community resilience and deliver outcomes that meet the needs of local communities. The maximum amount to apply for is £30k.

A magazine from Open Spaces was available for Cllrs to read and return to the office.

172/18 APPROVAL OF THE SIGNING OF SEPTEMBER'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of September's bank reconciliation, which was signed by the Chairman (Appendix 2).

173/18 AUTHORISATION OF THE LIST OF PAYMENTS AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS

It was resolved to authorise the list of payments circulated to all prior to the meeting (Appendix 3 P&C). Cllrs Hale and Stewart were appointed to finish the payment process.

174/18 RECEIVE AND CONSIDERATION OF THE DRAFT NOTES FROM THE ANNUAL PARISH ASSEMBLY PRIOR TO ADDING THEM TO THE WEBSITE

The draft notes from the Annual Parish Assembly had been circulated to all prior to the meeting (Appendix 4).

It was agreed to add them to the website ready for approval at next year's Assembly.

175/18 NOTE THE REQUESTS FOR INFORMATION HELD BY OPC BY MEMBERS OF THE PUBLIC

The Executive Officer had circulated details of the requests for information held by OPC by members of the public to all prior to the meeting, which was noted by the council (Appendix 5). All requests had been responded to.

176/18 RECEIVE AN UPDATE ON THE FORMS SUBMITTED FOR ASSETS OF A COMMUNITY VALUE TO HART DC

The Executive Officer had circulated an update on the forms submitted for Assets of a Community Value to Hart DC to all prior to the meeting (Appendix 6).

Hart DC have advised that the nominations for North Warnborough Village Hall and Baker Hall are valid and the council are now considering them.

Hart DC have requested written confirmation from HCC that they believe that they own the Bridewell even though they have not registered their interest which the Executive Officer has asked them to provide.

Hart DC have advised that they are clear about the use of the Deer Park for walkers and dog walkers but need to understand any other recreational users.

It was agreed that Cllrs Fellows and Harris would revise the nomination for the Deer Park with assistance from Cllr Fleming ready for the council to approve at the next meeting. The Executive Officer was asked to contact Hart DC and request an extension for providing the requested further information.

177/18 REVIEW OF THE ACTUAL TO BUDGET STATEMENTS FOR THE HALF YEAR TO 30 SEPTEMBER INCLUDING THE STATEMENTS OF VARIANTS AND PETTY CASH EXPENDITURE

The Executive Officer had circulated the actual to budget statements for the half year to 30 September including the statements of variants and petty cash expenditure to all prior to the meeting which was noted as reviewed (Appendix 7).

Cllr Fleming highlighted that the budget for the maintenance of Chapel Cottage was already at 147% and perhaps the council should review this as an asset. It was suggested that he propose an agenda item to be considered at a future amenity committee meeting.

178/18 AGREEMENT ON THE RESPONSE TO THE RESIDENT WHO ADDRESSED THE COUNCIL AT THE PREVIOUS MEETING REGARDING THE DEER PARK

As requested at the previous meeting, the Executive Officer had circulated a draft response to the resident who addressed the council at the previous meeting regarding the Deer Park to all prior to the meeting (Appendix 8).

It was agreed to approve the circulated draft response to the resident by the majority vote.

179/18 APPROVAL OF THE UPDATED DISCIPLINARY AND GRIEVANCE PROCEDURE

Having taken advice from HALC, the Executive Officer had circulated an updated Disciplinary and Grievance Procedure to all prior to the meeting with her report that included the feedback received (Appendix 9).

The Executive Officer was asked to contact HALC and ask when they may have updates on future guidance following on from the Ledbury case. She was also asked to ask Hart DC for any updates on the future of staff complaints regarding Cllrs from the Monitoring Officer.

It was agreed by the majority vote to approve the circulated draft Disciplinary and Grievance Procedure.

180/18 RECEIVE THE INTERIM INTERNAL AUDIT LETTER FOR THE PERIOD APRIL TO SEPTEMBER 2018

The interim audit letter for the period April to September 2018 had been circulated to all prior to the meeting and was noted as received (Appendix 10).

181/18 RESOLUTION TO APPROVE THE EXPENDITURE OF £40 FOR THE INTERNAL AUDITOR TO UPDATE LAST YEAR'S FINANCIAL RISK ASSESSMENT

It was resolved by the majority vote to approve the expenditure of £40 for the internal auditor to update last year's financial risk assessment.

182/18 RECEIVE DETAILS ABOUT A NEW HART YOUTH FORUM AND AGREEMENT TO APPOINT A CLLR TO ATTEND TO REPRESENT OPC

Details about a new Hart Youth Forum that will hopefully begin at the start of 2019 had been circulated to all prior to the meeting (Appendix 11).

Cllr Fellows expressed an interest in attending these meetings, subject to his availability. It was suggested to appoint a Cllr once the dates were known.

183/18 RESOLUTION TO ALLOW CATHERINE RYLE TO JOIN THE LOCAL GOVERNMENT PENSION FUND

It was resolved to allow Catherine Ryle to join the Local Government Pension Fund.

184/18 NOTE THAT HART DC WILL BE PAYING THE CONTRACTOR'S INVOICE FOR THE PEACE GARDEN OUT OF S106 FUNDS

It was noted that Hart DC will be paying the contractor's invoice for the Peace Garden out of s106 funds, up to a value of £19,000, should it be required.

The Chairman passed on a request from Daryl Phillips at Hart DC that Cllrs contact him via the parish office or himself. When questioned, the Chairman advised that he believed this was in reference to recent correspondence from Cllrs Fellows and Stewart.

185/18 CONSIDERATION OF THE PROPOSAL FROM THE BASINGSTOKE CANAL SOCIETY REGARDING THE COLT HILL BOAT BASIN AND AGREEMENT ON THE NEXT STEPS

Details on the proposal from the Basingstoke Canal Society regarding the Colt Hill boat basin had been circulated to all prior to the meeting (Appendix 12). The Executive Officer's report on this agenda item reminded Cllrs that OPC has not taken ownership of the land being referred to yet and has already agreed in principle to support the project.

The Chairman of the Canal Society was available at the meeting to answer any questions and advised that they are hoping to set up a working party to start the work which will include consulting with both residents and other agencies once they have a proper proposal, prior to submitting a planning application.

Cllr Crookes was asked to update the meeting on the open space at Montfort Place and advised that once it is established it will then be signed off by Hart DC before it can be transferred to OPC. He advised that some of the planting has not been done yet and recommended that all of the planting is carried out as per the planning application.

It was suggested that the Canal Society think about funding that may help them start the project as OPC may be able to help them move forward in the budget for the next financial year.

It was agreed that OPC still supports the initiative but has concerns on how this will be funded and encourages a wide reaching engagement. The legal aspect of the covenants that will come with the land transfer would need to be looked into to ensure that there will be no legal reason to prevent a boat basin at this site.

186/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE GENERAL ACCOUNT

The Executive Officer had circulated a draft budget proposal for the general account which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 13 P&C).

It was agreed that Cllrs would email any suggestions regarding the budget for the general account to the Executive Officer ready for consideration in the December meeting as the full council needs to approve all budgets in January prior to setting the precept.

There being no further business the meeting closed at 8.29pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 5 NOVEMBER 2018 COMMENCING AT 8.30PM**

Present: Cllrs Worboys (Chair), Faulkner, Fellows (left at 9pm) and Hale

In attendance: Mrs Weir (Executive Officer)

Also present: 2 members of the public; District Cllr Crookes

76/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bell, David and Robinson-Giannasi.

77/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

78/18 PUBLIC SESSION

None.

79/18 APPROVAL OF THE FOLLOWING MINUTES

1 October 63/18 - 75/18
The above minutes were approved as an accurate record of the meeting.

**80/18 RECEIVE AN UPDATE ON WORKS CARRIED OUT BY THE LENGTHSMAN AND
CONSIDERATION OF FURTHER IDEAS TO ADD TO THE LIST FOR THIS FINANCIAL
YEAR**

The Executive Officer advised the committee that she had contacted the lead parish regarding the time that OPC had left for works to be carried out by the Lengthsman but was still awaiting a response. This would be chased up ready for the next meeting.

It was noted that the footpath at the back of Dunleys Hill (possibly FP17) needed tidying up and maybe future maintenance on the Peace Garden may be required. The Executive Officer reminded Cllrs that the mowing of the grass and pruning of greenery was already included in the current maintenance contract for the site.

81/18 RECEIVE AN UPDATE ON THE LEASE BETWEEN OPC AND THE TENNIS CLUB

The Executive Officer had circulated a report to all prior to the meeting advising the committee that as requested the solicitor had been asked to include his comments in the lease that would then be presented to the tennis club (Appendix 14).

The Chair advised that he had taken the necessary photos and was happy to look at the required maps.

It was agreed that the Executive Officer would thank the Chairman of the tennis club for her recent correspondence and advise her that the lease is with the solicitor.

82/18 REVIEW AND RESOLUTION TO APPROVE THE CEMETERY FEES

A proposal regarding an increase to the current cemetery fees had been put together by the Executive Officer and Admin Assistant and circulated to all prior to the meeting (Appendix 15).

It was resolved to increase the cemetery fees as per the proposal circulated to all prior to the meeting.

83/18 RECEIVE AN UPDATE ON THE SITUATION REGARDING THE BOUNDARY BETWEEN MILD MAY COURT AND THE CEMETERY AND AGREEMENT ON THE NEXT STEPS

The Executive Officer had circulated a report to all prior to the meeting informing Cllrs that the agreed letters had been sent to all residents of Mildmay Court and the Chairman of the Association on 5 October. The deadline to respond of 28 days was 2 November (Appendix 16).

The Chairman of the Mildmay Court Association had circulated a letter and maps to the committee on 4 November at 21.26, agreed by the directors as a response to the letters to Mildmay residents. Some Cllrs had had the opportunity to quickly read this. It was commented that he requests a copy of the surveyor's report which was available on OPC's website and then clearly quotes from the report.

The Chair reminded the committee that the full council approved the virement of £1500 from the grounds maintenance heading for the fence and gate issue at Mildmay and to date have spent £395 which was for the survey.

The possibility of two Cllrs meeting with the directors rather than the Chairman of the Association was considered as was obtaining a quote to remove the fence, if it became necessary.

It was agreed to send the maps received from Mildmay to the surveyor to consider. This would be relayed back to the Chairman of the Association who would also be advised that OPC was unable to respond to his letter within the stated 21 days due the next committee meeting being scheduled for 3 December.

84/18 RECEIVE AN UPDATE ON THE CLEANING OF KING STREET TOILETS

The Executive Officer had advised Cllrs in her report that although she had contacted 5 companies to quote for the cleaning of the toilets, 2 had advised that they did not wish to quote, the other 3 had not responded (Appendix 17).

It was agreed to revisit obtaining quotes for the cleaning of King Street toilets after any refurbishment works had been implemented.

85/18 CONSIDERATION OF THE REQUEST FROM THE BOWLS CLUB TO PARK ON THE BEACON FIELD

Details of the request from the bowls club to park on the beacon field had been circulated to all prior to the meeting (Appendix 18).

Cllrs were reminded that the access track to the beacon field is a footpath that HCC allowed to be tarmacked and that OPC already allows ad-hoc parking on the field for special events, subject to the weather conditions.

There was no support from Cllrs to allow the bowls club to change the parking arrangements on the beacon field.

86/18 CONSIDERATION OF QUOTES FOR THE REPAIR OR REPLACEMENT OF THE WETPOUR AT BUFTON FIELD AND CHAPEL POND PLAY AREAS AND APPOINTMENT OF A CONTRACTOR

Details of the quotes received for the repair and replacement of the wetpour at Bufton Field and Chapel Pond Drive play areas had been circulated to all prior to the meeting (Appendix 19). The issues with the wetpour were brought to OPC's attention in the annual inspection report. The details of the dowry that came with Bufton Field was also included in the report.

It was agreed by the committee that it would be better to invest for the future on the wetpour as OPC had spent a considerable amount of money on repairs.

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.

87/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE COMMITTEE

The Executive Officer had circulated a draft budget proposal for the amenity committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 20)

It was agreed to include the cost of emptying bins in the budget once this cost was known.

There being no further business the meeting closed at 9.16pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 5 NOVEMBER 2018 COMMENCING AT 9.17PM**

Present: Cllrs Hale (Chair), Faulkner and Worboys

In attendance: Mrs Weir (Executive Officer)

Also present: 2 members of the public; District Cllr Crookes

74/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bell, David and Robinson-Giannasi.

75/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

76/18 PUBLIC SESSION

None.

77/18 APPROVAL OF THE FOLLOWING MINUTES

1 October 56/18 - 66/18

17 October 67/18 - 73/18

The above minutes were approved as an accurate record of the meeting.

78/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to approve content for the Facebook page on an ad-hoc basis, which would include the arrangements for the centenary celebrations and progress on the Peace Garden.

79/18 RECEIVE AN UPDATE ON THE PLANS TO COMMEMORATE THE 100TH ANNIVERSARY OF WW1 - "BATTLE'S OVER"

The Chair had circulated a draft Battle's Over leaflet to help promote the evening event. The printing of 500 leaflets was agreed in principle.

It was agreed to approve the expenditure of £50 to All Saints Church to cover heating and lighting, £200 to Fountains Café for refreshments and nibbles and a small cost for material to light the beacon for the Battle's Over celebration. It was noted that the RAF will be contributing £315 towards the event.

The Chair advised that the fire station have offered to set up the beacon, but OPC will be required to complete the risk assessment which the Executive Officer reminded the committee that the insurance company require. The Chair agreed to send this to the office. Two rope barriers will be needed to ring the beacon which will need to be set up on Saturday.

80/18 RECEIVE FEEDBACK FROM THE RECENT SPOOKTACULA EVENT

The Chair advised that he had received positive feedback on the Spooktacula event which was well attended despite the weather conditions. He will ask the Lions for further details on the event ready for

the next meeting.

81/18 CONSIDERATION AND AGREEMENT ON THE ANNUAL GRANT TO RAF ODIHAM

At the last meeting, the Chair proposed that this year OPC do something more personal for the RAF service personnel that will be deployed over Christmas. He has been in touch with several serving officers who have all agreed that providing something for the deployed personnel themselves would be a highly valued gesture.

His proposed shopping list is based on items being able to fit in a shoe box size package that can be shipped free via British Forces Post. Suggested items include seasonal crisps, mince pies, Christmas puddings, tinsel, Christmas cordial, candy canes, magazines, jams, marmite and tea.

The office will need to order the items and the Chair is confident he can arrange for help with the packing.

It was agreed to approve the proposal to send provisions to RAF service personnel deployed over Christmas and to ask the Co-op and Tesco if they would like to contribute. The usual Christmas card will be sent from OPC to the families of those deployed at Christmas.

82/18 RECEIVE AN UPDATE ON THE PEACE GARDEN AND AGREEMENT ON THE INSTALLATION OF A TIME CAPSULE

The Chair advised that OPC and Hart DC are working in partnership on this project. Hart DC considered the job and explored costs themselves before the contractor was appointed.

It was agreed to purchase a time capsule to be installed at the Peace Garden which would include contributions from the local schools, the RAF, The Odiham Society, the minutes from the meeting where the idea was suggested, a summary of the fallen and pictures from the opening of the garden. An engraved slab of some description would need to be placed over it.

It was noted that the garden will not be totally finished in time for the centenary as the trees and bulbs are unavailable at the present time and the time capsule will need to be installed after the event to allow for photos of the day.

83/18 CONSIDERATION OF BUDGET PROPOSALS FOR THE COMMITTEE

The Executive Officer had circulated a draft budget proposal for the Community Committee which included an explanation on the forecasted expenditure for 2018/19 and the draft budget proposal for 2019/20 (Appendix 21).

In Odiham had circulated details of their proposed requests earlier in the day.

It was agreed to finalise the budget at the next meeting prior to full council approval in January.

There being no further business the meeting closed at 9.39pm.

Signed.....

Date.....