



**Odiham**  
Parish Council

The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE MEETING OF FULL COUNCIL AND THE AMENITY AREAS COMMITTEES WHICH WILL BE HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON TUESDAY 10<sup>th</sup> MARCH 2020 COMMENCING AT 7:30PM MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

4<sup>th</sup> March 2020

*Andrea Mann* Parish Clerk

**FULL COUNCIL**

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
261/19	To receive and accept apologies for absence.	
262/19	To receive declarations of interests and requests for dispensation relating to any item on the agenda.	
263/19	<b>Presentation from The Basingstoke Canal Society</b> Presentation from The Basingstoke Canal Society on the proposal to construct a boat basin at Colt Hill.	
264/19	<b>Public Session</b> An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <a href="http://www.odiham.org.uk/your-council/policies/">http://www.odiham.org.uk/your-council/policies/</a> or contact the Parish Office for further advice.	
265/19	<b>Approval of Minutes</b> To APPROVE the following minutes previously circulated to Members and available at <a href="http://www.odiham.org.uk/meetings/agendas-minutes/">http://www.odiham.org.uk/meetings/agendas-minutes/</a> : <ul style="list-style-type: none"><li>- Minutes of the full Council meeting held on 11<sup>th</sup> February 2020.</li></ul>	
266/19	<b>Previous Committee Minutes</b> To receive and NOTE the following draft committee minutes previously circulated to Members: <ul style="list-style-type: none"><li>- Minutes of the Planning and Development Committee meeting held on 18<sup>th</sup> February 2020.</li><li>- Minutes of the Traffic and Transport Committee meetings held on 18<sup>th</sup> February 2020.</li><li>- Minutes of the Amenity Area Committee meeting held on 11<sup>th</sup> February 2020.</li><li>- Minutes of the Community Committee meeting held on 11<sup>th</sup> February 2020.</li></ul>	

267/19	<b>To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (attached)</b>	5
	202/19 – to note the letter of thanks received from the Open Spaces Society for renewing the subscription and donating to the society.	
	213/19 – to note that OPC had submitted an objection to the proposed Safe Walking Route to Robert Mays School and Hampshire County Council had issued a press release on 27 <sup>th</sup> “We have concluded that, at this time, it would not be the right thing to do to pursue the proposals especially given the potential cost to the public purse in fighting a legal action. However, we must ensure that the savings required of the County Council can still be met to fulfil our legal obligation to deliver a balanced budget by 2021. This means that, across Children’s Services, savings still need to be found and the approximate £250,000 per year savings, that could have been generated by replacing the Local Authority funded home to school transport with a walking route, will now, regrettably, have to be found from other areas, including services for the county’s most vulnerable children.”	
	226/19 – to note the letter of thanks received from Life Education Wessex and Thames Valley.	
268/19	<b>Chairman’s Announcements</b>	
269/19	<b>High Street Business Meeting</b> To receive a verbal update from the Chair on the High Street Business meeting held on 27 <sup>th</sup> February.	
270/19	<b>Committee Structure</b> To consider the Parish Clerk’s report including a proposed, new committee structure to be implemented from May 2020.	6-8
271/19	<b>2020/21 Meeting Calendar</b> Subject to the agreement of 270/19, to agree the proposed meeting calendar from May 2020 to May 2021.	9
272/19	<b>Flooding in North Warnborough</b> To consider raising a formal complaint with Thames Water and the Environment Agency regarding raw sewage pollution into the River Whitewater arising from the pumping station being overwhelmed following excessive rainfall. Cllr McFarlane to provide a verbal update to the meeting.	10-11
273/19	<b>Odiham and North Warnborough Conservation Area Character Appraisal Reviews</b> To consider a proposal to appoint a consultant to undertake a review of both appraisals. (Report forwarded to Members only due to commercial confidentiality).	12

- 274/19 **Office Printer Replacement**  
To note emergency expenditure made by the Clerk in consultation with the Chair, necessary to maintain Council services: Three-year lease as part of the Hampshire Services framework for a Ricoh printer @ £32 per quarter rental plus 1.37p mono and 6.31p colour copy. All toners, parts and services are included.
- 275/19 **VE Day in Odiham**  
Notification of the VE Day event in Odiham on Friday 8<sup>th</sup> May 2020, including a verbal update from Cllr P Verdon.
- 276/19 **Mildmay Court Heads of Terms Boundary Agreement**  
To consider the Parish Clerk's report. 13

### ***Financial Matters***

- 277/19 **Financial Reports to 29<sup>th</sup> February 2020**
- i) To receive and note the balances at 29<sup>th</sup> February 2020. 14
  - ii) To agree two Cllrs with cheque signatory rights to complete the bank reconciliation for February 2020, then signed by the Chairman of the Council 14
  - iii) To receive and note the budget position at 29<sup>th</sup> February 2020. 15-16
- 278/19 **March 2020 Payments**  
To authorise the list of payments circulated to Members before the meeting and appoint two Cllrs to finish the payment process.
- 279/19 **Grants to InOdiham**  
To consider the Parish Clerk's report outlining proposals to award funding to InOdiham from the 2020/21 budget 17-18
- 280/19 **Internal Auditor Appointment**  
To consider and agree Lightatouch as OPC's internal auditor for 2020/21 in the value of £775.

### ***Consultations***

- 281/19 **Hampshire County Council Consultation on Proposed Changes to Hampshire's Library Service**  
To consider the proposed response to the above consultation. 19-20

### ***Councillor Reports***

- 282/19 **Meeting reports from Councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 283/19 **Reports from other Councils**  
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.
- 284/19 **To note the date of the next meeting**  
Tuesday 14<sup>th</sup> April 2020 at 7.30pm.

**Confidential Matters**

- 285/19 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.
- 286/19 **Exempt Staff Related Correspondence**  
To consider OPC's position on staff related correspondence. 21-22
- 287/19 **Staff Salaries**  
To consider confidential staff salary matters within the Parish Clerk's report. 23
- 288/19 **Insurance Contract**  
To consider the Parish Clerk's report which includes commercially confidential information, including a decision to award a contract for insurance provision from 1<sup>st</sup> April. 24

Jan-20	213/19	Clerk	Refer PAATC concerns re Robert Mays Safe Walking Route to the next T&T Committee.	Completed
	214/19	Clerk	Change previous minutes from draft and add to the website.	Completed
	216/19	Clerk	Refer HCC Library Consultation to the next meeting.	Completed
	217/19	Clerk	Publish adopted SO's on website.	Completed
	218/19	Clerk, DS, RC	Finish payment process.	Completed
	220/19	DS, RC & Chairman	Approve Bank Recs Sep-Dec 19.	Completed
	221/19	Strategy Working Group	Progress early Strategic Projects.	Underway
		Clerk	Budget 2020/21 as agreed.	Completed
		Clerk & Councillors	Agree final, earmarked reserves balances at end of financial year - add to March agenda.	
	222/19	Clerk	Publish 2020/21 budget on website.	Underway
	223/19	Clerk	Notify Hart DC of the 2020/21 precept.	Completed
		Clerk	Publish 2020/21 precept on website.	Underway
	224/19	Clerk, Community Comm	Agree venue & theme of APM on 28th April.	Completed
	225/19	Clerk	Submit Mildmay Heads of Terms agreement to the Land Registry and notify Medalstable.	Completed
	226/19	Council	Agree overspend on grants budget of £700 - February	Completed
		Clerk	Notify successful grant recipients and arrange payments.	See 241/19
	232/19	Clerk	Implement OPC's decision to let Chapel Cottage with the lettings agency.	Underway
Feb-20	239/19	Hart DC	Hart DC to report back on how shared ownership % works once property sold on.	
		Clerk/Admin Officer	Include details of Rural Exception Site in newsletter.	In progress
	241/19	Clerk/Admin Officer	Change previous minutes from draft and add to website.	Completed
	243/19	Clerk	Notify successful grant recipients and arrange payments.	Completed
	244/19	Clerk	Add Library consultation to March agenda & Strategy Working Group to discuss response.	Completed
	245/19	Clerk	Add adopted Statement of Commitment to Odiham to website.	Completed
	246/19	Clerk	Arrange Councillor workshop to discuss earmarked reserves.	
	247/19	Cheque signatories	Complete payment process.	Completed
	248/19	Clerk	Arrange for Internal Auditor to have access to Scribe.	Completed
	249/19	Clerk	Complete paperwork for Cllr Raw to become a Unity Trust cheque signatory.	Completed
	250/19	Clerk	Report update on Internal Auditor matters back to full Council until complete.	Ongoing
	251/19	Clerk	Add agreed Financial Risk Assessment to website.	Completed
	252/19	All	Feedback investment suggestions to Clerk by 02.03.20.	
		Clerk	Include investment proposals on March full Council agenda.	Move to April
		Clerk	Develop new Grants Policy to include proposed new G Rotherly Bequest grant.	
	253/19	Cllr Verdon	Draft response to HCC's pre-planning consultation on Robert Mays School, Bufton playing fields.	Completed
	258/19	Clerk	Notify BT of unsuccessful quote.	Completed
		Cllr MacPhee	Research alternative options for improved broadband & phones & feedback to office by 02.03.20.	Move to April

**REPORT ON:** Committee Structure  
**WRITTEN BY:** Andrea Mann, Parish Clerk  
**MEETING DATE:** 10<sup>th</sup> March 2020  
**AGENDA ITEMS:** 270/19

### **Introduction**

To help spread a local Council's work, legislation permits a local council to delegate the performance of some of its statutory and legal responsibilities to committees, sub-committees, an Officer or other authority. In doing so, full Council is required to formally discharge functions through a Council resolution.

OPC's current committee structure is shown on the following page.

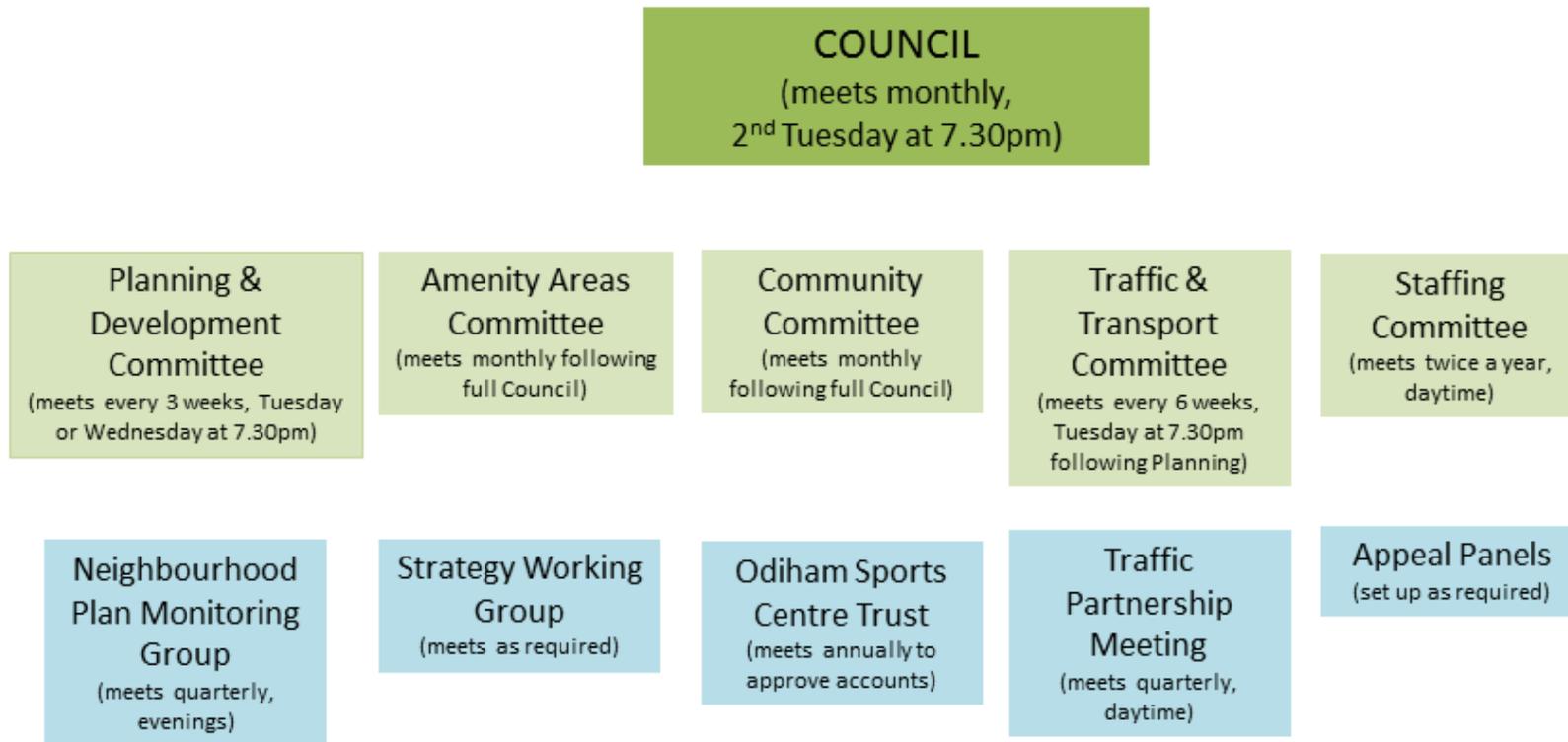
A review of the current structure has been carried out in response to Councillors' comments on the frequency of meetings and efficient use of Councillor and Officer's time. All Councillors have provided feedback by email and this report proposes a revised committee structure shown.

### **Recommendations**

The proposed, new committee structure shown on page 3 of this report has taken into account the comments received from Councillors and uses the following rationale:

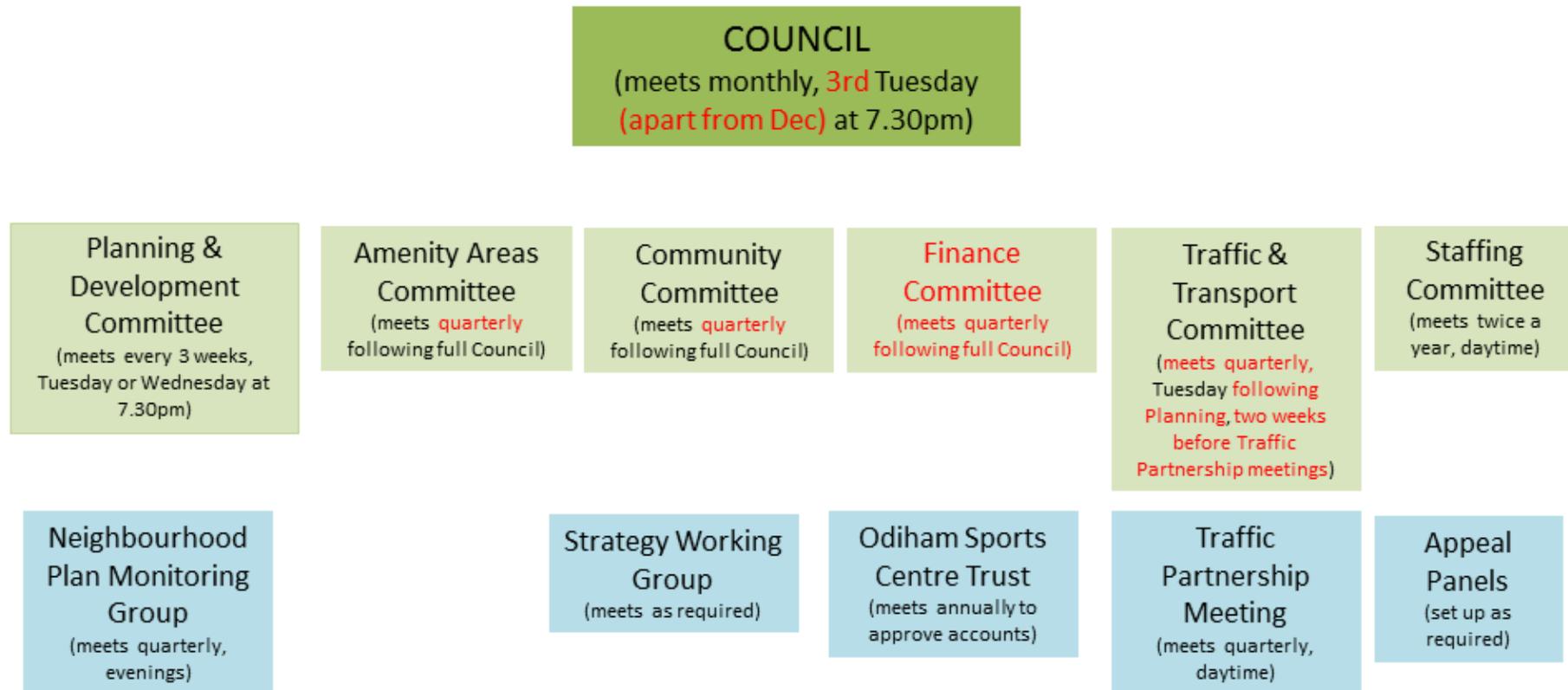
- To retain the frequency of full Council, moving it to the 3<sup>rd</sup> Tuesday in the month to avoid a clash with the HAPTC meetings.
- To reduce the frequency of committees reducing the total number of meetings, reducing admin time, allowing more time to focus on full Council meetings and to reduce the combined length of evening meetings.
- The Committee Chair can act as the Lead Councillor between meetings and work with Officers on related matters.
- Any urgent matters arising between quarterly, committee meetings can always be put to full Council, which is permitted to make all Council decisions.
- A new Finance Committee is proposed to consider the Council's quarterly, financial obligations. This will reduce the amount of financial agenda items on full Council. Note that some statutory functions cannot be delegated to a committee, such as setting the precept, budget and agreeing the Annual Governance Accounting Return.
- The Council may set up a working party at any time to be used as a task & finish group for projects.

# Odiham Parish Council Committee Structure (current)



Council & committee meetings per year  $12+18+24+8+2 = 64$   
Equating to 30 evenings per year

# Odiham Parish Council Committee Structure (proposed)



Council and committee meetings per year  $12+18+16+2 = 48$   
Equating to 30 evenings per year

## 2020/21 Meeting dates

All meetings, unless otherwise stated, are held on a Tuesday in The Parish Room, The Bury, Odiham, at 7.30pm.

The agenda for each meeting will be posted on the council's noticeboards and the website giving the required 3 clear days' notices before each meeting.

Members of the press and public are invited to attend all meetings, unless stated on the agenda.

	May '20	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21
Full Council	19 <sup>th</sup> (Annual)	16 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	16 <sup>th</sup>	20 <sup>th</sup>	18 <sup>th</sup>
Planning & Development Committee	12 <sup>th</sup>	2 <sup>nd</sup> 23 <sup>rd</sup>	14 <sup>th</sup>	4 <sup>th</sup> 25 <sup>th</sup>	15 <sup>th</sup>	6 <sup>th</sup> 27 <sup>th</sup>	18 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup> 26 <sup>th</sup>	17 <sup>th</sup>	9 <sup>th</sup> 30 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>
Traffic & Transport Committee		2 <sup>nd</sup> (After Planning)			15 <sup>th</sup> (After Planning)			8 <sup>th</sup> (After Planning)			9 <sup>th</sup> (After Planning)		
Finance Committee			21 <sup>st</sup> (After full Council)			20 <sup>th</sup> (After full Council)			19 <sup>th</sup> (After full Council)			20 <sup>th</sup> (After full Council)	
Amenity Area Committee	19 <sup>th</sup> (After full Council)			18 <sup>th</sup> (After full Council)			17 <sup>th</sup> (After full Council)			16 <sup>th</sup> (After full Council)			18 <sup>th</sup> (After full Council)
Community Committee		16 <sup>th</sup> (After full Council)			22 <sup>nd</sup> (After full Council)			15 <sup>th</sup> (After full Council)			16 <sup>th</sup> (After full Council)		
Staffing Committee						7 <sup>th</sup> 10am						8 <sup>th</sup> 10am	

**REPORT ON:** Flooding in North Warnborough

**WRITTEN BY:** Cllr A McFarlane, Chair

**MEETING DATE:** 10<sup>th</sup> March 2020

**AGENDA ITEM:** 272/19

Recent flooding, most notably during storm Dennis over the weekend of 15/16<sup>th</sup> February, is the latest instance of an historical issue affecting areas of North Warnborough. Moreover this is an issue which seems to be happening more often and which climate change trends suggest will become more frequent over time as storms and heavy rain become the norm. Storm Dennis resulted in an inundation and subsequent failure of the pumping station behind the Jolly Miller site as well as flooding of roads on North Warnborough Greens (NWG) and Mill Corner. Following concerns from a number of residents affected by the flooding, not least their frustrations in contacting Thames Water (TW), Cllr McFarlane, assisted by Cllr Crookes (Hart), made contact with Susanna Hope the Hart Flood Infrastructure Engineer. As a result there was a meeting between said Cllrs, Ms Hart, three representatives from TW and four residents who have been active in documenting and reporting flooding issues. Cllr Glenn (Hants) was also able to attend. This was particularly helpful as the matters related to tackling what is a complex set of problems involve multi-agencies at District and County level.

Residents were able to provide all present with evidence of problems dating back to 2007, supported by photo and video evidence. This was much appreciated as it included some important elements which were either unknown or undocumented. Several important points emerged:

Reporting flooding problems – It is vital residents report problems to Hart and TW with photos and videos wherever possible. Numbers of reports are important so every resident should report an incident that affects them. TW acknowledged that at times of intense need the telephone emergency reporting line can become overwhelmed with long waiting times, and the current paper based report, printed from an online source is outdated. However, reports via Twitter do count and for those with Twitter accounts this is very easy to do.

Failures of the pumping station – TW believe the pumping station is adequate following upgrades however the ground water flooding alleviation infrastructure is inadequate which leads to inundation of the pumping station. Said infrastructure is not their responsibility. Recent testing of the foul lines locally has shown them to be sound with the exception of one small failure which is being dealt with.

Flood alleviation plan – Ms Hope has offered to come to an OPC meeting to explain the current plan and its progress. This is an area with complex geography, 5 sources of inflow and one outlet for water. Appropriate management of waterways, culverts and drains is vital to the management of progress of flood water – ground and surface – through the area at rates that avoid flooding. This is likely to require appropriate management of water courses by a range of land owners.

One possible aspect of infrastructure improvement involves cattle grid type installations on the roads into Mill Corner from the Hook Rd. This has been rejected by HCC highways on grounds which do not seem logical to residents or Cllrs at this meeting. Cllr Glenn will work with Ms Hope to communicate with HCC Highways on this issue to see if it can be resolved favourably.

Recent potential weakening of footpaths – the recent continued high water levels at both fords on North Warnborough Greens raised a question of testing of the bridges that take footpaths over the fords to ensure they remain safe. This is an issue for HCC and should be reported.

Implications for planning – one area not represented (and not invited) in this meeting were planning. There is an important issue acknowledged by all present that further building in the areas currently used to store water during flooding events must look carefully at not only the flood risk to any proposed development site, but also the knock on effect for the surrounding area. The flood risk reports provided by developers are not always comprehensive. In particular, there is a concern that development applications are considered in isolation. The cumulative effects of multiple developments, which may be small in themselves, does not seem to be monitored or considered. For developments of more than 10 houses, HCC flood engineers will be asked to comment, for fewer than 10 it will be Hart. Both teams are small and work closely together. However there was a shared sense that this issue should be a higher priority when planning applications are being considered for the area by Hart. This is an area that comes under the Head of Place and should be taken up with him.

The OPC should contribute to the regular Parish Flood Forum meetings (next date tbc) and continue to monitor the Hart Multi-Agency Flood Forum, chaired by Cllr Crookes.

Actions arising:

Cllr Glenn and Ms Hope to liaise re contact with HCC Highways.

Cllr McFarlane to brief OPC and liaise with Ms Hope re a presentation to OPC on flood alleviation

OPC to inform residents of relevant information re recording and reporting flooding incidents, contacting TW via Twitter, ditch maintenance.

Cllr McFarlane to follow up with OPC T&T re reporting concerns relating to the integrity of the bridges carrying footpaths over the fords at NWG.

### **For decision**

Actions to consider. The inundation of the pumping station results in sewage contamination of the River Whitewater and the fields and gardens adjacent to the pumping station and between it and the river. This has been reported to the Environment Agency by residents. Should OPC also lodge a report?

**REPORT ON:** Odiham and North Warnborough Conservation Area Character Appraisals

**WRITTEN BY:** Cllr P Verdon/Andrea Mann, Parish Clerk

**MEETING DATE:** 10<sup>th</sup> March 2020

**AGENDA ITEMS:** 273/19

### **Introduction**

The current Odiham Conservation Area Character Appraisal was produced in 2008 and the North Warnborough Conservation Area Character Appraisal in 2009. OPC has already agreed that both appraisals require updating having budgeted £2,500 in 2019/20 and agreeing a further £2,500 from the 2020/21 budget.

The current appraisals are out of date and Hart DC consider they are of little value to planning officers in their current form. Hart DC would like the appraisals to be shorter, more focused and easier to read in order for planning officers to use them effectively in the planning process. The Odiham and North Warnborough communities could carry out a minimal review, such as updating the new buildings, but not change the character style.

Since the budget meeting in January, Cllr Verdon and Helen Flemming have met with Hart District Council Head of Place where it was suggested that a consultant be appointed to update the appraisals also doing the same for Fleet and Hartley Wintney. By appointing the same consultant at similar times there will be savings due to economies of scale. Hart DC has offered to cover the initial set up costs with OPC covering the direct costs for Odiham & North Warnborough @ £8,000 for one appraisal covering the two areas.

Clearly this proposal is £3,000 over the available budget.

### **Recommendations**

As there is currently adequate funds in OPC's reserves, it is proposed that:

OPC accept Hart DC's proposal and appoint Alan Baxter Associates to carry review the Odiham and North Warnborough Conservation Area Character Appraisals and produce one appraisal covering the two areas.

This work will be funded for the £5,000 earmarked budget and £3,000 from general reserves. (Note: the earmarked and general reserves position has also been circulated to Councillors to allow an informed decision).

**REPORT ON:** Update on the Mildmay Court Boundary Agreement

**WRITTEN BY:** Andrea Mann, Parish Clerk

**MEETING DATE:** 10<sup>th</sup> March 2020

**AGENDA ITEM:** 276/19

### **Introduction**

At the full Council meeting on 14<sup>th</sup> January, OPC signed the Heads of Terms boundary agreement which was subsequently signed by Medalstable Ltd and forwarded to the Land Registry. The application has been cancelled by the Land Registry and reported to Medalstable Ltd.

“OPC has now received notification from the Land Registry that the application AP1 has been cancelled for the following reasons:

1. The application refers to an easement but the Land Registry does not consider that an easement has been created by the Heads of Terms agreement.
2. If the boundary agreement is to be registered then the application will need to be revised to refer to the correct titles.
3. The Heads of Terms states that it has no impact on the registered titles yet the Land Registry considers that the AP1 application suggests that it does.
4. XXXX has advised the Land Registry that he does not support the application in its current form.

OPC has asked Medalstable Ltd how they would like to proceed and they have suggested a meeting. This will be arranged as soon as possible to agree a mutually acceptable way forward.



**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name****Amenity Areas**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
22	Training and subscriptions	0.00	0.00	0.00	80.00	0.00	80.00
23	Chamberlain Gardens	0.00	0.00	0.00	2,000.00	1,935.00	65.00
24	Cemetery	0.00	0.00	0.00	13,000.00	9,493.32	3,506.68
25	Other amenity areas	0.00	0.00	100.00	7,500.00	4,605.00	2,995.00
26	Tree works	0.00	0.00	0.00	5,000.00	2,410.00	2,590.00
27	Cemetery rates and water	0.00	0.00	0.00	2,100.00	1,969.92	130.08
28	Cemetery electricity	0.00	0.00	0.00	150.00	119.68	30.32
29	Cemetery additional maintenance	0.00	0.00	0.00	500.00	0.00	500.00
30	Cemetery building maintenance	0.00	0.00	0.00	6,000.00	328.70	5,671.30
31	Chapel Cottage Maintenance	0.00	0.00	0.00	2,500.00	268.00	2,232.00
32	Estate Agent Fees	0.00	0.00	0.00	1,400.00	1,300.59	99.41
33	Broad Oak Maintenance	0.00	0.00	0.00	500.00	500.00	0.00
34	Commons Ranger	0.00	0.00	0.00	1,000.00	1,000.00	0.00
35	War Memorial Maintenance	0.00	0.00	0.00	0.00	202.00	-202.00
36	Tree Survey	0.00	0.00	0.00	1,000.00	0.00	1,000.00
37	Amenity Equipment repairs	0.00	0.00	0.00	1,000.00	225.00	775.00
38	Basingstoke Canal	0.00	0.00	0.00	4,100.00	4,036.00	64.00
39	Play Areas	0.00	0.00	0.00	6,000.00	7,093.30	-1,093.30
40	Buften Field Play Area	0.00	0.00	0.00	0.00	530.00	-530.00
41	Benches and Noticeboards	0.00	0.00	0.00	2,000.00	50.00	1,950.00
42	Toilets - Power and rates	0.00	0.00	48.02	1,800.00	1,799.15	48.87
43	Toilets - cleaning	0.00	0.00	0.00	4,800.00	3,156.00	1,644.00
44	Toilets - Maintenance	0.00	0.00	0.00	1,500.00	0.00	1,500.00
45	Parish Room - power and rates	0.00	0.00	0.00	800.00	665.20	134.80
46	Parish room - maintenance	0.00	0.00	0.00	500.00	562.65	-62.65
47	Parish room - Caretaking	0.00	0.00	0.00	700.00	605.00	95.00
48	Tennis Courts rates	0.00	0.00	0.00	140.00	128.52	11.48
49	Allotments - Water	0.00	0.00	0.00	300.00	0.00	300.00
50	Allotments - maintenance	0.00	0.00	0.00	1,447.00	670.00	777.00
51	Allotment Misc	0.00	0.00	0.00	100.00	0.00	100.00
52	Bin emptying	0.00	0.00	0.00	2,184.00	39.00	2,145.00
53	Memorial testing	0.00	0.00	0.00	1,000.00	0.00	1,000.00
54	Revaluation of buildings	0.00	0.00	0.00	1,000.00	0.00	1,000.00
55	Replacement of carpet in cottage	0.00	0.00	0.00	1,500.00	0.00	1,500.00
56	Replanting of trees	0.00	0.00	0.00	1,000.00	0.00	1,000.00
57	Chapel Cottage rent	0.00	13,200.00	5,626.34	0.00	882.06	-8,455.72
58	Burial fees	0.00	7,000.00	11,000.00	0.00	0.00	4,000.00
59	Tennis and bowls rent	0.00	10.00	31.99	0.00	0.00	21.99
60	Other income	0.00	107.00	0.00	0.00	0.00	-107.00
61	Allotment rents	0.00	988.00	100.00	0.00	0.00	-888.00
78	Toilet refurbishment	0.00	0.00	0.00	0.00	42,651.75	-42,651.75
84	Allotment Deposits	0.00	0.00	60.00	0.00	0.00	60.00
86	Equipment Repairs	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>21,305.00</b>	<b>£16,966.35</b>	<b>74,601.00</b>	<b>£87,225.84</b>	<b>-16,963.49</b>

**Community**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
64	APA	0.00	0.00	0.00	200.00	40.00	160.00
65	PR & Pub inc newsletter	0.00	0.00	0.00	4,600.00	2,578.96	2,021.04
66	Grants	0.00	0.00	0.00	7,000.00	8,700.00	-1,700.00
67	Christmas Evening	0.00	0.00	0.00	2,500.00	2,500.00	0.00
68	Promotion of village	0.00	0.00	0.00	3,500.00	1,649.52	1,850.48
69	Carols in Bury	0.00	0.00	0.00	500.00	1,000.00	-500.00
70	Bands/Blues AFD	0.00	0.00	2,500.00	1,500.00	2,553.45	1,446.55
71	Citizens Advice	0.00	0.00	0.00	1,500.00	1,500.00	0.00
72	Bi annual box cart race	0.00	0.00	0.00	1,500.00	590.24	909.76
76	Christmas Trees and Lights	0.00	0.00	0.00	1,500.00	964.29	535.71
		<b>£0.00</b>	<b>0.00</b>	<b>£2,500.00</b>	<b>24,300.00</b>	<b>£22,076.46</b>	<b>4,723.54</b>

**Earmarked Reserves**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
85	Allotment Deposits	0.00	0.00	60.00	0.00	0.00	60.00
		<b>£0.00</b>	<b>0.00</b>	<b>£60.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>60.00</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>General Account</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1	EO Salary	0.00	0.00	0.00	0.00	0.00	0.00
2	Staff Salaries	0.00	0.00	0.00	42,400.00	44,131.52	-1,731.52
3	Employers' NI	0.00	0.00	0.00	3,000.00	1,964.92	1,035.08
4	Pension Contribution	0.00	0.00	0.00	6,850.00	5,939.04	910.96
5	Travel	0.00	0.00	0.00	200.00	600.25	-400.25
6	Office Rental	0.00	0.00	0.00	5,400.00	3,450.00	1,950.00
7	Rates	0.00	0.00	0.00	2,200.00	1,988.55	211.45
8	Telephone and internet	0.00	0.00	0.00	1,000.00	928.38	71.62
9	Office Equipment	0.00	0.00	0.00	1,000.00	70.00	930.00
10	IT Support and Back up	0.00	0.00	0.00	2,800.00	2,716.10	83.90
11	Postage and consumables	0.00	0.00	228.42	1,000.00	1,167.54	60.88
12	Subscriptions	0.00	0.00	0.00	1,880.00	1,607.61	272.39
13	Training	0.00	0.00	0.00	1,500.00	693.00	807.00
14	Bank Charges	0.00	0.00	0.00	200.00	117.25	82.75
15	Audit Fees	0.00	0.00	0.00	1,300.00	1,305.83	-5.83
16	Legal Expenses	0.00	0.00	0.00	3,700.00	1,512.00	2,188.00
17	Insurance	0.00	0.00	0.00	3,500.00	2,987.78	512.22
18	Election Expenses	0.00	0.00	0.00	10,000.00	68.90	9,931.10
19	Get mapping	0.00	0.00	0.00	200.00	0.00	200.00
20	Accounts Package	0.00	0.00	0.00	700.00	1,154.50	-454.50
21	Bank Interest	0.00	260.00	434.73	0.00	0.00	174.73
77	Petty cash	0.00	0.00	0.00	0.00	0.00	0.00
79	Precept	0.00	165,656.00	165,656.00	0.00	0.00	0.00
80	Professional Costs	0.00	0.00	0.00	0.00	965.00	-965.00
81	Employees NI	0.00	0.00	0.00	0.00	0.00	0.00
82	Employees PAYE	0.00	0.00	0.00	0.00	0.00	0.00
83	HMRC VAT	0.00	0.00	20,272.77	0.00	0.00	20,272.77
		<b>£0.00</b>	<b>165,916.00</b>	<b>£186,591.92</b>	<b>88,830.00</b>	<b>£73,368.17</b>	<b>36,137.75</b>

<b>Planning</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
73	Training and Membership	0.00	0.00	0.00	240.00	45.00	195.00
74	NH Plan	0.00	0.00	0.00	150.00	71.62	78.38
75	NW and Odiham CA Appraisals	0.00	0.00	0.00	2,500.00	0.00	2,500.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>2,890.00</b>	<b>£116.62</b>	<b>2,773.38</b>

<b>Traffic and Transport</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
62	Lighting - energy costs	0.00	0.00	0.00	1,900.00	3,443.72	-1,543.72
63	Lighting - Maint and admin	0.00	0.00	0.00	4,700.00	3,658.17	1,041.83
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>6,600.00</b>	<b>£7,101.89</b>	<b>-501.89</b>

<b>NET TOTAL</b>		<b>£0.00</b>	<b>187,221.00</b>	<b>£206,118.27</b>	<b>197,221.00</b>	<b>£189,888.98</b>	<b>26,229.29</b>
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**REPORT ON:** Grants to InOdiham  
**WRITTEN BY:** Andrea Mann, Parish Clerk  
**MEETING DATE:** 10<sup>th</sup> March 2020  
**AGENDA ITEMS:** 279/19

### Introduction

For the last few years OPC has supported InOdiham by grant funding certain events and activities. Traditionally InOdiham submit their funding request to OPC for consideration when setting the budget which is reviewed by the Community Committee however, due to a change in staff and relatively new Council, this has not taken place this year.

### Grant Applications

The following requests have been received for the 2020/21 financial year:

Activity	Amount Requested	OPC agreed budget for event	Amount awarded 2019/20 (confirmed by InOdiham)
Bands in the Bury	£1,500	£2,000	£1,000
Flavourfest	£1,200	£0	£1,000 (Promotion of Village budget)
Extravaganza	£2,500	£2,500	£2,500
Flower baskets	Funding requested Total cost circa £5,000	£0	£0
	£5,200 Plus funding for baskets	£4,500	£4,500

### Supporting Information provided by InOdiham

#### Financial Accounts

InOdiham annual accounts to 31<sup>st</sup> March 2019 are included with this report (circulated to Members only).

#### Events

InOdiham has stated that, in all cases, these events cost significantly more to run – “The Extravaganza is circa £7k while Bands is near £2.5k. We meet the balance through sponsorship, fund raising, local businesses and stalls providing income. However without the assurance of the funds from the precept that the council have traditionally budgeted, we would not be in a position to continue with them.”

#### Flower Baskets

InOdiham create 52 baskets at a cost of circa £5,000. This includes regular watering over months they are in place. The feedback on this initiative is overwhelmingly positive. However, unfortunately InOdiham, as a community interest company, do not have the funds or regular income to support this activity moving forwards. InOdiham tend to generate circa £1k in sponsorship and £500 from HCC and money from a raffle at Bands in the Bury but this is extremely time consuming for their limited volunteers and the deficit in sponsorship to cost is no longer sustainable. InOdiham has asked if OPC would consider providing for this cost within its budget and InOdiham could assist with the arrangements and maintenance.

### Village Promotion

In Odiham has also raised questions regarding the distribution of the Visit Odiham leaflet and Visit Odiham website. These questions will be referred to the Community Committee in due course.

### InOdiham Assets held in Storage

Questions have also been raised regarding the storage and accessibility of InOdiham assets. There is also a need for OPC to carry out the same exercise and this will be considered in due course as time allows.

OPC Chair and Clerk have met with representatives of InOdiham to gain insight into past procedures.

### **Summary**

It is evident from correspondence and dialogue with InOdiham representatives that OPC funding is critical in underpinning InOdiham's operations and there is no doubt that the events are highly regarded by the local community. However, OPC has already agreed the 2020/21 budget and is also faced with the challenge of ensuring proper use of public funds having to demonstrate accountability in a transparent manner.

It is not clear from InOdiham's accounts where OPC grants have been allocated and spent or whether they have been vired for other activities. There is also a question over the running of Flavourfest as to whether OPC should be funding a commercial organisation to run the event?

### **Recommendations**

It is proposed that OPC should continue to support InOdiham's activities and show support through a financial contribution from the 2020/21 budget.

As there is no specific budget for the flower baskets, it is proposed that no grant be awarded in 2020/21 but OPC considers this in time for setting the 2021/22 budget. Note that Councillors are welcome to review the draft earmarked reserves listing.

OPC has already identified the need to review its grant giving policy and will be doing so in the next few months. It is suggested that this review includes the process of awarding funding to InOdiham with the aim of making the process more transparent, whilst not impacting on InOdiham's ability to continue their valuable work in the community.

OPC already has a representative on the InOdiham committee and it is suggested that the Clerk is also copied into meeting decisions to help the two organisations work together in the future.

### **For decision**

To consider the following grants to InOdiham events to be paid in April/May 2020:

Bands in the Bury	£1,500
Extravaganza	£2,500
Flavourfest	£1,200 (funded from the grants budget)

**REPORT ON:** OPC response to proposed closure of Odiham Library

**WRITTEN BY:** Cllr A McFarlane, Chair

**MEETING DATE:** 10<sup>th</sup> March 2020

**AGENDA ITEMS:** 281/19

We recognise the increasing pressure on HCC budgets and are sympathetic to the need to find economies. However we believe that closing the library in Odiham would be a false economy, the impact on those residents in the catchment would be disproportionate and any saving achieved here would have to be offset against potential increases needed to compensate for the loss among particularly affected groups eg on Home Library Service, digital services or increased demand in other libraries as proposed in the consultation P52.

#### 1 Travel time and access to alternative libraries

We believe the estimated travel time by public transport in the consultation of 30 mins is misleading. It does not allow for the fact that there is no public transport access to Odiham High St so anyone needing to catch a bus to Alton (or Basingstoke) must first get to the Alton Road. Since this is likely to affect those without access to car travel, including those with mobility issues, they will suffer a disproportionate impact. The walk is likely to take 15-30 mins depending on mobility. The total travel time door to door from Odiham Library to Alton Library is closer to one hour at a minimum. Older and younger members of the community are more likely to be adversely affected by this and there is a larger proportion of over 60s in Odiham, than in Hampshire generally at 28% v 25%, and under 18s v the average for Hampshire at 23% v 21%.

Large parts of the Odiham library catchment area as shown on page 52 of the consultation document are not served by any other library. Residents in these areas, where public transport links are at least as bad as for Odiham, will also be disadvantaged.

#### 2 Use by local schools

The library is an important resource for the infant and junior schools close by. Given the cuts to school library services in recent years this proposed closure would represent is 'double whammy' for the youngsters of Odiham, at an age when developing reading habits have a lifelong impact.

#### 3 The scale of saving

The direct saving of £14,000 per annum is relatively small given the value of the service. As this is a small library, its share of indirect costs will also be pro rata, and therefore small. There are economies to running the library due to its co-location with the offices of the local MP and Parish Council. Since the building will have to be maintained whilst those offices remain, cost savings to the HCC on the estates side will be very small if any.

#### 4 The impact of keeping the library with a 15-25% loss of hours

We recognise that the alternative to closing the 10 targeted libraries is a reduction of 25% in opening hours across the service. Currently the library is open for 6 sessions of 3 hours. The likely reduction for Odiham would be one session. The OPC could explore the option to open the library for that session on a 'self serve' basis and explore the possibility of supporting a community group to offer volunteer cover for that session. At this stage however this cannot be guaranteed and the most likely outcome would be that the library would be open 5 days instead of 6.

#### 5 Possible subsidy from the OPC precept

The option of the OPC subsidising the library was raised in discussion by HCC. This would be at the level of £14,000 pa with any rise in staffing costs year on year being passed on. However, this would require a rise in the precept (already now set for 20/21) and Odiham residents in effect

paying twice for access to library services. We would challenge the view expressed by HCC that their statutory obligation to provide library services would be met by the remaining libraries and Odiham residents would be paying for a service over and above the statutory provision. Our challenge is based on the access and travel points above.

#### 6 Replacement of the library with a book exchange

The option to replace the library with a book exchange in the space, run by volunteers, creates the challenge of training and management of the volunteers. A small Parish Council with 1.3 staff cannot resource such a service. This would also have implications for the level of precept to cover the additional staffing that would be needed with the related problems raised in point 5 above. The book stock would also be somewhat eclectic and unlikely to have the range available within the library service. It was however welcome news that the library service could also offer an order and collect service for reserved items – although that must surely erode the planned savings.

#### 7 Detriment to the community

The library is an important element in the rich mix that contributes to a vibrant centre to Odiham parish. The loss of the library would remove one more reason to come into the commercial heart of the Parish and make use of other services while there.

#### In summary

OPC believes the loss of Odiham library would have an adverse impact on the Odiham Community. Our strong preference is for the library to remain as it is in order to provide an important service at the heart of our community. We would argue that if savings must be made, the reduction in opening hours would be less detrimental to the local community. However the savings made will be very small compared to the impact on users.