



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD ONLINE VIA ZOOM ON
16th FEBRUARY 2021 COMMENCING AT 7PM**

Present: Cllrs A McFarlane (Chair), J Coffey, R Coleman, W MacPhee (from 234/20), J Raw, C Seabrook (from 218/20), D Stewart (from 224/20) and P Verdon.

In attendance: Andrea Mann, Parish Clerk and Sara Jones, Interim Deputy Parish Clerk.

Also present: Hants CC Cllr J Glen, Hart DC Cllrs K Crookes and three members of the public.

213/20 To receive and accept apologies for absence

Apologies were received from Cllr Ball and Hart DC Cllrs Dorn and Kennett.

214/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda

None.

215/20 Approval of minutes

RESOLVED

The minutes of the previous full Council meeting held on 19th January were agreed as a true record of the meeting, to be signed by the Chair at a later date.

(Proposed by Cllr Coleman, seconded by Cllr Verdon, 6 in favour).

216//20 Chair's announcements

The Chair reported the following:

- i) An extraordinary full Council meeting would be scheduled the following week to consider several matters arising and requiring a prompt decision.
- ii) In Odiham had unfortunately been unable to find an alternative solution to hanging flower baskets from the High Street lampposts. This was due to the age of the lampposts impacting on an HCC licence and would result in no displays during 2021.
- iii) The Chair suggested that OPC start thinking about ways of celebrating the Queen's Platinum Jubilee on Friday 3rd June 2022.
- iv) OPC continued to receive thanks from RAF personnel for their Christmas gifts.

217/20 Thank you to Sally Tunstell, North Warnborough and RAF Odiham Neighbourhood Watch Coordinator who was present at the meeting

On behalf of OPC, the Chair thanked Sally Tunstell for her sterling work as the North Warnborough Neighbourhood Watch Coordinator who had held the post for over 14 years. There was a small gift in the office for Sally to collect.



Sally thanked the Chair and explained that no successor had yet been appointed but there was local interest.

218/20

Public Session

No members of the public requested to speak.

219/20

Previous Committee Minutes

RESOLVED

The following minutes of committee meetings were noted and accepted:

- Planning & Development Committee held on 26th January
- Finance Committee meetings held on 20th October and 1st December 2020.

220/20

Matters Arising from the Minutes not elsewhere on the agenda and full Council Action Points List

The action list presented with the agenda was noted.

221/20

Councillor Resignation

Cllr Killick's resignation as the RAF Station Ward Councillor was noted creating a Casual Vacancy. The statutory notice had been published and Hart DC Electoral Services would notify OPC whether a poll had been claimed on 3rd March. OPC was in discussion with the RAF base who had nominated a replacement.

The Chair thanked Cllr Killick for his work and offered a small gift which had been left in the Parish Office.

222/20

Community Led Book Exchange

- i) The Interim Deputy Parish Clerk introduced her progress report updating Councillors on the progress by the different work streams in establishing the community led Book Exchange. All sub-groups had met, started work and the Working Group was due to reconvene at the end of the month. It was hoped the Book Exchange would be operationally ready by Easter and an official launch would be possible during the late May half term. The project had been positively received by residents and had generated over 25 volunteers to date.
- ii) It was agreed to delegate expenditure of HCC's Library Transition grant to the Clerk in consultation with Councillors on the working group and in line with the grant budget. This included expenditure previously taken under delegated authority of £1,000 to develop the Book Exchange branding.

RESOLVED

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, 7 in favour).



223/20

Odiham Village Centre Area Action Plan

- i) Further to agreement at the previous meeting, Councillors considered the Clerk's report including the proposed scope, governance and timeline. The report had been drafted in consultation with the Hart DC Economic Development team and Cllr Coffey. The Chair explained that the Action Plan would provide an overarching narrative to consolidate the list of existing and future projects. Cllr Coffey said a further benefit was the opportunity to consult residents giving assurance OPC was acting on behalf of residents.

It was agreed to add two further priorities to those listed on the agenda:

- a. Environmental Impact.
- b. Disability Access.

- ii) Further to discussion it was
RESOLVED

To establish an Odiham Village Centre Steering Group with the proposed terms of reference.

(Proposed by Cllr McFarlane, seconded by Cllr Coffey, 7 in favour).

224/20

Hampshire County Council's Consultation on Working Towards a new Local Transport Plan <https://www.hants.gov.uk/transport/localtransportplan>

The Chair explained that it would be difficult for OPC to respond to the consultation with one view. Hants CC Cllr Glen was invited to provide further detail on the consultation and drew attention to two important issues relevant to Odiham:

- i) Improvements to the M3 junction 5.
- ii) Upgrading Hook Station facilities.

Cllr Stewart as Chair of the Traffic and Transport Committee was invited to submit a response on behalf of OPC and it was

RESOLVED

- i) Cllr Stewart would respond to the consultation on behalf of OPC.
- ii) The Clerk would promote the consultation to all residents.
- iii) All Councillors were encouraged to respond as individuals.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 8 in favour).

225/20

2021/22 Meeting Calendar

RESOLVED

The draft 2021/22 meeting calendar was agreed as presented with the agenda including an additional Finance Committee on 30th November.

(Proposed by Cllr Verdon, seconded by Cllr Raw, 8 in favour).

226/20

Annual Parish Assembly

RESOLVED

To hold an Annual Parish Assembly at the Cross Barn on Tuesday 13th April at 6.30pm. Subject to Covid rules, Councillors and staff would attend in person and the meeting would be livestreamed to residents.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 8 in favour).



227/20 Health & Safety Policy
RESOLVED
To adopt the Health & Safety Policy as presented with the agenda and the Health & Safety statement added to OPC's website.
(Proposed by Cllr McFarlane, seconded by Cllr Coffey, 8 in favour).

228/20 Standing Orders
In accordance with Standing Orders, an annual review was carried out and revisions agreed.
RESOLVED
To adopt Standing Orders as presented with the agenda.
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, 8 in favour).

229/20 Document Retention Policy
RESOLVED
To adopt the new Document Retention Policy and Disposal Policy as presented with the agenda.
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, 8 in favour).

Financial Matters

230/20 February 2021 Payments
The payments listing emailed to Councillors before the meeting was approved with an additional payment to the Institute of Cemetery and Crematorium Management for staff training.
RESOLVED
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, 8 in favour).

Cllrs Coleman and Verdon were appointed to complete the payment process.

Councillor Reports

231/20 Meeting reports from Councillors
Cllr Verdon reported from a meeting held the previous day with the Hart DC Tree Officer and the Odiham Society which received a background on Tree Protection Orders and notification of tree applications in Conservation Areas.

The Chair reminded all Councillor representatives on local organisation committees to update full Council when updates were available and asked the Clerk to prompt Councillors to prepare update reports, annually as a minimum.

232/20 Reports from other Councillors
Hart DC Cllr Crookes reported:
- He was disappointed to see several Hart DC staff leave who were moving to Hants CC.



- Hart DC was busy reviewing the 2021/22 budget in preparation for a full Council decision the following week. The draft budget had been reviewed by several committees who had requested further detail in order to fully scrutinise the figures. The current position included a £380k deficit with plans to meet this deficit through general reserves. The final budget was likely to include a 3% increase, the maximum permitted without a referendum.
- Cllr Crookes was aware that, following a meeting on Shapley Heath the previous week, several Parish Councils would be writing to Hart DC regarding the project governance. The Chair and Cllr Verdon confirmed OPC would be discussing this at the Planning & Development Committee the following evening.
- Cllr Crookes would forward an email from the Hart DC Ranger to the Clerk notifying of significant clearance works which were already underway under the pylons on Broadoak Common.

Hants CC Cllr Glen reported:

- Cllr Glen's monthly report prepared for 'Hook Focus' magazine would be published the following day and could be reported to the following full Council meeting.
- Central government Climate Change funding had been awarded for schools aimed at improving energy efficiency in school buildings.
- Cllr Glen was pleased that Hants CC had agreed to prioritise adults with special needs in the Covid vaccination program.

233/20

Date of the next meeting:

An extraordinary meeting would take place on Wednesday 24th February at 7pm. The date of the next scheduled meeting was noted as 16th March at 7.30pm.

Confidential Matters

234/20

To exclude the public and press to consider confidential matters

ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential contractual matters.

(Public Bodies (Admission to Meetings) Act 1960).

(Proposed by Cllr McFarlane, seconded by Cllr Coffey, ALL in favour).

Non-OPC members then left the meeting.

235/20

Grounds Maintenance Contract 2021-24

Cllr Raw introduced the Clerk's report which summarised details of the shortlisted contractors, all of which were considered to be credible options. Three had been invited to Zoom meetings, asked further questions and all gave confidence they could fulfil this contract.



The preferred contractor was selected due to their enthusiasm for the contract, local knowledge and current ability to offer more services over and above the specified contract and relevant to OPC's activities.

RESOLVED

To award a 3 year grounds maintenance contract to Larkstel Ltd from 1st April 2021 to 31st March 2024 with a total base value of £8,122.33 per annum. Larkstel Ltd would be asked to carry out one additional cut of each site prior to the contract commencing and may, from time to time, be asked to quote for additional items over and above the tasks specified in the contract.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, ALL in favour).

236/20 The Bridewell Freehold

The Bridewell Working Group provided a verbal update on the progress of The Bridewell Freehold. This included:

- i) A review of the structural survey report, previously submitted with the agenda.
- ii) HCC's response to the survey report.
- iii) Legal advice on community interest companies (CIC's).
- iv) A quote had been requested to prepare a fully costed schedule of works to rectify the backlog of maintenance issues.

Further to discussion it was

RESOLVED

- i) Councillors agreed to accept legal advice advising this scenario was not a natural fit for a CIC model.
- ii) To take the following actions and report back to the extraordinary meeting on 24th February
 - o The Chair would speak to Cllr Glen.
 - o The Clerk would circulate Hants CC's model Heads of Terms contract to the Working Group.

237/20 Staff related matter

Councillors noted the current position on a staff related matter which was documented with the agenda papers.

There being no further business the meeting closed at 8.20pm.

Signed.....

Date.....