



**MINUTES OF THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL  
HELD ONLINE VIA ZOOM ON 4<sup>th</sup> MAY 2021 COMMENCING AT 7.30PM**

- Present: Cllrs J Raw (Meeting Chair), K Ball, J Coffey, R Coleman, A Fraser, W MacPhee, C Seabrook, D Stewart and P Verdon.
- In attendance: Andrea Mann (Parish Clerk) and Sara Jones (Deputy Clerk).
- Also present: Hampshire CC Cllr Glen, Hart DC Cllrs Crookes and Kennett and one member of the public.

**1/21 Election of Chairman**

RESOLVED

Cllr A McFarlane was elected as Chairman of Odiham Parish Council for the ensuing year.

(Proposed by Cllr Fraser, seconded by Cllr P Verdon, all in favour).

It was noted that the Declaration of Acceptance Form would be signed in person as soon as practical.

**2/21 Election of Vice-Chair of the Council**

RESOLVED

Cllr J Raw was elected as Vice-Chairman of Odiham Parish Council for the ensuing year.

(Proposed by Cllr Verdon, seconded by Cllr Seabrook, all in favour).

**3/21 To receive and accept apologies for absence**

Apologies were received and accepted from Cllr McFarlane and Hart DC Cllr Dorn.

**4/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**5/21 Approval of minutes**

RESOLVED

The minutes of the previous full Council meeting held on 20<sup>th</sup> April were agreed as a true record of the meeting, to be signed by the Chair at a later date.

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

**6/21 Chair's Announcements**

Cllr Raw, as Vice Chair and meeting Chair, explained that this would be the final virtual Council meeting until further notice as the Government ruling on virtual meetings had been received. He read the following statement "The court has ruled that local authority meetings must be open to the public in a physical sense. References to a meeting being "open to the public" or "held in public" in the Court's view mean the physical attendance by the public. This means that the public can attend in person and councils have to provide such



facilities. This should however be provided and managed in line with current restrictions and public health advice. In practical terms, Councils have no choice but to control the numbers of people physically in the meeting room at one time.”

**7/21 Public Session**

None.

**8/21 Previous Committee Minutes**

The following minutes, previously circulated to Members, were received and noted:

- Finance Committee held of 19<sup>th</sup> January 2021.
- Planning & Development Committee held on 30<sup>th</sup> March 2021.

**9/21 General Power of Competence**

RESOLVED

That OPC is eligible to exercise the General Power of Competence (GPC) by meeting the Prescribed Conditions (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965).

(Proposed by Cllr Verdon, seconded by Cllr Stewart, all in favour).

**10/21 To consider Matters Arising from the Minutes not elsewhere on the agenda**

The Action Points List presented with the agenda was noted. The following updates were noted:

- A key safe had been installed on the Parish Room to hold a key fob for the King Street toilets. The Clerk was asked to notify the Police control room and Councillors of the code.
- The action to consult the community on the Bridewell was complete.

**11/21 OPC's Governance for the ensuing year**

RESOLVED:

- i) OPC's Committee Structure was agreed (Appendix 1)  
(Proposed by Cllr MacPhee, seconded by Cllr Verdon, all in favour).
- ii) Membership of committees were agreed (Appendix 2).  
(Proposed by Cllr Stewart, seconded by Cllr Coffey, all in favour).
- iii) Committee Chairs and Vice Chairs were agreed (shown in Appendix 2).  
(Proposed by Cllr Stewart, seconded by Cllr Verdon, all in favour).

**12/21 Working Groups**

The list of current Working Groups was reviewed and Councillors

RESOLVED:

To accept the recommendations in the report which would result in the following Working Groups closing down following the first review after project



completion: Conservation Area Appraisal, Library Working Group, Website, Village Centre Area Action Plan.  
(Proposed by Cllr Stewart, seconded by Cllr Verdon, all in favour).

**13/21**

### **Outside Bodies**

RESOLVED:

The following appointments of representatives to outside bodies were agreed:

- The Odiham Society – Cllr Coleman.
- Basingstoke Canal Society – Cllrs McFarlane and Stewart.
- Odiham Common – Cllr Coleman.
- Leapfrogs – Cllr Verdon.
- Neighbourhood Watch – Cllr MacPhee.
- Flood Forum – Cllr McFarlane.
- InOdiham – Cllr McFarlane (as Community Committee Chair), Cllr Verdon and Cllr Seabrook as reserve.
- Odiham and District Over 55 Wellbeing Forum – Cllr Raw.
- Hart Youth Forum – Cllr MacPhee.
- North Warnborough Village Hall – Cllr Coleman.
- Shapley Heath Garden Village Steering Group – Cllrs McFarlane and Verdon.
- Hook and Odiham Lions Community Needs Assessment – Cllr McFarlane.

The Vice-Chair noted that Odiham Consolidated Charities had been removed from the agenda list as Trustee appointments previously agreed covered a four year term.

**14/21**

### **Cheque Signatories**

RESOLVED:

Cheque signatories were approved as per the agenda report with no revisions.  
(Proposed by Cllr Verdon, seconded by Cllr Stewart, all in favour).

**15/21**

### **April/May 2021 Payments**

The payments listing previously circulated to Councillors was approved. Cllrs Coleman and Verdon were appointed to complete the online payment process.  
(Proposed by Cllr Coleman, seconded by Cllr Coffey, all in favour).

The Clerk commented it may be necessary to use the Scheme of Delegation to approve any invoices requiring payment before the following meeting on 15<sup>th</sup> June.

**16/21**

### **The Bell – application for an Asset of Community Value**

Councillors considered the motion proposed by Cllr Ball and seconded by Cllr Verdon: To discuss and resolve whether to submit an application for an Asset of Community Value for The Bell.



Cllr Ball introduced the motion, explaining that she was following community interest and had taken advice from Hart DC. Hart DC had advised the registration may be too late to stop a sale to a developer but could be effective in contributing towards a change of use planning decision.

Councillors questioned the purpose of taking this action and it was agreed the objective was to delay a potential change to residential.

#### RESOLVED

To make an application for The Bell to be added as an Asset of Community Value. Cllrs Ball and Verdon would lead on compiling the application. (Proposed by Cllr Ball, seconded by Cllr Verdon, 7 in favour, 1 objection, 1 abstention).

### ***Councillor Reports***

#### **17/21 Meeting reports from Councillors**

- i) Cllr Verdon reported from a meeting with a new Hart DC Officer who had been appointed on a 6 month contract to assist with the Conservation Area Appraisals updates across Hart.
- ii) Cllr Ball reported from a recent meeting of Odiham Consolidated Charities (OCC), in her role as Trustee. OCC was looking for support from a planning perspective on upgrading windows in the Almshouses and guidance on further social housing provision in the Parish. The Clerk reported that the Strategy Working Group scheduled 12<sup>th</sup> May would start to look at OPC's entire property portfolio where this matter could be raised and discussed.

#### **18/21 Reports from other Councils**

- i) Hants CC Cllr Glen thanked Cllr Raw for stepping in to Chair the meeting and referred to the Government's ruling on virtual meetings. He explained this was the third meeting he had attended that evening which was only made possible through virtual meetings.

Cllr Glen reported that the Cholsey Farm solar farm application closed for public comments on 14<sup>th</sup> May. He referred to many similar applications in Hart, welcoming green energy but not at the detriment of losing so much green space in the district. A meeting was scheduled with the Minister of Housing, Communities and Local Government where his concerns would be raised.

Cllr Glen reported that Hants CC Chief Executive John Coughlin would be stepping down in June and would be a loss to the authority.

Applications for the County Councillor devolved grants would be open from 1<sup>st</sup> June.



- ii) Hart DC Crookes reported that Hart DC was also looking at the solar farm applications and working behind the scenes to ensure they were well prepared to consider the Cholsey Farm application, which was likely to be considered by Committee. Cllr Crookes agreed to forward a summary of points relating to the Cholsey application which had been drawn up by Hart DC.

Hart DC would be discontinuing the Dog Warden service and would advise a new format at a later date.

Cllr Crookes reminded the meeting that The Cross Barn would replace Old School as a Polling Station for the 4<sup>th</sup> May elections.

**19/21**      **Date of next meeting**  
15<sup>th</sup> June.

***Confidential Matters***

**20/21**      **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.**  
RESOLVED  
(Proposed by Cllr MacPhee, seconded by Cllr Verdon, all in favour).

**21/21**      **Consultancy Fees for Montford Place Public Open Space (POS)**  
Councillors considered a fee proposal to support OPC's research on whether to accept the POS land. The fee proposal included:

- The preparation of a detailed landscape site report based upon our visual inspection.
- Recommendations of landscape works/operations following our visual inspection.

RESOLVED  
To award contract to Fabrik Ltd in the value of £1,620 to complete this work, funded from the 2021/22 Professional Fees budget.  
(Proposed by Cllr Verdon, seconded by Cllr Raw, all in favour).

There being no further business the meeting closed at 20.51pm.

**Signed**.....

**Date**.....

# Odiham Parish Council Committee Structure

(agreed 4<sup>th</sup> May 2021)

**COUNCIL**  
(meets monthly, 3rd Tuesday at 7.30pm)

**Planning & Development Committee**  
(meets every 3 weeks, Tuesday or Wednesday at 7.30pm)

**Amenity Areas Committee**  
(meets quarterly following full Council)

**Community Committee**  
(meets quarterly following full Council)

**Finance Committee**  
(meets quarterly following full Council)

**Traffic & Transport Committee**  
(meets quarterly, Tuesday following Planning, two weeks before Traffic Partnership meetings)

**Staffing Committee**  
(meets twice a year, daytime)

**Neighbourhood Plan Monitoring Group**  
(meets quarterly, evenings)

**Strategy Working Group**  
(meets as required)

**Odiham Sports Centre Trust**  
(meets annually to approve accounts)

**Traffic Partnership Meeting**  
(meets quarterly, daytime)

**Appeal Panels**  
(set up as required)

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2021/22 Membership	Identified initiatives
Amenity Areas (Quarterly)	To deliver safe public access to Council owned or managed assets maintained with consideration to environmental, aesthetic and operational standards	<ul style="list-style-type: none"> <li>- cemetery and Chapel Cottage</li> <li>- recreation grounds</li> <li>- amenity areas</li> <li>- parish room</li> <li>- King Street toilets</li> <li>- grounds maintenance</li> <li>- tree works</li> </ul>	Cllr J Raw (Chair) Cllr K Ball Cllr J Coffey Cllr R Coleman (Vice Chair) Cllr W MacPhee Cllr A McFarlane Cllr D Stewart	<ul style="list-style-type: none"> <li>• Upkeep and maintenance of play areas</li> <li>• Initiate repair and maintenance programme for cemetery chapels</li> <li>• Maintenance of public benches and noticeboards</li> <li>• Allotments</li> <li>• Potential parish projects</li> <li>• Tree survey and works</li> <li>• Lengthsman scheme in conjunction with T&amp;T</li> <li>• Refurbishment of King Street toilets</li> <li>• Maintenance of the Peace Garden</li> <li>• Refurbishment of the War Memorial</li> </ul>
Community (Quarterly)	To help foster a vibrant community through partnership with public and private organisations	<ul style="list-style-type: none"> <li>- OPC events</li> <li>- PR &amp; publicity</li> <li>- community group liaison</li> <li>- tourism</li> <li>- Christmas trees and lights</li> <li>- Community award</li> </ul>	Cllr A McFarlane (Chair) Cllr K Ball Cllr A Fraser Cllr W MacPhee (Vice Chair) Cllr P Verdon	<ul style="list-style-type: none"> <li>• Youth – in conjunction with Amenity Areas and T&amp;T committees</li> <li>• InOdiham – encouragement and assistance</li> <li>• Fireworks event with the Lions</li> <li>• Annual Parish Assembly</li> <li>• Issuing of grants</li> <li>• Promotion of the village</li> <li>• Newsletter</li> <li>• AFD with InOdiham</li> <li>• Community awards</li> </ul>
Planning & Development (3 weekly)	To deliver and enforce an agreed framework for encouraging development compatible with the heritage and character of the parish according to the NH Plan	<ul style="list-style-type: none"> <li>- review of planning applications</li> <li>- planning enforcement</li> <li>- Village Design Statement</li> <li>- local plan input</li> <li>- housing and employment</li> </ul>	Cllr P Verdon (Chair) Cllr K Ball Cllr R Coleman Cllr A Fraser Cllr W MacPhee Cllr D Stewart (Vice Chair)	<ul style="list-style-type: none"> <li>• Affordable Housing Exception Scheme</li> <li>• To determine the best way to meet the Local Plan in Odiham</li> <li>• Conservation Area Character Appraisal updates.</li> </ul>

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2021/22 Membership	Identified initiatives
Traffic & Transport (Quarterly)	To allow safe, secure and easy passage for all forms of transport throughout the parish within planning guidelines	<ul style="list-style-type: none"> <li>- parking provision</li> <li>- street lighting and furniture</li> <li>- footpaths and bridleways</li> <li>- traffic management</li> <li>- community transport</li> </ul>	Cllr D Stewart (Chair) Cllr R Coleman Cllr J Coffey Cllr A Fraser Cllr W MacPhee (Vice Chair) Cllr J Raw Cllr C Seabrook	<ul style="list-style-type: none"> <li>• Traffic calming – with the aid of the SID</li> <li>• Odiham High Street parking</li> <li>• Safe Routes to School – particularly route from RAF Station.</li> <li>• Review / update footpath clearance by Hart DC</li> <li>• Cycle route</li> <li>• Footpath maintenance and resurfacing</li> <li>• Footpath works for the Lengthsman</li> <li>• Traffic Partnership</li> </ul>
Staffing (Minimum two per year)	To ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety		Cllr A McFarlane (Chair) Cllr J Raw Cllr C Seabrook Cllr P Verdon (Vice Chair)	
Finance (Quarterly plus extra during budget setting)	To oversee OPC's financial affairs, except where law prevents such delegation from the full Council		Cllr R Coleman (Chair) Cllr J Coffey Cllr A McFarlane Cllr J Raw (Vice Chair) Cllr D Stewart	<ul style="list-style-type: none"> <li>• Undertake quarterly reviews of OPC's income and expenditure</li> <li>• Approve monthly bank reconciliations</li> <li>• Monitor the Council's bank balances and investments.</li> <li>• Monitor general and earmarked reserves.</li> <li>• Scrutinise all aspects of the Councils financial business</li> <li>• The review and development of financial policies</li> <li>• The review of new financial related legislation</li> <li>• The preparation of the annual budget and precept</li> <li>• The review of and changes to banking and investment arrangements</li> <li>• Matters arising from (but not the approval of) internal and external audit reports</li> </ul>