



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON 16<sup>th</sup> NOVEMBER AT 7.30PM**

Present: Cllrs McFarlane (Chair), C Brown, R Coleman,  
W MacPhee, J Raw, D Stewart and P Verdon.

In attendance: Andrea Mann (Parish Clerk).

Also present: Hants CC Cllr Glen and 5 member of the public.

**133/21 To receive and accept apologies for absence**

Apologies were received and accepted from Cllrs G Ball, K Ball and Fraser and Hart DC Cllrs Crookes and Dorn.

**134/21 Declarations of interests and requests for dispensation**

None.

**135/21 Approval of minutes**

RESOLVED

The minutes of the full Council meeting held on 19<sup>th</sup> October 2021 (112/21-132/21) were agreed as a true record of the meeting and signed by the Chair. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**136/21 Chair's Announcements**

- i) The Chair gave thanks to the organisations involved in providing the Remembrance events with specific mentions to the RAF, All Saints Church and Royal British Legion. The event had run smoothly and was well attended by the public.
- ii) The Chair also gave thanks to everyone who had worked with OPC over the last year and helped OPC to win the Hampshire Association of Local Council's "Council of the year award". Thanks was also given to the Clerk.

**137/21 Public Session**

Mr Langdon spoke on behalf of the newly formed campaign group campaigning for "20 is plenty" schemes in the parish (agenda item 144/21 refers). Mr Langdon raised concerns for the safety of family members and referred to weekly reports of near misses, with King Street being the main focus of concern.

He said that King Street was the main pedestrian access for Buryfields and Mayhill schools but there were no pavements on the majority of the route. At one point the speed limit increases from 30mph to 60mph and this is also the access to the Cricket Club. Mr Langdon explained the group's mission was to bring this section of King Street under a "20 is plenty" scheme.

Mr Langdon asked OPC to support the campaign and referred to a related HALC motion, climate benefits and a similar scheme in Oxfordshire. He said it was



Hampshire CC's responsibility to seek government funding and the campaign had already gained support from local schools and MP.

The Chair proposed to consider agenda item 144/21 next and no objections were raised.

**144/21 "20 is Plenty" schemes**

Councillors considered whether to support the local campaign for "20 is plenty" as detailed in the agenda report circulated to Councillors before the meeting.

The Chair updated on the recent decision at the Hampshire Association of Local Council's (HALC) AGM on 6<sup>th</sup> November when a motion for 20mph zones had been proposed for the whole of Hampshire in residential and high footfall areas. Following debate an alternative motion was agreed which was being researched "instead of a blanket 20mph speed limit which would be as difficult to enforce as the current 30mph, give councils the power to implement selective 20mph areas, such as at schools and congestion areas." The Chair hoped this would produce a firm proposal to introduce enforceable, 20mph zones in Hampshire.

Councillors showed a preference for a 20mph restriction in King Street and the High Street.

Cllr Stewart explained the Traffic & Transport Committee had already asked for the 30mph restriction to be extended on King Street, as far as Love Lane. The Clerk was asked to find out the status of this request.

Councillors felt it was important for any speed limit to be patrolled and enforced.

**RESOLVED**

To support local lobbying proposals for enforceable 20mph zones.  
(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).

It was agreed to suspend standing orders to allow Hampshire CC Glen to comment on behalf of Hants CC.

Cllr Glen said the HCC Leader supported 20mph schemes and funds had been set aside, however, whether this included enforcement was a different question. He said that evidence suggested drivers at least slowed down in 20mph zones which showed they had a positive effect.

Cllr Glen explained that the "20 is plenty" scheme was originally introduced several years ago to encourage drivers to reduce speeds around schools. He agreed some locations were suitable for the schemes but discouraged schemes everywhere.

The Clerk was asked to add this matter to the next Traffic & Transport agenda.



**138/21 Previous Committee Minutes**

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

- Planning & Development Committee held on 5<sup>th</sup> October.
- Finance Committee held on 20<sup>th</sup> July 2021.
- Staffing Committee held on 28<sup>th</sup> July 2021.

**139/21 To consider Matters Arising from the Minutes not elsewhere on the agenda**  
No matters were raised.

**140/21 Verbal update on The Bridewell Freehold Transfer**

The Clerk reported that the transfer papers were still with Hampshire Legal Services and OPC's own legal representative. The December full Council meeting was still the target completion date with OPC taking over from 1<sup>st</sup> January but this was under review and looking less likely as time moved on. Cllr McFarlane also said it was unlikely OPC would have a costed schedule of work by the end of the year.

A Zoom meeting had taken place between OPC's Structural Surveyor, the Chair and the Clerk and a further meeting was scheduled the following week when it was hoped to progress ways of acquiring building works costs as evidence to support further discussions with Hants CC.

**141/21 Policy Reviews**

The following policies were reviewed and agreed:

- i) Statement of Internal Controls – this was a new policy which had been referred from the previous meeting with better clarification on staff and Councillor expenses.  
(Proposed by Cllr McFarlane, seconded by Cllr Brown, all in favour).
- ii) Councillor Code of Conduct – the new Code of Conduct was in line with Hart's new Code of Conduct, adopted September 2021.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

The Clerk was asked to research whether the reference to human rights legislation was still correct.

**142/21 Crownfields NP development site S106 agreement**

Cllr Verdon introduced the draft 106 agreement explaining that Councillors were being asked to comment on the draft terms then the final agreement would be referred back to full Council for agreement because OPC was a joint signatory. The full draft agreement had been circulated to Councillors prior to the meeting.

A meeting had taken place with the Hart DC Planning Officer who had clarified the following terms had been agreed in principle by the developer:

- i) 0.25 hectares land which included 20 car parking spaces and better landscaping for the remaining space.
- ii) £5,000 contribution towards The Bridewell.
- iii) A Village Gateway scheme on B3349.



- iv) An electrical supply to the car park to allow electric vehicle charging points but not the provision of the charging units or a phased supply necessary for rapid charging.

A car park maintenance contribution had been requested and Cllr Verdon was waiting to hear exact details.

**143/21 Climate Change Action Plan and Environment and Climate Change Working Group**

Cllr McFarlane introduced her paper proposing a Climate Change Working Group and terms of reference.

Cllr McFarlane further reported that Hampshire CC was now backing the greening campaign and a webinar was scheduled the following week which the Chair and Clerk would join. The first project asked for a review of individual property's carbon footprints and Councillors suggested thermal imaging.

**RESOLVED**

- i) To establish a Climate Change Working Group including Cllr McFarlane, Cllr Brown, Cllr Fraser and Cllr MacPhee and community representatives who offered a wealth of skills and experience.  
(Proposed by Cllr MacPhee, seconded by Cllr Stewart, all in favour).
- ii) The terms of reference presented with the agenda were agreed.  
(Proposed by Cllr MacPhee, seconded by Cllr Brown, all in favour).

Cllr McFarlane said a meeting was scheduled with the Hampshire and Isle of Wight Wildlife Trust the following week to start the process of producing local base line biodiversity data.

***Financial Matters***

**145/21 Queen's Platinum Jubilee 2022**

**RESOLVED**

Delegated expenditure was agreed up to £2,000 to secure band bookings in line with the Deputy Clerk's agenda report.

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

**146/21 November 2021 Payments**

**RESOLVED**

The November payments listing emailed to Councillors before the meeting was agreed as per Appendix 1 and Councillors Coleman and Stewart were appointed to complete the online payment process.

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



## **Councillor Reports**

### **147/21 Meeting reports from Councillors**

- i) The Chair had attended the HALC AGM on 6<sup>th</sup> November accompanied by the Clerk and was pleased to accept the HALC “Council of the year award” on behalf of OPC. In addition to the motion outlined in item 144/21, a second motion debated and resolved at the meeting was support for hybrid meetings.
- ii) The Chair reported from a meeting with Hart DC Cllr Crookes regarding local parking issues. Following the meeting, Cllr Crookes intended to ask the Hart DC Overview & Scrutiny Committee to return all day parking charges in The Bury and Deer Park View car parks to £2. Data for 2021 showed income between April and August had decreased significantly compared with income in 2019 for the same months. This decrease aligned with all day charges increasing from £2 to £4.
- iii) The Chair had met with the local MP regarding The Bridewell and he had confirmed he plans to stay in The Bridewell and expressed interest in reverting to a lease under the same terms as 2016.

### **148/21 Reports from other Councils**

- i) Hants CC Cllr Glen:
  - Cllr Glen’s “County Matters” report had been circulated prior to the meeting as shown in Appendix 2.
  - Cllr Glen congratulated Cllr McFarlane on her deputation to the Hart DC Planning Committee on the Cholsey Farm Solar Farm planning application. He urged OPC to write to the MP urging him to oppose so much development in the area and suggested making contact with the representative from the Whitewater Preservation Society who also presented at the Hart meeting
  - The local transport energy plan was under discussion and Cllr Glen hoped to see plans for improvements to the M3 junctions with investment.
  - Cllr Glen was due to chair the Calf Lane Liaison Panel and Cllr Verdon confirmed she had been appointed to represent OPC.
  - A meeting had recently taken place to discuss the “County Deal”. A draft agreement was expected the following week which would be signed by all district and borough leaders in the county. The next stage was to await a Government White Paper which was expected in the New Year. Cllr Glen expected the parishes to be briefed early 2022.
- ii) Hart DC Cllr Crooke’s report was circulated to Councillors prior to the meeting. (Appendix 3).

### **149/21 Date of next meeting**

14<sup>th</sup> December 2021.

## **Confidential Matters**

### **150/21 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.**

(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).

**151/21 Review of OPC's Property Portfolio**

Cllr McFarlane introduced draft agreements which would form the basis of an offer to a community group for use of the Parish Room, subject to the The Bridewell freehold being transferred to OPC.

**RESOLVED**

Following one small revision, a draft Heads of Terms and Tenancy at Will were approved and would be forwarded to the community group for consideration.

It was noted that an inventory of furniture and wall hangings in the Parish Room was underway and this would be presented to OPC for consideration with or before a request to sign the final agreement.

(Proposed by Cllr McFarlane, seconded by Cllr Brown, all in favour).

**152/21 Update from the Clerk's 2021 Appraisal**

Cllr McFarlane reported on the Clerk's appraisal which she had carried out with Cllr Verdon, the outcome of which was considered by the Staffing Committee 10.11.21.

**RESOLVED**

The recommendation from the Staffing Committee was agreed.

"The committee recommends to Finance that the Clerk is offered a 1.75% cost of living rise in line with the sector and a one off £250 honorarium in recognition of exceptional performance."

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, agreed by all.)

There being no further business the meeting closed at 8.27pm.

**Signed.....**

**Date.....**

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
241	22/10/2021		Unity Trust	241	Extravaganza (Christmas even	InOdiham	Z	1,500.00		1,500.00
242	04/11/2021		Unity Trust	242	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
243	04/11/2021		Unity Trust	243	Electricity - South Chapel	SSE	S	36.22	7.24	43.46
244	26/10/2021		Unity Trust	244	Outdoor leaflet dispensers	Direct Shopfittings	S	43.69	8.75	52.44
245	04/11/2021		Unity Trust	245	Leaflet dispensers (indoor)	Viking	S	41.47	8.29	49.76
246	04/11/2021		Unity Trust	246	Donation to Poppy Appeal	RBL	Z	50.00		50.00
247	04/11/2021		Unity Trust	247	Green waste fee for Lengthsm	Premier Grounds & Garden M	S	50.00	10.00	60.00
248	04/11/2021		Unity Trust	248	Newsletter Distribution	The Extra Mile	Z	165.75		165.75
249	04/11/2021		Unity Trust	249	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
250	04/11/2021		Unity Trust	250	Newsletter Printing	IC Printing Services	Z	775.00		775.00
251	04/11/2021		Unity Trust	251	Doorbell, newsletter stamps &	A Mann Expenses	S	109.88	1.33	111.21
252	04/11/2021		Unity Trust	252	Key cutting new cemetery pos	S Jones	Z	36.00		36.00
253	04/11/2021		Unity Trust	253	Office stationery	Viking	S	106.63	12.03	118.66
254	04/11/2021		Unity Trust	254	Phones & broadband	BT	S	284.52	48.90	333.42
255	16/11/2021		Unity Trust	255	Fruit trees	Southern Fruit Trees	Z	1,435.00		1,435.00
256	16/11/2021		Unity Trust	256	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,447.00	289.40	1,736.40
257	16/11/2021		Unity Trust	257	Security bollard at cemetery	Gregory Property & Garden M	Z	165.00		165.00
258	16/11/2021		Unity Trust	258	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
259	16/11/2021		Unity Trust	259	Security Alarm contract Chape	Crime Detection Systems	S	42.15	8.43	50.58
260	16/11/2021		Unity Trust	260	Grounds Maintenance October	Larkstel Ltd	S	281.91	56.38	338.29
261	16/11/2021		Unity Trust	261	Grounds Maintenance October	Larkstel Ltd	S	422.50	84.50	507.00
262	16/11/2021		Unity Trust	262	Grounds Maintenance October	Larkstel Ltd	S	333.39	66.68	400.07
263	16/11/2021		Unity Trust	263	Grounds Maintenance October	Larkstel Ltd	S	199.16	39.83	238.99
264	16/11/2021		Unity Trust	264	Grounds Maintenance October	Larkstel Ltd	S	56.00	11.20	67.20
265	16/11/2021		Unity Trust	265	Grounds Maintenance October	Larkstel Ltd	S	54.33	10.87	65.20
266	16/11/2021		Unity Trust	266	Memorial Testing	Larkstel Ltd	S	660.00	132.00	792.00
267	16/11/2021		Unity Trust	267	Cemetery training for Deputy C	Institute of Cemetery & Cren	S	135.00	27.00	162.00
268	16/11/2021		Unity Trust	268	Electricity - street lights	HCC	S	3,287.22	657.44	3,944.66
269	16/11/2021		Unity Trust	269	Broadband	BT	S	39.45	7.89	47.34
270	15/11/2021		Unity Trust	270	Broadband	BT	S	39.45	7.89	47.34
271	16/11/2021		Unity Trust	271	Repair to new bollard at cemel	Gregory Property & Garden M	Z	75.00		75.00
272	16/11/2021		Unity Trust	272	Odiham Common & Broad Oak	Hart DC	Z	1,000.00		1,000.00
273	16/11/2021		Unity Trust	272	Odiham Common & Broad Oak	Hart DC	Z	500.00		500.00
274	16/11/2021		Unity Trust	274	Electricity - King St Toilets	nPower	L	31.31	1.57	32.88
275	16/11/2021		Unity Trust	275	Locum Admin support	Mary Harris	Z	280.70		280.70
276	16/11/2021		Unity Trust	276	Mileage HALC AGM, OPC Sites	Andrea Mann	Z	73.07	4.53	77.60

**Odiham Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
277 Staff Salaries	16/11/2021		Unity Trust	277	November Salaries	November Salaries	Z	3,739.45		3,739.45
278 Staff Salaries	16/11/2021		Unity Trust	278	Employees PAYE & NI - Nover	HMRC	Z	902.90		902.90
279 Staff Salaries	16/11/2021		Unity Trust	279	Employees Pension Cont - Nov	Hampshire Pension Fund	Z	315.85		315.85
280 Employers' NI	16/11/2021		Unity Trust	280	Employers NI - November 202	HMRC	Z	480.82		480.82
281 Pension Contribution	16/11/2021		Unity Trust	281	Employers Pension Cont - Nov	Hampshire Pension Fund	Z	951.06		951.06
282 RAF Christmas Gifs	20/10/2021		Unity Trust	283	BACS for RAF vouchers	Cllr Fraser	Z	2,260.00		2,260.00
<b>Total</b>								<b>22,840.08</b>	<b>1,580.15</b>	<b>24,420.23</b>

# **COUNTY MATTERS – HOOK FOCUS/NOVEMBER 2021**

## **Councillor Jonathan Glen**

**Hampshire County Councillor for Hook, Odiham & the Western  
Parishes**

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### **1. Household Waste Recycling Centres**

Hampshire County Council is lifting the one visit per week limit for residents taking waste to one of the county's 24 household waste recycling centres (HWRCs), although the requirement to book visits online will remain in place for the time being.

Residents are however asked to make the most of each visit and separate out items for reuse and recycling to help reduce the amount of waste that has to be disposed of. Greater efficiency in recycling will ensure that the service is more cost effective.

While there is no limit on the number of bookings per week, the County Council requests any bookings made which later are not required are cancelled so that they can be available to others.

Residents can visit the County Council's [waste and recycling webpages](#) for further information and to [book an appointment](#).

Separately, Hampshire County Council has agreed to commission Veolia UK to prepare and submit a planning application seeking permission to develop a new materials recovery facility in Eastleigh, at Chickenhall Lane. This will help enable the county's waste collection and disposal authorities to meet potential future legislative requirements and recycle materials that current facilities are unable to, including plastic pots, tubs and trays, glass and cartons.

### **2. Support for bus services**

Hampshire County Council has committed to extend its additional, Covid related support for community transport services – committing to a further six months (1 October 2021 – 31 March 2022) while the country continues its economic recovery from the pandemic.

This means that the Authority will continue the policy of paying 100% contract and concessionary fares payments to Community Transport operators. The move will assist those operators in the recovery and operation of their services, covering them for any loss of service user income which they may continue to experience due to COVID-19 over the winter and into early spring.

### **3. HCC budget balancing proposals update**

Hampshire County Council has begun important financial planning - with feedback from residents to be considered - on options to help the Authority address an anticipated two-year shortfall in its budget of at least £80 million by April 2023. This is necessary if the County Council is to deliver a balanced budget, which is required by law. Councils across England are facing similar budgetary pressures.

## **COUNTY MATTERS – HOOK FOCUS/NOVEMBER 2021**

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The proposals will include Children's Services which aim to achieve savings of £21.3 million over the next two financial years (2022/2023 and 2023/2024). Maintaining good quality education and ensuring safe and effective social care services that are targeted to vulnerable children, young people and their families, are the priorities underpinning these savings proposals.

The resulting proposals from all County Council departments be considered by the County Council's [Cabinet](#) and [full Council](#) at their respective meetings on 12 October and 4 November 2021.

#### **4. Walktober**

October was International Walk to School month. As part of this, Hampshire County Council encouraged parents to leave the car at home for all or part of the school run, and to walk the journey instead - to help build opportunities for exercise in their children's school day, and to improve air quality around schools. It is one of the County Council's all year round initiatives to promote active travel and good road safety awareness among all those who use the roads.

Another of these initiatives is the [Junior Road Safety Officer \(JRSO\) programme](#) which trains Year 5 and Year 6 children to be ambassadors for road safety at their schools. JRSOs lead by example and share their knowledge with their fellow pupils about the importance of safety when walking to and from school.

The number of children walking to school in Hampshire over the last 15 years has risen to over 50% of pupils.

**Cllr Jonathan Glen**

Hampshire County Councillor

[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)

## District Councillors' report, November 2021.

### Hart Leisure Centre swimming pool update

Following issue with the roof over the swimming pools, a temporary net had been installed to enable the pools to be used. More recently the further safety net was installed over the teaching pool which was emptied of water and scaffold erected to enable the roof to be examined in closer detail. The scaffold has now been removed and the teaching pool should be re opened by November 13<sup>th</sup>.

### Draft Community Infrastructure Levy (CIL)

Overview and Scrutiny Committee considered a report which set out plans to consult on the introduction of CIL. At its November 4<sup>th</sup> meeting Cabinet decided to proceed with the consultation.

Developer contributions towards local infrastructure are set to increase under Hart District Council's proposal to introduce a Community Infrastructure Levy (CIL). CIL is a financial levy on new development. It will apply to most new homes and other types of development. Under the CIL, developer contributions can be easily pooled to fund local projects such as transport schemes, school places, and leisure facilities. Some of the money will go to town and parish councils to spend on local improvements such as parks and playgrounds. The rate charged will be set per sq m and will vary depending on the type of development. New homes for sale on the open market will have the highest rate, whilst other developments like new care homes, offices and shops would pay reduced rates. The CIL could come into effect in late 2022/early 2023. A consultation on proposed CIL rates runs from 5 November to 17 December 2021. For information on the CIL consultation, please visit [www.hart.gov.uk/community-infrastructure-levy](http://www.hart.gov.uk/community-infrastructure-levy).

### Local Plan Assessment

All local planning authorities are required to review and, if necessary, update their local plan policies within five years of adoption, if not sooner.

A Local Plan review assessment to be carried out once any 'Planning Bill' has passed through Parliament and the Government has issued any associated updated guidance.

Notice of termination under the provisions of paragraph 13.5 of the Shapley Heath Collaboration Agreement be given to L&Q Estates Limited and Lightwood Land Limited and that following the expiry of the 21-day Notice period the Shapley Heath Garden Community

Project is concluded with immediate effect but that existing baseline studies and surveys proceed to completion and be published early in the new year.

## 2022/23 Budget and Medium Term Financial Strategy

Both Scrutiny and Cabinet considered the currently expected budget for next year and the medium term. It is clear that savings need to be made to balance the budget. A series of saving proposals have been identified and discussed.

## Solar Farms

The solar farm planning applications for Chosley Farm (Odiham) and Bunkers Farm (Hook/Rotherwick) were both granted at Hart's Planning Committee on November 10th

**Councillor Ken Crookes**