



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 18th JANUARY 2022 AT 7.30PM**

Present: Cllrs McFarlane (Chair), K Ball, R Coleman, A Fraser, W MacPhee, D Stewart and P Verdon.

In attendance: Andrea Mann (Parish Clerk) and Sara Jones (Deputy Clerk).

Also present: Four members of the public.

153/21 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Brown, Hart DC Cllrs Crookes, Dorn and Kennett and Hants CC Cllr Glen.

154/21 Declarations of interests and requests for dispensation

Cllr Coleman declared an interest in agenda items 165/21 and 171i).
Cllr McFarlane declared an interest in agenda item 177/21.

155/21 Approval of minutes

RESOLVED

The minutes of the full Council meeting held on 16th November 2021 (133/21-152/21) were agreed as a true record of the meeting and signed by the Chair.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 5 in favour).

156/21 Chair's Announcements

The Chair reported:

- Cllr Georgina Ball had tendered her resignation which created another Councillor vacancy.
- Following voluntary support to residents during Covid, HVA was now seeking to extend voluntary support for helping with shopping and prescription deliveries to help ease pressure on social services.

157/21 Public Session

Mr Hawes asked for clarification on the proposal to abolish the Traffic & Transport Committee and the terms of the Traffic Partnership meeting. It was agreed to respond under agenda item 162/21.

158/21 Previous Committee Minutes

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

- Amenity Areas Committee held on 4th May.
- Finance Committee held on 20th July.
- Planning & Development Committees held on 17th November and 7th December 2021.

159/21 To consider Matters Arising from the Minutes not elsewhere on the agenda

No matters were raised.



160/21

Councillor Co-option

Three applications were considered for one casual vacancy covering the Odiham ward.

The Chair thanked all applicants and said it would be a difficult decision as all were worthy of the position.

A secret ballot took place and the applicant receiving the highest number of votes was put forward for co-option.

RESOLVED

Leo Cornwall, by unanimous vote, was co-opted as a Councillor to the Odiham Ward.

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

161/20

Councillor Appointments

The following appointments were made:

- i) Cllr Verdon was appointed as Vice Chair to the Council who would hold office until the next Annual Council meeting 17th May 2022.
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, all in favour).
- ii) Cllr Stewart was appointed as Chair of the Amenity Areas Committee.
(Proposed by Cllr Verdon, seconded by Cllr McFarlane, all in favour).
- iii) It was agreed to defer appointing a Vice Chair of the Finance Committee to the next meeting.
(Proposed by Cllr Stewart, seconded by Cllr Coleman, all in favour).
- iv) Cllr Ball was appointed to the Staffing Committee.
(Proposed by Cllr McFarlane, seconded by Cllr MacPhee, all in favour).

162/21

Future of the Traffic & Transport Committee

Councillors considered the future of the Traffic & Transport Committee as explained in the agenda report.

Cllr Stewart responded to the question raised in the public session and explained the rationale behind the proposal and the aims and objectives of the Traffic Partnership meetings.

In discussion it was stressed that OPC recognises the importance of traffic and highways issues to residents. However OPC can only lobby the relevant controlling authorities (HCC and HDC) as these matters are not under the control of OPC. This will be managed more efficiently by bringing issues to Full Council as they arise and communicating resolutions to the relevant authorities including through the quarterly Traffic Partnership meeting.

RESOLVED

To disband the Traffic & Transport Committee with immediate effect and refer strategic highways matters to full Council or to the Traffic Partnership meeting. Community Speedwatch would be moved under the Community Committee.
(Proposed by Cllr Fraser, seconded by Cllr Stewart, all in favour).



163/21 Policy Reviews

RESOLVED

- i) The Scheme of Delegation was approved.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- ii) The Staff Handbook was approved, as proposed by the Staffing Committee.
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).

164/21 Crownfields NP development site S106 agreement

This agenda item was not considered due to the latest draft of the S106 agreement not being received.

Cllr Verdon had spoken to Hart DC who advised there were no major revisions since OPC saw the draft and it was hoped the agreement would be available in time for the next meeting.

165/21 Licence to Odiham Society for use of The Parish Room, The Bury

Cllr Coleman declared an interest and did not take part in the debate or vote.

In preparation for taking over The Bridewell freehold, OPC had been liaising with the Odiham Society to seek a satisfactory alternative to free use of the Bridewell office space which the society currently enjoys.

The draft Licence, circulated to Councillors before the meeting, was considered and Cllr McFarlane clarified the minimum term was 3 years with a 6 month notice period.

It was RESOLVED, subject to OPC resolving to accept The Bridewell freehold in agenda Item 166/21, to:

- i) Grant an indefinite Licence with a three year minimum to the Odiham Society for use of The Parish Room as set out in the Heads of Terms included with the agenda.
(Proposed by Cllr MacPhee, seconded by Cllr Stewart, 6 in favour).
- ii) Agree the list of Landlord archives/artifacts on loan to the tenant, as shown in Licence Agreement, fourth schedule.
(Proposed by Cllr Verdon, seconded by Cllr MacPhee, 6 in favour).
- iii) Cllrs McFarlane and Verdon were appointed to sign the Licence agreement.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

166/21 The Bridewell Freehold Transfer

Councillors were asked to accept The Bridewell freehold by formally signing the Land Registry Transfer of Title. This request was supported by a full Business Plan circulated to Members before the meeting.

Following debate it was RESOLVED

- i. To accept The Bridewell freehold from Hampshire County Council for £1.
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, 6 in favour, 1 against).



- ii. Cllrs McFarlane and Verdon were appointed to sign the Land Registry Transfer of Title.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- iii. The service and utilities contracts were agreed as shown in Appendix 7 of the Business Plan. Details would be published on the annual list of Contracts & Subscriptions in March, once contracts were in place.
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).
- iv. The Clerk was given delegated authority to implement the above two decisions, in consultation with the Working Group where necessary.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

It was noted that the next step was for the legal representatives to agree a completion date, estimated to be 1st March.

167/21 Planning application

The following planning applications were considered due to the Hart DC consultation period ending before the next Planning & Development committee meeting:

- i) APPLICATION: 21/02711/FUL
ADDRESS: Farmhouse Palace Gate Farm Odiham Hook RG29 1JX
DETAILS: Removal of a wall, erection of a new section of wall and two timber gates.
OPC decision:
Objection on the grounds that it goes against policy 6 of the Conservation Area in that the alleyway between properties is one of the characteristics of the Odiham Conservation Area. The Conservation officer should be consulted about the removal of a curtilage wall of a listed property. Also, although not a planning consideration there are questions as to the existence of a rights of way through this alleyway to neighbouring properties.
- ii) APPLICATION: 21/03241/FUL
ADDRESS: The Bell Ph The Bury Odiham Hook Hampshire RG29 1LY
DETAILS: Change of use of outbuilding into a two bedroom dwelling.
OPC decision:
Objection, due to:
 - i) The site is now listed as an Asset of Community Value.
 - ii) Development of these outbuildings could impact on the remainder of the site operating as a pub.
 - iii) No parking provision has been made, as such the application does not meet Hart's parking guidelines.OPC believe that this application should not be decided until a decision on the future of the Bell as a public house is decided as if this building becomes a dwelling house it would remove vital storage for the public house.



- iii) APPLICATION: 21/03204/HOU
 ADDRESS: 2 Albert Cottages Colt Hill Odiham Hook RG29 1AN
 DETAILS: Replace existing patio doors with window and alterations to internal layout.
 OPC decision: No objection.

APPLICATION: 21/03205/LBC
 ADDRESS: 2 Albert Cottages Colt Hill Odiham Hook RG29 1AN
 DETAILS: Replace existing patio doors with window and alterations to internal layout.
 OPC decision: No objection.

The decisions were voted on by block vote, proposed by Cllr Verdon and seconded by Cllr MacPhee and it was resolved to submit the comments.

Financial Matters

168/21 2022/23 Budget

RESOLVED

Odiham Parish Council's 2022/23 budget was approved as follows, acknowledging one year's suspension of the Community Grants to allow time for The Bridewell to increase income.

Totals including Bridewell	Income Budget	Expenditure Budget	From reserves
2022/23 Proposed	52,150.00	262,561.50	
+/-	28,950.00	37,018.67	-12,000.00
% +/-	124.78	16.41	-100.00

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

169/21 2022/23 Precept

RESOLVED

Following resolution 168/21, the following precept was agreed:

Totals including Bridewell	Precept	Tax Base	Price per band D
2022/23 Proposed	210,411.50	2344.11	89.76
+/-	20,068.67	18.89	£7.90
% +/-	10.54		9.65

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



170/21 OPC's Annual Risk Assessment

RESOLVED

The Council's Annual Risk Assessment was approved, as presented with the agenda.

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

171/21 Community Grants

Two grant applications were considered. Cllr Coleman declared an interest in the first application and did not take part in the debate or vote.

RESOLVED

i) £385 was awarded to the Odiham Society to purchase a disabled ramp for the Parish Room.

(Proposed by Cllr McFarlane, seconded by Cllr Fraser, 6 in favour).

ii) £50 was awarded to Victim Support to purchase security items for families.

(Proposed by Cllr McFarlane, supported by Cllr Fraser, 6 in favour).

iii) Councillors noted the remaining Community Grants budget balance of £3,495. It was agreed to earmark these funds for award during 2022-23 and promote this opportunity to the community.

(Proposed by Cllr Coleman, supported by Cllr Ball, all in favour).

172/21 Meeting Tables

RESOLVED

Expenditure totalling £684.69 from The Bridewell earmarked reserve was approved to cover the cost of purchasing Gopak tables for use in the library room.

(Proposed by Cllr Ball, supported by Cllr McFarlane, all in favour).

173/21 AV Meeting Equipment

The Clerk's agenda report was considered which included a recommendation to purchase AV equipment for livestreaming Council meetings.

Councillors suggested alternative methods for livestreaming and a request was made for a projector and screen, or similar, for showing planning applications at meetings.

Councillors spoke for and against livestreaming.

Following debate the Clerk was asked to research further livestreaming methods and seek quotations in line with budget. Findings would be reported to the following meeting.

174/21 Date of next meeting

15th February 2022.



Confidential Matters

- 175/21 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, supported by Cllr Stewart, all in favour).
- 176/21 Review of OPC's Property Portfolio**
- i) The Clerk's progress report on the potential disposal of an OPC asset was noted.
 - ii) Boundaries proposed in a Surveyor's plan were approved including two conditions; permitted right of access and a condition which restricted the boundary to a soft landscaping only.
(Proposed by Cllr Fraser, seconded by Cllr Verdon, 6 in favour, 1 abstention).
 - iii) Surrey Hills Solicitors were appointed to complete the Land Registration process.
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, 6 in favour, 1 abstention).
 - iv) The Clerk was asked to find out whether a Red Book valuation is necessary or whether three separate independent valuations would suffice.
- 177/21 Draft Heads of Terms for The Odiham Book Exchange**
Cllr McFarlane declared an interest and did not take part in the debate or vote.
- RESOLVED
A draft heads of terms for Odiham Book Exchange was approved, setting out the terms for use of the Library Room. The draft would be forwarded to the Friends of Odiham Book Exchange CIC for consideration before producing the covering agreement and presenting this to a future meeting for decision.
(Proposed by Cllr Verdon, seconded by Cllr Stewart, 5 in favour, 1 against).
- 178/21 Cemetery Land**
Councillors considered two expressions of interest relating to OPC owned land.
- The following was RESOLVED
- i) The request from a resident to purchase a section of Cemetery Meadow was refused. A community orchard had been planted on the land and the land may be required for burial land in the distant future.
(Proposed by Cllr Verdon, seconded by Cllr McFarlane, all in favour).



- ii) The request from a resident to create a single gate access from cemetery driveway through a hedge was refused. Councillors were concerned that this would destroy the integrity of the entry route to the cemetery and set a precedent which could see many other residents with gardens sharing a boundary with the drive seeking similar access. A proposal was put forward to allow a personal licence with conditions but the proposal was not voted in favour.
(Proposed by Cllr Fraser, seconded by Cllr Coleman, 2 in favour, 5 against)

There being no further business the meeting closed at 8.49pm.

Signed.....

Date.....