



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE
FULL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN THE
LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 15th FEBRUARY 2022 COMMENCING AT 8.15pm**

9th February 2022

Andrea Mann, Parish Clerk

Members of the public are welcome to attend and are asked to adhere to all Government Covid guidelines which are still in place at the time of this meeting.

- 179/21 To receive apologies for absence**
- 180/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 181/21 Approval of Minutes**
To approve the minutes of the full Council meeting held on 18th January 2022 (153/21-178/21).
- 182/21 Chair's Announcements**
- 183/21 Public Session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.
- 184/21 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Amenity Areas Committee held on 16th November 2021.
- 185/21 To consider Matters Arising from the Minutes not elsewhere on the agenda (pages 4-5)**
- 186/21 Councillor Vacancies**
To note two Council vacancies following the resignations of former Councillors G Ball and W MacPhee.
- 187/20 Councillor Appointments**
To accept and agree nominations for:
i) Cllr L Cornall to join the Amenities Area Committee, Planning & Development Committee and The Bridewell Working Group.
ii) Additional members to the Finance Committee, ideally two.



188/21

Traffic Partnership

Following the abolition of the Traffic & Transport Committee, to agree a Councillor to chair the Traffic Partnership Group, Council membership and format for reporting meeting outcomes to residents.

189/21

Policy Reviews – Standing Orders (pages 6-25)

To carry out the annual review of Standing Orders. Proposed changes are shown in red.

190/21

2022-23 Meeting Calendar (pages 26-27)

To approve the 2022-23 annual meeting calendar. Two options are included; one showing a normal cycle and a second increasing the Community Committee meetings to allow for additional work planned for the year ahead.

191/21

Crownfields NP development site S106 agreement (circulated to Councillors by email)

To note and accept the final terms and appoint two Councillors or one Councillor and the Clerk to sign the agreement, in accordance with [Standing Orders \(Item 23\)](#).

192/21

Environment and Climate Change Policy (pages 28-31)

- i) To consider Cllr McFarlane's proposed Environment and Climate Change Action Plan.
- ii) To consider adopting the draft Environment and Climate Change Policy prepared by Cllr McFarlane with support from the Environment and Climate Change Working Group.

193/21

Town Crier (page 32-33)

To consider the Deputy Clerk's report proposing a Town Crier.

194/21

Parking Charges in Odiham (page 34-35)

To consider Cllr McFarlane's report and recommendation to:

- i) Object to Hart's increased parking charges in Odiham and make representation to the Hart DC full Council meeting 24.02.21.
- ii) Subject to decision i) to agree OPC's response.

195/21

Odiham & North Warnborough Conservation Area Appraisal (file will be added to <https://odihamparishcouncil.gov.uk/council/planning/conservation-areas> by 12.02.21)

To consider adopting the updated Appraisal, revised following public consultation. Agenda item will be presented by Cllr Verdon.

Financial Matters

196/21

October-December Bank Reconciliations (pages 36-38)

To approve the October, November and December bank reconciliations to be signed by the Chair.



197/21

Quarter 3 Payments Listing (pages 39-42)

To review and accept the 2021/22 Quarter 3 Payments Listing and agree any coding adjustments, which will be published on OPC's website.

198/21

December 2021 to February 2022 Payments

To approve the payments listings for 01.01.22-15.02.22 and appoint two Councillors with signatory rights to complete the payment process.
(This listing will be circulated to Councillors by email before the meeting).

199/21

AV Meeting Equipment (page 43)

To consider delegating expenditure up to £1,200 from the IT earmarked to cover the cost of purchasing a webcam or similar for livestreaming meetings.

200/21

Office 365 Subscription for Cllr Verdon

To consider expenditure of £9.40 per month for Cllr Verdon for Council work.

201/21

Internal Auditor Appointment for 2022/23 (page 44)

To consider the Internal Auditor's appointment for the 2022/23 financial year.

Councillor Reports

202/21

Meeting reports from Councillors

To RECEIVE any verbal reports from Councillors on their attendance at outside meetings. This agenda item will include an update from Cllr Verdon following the Rural Exception Site meeting 19.01.22.

203/21

Reports from other Councils

To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

204/21

Date of next meeting

15th March 2022.

Confidential Matters

205/21

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.

206/21

Cemetery Grounds Maintenance Contract (pages 45-47)

To award the cemetery grounds maintenance contract award covering the period 01.04.22-31.03.25, as proposed by the Amenities Areas Committee.

207/21

Library Room Hire (pages 48)

To consider an expression of interest for use of the Library Room on a Sunday on an interim basis.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Nov 21	135/21	Clerk	Change previous minutes from draft and add to website.	Complete
	144/21	Clerk	Add 20 is plenty to T&T agenda 07.12.21.	Complete
	141/21	Clerk	Add Statement of Internal Controls and Code of Conduct to website.	Complete
	142/21	Clerk	Refer final Crownfields S106 agreement back to full Council for agreement.	
	143/21	Clerk	Add Environment and Climate Change working group ToR to website.	Complete. First meeting held.
		Cllr AMc/Clerk	Develop Climate Action Plan and present to full Council within 6 months - March 2022.	Underway
	145/21	Deputy Clerk	Book bands for Queen's Jubilee Street Party.	Complete
	146/21	Clerk, Cllrs RC & DS	Set up payments and complete payment approval process.	Complete
	151/21	Clerk	Forward draft papers for the Parish Room for consideration.	Complete
			Refer response back to full Council and questions to the working group.	Complete
	152/21	Clerk	Implement new pay award for Clerk.	Complete
Jan 22	155/21	Clerk	Change previous minutes from draft and add to website.	Complete
	160/21	Clerk	Notify applicants of co-option decision.	Complete
			Provide introductory information to LC and arrange for forms to be signed.	Complete
			Notify Hart DC and update website.	Complete
	161/21	Clerk	Update positions on website.	Complete
	162/21	Clerk/Deputy Clerk	Update website to reflect change in committee structure.	Complete
	163/21	Clerk	Add revised Scheme of delegation to website.	Complete
		Clerk	Circulate Staff Handbook to staff.	Complete
	164/21	Clerk/PV	Present Crownfields S106 to next meeting.	
	165/21	Clerk	Notify OdSoc of OPC's agreement to issue Licence for Parish Room & forward documentation.	Complete
		Clerk/AMc/PV	Receive signed Licence and arrange for Cllrs AMc & PV to sign on behalf of OPC.	
		Clerk	Update website to reflect change.	
		Clerk/Amenity Officer	Arrange for equipment/furniture/artifacts to be moved in accordance with schedule.	In progress
		Clerk	Ensure utilities & Hart DC are notified for billing purposes.	
	166/21	Clerk	Return signed LR Transfer papers to Solicitor and request completion date 1st March.	Complete
		Clerk	Notify HCC.	Complete
		Clerk	Award contracts in accordance with schedule.	Complete
	167/21	Clerk	Submit planning decisions to Hart DC.	Complete
	168/21	Clerk	Submit precept form to Hart DC.	Complete
		Clerk	Update website.	Complete
	169/21	Clerk	Submit budget information to Hart DC.	Complete
		Clerk	Update website.	Complete
		Clerk	Input 2022-23 budget information to Scribe.	
	170/21	Clerk	Add revised Risk Assessment to website and make available to Internal Auditor.	Complete
	171/21	Deputy Clerk	Notify Community Grant applicants of OPC's decisions and obtain payment info.	Complete
		Clerk	Arrange payments.	
		Deputy Clerk	Update website with change in grant information.	
		Clerk	Vire unspent 2022-23 budget to new EMR in Scribe.	Complete
	172/21	Deputy Clerk/Amenity O	Order tables.	Complete
	173/21	Clerk	Research alternative AV equipment for livestreaming and refer to next meeting.	On agenda
	176/21	Clerk	Instruct Solicitor to register LR title plan.	Complete
		Clerk	Establish whether Red Book valuation required.	Complete - not required.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
		Clerk	Once LR title registered, refer back to Councillors with valuations.	
	177/21	Clerk	Forward Heads of Terms to OBE CIC.	Complete
		Clerk	Once received, draft Tenancy at Will and liaise with working group as required.	
	178/21	Clerk	Respond to resident re Cemetery Meadow land.	Complete
		Clerk	Respond to resident re access from Cemetery driveway.	Complete



Odiham

Parish Council

Standing Orders

Amended and Adopted 15th February 2022

Edit History:

Rev. No	Date	Revision details	Minute Ref
1	07.07.14	Adopted	
2	03.11.14	Amended and adopted	
3	13.04.15	Amended and adopted	
4	18.05.15	Reviewed	
5	09.05.16	Reviewed	
6	03.10.16	Amended and adopted	
7	09.01.17	Updated	
8	08.05.17	Amended and adopted	
9	14.05.18	Amended and adopted	
10	13.05.19	Amended and adopted	
11	14.01.20	Amended and adopted	
12	16.02.21	Reviewed and adopted	
13	15.02.22	Reviewed	

CONTENTS

1. Meetings.....	4
2. Ordinary Council meetings.....	6
3. Committees and sub-committees.....	8
4. Extraordinary meetings of the council, committees and sub-committees.....	8
5. Rules of debate at meetings	9
6. Disorderly conduct at meetings.....	10
7. Previous resolutions.....	11
8. Voting on appointments	11
9. Motions requiring written notice.....	12
10. Motions not requiring written notice	12
11. Management of Information	13
12. Draft minutes.....	13
13. Code of conduct and dispensations.....	14
14. Code of conduct complaints.....	15
15. Proper Officer.....	15
16. Responsible Financial Officer	16
17. Accounts and accounting statements	16
18. Financial controls and procurement.....	17
19. Handling staff matters	19
20. Responsibilities to provide information	19
21. Responsibilities under Data Protection Legislation	19
22. Relations with the Press/Media	20
23. Execution and Sealing of Legal Deeds	19
24. Communication with District Councillors.....	20
25. Restrictions on Councillor activities.....	20
26. Standing orders generally	20

1. Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	■
Mandatory for sub-committee meetings	▲

Note


- a) *Different symbol shapes are used to facilitate printing on black and white printers.*
- b) *Mandatory items are in bold.*
- c) *Changes to model Standing Orders relevant only to Odiham Parish Council are in italics*

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear day's public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or another topic at the discretion of the Chairman.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 1 (e) shall not exceed *10 minutes* unless directed by the Chairman of the meeting.
- g Subject to Standing Order 1 (f) above, a member of the public shall not speak for more than *3 minutes unless directed by the Chairman.*
- h In accordance with Standing Order 1(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j A person shall raise his or her hand when requesting to speak and, *if required by the Chairman*, stand when speaking (except when a person has a disability or is likely to suffer discomfort).

k Any person speaking at a meeting shall address his comments to the Chairman.


l Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman of the meeting shall direct the order of speaking.


 m **Subject to Standing Order 1 (n) a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place to later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**


Persons reporting at a meeting are kindly requested to give notice that they are doing so before they begin.


 n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**


 o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**



 p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

 q **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his or her casting vote whether or not he or she gave an original vote.** (See also standing orders 2 (h) and (i) below.)

 r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Non-Councillors with voting rights present and voting.**

 s **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his or her vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

 t The minutes of a meeting shall include an accurate record of the following:

-  i. the time and place of the meeting;
-  ii. the names of Councillors present and absent;
- iii. interests that have been declared by Councillors and non-Councillors with voting

- rights;
- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.
- viii. *actions to be taken and by whom.*

● u **A Councillor or a non-councillor with voting rights who has a disclosable, pecuniary interest or another interest as set out in the Council’s Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his or her right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (4 Councillors for OPC) and in no case shall the quorum of a meeting be less than 3 (committees).**

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting or a series of meetings on a single occasion shall not *normally* exceed a period of 2 hours.

y *The Chairman of the meeting may allow experts in a specific field to address the meeting to offer advice or clarity on agenda items.*

● z *Documents for all public meetings will be added to the website on the Friday prior to the meeting. Any member of the public requiring a paper copy of the pack must request this to the parish office as they will not be available at the meeting.*

~~a1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 section 78 allows local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required. These regulations remain in force until 7th May 2021. When required these Regulations or other amendments, revisions or extensions will apply and may temporarily change or suspend Standing Orders.~~

2. Ordinary Council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such a day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The first business conducted at the annual meeting of the Council shall be the**

election of the Chairman and Vice-Chairman of the Council.

- f **The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he or she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall include:
- i. **In an election year, delivery by the Chairman and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of his or her acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. *Receive and note* the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees;
 - iii. Appointment of members to existing committees;
 - iv. Review of representation on or work with external bodies and arrangements for reporting back;
 - v. *If applicable*, in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- k NOTE: A Councillor does not have to be present to be appointed as Chairman, to a Committee or as Chair of a Committee. They will need to be nominated and seconded by Councillors present at the meeting.
- l The following need to be in the annual cycle of business
- i. Review and adoption of appropriate Standing Orders and Financial Regulations;
 - ii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - iii. Review of inventory of land and assets including buildings and office equipment;
 - iv. Review and confirmation of arrangements for insurance cover in respect of all

- insurable* risks;
- v. Review of the Council's and/or employees' subscriptions to other bodies;
- vi. Setting the dates, time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.
- vii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- m The following need to be reviewed at least every two years or following a change in legislation or sector advice:
 - i. Review of the Council's complaints procedure included in the Statement of Commitment to the Parish of Odiham 2019-23;
 - ii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation (see also Standing Order 11,20 and 21);
 - iii. (this is the same as viii). (abolished as Openness of Local Council Bodies Regulations 2014 takes precedence). Review of the Council's Social Media and Electronic Communications Policy;
 - iv. Review of the Council's Data Protection Policy;
 - v. Review of the Council's Document Retention Policy;
 - vi. Review of the Council's employment policies and procedures;
 - vii. Review of the Council's Reserves Policy;
 - viii. Review of the Council's Press and Media Policy and Communication Guidelines;

3. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee or working group whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. *All committees and sub-committees of the Council act with the full power and authority of the Council in lawfully discharging functions that fall within their respective terms of reference, agreed budgets and current Council policies.*
- e. The Council may appoint standing committees and other committees or working groups as may be necessary and:
 - i. shall approve their terms of reference;
 - ii. shall approve the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the full Council;
 - iii. shall permit a committee other than in respect of the ordinary meetings of a

- committee to determine the number and times of its meetings;
- iv. shall subject to standing order 3 (b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may subject to standing order 3 (b) and (c) above appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the proper officer 3 days before the meeting that they are unable to attend;
 - vi. shall after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee to appoint its own Chair at the first meeting;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than 3;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance notice requirement, if any, required for the meeting of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a committee or sub-committee that they are permitted to attend;
 - xi. may dissolve a committee or sub-committee.

4. Extraordinary meetings of the council, committee and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by 2 Councillors, any 2 Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the 2 Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee (or a sub-committee) does not call an extraordinary meeting *within 5 days* of having been requested by to do so by 2 members of the committee or sub-committee, any 2 members of the committee or sub-committee may convene an extraordinary meeting of a committee (or a sub-committee).

5. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear on the agenda

- unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
 - c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
 - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
 - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
 - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
 - g A Councillor may move an amendment to his or her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
 - h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting.
 - i Subject to Standing Order 5 (k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
 - j One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
 - k A Councillor may not move more than one amendment to an original or substantive motion.
 - l The mover of an amendment has no right of reply at the end of the debate on it.
 - m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
 - n Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he or she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation;
 - v. to exercise a right of reply.
 - o During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the proceedings of the meeting that they are concerned by.
 - p A point of order shall be decided by the Chairman and his or her decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend particular Standing Order(s), except those which reflect mandatory statutory or legal requirements.
- r Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his or her right of reply.
- s Excluding motions moved under Standing Order 5 (r) above, the contribution or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed *3 minutes* without the consent of the Chairman of the meeting.

6. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If the person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with Standing Order 6(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order to progress the meeting. This may include temporarily suspending or closing the meeting.

7. Previous resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by a least 2 *Councillors* to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to Standing Order 7 (a) above has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and

none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be removed from the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in voting may be settled by the casting vote exercisable by the Chairman of the meeting.

Voting on appointment may be conducted by secret ballot if requested.

9. Motions requiring prior notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given notice to the Council's Proper Officer at least *5 clear days* before the next meeting. Clear days do not include the day of the notice or the day of the meeting.
- c A motion can be proposed by any Councillor or Non-councillor with voting rights. If two or more Councillors have submitted a proper motion it must be included in the agenda.
- d If the Proper Officer considers a motion received in accordance with Standing Order 9(b) above is not clear in meaning, they will contact the mover to discuss a re-submission so that the motion can be understood.
- e If the wording or subject of a proposed motion is considered improper in that it falls outside the statutory functions, powers and obligations of the Council, the Proper Officer shall consult with the Chairman or Vice Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Chairman with advice from the Proper Officer, in consultation with the Chairman and/or Vice Chairman as to whether or not to include the motion in the agenda shall be final.
- g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions not requiring prior notice

The following motions may be moved at a meeting without prior notice to the Proper Officer:

- i. To correct an inaccuracy in the draft minutes of a meeting;
- ii. To move to a vote;
- iii. To defer consideration of a motion;
- iv. To refer a motion to a particular committee or sub-committee;
- v. To appoint a person to preside at a meeting;

- vi. To change the order of business on the agenda;
- vii. To proceed to the next business on the agenda;
- viii. To require a written report;
- ix. To appoint a member to a committee, sub-committee or working group;
- x. To extend the time limits for speaking;
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. To not hear further from a Councillor or a member of the public;
- xiii. To exclude a Councillor or member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. To adjourn the meeting; or
- xvii. To close the meeting.

11. Management of Information

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- a Draft minutes of a meeting would normally be circulated to Councillors normally within five working days of the meeting. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion of the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be moved in accordance with Standing Order 10 (a) (i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them shall be

confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to the publication of draft minutes in accordance with Standing Order 12(f) and standing Order 20 (a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also Standing Order 1 (u).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he or she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which the Councillor had the interest.
- c Unless he or she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which the Councillor had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer and the Chairman of the Council or Committee** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought;
 - iv. an explanation as to why the dispensation is sought.

- g **A dispensation may be granted in accordance with Standing Order 13 (e) if having regard to all relevant circumstances any of the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**
 - ii. **granting the dispensation is in the interest of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.
- b Where the notification in Standing Order 14 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed to what action, if any, to take in accordance with Standing Order 14 (d) below
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations from the Monitoring Officer.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff members(s) nominated by the Council to undertake the role of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall;
 - i. **At least 3 clear days before a meeting of the Council, a committee or a sub-committee,**
 - **serve on Councillors by delivery of post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email) and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided the public notice with agenda of an extraordinary**

meeting of the Council convened by Councillors is signed by them).

See Standing Order 1(b) for the meaning of clear days for a meeting of the full Council and Standing Order 1 (c) for the meaning of clear days for a meeting of a committee.

- ii Subject to Standing Order 9, include on the agenda all motions unless a Councillor has given prior notice at least 3 days before the meeting confirming his withdrawal of it;
- iii **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv **Facilitate inspection of the minutes by local government electors;**
- v **Receive and retain copies of byelaws made by other local authorities;**
- vi Hold acceptance of office forms from Councillors;
- vii Hold a copy of every Councillor's register of interests;
- viii Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix Liaise, as appropriate, as the Council's Data Protection Officer;
- x Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirement of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii Arrange for legal deeds to be executed (see also Standing Order 23);
- xiii Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations;
- xiv Record every planning application notified to the Council and the Council's response to the local planning authority electronically;
- xv Refer a planning application received by the Council to all members of the planning committee within 2 working days of receipt;
- xvi Manage access to information about the Council via the publication scheme.

16. Responsible Financial Officer

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and

Accountability for Local Councils – a Practitioners' Guide.

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement summarising:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of a quarter being reported and which includes a comparison with the budget for the financial year and highlight any actual or potential overspends.
- d As soon as possible after the financial year end 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders for payments;
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise;

- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but not less than the relevant thresholds in Standing Order 18 (f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£189,330~~ £213,447 for a public service or supply contract or in excess of ~~£4,733,252~~ £5,336,997 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of ~~£378,660~~ £426,955 for a supply, services or design contract; or in excess of ~~£4,733,252~~ £5,336,937 for a works contract; ~~or £884,720 for a social and other specific services contract~~ (or other thresholds determined by the European Commission every two years and published in OJEU)**

shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. Handling staff matters

- a *The handling of staff matters relating to the Parish Clerk is delegated by Council to the Staffing Committee to be managed according to the terms of reference agreed by Council.*
- b *The handling of staff matters for all other staff is delegated by the Council to the Parish Clerk in consultation with the Staffing Committee to be managed according to the terms of reference agreed by Council.*
- c *The management of grievances or disciplinary matters shall be according to the current policies on these matters approved by Council.*

20. Responsibilities to provide information

See also Standing Order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The **Council** will publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection

Legislation

- a **The Proper Officer acts as the Data Compliance Officer for the purposes of administering the Council's Data Protection Policy.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

All requests from the press or other media for an oral or written statement or comment from the Council, its Councillors or staff shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 23 (a) any 2 Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer or legal practitioner shall witness their signatures. The Proper Officer may also sign, on behalf of the Council, where the Council has made a resolution to this effect.**

24. Communication with District Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County or District Council shall be sent to the ward Councillor representing the area of the Council.

25. Restrictions on Councillor activities

Unless authorised by a resolution, no Councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements (**in bold**) may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to permanently add to or vary or revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d The Chairman's decision as to the application of Standing Orders at meetings shall be final.

2022/23 Meeting dates

All meetings, unless otherwise stated, are held on a Tuesday in The Library Room, The Bridewell, 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 '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '20	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Full Council	17 th (Annual)	21 st	19 th	16 th	20 th	18 th	15 th	13 th	17 th	21 st	21 st	18 th	16 th (Annual)
Planning & Development Committee	10 th 31 st	22 nd	12 th	2 nd 23 rd	14 th	4 th 25 th	16 th (Wednesday)	6 th	4 th 24 th	14 th	7 th 28 th	18 th	9 th
Finance Committee			19 th (After full Council)			18 th (After full Council)			17 th (After full Council)			18 th (After full Council)	
Amenity Area Committee	17 th (After full Council)			16 th (After full Council)			15 th (After full Council)			21 st (After full Council)			16 th (After full Council)
Community Committee		21 st (After full Council)			20 th (After full Council)			13 th (After full Council)			21 st (After full Council)		
Staffing Committee						5 th 3pm						5 th 3pm	
Budget Workshop (not open to the public)							8 th (via Zoom)						
Traffic Partnership (not open to the public)			13 th 10am			12 th 10am			18 th 10am			19 th 10am	

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Community Committee	10 th (After Planning)		12 th (After Planning)		20 th (After full Council)		16 th (After Planning)		24 th (After Planning)		21 st (After full Council)		9 th (After Planning)
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AGENDA ITEM 192/21

ODIHAM PARISH COUNCIL ENVIRONMENT and CLIMATE CHANGE ACTION PLAN (draft v1)

INTRODUCTION

OPC acknowledges and considers Climate Change in daily life and lists projects on OPC's Strategic Plan which will help to respond to Climate Change, eg:

- Sustainable transport – EVCP's
- Increasing biodiversity, including developing a Biodiversity Policy
- By listing a local recycling scheme in the Village Centre Action Plan
- By using local contractors where possible
- By reducing travel to physical meetings and using Zoom where possible

At the full Council meeting on 21st September 2021, Councillors debated Climate Change and resolved that:

“OPC acknowledges the Government's Climate Emergency pledge and will:

1. Consider Climate Change in all decision making and delivery of services and activities.
2. Review all Council services and functions and draw up an Action Plan within 6 months setting out where carbon emissions can be reduced.
3. Following adoption and review of the Action Plan, OPC will consider whether to declare a “net zero carbon pledge.”

On 16th November, OPC further resolved to set up an Environment and Climate Change working group to start developing OPC's Climate Change Action Plan. This group also included interested and very knowledgeable members of our community. The first meeting took place on 22nd November.

The development of OPC's Climate Action Plan is a key priority for the Council but this won't halt other work and projects already underway.

PROPOSED ACTIONS:

1. Develop and ratify an Environment and Climate Change Policy
2. Commission a biodiversity audit of all OPC owned land
3. Commission and adopt a management plan for all OPC land which prioritises methods which will protect and increase biodiversity and reduce the carbon footprint
4. Enrol in the Greening Campaign and lead the campaign across Odiham and North Warnborough
5. Review business and services of OPC and move to options that reduce the carbon footprint of the OPC wherever practicable.

AGENDA ITEM 192/21

ODIHAM PARISH COUNCIL ENVIRONMENT and CLIMATE CHANGE POLICY

INTRODUCTION

Odiham Parish Council (OPC) is committed to the creation of a sustainable community, which will benefit current residents and businesses, as well as future generations. OPC recognises that the mitigation of, and adaptation to, Climate Change are inseparable from the considerations of impact on the environment generally. How we protect and encourage biodiversity, reduce and manage waste, water, energy and air quality all impact the climate. The decisions we make on what we eat, how we travel and what we buy, how we invest our savings and manage our homes all contribute to our carbon footprint. This policy aims to set out a framework within which OPC can operate with an improving outcome for the environment and encourage businesses and residents to do the same.

At the full Council meeting on 21st September 2021, Councillors debated Climate Change and resolved that:

“OPC acknowledges the Government’s Climate Emergency pledge and will:

1. Consider Climate Change in all decision making and delivery of services and activities.
2. Review all Council services and functions and draw up an Action Plan within 6 months setting out where carbon emissions can be reduced.
3. Following adoption and review of the Action Plan, OPC will consider whether to declare a “net zero carbon pledge.”

This policy fulfils the first action in that action plan.

POLICY SCOPE

This policy applies to all the land and properties that Odiham Parish Council owns and land/properties that the Council manages or is responsible for now and in the future. Odiham Parish Council encourages and supports those who manage facilities on its behalf to do so in an environmentally responsible manner.

Where possible Odiham Parish Council encourages businesses and residents in the local community to act responsibly towards the environment and participate in environmental projects.

POLICY OBJECTIVES

Odiham Parish Council recognises that its activities will have some impact on the environment. The aim of this policy is to establish broad objectives to enable the development of activities that will minimise impacts on the environment and work towards protecting and enhancing the natural environment.

The Council will aim to improve its environmental performance and influence improvement in Odiham in the following ways:

- Use energy, natural resources and non-renewable resources efficiently and strive to minimise waste and pollution.
- Inform Odiham’s residents of the Council’s environmental activities and implement actions in response to feedback.
- Support individual behaviour change in Odiham’s residents, leading by example and supporting environmentally friendly activities.

AGENDA ITEM 192/21

- Support local businesses in the adoption of low-impact practices.
- Manage its land using practices that respect the natural environment, promote biodiversity and protect habitats.

ENVIRONMENTAL ACTION

Odiham Parish Council is committed to action in the following, specific areas:

Water

- Water will be used efficiently for Council activities and on Council premises. In the Council's parks and green spaces planting schemes and technology that minimise the need for watering will be used.
- The Council will continue to implement water-saving measures on its allotments, encouraging tenants to reduce their water usage.
- The Council acknowledges that the River Whitewater that runs through the parish, as a chalk stream, is a globally rare habitat that is important for the characteristic wildlife of the North Hampshire Downs. The Council is committed to the conservation of this habitat and will continue to support conservation and restoration of the River Whitewater.
- The Council acknowledges that the Basingstoke Canal, which runs through the parish, is also a SINC/SSSI as it runs through the parish and will be an active partner of the Basingstoke Canal Society, and engage with the Basingstoke Canal Authority who each have a remit covering the entire canal.
- The Council's Planning Committee will consider issues of water use, water run-off and water pollution when making recommendations on planning applications. The Council will support the use of Sustainable Urban Drainage Systems (SUDS)¹ in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

Sustainable Development

- The Council's Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Odiham and also when developing or redeveloping any of its own buildings. The Council will lead on consultations relating to the Local Planning Authority's Local Plans.
- The Council will press for the use of planning obligations (section 106/CiL agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

Climate Change and Energy

- The Council will monitor its energy use and improve upon energy efficiency within its buildings by adopting energy-saving measures.
- The Council will increase awareness of energy efficiency amongst employees and encourage energy-conserving behaviour.
- In the longer term, the Council will investigate the feasibility of sustainable supplies of energy to power its premises.

Waste

- The Council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce where possible.
- Waste will be disposed of safely, following the correct procedures, and only licensed contractors will be used.

Village Environment

- The Council will undertake specific highways works that contribute to the improvement of the village environment and safety. These include identifying projects for the Parish Lengthsman, issuing hedge-trimming notices and clearing fly-posted signs.

AGENDA ITEM 192/21

- Working with partners such as Hampshire County Council, Hart District and contractors, the Council will seek to implement a pollinator-friendly wildflower / no mow borders policy wherever possible along highways in the parish.

Transport

- The Council will continue to encourage sustainable transport systems, promoting public transport and non-polluting modes of transport within and around our villages, such as cycling and walking.
- As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within the Parish.
- As a long-term goal, the Council will investigate sustainable, minimally polluting forms of fuel for its vehicles.

Biodiversity and Green Spaces

The Council will:

- consider the conservation and promotion of local biodiversity in all its activities, particularly with regard to land management.
- seek to manage green spaces in a manner that promotes, protects and enhances biodiversity.
- protect and, where possible, enhance the quality of Odiham's natural environment and open spaces. The Council aims to make open space accessible wherever possible.
- continue to promote the use of its allotments as a source of local food, helping to reduce the food miles consumed by Odiham residents.
- look to create bylaws if these are required to protect and conserve its green spaces.
- organise biodiversity assessments on its land where this can assist in the development of environmentally sensitive management plans.

Sustainable Procurement

- Council procurement is continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met.
- The Council will ban the use, by the Council or its contractors, of certain specified environmentally damaging products where an alternative product or method is available. These products are:
 - Ozone depleting chemicals
 - Wood that is not certified independently as coming from a well-managed forest
 - Pesticides on the UK 'Red List' and EC 'Black List'²
 - The use of peat.
- The Council will promote local produce and products within the community as appropriate, which will have the additional positive effect of supporting the local economy.

Awareness, Lobbying & Partnerships

- The Council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.
- The Council will continue to engage in partnership working with the local community, organisations and other tiers of local government in partnerships on conservation projects.



REPORT ON: Town Crier
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 15th February 2022
AGENDA ITEM: 193/21

Introduction

'Oyez, Oyez, Oyez'

Odiham Parish Council could appoint a Town Crier, in a voluntary role, as part of the Platinum Jubilee celebrations as the Town Crier has a role in the Beacon Lighting proceedings. On the day of the Beacon Lighting on Thursday 2nd June at 2pm the Town Crier is invited to undertake the Proclamation announcing the lighting of the beacons later that evening.

Although Odiham is a parish, the Secretary of The Ancient & Honourable Guild of Town Criers, the largest body of Town Criers in the world, has confirmed that the Chair of Council with the agreement of the Parish Council could appoint a Town Crier.

The newly appointed Town Crier would be eligible to join the AHGTC and would need ceremonial robes but in the first instance these could be hired rather than purchased.

Appointment Process

This could be a Parish competition, publicised on social media, advertised in the Spring Newsletter and Parish News, posted on the Parish noticeboards and communicated by the schools (the youngest Town Crier was 11 years old) The competition could generate excitement for the Platinum Jubilee celebrations and be another event to bring the community together.

As part of the application process there would be a job description, application form and trial cry. The timeline for the process would need to be agreed but the Annual Parish Assembly could be used as part of the process or for announcing the winner.

Cost

Item	Notes	Cost
Uniform	This could be hired: Fancy Dress & Costume Hire. Extensive Range Of High Quality Costumes (masqueradecostume.co.uk)	£50 to hire
AHGTC Membership	This would provide Town Crier affiliation and additional insurance. Home - Ancient and Honourable Guild of Town Criers (ahgtc.org.uk)	£50 p/a for the first year £35 p/a there after
Total		£100



The funding for the role could either be met by the Jubilee budget or could be an ongoing commitment funded from Promotion of the Village budget code.

For Decision

1. To agree to appoint a Town Crier just for one year to cover the Platinum Jubilee celebrations.
2. To agree to fund a Town Crier on an ongoing basis.

If agreed to appoint a Town Crier:

1. To confirm the Town Crier working group to agree the nomination process, selection criteria and selection panel.

AGENDA ITEM 194/21 REPORT FROM CLLR McFARLANE

Odiham Car Parking Charges

Context

OPC has been in dialogue with Hart DC concerning the charges to park in the Deer Park View and Bury car parks, both managed by HDC. In 2021 the prices for parking in these car parks was raised for anyone parking for over 2 hrs, through additional time categories. Previously parking for over 2hrs was £2. Currently this is now £2.10 for 2-3 hrs, £2.80 for 3-4hrs and £4 for more than 4 hrs. Further analysis shows that only Odiham was subject to such significant changes in 2021, with some areas of Hart receiving reduced rates (especially for longer term parking associated with workers).

Comparing income for June-Dec in 2019 and 2021, the overall revenue generated has declined from £16,195 in 2019 to £14,792.75 in 2021 with less than half the number of tickets being sold. See attached spreadsheet. (2020 has been excluded from comparison as being atypical due to lockdowns caused by Covid 19.)

One consequence is that we are now faced with a daily scenario where the Bury car park is virtually empty during the day but the surrounding roads are full and double parked in the area between the Church and former Bell public house. Residents are moving their cars into the car park in the evenings then onto the surround roads during the day. This creates an issue for the users of The Bridewell, Mayhill School and All Saints Church.

We are particularly concerned about the impact on those who used to park in a car park all day, mainly those working in and around the High St, who have seen a 100% rise in their tariff. The overall impact of the increased prices is as follows:

- Converting to the approximate number of people parking (given the hourly rate) shows that use has halved in total. This appears to be affecting footfall into the shops.
- It seems that the revenue numbers are only being held up by: less people, paying more money for the all-day parking – which must be those working in the shops and businesses.
- The longer stay numbers and values have been mixed in the 2021 figures (Rows 43-47) so it's difficult to extract the approximate numbers of tickets sold. But taking the most generous case (ie. all at £2.80/hr), then approximately 1,500 less tickets have been sold over that period.
- Overall there is 26% less parking in all categories. (summarised in cells AB27 – AB48)

Based on this analysis we believe that the increases have had a detrimental effect on visitation to High St businesses and on the congestion caused by parking around the High St. Furthermore we believe that Hart are unlikely to achieve their budget income targets from Odiham car parks if the tariffs remain as they are.

Options

Hart DC has suggested the following:

AGENDA ITEM 194/21 REPORT FROM CLLR McFARLANE

If Odiham Parish Council wish to see the pre-June 2021 charging structure reinstated then I will recommend this to Cabinet provided that the Parish Council confirm that they will fund the £2 reduction in the all-day charge, and pay the costs of altering the car park charges. The cost to the Parish Council will be calculated using actual ticket sales and charged at the rate of £2 per £2 ticket sold. If post pandemic car park use returns to 2019/20 levels then this would equate to an annual payment of £12,414. The estimated cost of altering the car park charges is £1k.

This would result in a liability to OPC which is undefined. Moreover, since there is a real chance that this change would still result in a better revenue position for Hart of 2019, funded directly by OPC we believe this is unfair and unreasonable. Hart's own data shows that a small % of ticket sales over £2 actually equate to £4 tickets.

An alternative would be to offer a smaller payment to Hart DC should their 22/3 revenue fall short of the 2019 income (or their planned budget income whichever is the smaller) of up to £3000. However, this would be on condition that should 22/3 income exceed that of 2019 income (or their planned budget income whichever is the larger) then Hart would make a payment of the difference to OPC. The payments would be calculated at year end 22/3 and made in Q1 FY 23/4.

In making such a payment OPC would be supporting visitation to the High St which is an aim of the first priority of the Village Centre Action Plan.

Should OPC support this proposal, OPC will make representation to the Full Hart DC Council meeting on 24th February.

Proposal

1 OPC objects to the increase in parking tariffs in HDC run Odiham Car Parks and authorise the Chair to make the agreed points to HDC at Full Council under Public Speaking.

2 If the above is passed OPC to decide between

- i. Accepting the Hart DC proposal to pay £2 per £2 ticket sold
- ii. Offering to pay up to £3000 in shortfall should Hart's 22/3 revenue from Odiham car parks fall short of the 2019 income (or their planned budget income whichever is the smaller) provided that should 22/3 income exceed that of 2019 income (or their planned budget income whichever is the larger) then Hart would make a payment of the difference to OPC
- iii. Declining to make any payments to Hart and urging them to return to the 2019 tariff levels to increase the likelihood that they will improve their own revenue as a result and improve parking congestion in the centre of Odiham.

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
195	Bank Charges	01/10/2021		Unity Trust	195	Cheque processing charges	Unity Trust	Z			
197	IT Support and Back up	01/10/2021		Unity Trust	197	New Councillor 365 licences	Microsoft Ireland	Z	70.03		70.03
198	Community Grants	01/10/2021		Unity Trust	198	G Rothery Grant	O Eaton	Z	160.00		160.00
199	Community Grants	01/10/2021		Unity Trust	199	G Rothery Grant	Roe-Gammon	Z	200.00		200.00
200	Community Grants	01/10/2021		Unity Trust	200	G Rothery Grant	A Eaton	Z	200.00		200.00
201	Travel	01/10/2021		Unity Trust	201	Mileage & book token for OBE	S Jones	Z	25.20		25.20
202	Travel	01/10/2021		Unity Trust	201	Mileage & book token for OBE	S Jones	Z	20.00		20.00
205	Office Rental	19/10/2021		Unity Trust	205	Parish Office rent	HCC	Z	512.50		512.50
206	Parish room - Caretaking	19/10/2021		Unity Trust	206	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
207	Toilets - cleaning	19/10/2021		Unity Trust	207	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
208	Other amenity areas mainter	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	281.91	56.38	338.29
209	Play Areas	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	102.50	20.50	123.00
210	Bin emptying	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	213.39	42.68	256.07
211	Chamberlain Gardens (SC Tri	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	199.16	39.83	238.99
212	Allotments - maintenance	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	56.00	11.20	67.20
213	Cemetery Maintenance	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	54.33	10.87	65.20
214	Other amenity areas mainter	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S			
215	IT Support and Back up	19/10/2021		Unity Trust	215	Web Hosting (.org.uk domain)	TSO Host	S	87.90	17.58	105.48
216	Training	19/10/2021		Unity Trust	216	Internal Controls training - De	HALC	S	30.00	6.00	36.00
217	Training	19/10/2021		Unity Trust	217	Budgeting for Officers training	HALC	S	30.00	6.00	36.00
218	Cemetery Maintenance	19/10/2021		Unity Trust	218	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,042.00	208.40	1,250.40
219	Office Equipment	19/10/2021		Unity Trust	219	Heaters and timers for Parish (Odiham Hardware	Z	151.00		151.00
220	Benches and Noticeboards	19/10/2021		Unity Trust	220	Bench refurb - next to war Me	Gregory Property & Garden M	Z	220.00		220.00
221	PR & Pub inc newsletter	19/10/2021		Unity Trust	221	Printing updated Parish Map	HCC	S	308.00	61.60	369.60
222	Telephone and internet	19/10/2021		Unity Trust	222	Phones & broadband	BT	S	36.45	7.29	43.74
223	Book Exchange	19/10/2021		Unity Trust	223	Phones & broadband	BT	S	36.45	7.29	43.74
224	Training	19/10/2021		Unity Trust	224	Managing diff people training -	Mulberry & Co	S	50.00	10.00	60.00
225	Toilets - Power and rates	19/10/2021		Unity Trust	225	King St Toilets - water	Castle water	Z	231.80		231.80
226	Remembrance	19/10/2021		Unity Trust	226	Remembrance road closure sig	Alphabet Signs	S	110.00	22.00	132.00
227	IT Support and Back up	19/10/2021		Unity Trust	227	Trend Worry Free business sec	Connect Computer Consultan	S	69.00	13.80	82.80
228	IT Support and Back up	19/10/2021		Unity Trust	228	IT Support Oct	Connect Computer Consultan	S	135.00	27.00	162.00
229	IT Support and Back up	19/10/2021		Unity Trust	229	IT Support Nov	Connect Computer Consultan	S	135.00	27.00	162.00
230	Office Equipment	19/10/2021		Unity Trust	230	Photocopier rental	Ricoh	S	159.95	31.99	191.94
231	Community Grants	19/10/2021		Unity Trust	231	G Rothery Grant	Ryan Golesworthy	Z	200.00		200.00
232	Audit Fees	19/10/2021		Unity Trust	232	Interim Internal Audit	Lightatouch	Z	400.00		400.00
233	Staff Salaries	19/10/2021		Unity Trust	232	Staff Salaries - October 2021	Staff Salaries - October 2021	Z	3,517.92		3,517.92

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
234	18/10/2021		Unity Trust	234	Staff PAYE & NI - October 202	HMRC	Z	821.95		821.95
235	19/10/2021		Unity Trust	235	Staff Pensions - October 2021	Hampshire Pension Fund	Z	312.03		312.03
236	19/10/2021		Unity Trust	236	Employer NI - October 2021	HMRC	Z	438.55		438.55
237	19/10/2021		Unity Trust	237	Employers Pension Cont - Oct	Hampshire Pension Fund	Z	939.68		939.68
238	19/10/2021		Unity Trust	238	IT Support Sept	Connect Computer Consultan	S	135.00	27.00	162.00
239	19/10/2021		Unity Trust	239	Staff support - Oct 2021	Mary Harris	Z	376.40		376.40
240	19/10/2021		Unity Trust	240	Clerk expenses - office supplie	Andrea Mann	X	50.28	2.00	52.28
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	56.06	11.20	67.26
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	10.88	1.33	12.21
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	328.39	65.68	394.07
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 (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	657.45	3,944.67
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

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
273	Broad Oak Maintenance	16/11/2021		Unity Trust	272	Odiham Common & Broad Oak	Hart DC	Z	500.00		500.00
274	Toilets - Power and rates	16/11/2021		Unity Trust	274	Electricity - King St Toilets	nPower	L	31.31	1.57	32.88
275	Staff Salaries	16/11/2021		Unity Trust	275	Locum Admin support	Mary Harris	Z	280.70		280.70
276	Travel	16/11/2021		Unity Trust	276	Mileage HALC AGM, OPC Sites	Andrea Mann	Z	73.07	4.53	77.60
277	Staff Salaries	16/11/2021		Unity Trust	277	November Salaries	November Salaries	Z	3,739.44		3,739.44
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
283	Christmas Trees and Lights	23/11/2021		Unity Trust	283	Christmas Trees	Oxenford Farm Ltd	S	291.00	58.20	349.20
284	RAF Christmas Gifs	23/11/2021		Unity Trust	284	RAF Christmas Gifts - Amazon	Cllr Fraser	Z	140.00		140.00
285	Postage and consumables	23/11/2021		Unity Trust	285	Replacement doorbell	M Harris (B&Q)	Z	12.00		12.00
286	PR & Pub inc newsletter	04/11/2021		Unity Trust	251	Stamps for newsletter	A Mann Expenses	Z	99.00		99.00
287	Christmas Trees and Lights	26/11/2021		Unity Trust	287	Christmas lights	c/o Cllr Verdon	S	115.30	23.06	138.36
288	PR & Pub inc newsletter	06/12/2021		Unity Trust	288	Shop Local Christmas ad	Tindle News Surrey & Hants	S	150.00	30.00	180.00
289	Postage and consumables	17/12/2021		Unity Trust	289	Photocopier toner	Ricoh	S	25.00	5.00	30.00
290	Toilets - Power and rates	17/12/2021		Unity Trust	290	Electricity - King St Toilets	nPower	L	31.73	1.59	33.32
291	Office Rental	17/12/2021		Unity Trust	291	Bridewell annual service charg	HCC	S	2,098.62	419.72	2,518.34
292	Play Areas	17/12/2021		Unity Trust	292	Play area repairs	Playscene	S	1,730.00	346.00	2,076.00
293	Buften Field Play Area	17/12/2021		Unity Trust	292	Play area repairs	Playscene	S	25.00	5.00	30.00
294	Postage and consumables	17/12/2021		Unity Trust	294	Office supplies & key safe	Viking	S	73.60	13.72	87.32
295	Office Equipment	17/12/2021		Unity Trust	294	Office supplies & key safe	Viking	S	29.99	6.00	35.99
296	IT Support and Back up	17/12/2021		Unity Trust	296	IT Support Dec	Connect Computer Consultan	S	135.00	27.00	162.00
297	Toilets - cleaning	17/12/2021		Unity Trust	297	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
298	PR & Pub inc newsletter	17/12/2021		Unity Trust	298	PPE (3 x branded coats)	OSL Promotional Clothing	S	136.39	27.28	163.67
299	Promotion of village	17/12/2021		Unity Trust	299	Christmas ads	The Langtons	S	160.00	32.00	192.00
300	Other amenity areas mainter	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	281.91	56.38	338.29
301	Play Areas	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	547.50	109.50	657.00
302	Bin emptying	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	208.39	41.68	250.07
303	Chamberlain Gardens (SC Tr	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	199.16	39.83	238.99
304	Allotments - maintenance	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	56.00	11.20	67.20
305	Cemetery Maintenance	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	54.33	10.87	65.20
306	Tree works	17/12/2021		Unity Trust	306	Site clearance cemetery orcha	Larkstel Ltd	S	350.00	70.00	420.00
307	Tree works	17/12/2021		Unity Trust	307	Hedge cutting Rec Rd	Larkstel Ltd	S	1,430.00	286.00	1,716.00
308	Cemetery Maintenance	17/12/2021		Unity Trust	308	Cemetery driveway hedge	Larkstel Ltd	S	4,000.00	800.00	4,800.00
309	Parish room - Caretaking	17/12/2021		Unity Trust	309	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
310	Remembrance	17/12/2021		Unity Trust	310	Remembrance road closure	Chevron Traffic Management	S	742.50	148.50	891.00
311	Telephone and internet	17/12/2021		Unity Trust	311	Phones (new system)	BT	S	400.83	80.17	481.00

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
312	17/12/2021		Unity Trust	312	Supply 3 x noticeboards	Greenbarnes Ltd	S	814.54	162.90	977.44
313	17/12/2021		Unity Trust	312	Supply 3 x noticeboards	Greenbarnes Ltd	S	1,256.33	251.27	1,507.60
314	17/12/2021		Unity Trust	314	Office 365 - service changes	Microsoft Ireland	Z	24.76		24.76
315	17/12/2021		Unity Trust	315	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
316	17/12/2021		Unity Trust	316	Refreshments - orchard plantir	A Mann Expenses	Z	14.30		14.30
317	20/12/2021		Unity Trust	317	Refreshments for orchard plan	Angela McFarlane	Z	16.75		16.75
318	20/12/2021		Unity Trust	318	Compost for community orcha	Angela McFarlane	S	29.12	5.83	34.95
319	20/12/2021		Unity Trust	319	Locum Admin support - Decerr	Mary Harris	Z	710.00		710.00
320	20/12/2021		Unity Trust	319	Locum Admin support - Decerr	Mary Harris	Z	95.15		95.15
321	20/12/2021		Unity Trust	321	Electricity - King St Toilets	nPower	L	33.14	1.66	34.80
322	20/12/2021		Unity Trust	322	December Salaris	December Salaries	Z	4,601.16		4,601.16
323	20/12/2021		Unity Trust	323	December PAYE & NI	HMRC	Z	882.66		882.66
324	20/12/2021		Unity Trust	324	December Staff Pension Cont	Hampshire Pension Fund	Z	379.38		379.38
325	20/12/2021		Unity Trust	325	December Employer NI	HMRC	Z	504.00		504.00
326	20/12/2021		Unity Trust	326	December Employer Pension C	Hampshire Pension Fund	Z	1,184.37		1,184.37
327	23/12/2021		Unity Trust	327	The Greening Campaign 1&2	The Greening Campaign CIC	Z	100.00		100.00
328	31/12/2021		Unity Trust	328	Handling Charge	Unity Trust	Z	1.10		1.10
329	31/12/2021		Unity Trust	329	service Charge	Unity Trust	Z	33.90		33.90
Total								59,917.40	5,465.89	65,383.29



REPORT ON: AV Meeting Equipment

WRITTEN BY: Parish Clerk

MEETING DATE: 15th February 2022

AGENDA ITEM: 199/21

Introduction

Under agenda item 173/21 Councillors requested further research and costings for AV equipment to support live streaming meetings and showing information such as planning application plans, within a budget of £1,200. I have taken advice from our IT support who suggests the following:

Webcam

Logitech Meetup camera which includes bracket to mount camera onto screen - £550

[Logitech MeetUp Video Conference Camera for Huddle Rooms](#)

Alternatives:

Huddly IQ camera - approx £600 with mount

Similar price to Logitech, with wider field of view but relatively simple microphone compared with Logitech. <https://www.huddly.com/conference-cameras/>

Meeting Owl - £1,199

360 degrees field – good for main meeting table but may not work for larger setting or livestreaming meeting. <https://uk-shop.owllabs.com/products/meeting-owl-pro>

Screen

A 65 inch screen has been suggested with a touch screen. Assuming the Logitech is the preferred camera, the remaining budget doesn't allow for anything over 55 inch. The budget also needs to allow for a sturdy stand which is strong and safe enough to move around the room and leave out during other bookings.

There is a 55 inch Viewsonic screen at the lower end with touchscreen, the IFP5550 [ViewSonic IFP5550 55" 4K Interactive Flat Panel](#), but this is £1,150. Note too that the manufactures stand recommended for this product comes in at around £250. The 65 inch version of this display is around £1,450

Logitech Meetup	550
Viewsonic IPS5550	1,150
Mobile stand for above	250
	£1,950

There is currently £3,371 in the IT earmarked reserve.

A projector and screen are not recommended. OPC already owns a basic projector and this is not a high enough resolution for showing planning applications plans, especially in a well lit room. These can be shown on the flat panel screen simply by connecting a laptop straight to the screen.



REPORT ON: Internal Auditor

WRITTEN BY: Parish Clerk

MEETING DATE: 15th February 2022

AGENDA ITEM: 201/21

Introduction

All local Councils must undertake an effective internal audit to evaluate the effectiveness of risk management, taking into account public sector internal auditing standards or guidance (Accounts and Audit Regulations 2015, Regulation 5(1)).

Lightatouch has now acted as OPC's Internal Auditor for at least 7 years (I cannot easily find records which pre-date this) and has recently given notice they are moving on to a different role. Lightatouch will complete the 2021/22 year end audit in April/May.

Please note that Local Council Internal Auditors cover more than financial administration. They review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. This includes Council decisions.

The Governance and Accountability for local Councils Practitioners' Guide provides guidance on selecting an Internal Auditor. There are two key principles OPC should following in sourcing a new Internal Auditor:

1. Independence.
2. Competence.

Three quotations have been sources from three recommended Internal Auditors working in the Hampshire area. These have been emailed to Councillors separately.

For Decision

To agree an Internal Auditor for the 2022/23 financial year.