



MINUTES OF THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON 17th MAY 2022 COMMENCING AT 7.30pm

Present: Cllrs A McFarlane (Chair), K Ball, R Coleman, L Cornall, H Tyler and P Verdon.

In attendance: Andrea Mann (Parish Clerk).

1/22 Election of Chair

RESOLVED

Cllr McFarlane was elected as Chair of Odiham Parish Council for the ensuing year. Cllr McFarlane signed the Declaration of Acceptance form. (Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).

2/22 Election of Vice-Chair of the Council

RESOLVED

Cllr P Verdon was elected as Vice-Chairman of Odiham Parish Council for the ensuing year. (Proposed by Cllr McFarlane, seconded by Cllr Tyler, all in favour).

3/22 Apologies for absence

Received and accepted from Cllr Sanger. It was noted that Hampshire CC Cllr Glen had also submitted apologies.

4/22 Declarations of interests and requests for dispensation

None.

5/22 Approval of minutes

RESOLVED

The minutes of the previous full Council meetings held on 4th April 2022 (237-259/21) and Extraordinary General Meeting held on 27th April 2022 (238-265/21) were agreed as a true record of the meeting and signed by the Chair. (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

6/22 Chair's Announcements

No matters were raised.

7/22 Public Session

No members of the public were present.

8/22 Councillor Co-option

Caro Seabrook was co-opted as a Councillor to the Odiham Ward. (Proposed by Cllr McFarlane, seconded by Cllr Ball, all in favour).

Councillor Reports

9/22 Reports from Councillors on their attendance at outside meetings

No reports were given.



10/22 Reports from other Councils

It was noted that Hampshire CC Cllr Glen had submitted a written report. Councillors referred to comments about street lighting and SID funding and the Clerk reported research on these two matters were underway and would be referred to a future meeting.

11/22 Previous Committee Minutes

To receive and NOTE the following minutes previously circulated to Members:

- Community Committee held on 21st September 2021.
- Staffing Committee held on 10th October 2021.
- Finance Committee held of 19th October 2021.
- Planning & Development Committees held on 22nd March and 19th April 2022.

12/22 Matters Arising from the Minutes not elsewhere on the agenda

The Meeting Action Points report submitted with the agenda was noted.

Cllr McFarlane reported that she had contact Hook Parish Council Cllr Orchard offering support for the funding bid to improvement accessibility at Hook Railway station but had not received a response.

13/22 OPC's Governance for the ensuing year

i) Councillors reviewed the Committee Structure last agreed by the Council in January 2022. A discussion took place on the different ways in which OPC could use Councillor and staff time more efficiently in order to make lawful decisions which met external deadlines - it was noted that the planning consultation period was due to reduce even further from 21 to 18 days. Following debate it was RESOLVED:

- a) To bring Community Committee matters to full Council.
- b) The Planning Committee would meet informally by Zoom to draw up a list of planning decisions, the Clerk would then submit these to Hart DC under delegated authority and the list would be ratified at the next full Council meeting.

The Clerk advised there was a potential for residents to challenge this process but also a risk that OPC could miss the opportunity of commenting on controversial applications under current arrangements. The Clerk was asked to ensure all applications under consideration were still published on OPC's website to inform residents of current applications.

- c) The Finance Committee and Amenities Areas Committee meetings would continue as published.



- d) The above arrangements would be reviewed after no later than 6 months.
- ii) Membership of committees
- a) Cllr Tyler was appointed to the Planning Committee.
 - b) No other changes were recorded.
- iii) Appointment of committee Chairs and Vice Chairs
- a) Cllr Verdon was appointed as Chair of Planning & Development Committee and Cllr Cornall was appointed as Vice Chair.
 - b) Cllr Coleman was appointed as Chair of the Finance Committee and Cllr Tyler was appointed as Vice Chair.
 - c) Cllr Coleman was appointed as Chair of the Amenities Areas Committee and Cllr Sanger was appointed as Vice Chair, subject to his agreement. It was agreed that Cllr Verdon would be Vice Chair if Cllr Sanger declined the appointment.
 - d) Cllr McFarlane was appointed as Chair of the Community Committee.

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

14/22 Working Groups

Councillors reviewed OPC's current Working Groups and RESOLVED:

Armed Forces Day	Ongoing
Community Award Sub-Committee	Ongoing
Environment and Climate Change Working Group	Ongoing
Odiham Conservation Area Appraisal	Disband following adoption of Appraisal.
Neighbourhood Plan Monitoring Group	Ongoing (annual meeting)
Library Working Group	Disband
Queen's Platinum Jubilee Working Group	Disband after wash up meeting
Spooktacula	Disband
Strategy	Ongoing but invite all Councillors
The Bridewell Working Group	Ongoing
Village Centre Area Action Plan	Disband and move projects under committees.

15/22 Outside Bodies

RESOLVED:

The following appointments of representatives to outside bodies were agreed:

- The Odiham Society – Cllr Verdon.
- Basingstoke Canal Society – Cllrs McFarlane.
- Odiham Common – Cllr Coleman.
- Leapfrogs – Cllr Cornall.
- Flood Forum – Cllr McFarlane.
- InOdiham – Cllr McFarlane (as Community Committee Chair) and Cllr Verdon as reserve.
- North Warnborough Village Hall – Cllr Cornall.



- Shapley Heath Garden Village Steering Group – Cllr Verdon.
- Hook and Odiham Lions Community Needs Assessment – Cllr McFarlane.
- Odiham Consolidated Charities – Cllr Ball (4 year term as Trustee).

16/22 Cheque Signatories

RESOLVED

Cllr Tyler was added as a cheque signatory for the Unity Trust and CCLA accounts.

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

The Clerk was asked to check whether it was lawful for the Clerk to also be a signatory.

17/22 Odiham Consolidated Charities Trustee

RESOLVED

Councillors accepted the recommendation from the Odiham Consolidated Charities for Charles Brooks and Helen Barnacle to fill two of the OPC trustee positions.

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

18/22 Verbal update on The Bridewell consultation and listed planning application

Cllr Cornall reported from The Bridewell consultation event held on 3rd May.

Twelve members of the public had attended who were largely positive towards the concept plans. Several residents had also viewed the plans displayed in The Bridewell. There were a few comments put forward which would need further consideration, specifically regarding any potential loss of shelving space and how OPC could reach home workers looking for hot desking.

Listed Planning Consent had been secured for the Phase I works with two small conditions. A schedule of works spec had been sent to 4 contractors and it was hoped their responses would be available for the next meeting.

19/22 Response from Hampshire County Council regarding signage in the Ford, North Warnborough

Councillors noted the response from Hampshire County Council explaining why the two ice signs in the ford would not be removed. Councillors noted that other signs had been removed but the concrete bases and poles remained. The Clerk was asked to follow this up with Hampshire County Council.

**20/22 Strategic Plan) Both items were considered together
21/22 S106 Projects)**

RESOLVED

A review of the Strategic Plan and S106 Projects were presented with the agenda and agreed in principle. Councillors agreed it would be better to review both documents in a separate meeting and the Clerk was asked to set up a Zoom meeting to carry out a full review.

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



22/22

Planning Applications

The following responses to planning applications were presented to the meeting for ratification and approved due to the previous committee meeting being inquorate.

135/21 Ref: 22/00691/HOU

Address: Hollybank King Street Odiham Hook Hampshire RG29 1NJ

Details: Demolition of conservatory and erection of a two-storey rear extension, insertion of door and porch canopy ground floor side.

Decision: Neutral. OPC requests that the Conservation Officer is consulted about this large extension to a property in the conservation area.

136/21 Ref: 22/00372/HOU

Address: Deansgate Alton Road Odiham Hook Hampshire RG29 1PH

Details: Re-tile roof, insertion of 3 conservation velux roof windows, replace french doors with new traditional style french doors. Installation of window to rear adjacent side wall to back French doors, replace plastic guttering with new plastic or aluminium and replace windows with wooden or aluminium.

Decision: No objection.

137/21 Ref: 22/00732/HOU

Address: Grafton House Farnham Road Odiham Hook Hampshire RG29 1AB

Details: Erection of conservatory following partial demolition of existing conservatory.

Decision: Decision already made by Hart DC

138/21 Ref: 22/00377/FUL

Address: Swallow Cottage Rye Common Odiham Hook RG29 1HU

Details: Erection of four-bedroom dwelling and detached garage following demolition of the existing two bedroom dwelling and adjacent stables and alterations to driveway

Decision: Objection. OPC is concerned that this application is out of scale and character with the local landscape and architectural language. The idea of a "*modern and English take on a traditional French chateau*" would be incongruous in this setting. The quality of the design is not as high as expected for this scale of development. The new entrance onto the A287 which has been built without planning permission is also noted. No bat emergence surveys have been provided. There is little information about how this proposal meets any sustainability goals, including and biodiversity net gains or low carbon energy strategy.

139/21 Ref: 22/00763/LBC

Address: Number Eighty-One 81 High Street Odiham Hook Hampshire RG29 1LB

Details: Addition of a toilet and tea station and blocking up an existing internal door into the commercial unit.

Decision: Neutral. OPC requests that the Conservation Officer is consulted about this change to a listed property in the conservation area.



140/21 22/00952/CON

Address: Burford West Street Odiham Hook RG29 1NX

Details: Discharge of Condition no. 7 (soft/ hard landscape) pursuant to planning permission (ref:19/02541/FUL) for construction of 16 no. dwellings (8 x 2-bedroom, 6 x 3-bedroom and 2 x 4-bedroom) with associated access, landscaping, and parking (following the demolition of existing dwellinghouse).

Decision: No objection.

Cllr Verdon reported there was evidence of some applications located in the Conservation not being referred to the Hart Conservation Officer for comment. Councillors agreed that Cllr Verdon should follow this up with Hart DC.

The following applications were considered and response agreed:

Application reference: 22/00824/LBC

Address: Hunting Lodge Bagwell Lane Odiham Hook Hampshire RG29 1JG

Description: Re-roofing of the house

Decision: No objection.

Application reference: 22/00870/HOU

Address: 7 Waverley Close Odiham Hook Hampshire RG29 1AT

Description: Erection of a single storey rear extension, first floor extension over existing garage / utility room and alterations to fenestration.

Decision: No objection.

23/22 Parish Lengthsman
RESOLVED

- i) The Clerk would sign to accept the annual Parish Lengthsman.
- ii) Allocation of tasks were delegated to the Amenities Areas Committee.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

Financial Matters

24/22 Annual internal audit report for 2021/22

The Annual internal audit report was received and noted. There were no recommended actions from the Internal Auditor. Thanks was given to the Clerk.

25/22 Re-statement of the 2020/21 annual governance statement due to incorrect coding of VAT in Scribe

RESOLVED

The re-statement presented with the agenda papers was approved for submission to the External Auditor.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour)

26/22 2021/22 end of year Income and account and Balance Sheet

Received and noted.



- 27/22 Annual Governance Statement for 2021/22**
RESOLVED
The Chair read each question on the Annual Governance Statement and responses were agreed before the Chair and Clerk signed the declaration.
(Proposed by Cllr Coleman, seconded by Cllr McFarlane, all in favour).
- 28/22 Accounting statements 2021/22**
RESOLVED
The Accounting Statements presented to the meeting by the Clerk/RFO were approved and signed by the Chair.
(Proposed by Cllr Coleman, seconded by Cllr McFarlane, all in favour).
- 29/22 Exercise of Public Rights dates**
RESOLVED
The proposed dates of 6th June to 7th July 2022 were agreed.
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).
- 30/22 Expenditure from the Climate Action Plan budget for printing The Greening Campaign cards**
RESOLVED
Expenditure of up to £300 from the Climate Action Plan budget was approved.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- 31/22 To approve the May 2022 Payments Listing**
The Payments Listing circulated to Councillors before the meeting was approved, with the addition of a payment to YBC and Gregory Property Services. Cllrs Coleman and Verdon were appointed to complete the payment approval process.
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).
- 32/22 Grant to Voilà Theatre Company**
RESOLVED
A grant of up to £452.19 was approved to support street entertainment for the Jubilee Street Party, subject to clarification on whether OPC could appoint the stilt walker directly.
RESOLVED
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 33/22 Date of next meeting**
21st June 2022.

Confidential Matters

- 34/22 A resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
RESOLVED
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).



35/22 MP Lease for offices at The Bridewell

RESOLVED

The 3 year lease for office space at The Bridewell, drawn up in consultation with the MP, was approved and Cllrs McFarlane and Verdon were appointed to sign on behalf of OPC.

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

36/22 Police Lease for offices at The Bridewell

RESOLVED

The draft lease was agreed in principle and would be offered to the Police for consideration. It was agreed that the Clerk should seek legal advice on one of the clauses.

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

37/22 Request from the Odiham Society to approve plans for signage and a hand rail at The Parish Room, prior to submitting a listed planning application

RESOLVED

The request was approved and OPC would raise no objection to the application, subject to the Odiham Society obtaining consent to install the handrail on the highway.

38/22 2022 Community Awards recipients

RESOLVED

The list of award recipients was approved.

There being no further business the meeting closed at 9.08pm.

Signed.....

Date.....