

**MINUTES OF THE ODIHAM PARISH COUNCIL EXTRAORDINARY MEETING HELD AT
THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 2nd MAY 2023 COMMENCING AT 7.30pm**

Present: Cllrs A McFarlane (Chair), S Bell, R Coleman, L Cornall, T Griffith,
D Sanger, H Tyler and P Verdon.

In attendance: Andrea Mann (Parish Clerk).

306/22 Apologies for absence

Apologies were received and accepted from Cllr Seabrook.

307/22 Declarations of interests and requests for dispensation

None.

308/22 Approval of minutes

RESOLVED

The minutes of the meeting held on 18th April 2023 (281-305/22) were agreed as a true record of the meeting and signed by the Chair.

(Proposed by Cllr McFarlane, seconded by Cllr Griffith, 8 in favour).

309/22 Chair's Announcements

None.

310/22 Public Session

There were no members of the public present.

311/22 The Bridewell Community Hub

i) To consider the revised quote to install the new toilet.

RESOLVED

The revised quote from Trust Property Services in the value of £12,475 was accepted.

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

ii) Councillors considered the original proposal from The Bridewell Working Group that the Library Room be promoted for public hire from 1st June, a decision which had been deferred at the previous meeting. It was agreed to defer the decision again until the date of the new toilet works was known.

iii) Councillors considered whether to plan a small launch event and agreed it was not necessary for this phase of works but an open day for potential hirers might be useful when the hot desking area was ready. Cllr Coleman offered to forward contact details for the Parish News advertising space.

iv) The Clerk reported that the Hart Conservation Officer had advised it wasn't possible to split works on a listed building application which may delay works to repair the north facing wall. An enquiry had been submitted to the Conservation Officer asking whether a new application was required just to comply with a condition requiring submission of a method statement. The chosen contractor had advised they may need to pull out of the contract if the June works date wasn't possible.

312/22 Crownfields Neighbourhood Plan Development Site

- i) The proposed landscaping plan for the 0.25 hectare pre-school land was reviewed and it was
RESOLVED
To accept the plan, as shown with the agenda, subject to a gate being added to the top left hand corner of the site to provide the pre-school with access to the fenced area.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- ii) Councillors suggested how future management of the land should work and how to commence discussions with Leapfrogs. It was
RESOLVED
That Leapfrogs should be asked to make a financial contribution towards maintenance costs and there should be a clear agreement in place between OPC and Leapfrogs, with a condition requiring staff and parents to park in the new car park area.
(Proposed by Cllr McFarlane, seconded by Cllr Bell, all in favour).

313/22 Parish Room roof repair

This item was deferred as it had not been possible to obtain comparative quotes in time for the meeting.

314/22 The Bridewell logo

RESOLVED
The latest design provided by the design agency was approved. It was also noted that any marketing material should include "The Bridewell is owned and managed by Odiham Parish Council".
(Proposed by Cllr McFarlane, seconded by Cllr Sanger, all in favour).

315/22 Payments Listing

The payments listing for the period 19th April to 2nd May was approved (Appendix 1) and Councillors Coleman and Verdon were appointed to complete the payment approval process.
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).

316/22 Planning Applications

Hart Ref	Address	Details	Decision
23/00918/CA	Buryfields Infant School Buryfields Odiham Hook Hampshire RG29 1NE	Area 1. 1. Fell 33 declining Ash trees suffering from Ash Die Back 2. Coppice to 1.5m 19 declining multi stemmed Willows. Note. Area 2. During Autumn 2022 the school planted 60 trees, a mixture of Rowen, Silver Birch and Wild Cherry	No objection.

317/22 Date of next meetings

16th May (Annual Council meeting).

There being no further business the meeting closed at 20.12pm.

Signed..... Date.....

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33	Coronation	02/05/2023		Unity Trust	33	Bins for Coronation events	Hart DC	Z	200.00		200.00
34	Toilets - Power and rates	02/05/2023		Unity Trust	34	King St Toilets electricity	nPower	L	61.57	3.08	64.65
35	Lighting - Maint and admin	02/05/2023		Unity Trust	35	Street lighting	HCC	S	2,298.89	459.78	2,758.67
35	Lighting - energy costs	02/05/2023		Unity Trust	35	Street lighting	HCC	S	3,050.16	610.03	3,660.19
36	The Bridewell - maintenance	02/05/2023		Unity Trust		Electrical works The Bridewell	DTE Electrical & Property	Z	260.00		260.00
36	The Bridewell - maintenance	02/05/2023		Unity Trust		Electrical works The Bridewell	DTE Electrical & Property	Z	240.00		240.00
37	Chapel Cottage Maintenance	02/05/2023		Unity Trust	37	Gutter clearance	GopherOwen Services	Z	120.00		120.00
38	Office Equipment	02/05/2023		Unity Trust	38	Printer copies Q4 22-23	Ricoh	S	151.50	30.30	181.80
39	The Bridewell - cleaning & m	02/05/2023		Unity Trust	39	Bridewell cleaning	YBC	S	509.63	101.93	611.56
40	Professional Costs	02/05/2023		Unity Trust	40	OPC & Bridewell branding	The Langtons Design Consult	S	2,160.00	432.00	2,592.00
41	Postage and consumables	02/05/2023		Unity Trust	41	Paper and labels	Viking	S	82.87	16.57	99.44
42	IT Support and Back up	02/05/2023		Unity Trust	42	IT support and cables	Connect Computer Consultan	S	135.00	27.00	162.00
43	Toilets - cleaning	02/05/2023		Unity Trust	43	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
44	Other amenity areas mainter	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	406.91	81.38	488.29
44	Play Areas	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	479.16	95.83	574.99
44	Bin emptying	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	392.90	78.58	471.48
44	Chamberlain Gardens (SC Tr	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	199.16	39.83	238.99
44	Allotments - maintenance	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	60.00	12.00	72.00
44	Cemetery Maintenance	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	1,113.91	222.78	1,336.69
44	The Bridewell - waste dispos	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	114.00	22.80	136.80
44	Promotion of village	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	64.00	12.80	76.80
45	Other amenity areas mainter	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	50.00		50.00
45	Allotments - maintenance	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	35.00		35.00
45	Bridewell works	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	550.00		550.00
45	Benches & Noticeboards	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	333.20		333.20
46	Staff Salaries	02/05/2023		Unity Trust	46	Staff Salaries - May 2023	Staff Salaries - May 2023	Z	4,839.77		4,839.77
47	Staff Salaries	02/05/2023		Unity Trust	47	Staff PAYE & NI - May 2023	HMRC	Z	957.28		957.28
48	Staff Salaries	02/05/2023		Unity Trust	48	Staff Pensions - May 2023	Hampshire Pension Fund	Z	339.55		339.55
49	Pension Contribution	02/05/2023		Unity Trust	49	Employer Pension - May 2023	Hampshire Pension Fund	Z	1,178.41		1,178.41
50	Employers' NI	02/05/2023		Unity Trust		Employer NI - May 2023	HMRC	Z	532.36		532.36
Total									21,330.97	2,329.84	23,660.81