



**MINUTES OF THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD  
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON 16<sup>th</sup> MAY 2023 COMMENCING AT 7.30pm**

Present: Cllrs Verdon (meeting Chair), L Cornall, C Seabrook, H Tyler, H Woods and T Griffith.

In attendance: Andrea Mann (Parish Clerk) and Bridie Tate (Deputy Clerk).

- 1/23 Election of Chair**  
RESOLVED  
Cllr McFarlane was elected as Chair of Odiham Parish Council for the ensuing year. Cllr McFarlane would sign the Declaration of Acceptance form as soon as possible.  
(Proposed by Cllr Verdon, seconded by Cllr Seabrook, all in favour).
- 2/23 To agree a councillor to preside over the meeting, if required, should the elected Chair not be present at the meeting**  
RESOLVED  
It was agreed that Cllr Verdon would chair the meeting.  
(Proposed by Cllr Tyler, seconded by Cllr Cornall, all in favour).
- 3/23 Election of the Vice-Chair of the Council**  
RESOLVED  
Cllr Verdon was elected as Vice Chair of Odiham Parish Council for the ensuing year.  
(Proposed by Cllr Seabrook, seconded by Cllr Tyler, all in favour).
- 4/23 To receive apologies for absence**  
Apologies were received and accepted from Cllrs Bell, McFarlane, Sanger and Stewart.
- 5/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**  
None.
- 6/23 Approval of Minutes**  
RESOLVED  
The minutes of the extraordinary meeting held on 2<sup>nd</sup> May 2023 (281-317/22) were agreed and signed by the meeting chair.  
(Proposed by Cllr Verdon, seconded by Cllr Cornall, 4 in favour).
- 7/23 General Power of Competence**  
RESOLVED  
Odiham Parish Council declared The General Power of Competence (GPC) by meeting the Prescribed Conditions (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965).  
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).
- 8/23 Chair's Announcements**  
None.
- 9/23 Public Session**  
There were no members of the public present.



## **Councillor Reports**

**10/23 Meeting reports from Councillors**  
None.

**11/23 Reports from other Councils**  
None.

## **General**

- 12/23 To consider Matters Arising from the Minutes not elsewhere on the agenda**
- 292/22 – the Clerk reported that a structural surveyor had been asked to install “tell-tales” on the two cracks; one in North Chapel and one in South Chapel at a cost of £400 plus £300 per inspection visit. Councillors asked the Clerk to find out how many inspection visits were likely to be required.
  - 311/22iv – Cllr Verdon reported she had emailed district councillors asking for support in speeding up the approval process.
  - 312/22ii – Councillors noted the appropriate time to start discussions with Leapfrogs relating to the pre-school land on the Crownfields development site was when construction was underway.
  - 313/22 - the Clerk reported that the Amenities Officer had met with a roofer the previous day to obtain a comparative quote for repairs to The Parish Room.

**13/23 OPC’s Governance for the ensuing year**

- i) Committee Structure  
RESOLVED, OPC’s committee structure was agreed as shown in Appendix 1.
- ii) Committee terms of reference  
RESOLVED, The committee terms of reference were agreed, as proposed with the agenda papers plus one minor revision.
- iii) Membership of committees  
RESOLVED  
Memberships of committees and chairs were agreed as follows:
  - Planning & Development Committee – Cllrs Verdon, Cornall (Vice Chair), Bell, Seabrook, Stewart and Woods.
  - Amenities Areas Committee – Cllrs Sanger (Chair), Bell, Griffith, McFarlane, Seabrook and Verdon.
  - Finance Committee – Cllrs Tyler (Chair), Cornall, McFarlane and Verdon.
  - Staffing Committee – Cllrs McFarlane (Chair), Seabrook, Tyler and Verdon.
  - Community Committee – Cllrs McFarlane (Chair) Tyler, Griffith, Woods, Sanger
- iv) Appointment of committee Chairs and Vice Chairs  
RESOLVED
  - Planning & Development Committee – Cllr Verdon and Cllr Cornall as Vice Chair.
  - Amenities Areas Committee – Cllr Sanger.
  - Finance Committee – Cllr Tyler.
  - Staffing Committee – Cllr McFarlane.
  - Community Committee – Cllr McFarlane

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



**14/23**

### **Working Groups**

#### **RESOLVED**

- i) The list of working groups was reviewed as presented with the agenda and it was agreed to refer terms of reference for the Neighbourhood Plan Review working group to the next meeting.
- ii) Changes to memberships: Cllr Tyler was added to The Bridewell working group and Cllrs Stewart and Tyler asked to be included on the new Neighbourhood Plan working group.

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

**15/23**

### **Outside Bodies**

#### **RESOLVED**

The following appointment of representatives to outside bodies were agreed:

- The Odiham Society – Cllr Seabrook
- Basingstoke Canal Society – Cllr Stewart
- Odiham Common – Cllr McFarlane
- Leapfrogs – Cllr Cornall
- Flood Forum – Cllr Stewart
- InOdiham – Cllrs McFarlane and Verdon
- North Warnborough Village Hall – Cllr Cornall
- Councillors noted the OPC representative on the Odiham Consolidated Charities was former Cllr Ball who was appointed as a trustee January 2021 for a 4 year term.

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

**16/23**

### **Parish Engagement Plan for Hart Countryside Service**

Correspondence from the Hart Countryside Service setting out Hart's Parish Engagement Plan relating to Odiham Common and Broad Oak Common was noted.

It was agreed that Cllr Verdon would join the Clerk in a meeting with Hart Officers on 27<sup>th</sup> June at 10am to discuss the Parish Engagement Plan further before reporting back to Council.

**17/23**

### **Neighbourhood Plan Review**

#### **RESOLVED**

Delegation to the Clerk in consultation with the Chair and Vice Chair of the Planning & Development Committee was agreed to research funding for the Neighbourhood Plan Review and to submit a funding application.

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

**18/23**

### **Countryside Conservation Volunteer Work Group**

- i) Councillors noted the excellent progress on works undertaken by the Countryside Conservation Volunteer Work Group, led by Cllr Bell. The next volunteers' work day would be published soon.
- ii) Councillors also noted Cllr Bell's successful grant award from Hampshire Countryside Services of approximately £2,400 for improvement works to paths leading to the Deer Park.



- iii) Path clearing equipment  
RESOLVED  
Expenditure totalling £356.62 was agreed from the Grounds Maintenance earmarked reserve to purchase hand tools to support the volunteer work group.

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

### **Financial Matters**

#### **19/23 Cheque Signatories**

The list of cheque signatories was reviewed and it was  
RESOLVED

To add Cornall to the bank mandates for all accounts and check that Cllr Tyler was already on all bank mandates.

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

#### **20/23 Payments Listing**

RESOLVED

The payments listing for the period 3rd to 16<sup>th</sup> May was agreed and Cllrs Tyler and Verdon were appointed to complete the payment approval process.

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

#### **21/23 Bench repair Chamberlain Gardens**

Councillors considered options and quotes to replace the bench next to the Chamberlain Gardens play area following the Amenities Areas Committee request to obtain costs for different options. Further to debate it was

RESOLVED

To award a contract to Larkstel Ltd to repair the bench by replacing the wooden slats on the existing bench in the value of £725, funded from the benches & noticeboards earmarked reserve.

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

#### **22/23 To confirm date of next meeting**

20<sup>th</sup> June.

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

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

Odiham Sports  
Centre Trust

## COUNCIL

Meets monthly, 3rd Tuesday at 7.30pm

Strategy Working  
Group

Meets as required

### Planning & Development Committee

Currently meets informally by Zoom. Comments are submitted to Hart under Clerk's delegated authority and ratified at next full Council meeting.

### Amenity Areas Committee

Meets quarterly after full Council meeting.

### Community Committee

Meets quarterly after full Council meeting. Event organisation managed by working groups.

### Finance Committee

Meets quarterly after full Council meeting, generally after the end of a financial quarter.

### Staffing Committee

Meets twice a year during daytime. Other meetings on demand should a vacancy or other staff related matter arise.

### Neighbourhood Plan Monitoring Group

### Traffic Partnership Meeting

Traffic & Transport matters currently being referred to full Council.

### Appeal Panels

Panel to be formed when necessary.

Agreed at the Annual Council meeting 16.05.23



## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Allotments - maintenance	16/05/2023		Unity Trust	51	Part for water trough repair	Keith Dodd	Z	19.49		19.49
52	Coronation	16/05/2023		Unity Trust	52	Transport equipment for Coror	Keith Dodd	Z	130.00		130.00
53	Coronation	16/05/2023		Unity Trust	53	Coronation events	Cove Brass Band	Z	250.00		250.00
54	Coronation	16/05/2023		Unity Trust	54	Coronation events	Daniel Framp Magic	Z	300.00		300.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	605.00	121.00	726.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	1,540.00	308.00	1,848.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	150.00	30.00	180.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	150.00	30.00	180.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	840.00	168.00	1,008.00
55	Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	2,334.00	466.80	2,800.80
56	Subscriptions	16/05/2023		Unity Trust	56	Employers membership	HALC	S	195.00	39.00	234.00
57	Chapel Building Maintenance	16/05/2023		Unity Trust		Structural survey visual inspec	SFK Consulting LLP	S	750.00	150.00	900.00
58	Telephone and internet	16/05/2023		Unity Trust	58	Phones & broadband	BT	S	179.21	35.84	215.05
59	Coronation	16/05/2023		Unity Trust		PA hire & support Coronation	Wessex Sound	S	1,597.00	319.40	1,916.40
60	Cemetery Maintenance	16/05/2023		Unity Trust	60	Heras fencing hire - Chapels	Trust Property Services Ltd	Z	382.48		382.48
61	Allotments - maintenance	16/05/2023		Unity Trust	61	Repair to water trough	Steven Lawrence Plumbing S	S	104.86	20.97	125.83
62	Postage and consumables	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	132.09		132.09
62	Bank Charges	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	3.00		3.00
62	Other amenity areas mainter	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	145.05		145.05
62	Coronation	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	7.31		7.31
63	IT Support and Back up	16/05/2023		Unity Trust	63	Microsoft 365	Microsoft Ireland	Z	37.60		37.60
<b>Total</b>									<b>9,852.09</b>	<b>1,689.01</b>	<b>11,541.10</b>