



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
TUESDAY 18th JULY 2023 at 7.30pm**

12th July 2023

Andrea Mann, Clerk

Members of the public are welcome to join in person or online:

Join Zoom Meeting

<https://us02web.zoom.us/j/82914981531?pwd=bHRsTjF0anVyK3hsMjZvYWZpNFRqQT09>

Meeting ID: 829 1498 1531

Passcode: 137538

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- 53/23 To receive apologies for absence**
- 54/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 55/23 Approval of Minutes**
To approve the minutes of the Council Meeting held on 20th June 2023 (23-52/23).
- 56/23 Chair's Announcements**
- 57/23 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.

Councillor Reports

- 58/23 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 59/23 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

General

- 60/23 Meeting Action Points (pages 5-6)**
To consider Matters Arising from the Minutes not elsewhere on the agenda
- 61/23 "Transforming The Bridewell into a thriving Community Hub" (page 7-10)**
- i) General update from the Clerk and Bridewell Working Group.
 - ii) To consider the revised building signage (page 7).
 - iii) To receive a verbal report from the meeting with Hart District Council on the UK Shared Prosperity Fund.
 - iv) To note the Scribe booking feature and Stripe online payments are now set up and will go live from 1st August for bookings from 1st September. [Bookings - Odiham Parish Council](#).



- v) To consider offering informal hot-desking over the school Summer holidays on a trial basis @ £10 per day (page 8).
- vi) To consider expenditure of from The Bridewell earmarked reserve to purchase outdoor furniture for the courtyard (pages 9-10).

62/23 Parking in The Bury (emails circulated to Councillors)

To review correspondence from Hampshire County Council on parking in The Bury, consider OPC's position and whether any actions are required.

63/23 Hampshire & IoW Village of the Year – Village Nameplates (page 11)

To consider whether to proceed with replacement of the village nameplates.

64/23 2023 Hampshire & IoW Village of the Year (pages 12-27)

- i) To receive a verbal update on the 2023 awards ceremony which will be hosted by Odiham Parish Council at the Cross Barn on 28th September.
- ii) To consider the Clerk's draft nomination for 2023 (pages 12-27).

65/23 The Firs (pages 28-34)

To receive Cllr Sanger's report on OPC owned land at The Firs, to consider project proposals and to agree next steps.

66/23 Serving Hampshire – Budget Consultation 12 June to 23 July 2023

To consider OPC's response to HCC's consultation [Hampshire County Council Budget Consultation 2023 | About the Council | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/budget-consultation-2023) which consults on the following methods of cost saving:

- introducing and increasing charges for some services;
- lobbying central Government for legislative change;
- generating additional income;
- using the County Council's reserves;
- reducing and changing services;
- increasing Council Tax;
- changing local government arrangements in Hampshire.

67/23 Consultation on Hart's Local Cycling and Walking Infrastructure Plan (LCWIP)
[Hart LCWIP \(arcgis.com\)](https://arcgis.com)

To review Hart's Local Cycling and Walking Infrastructure Plan (refer to pages 57-58 for proposals relating to Odiham) and consider OPC's responses to:

- i) The map based survey [Map Based Survey | Hart LCWIP \(arcgis.com\)](https://arcgis.com)
- ii) Cycling/walking survey [Cycling & Walking Survey | Hart LCWIP \(arcgis.com\)](https://arcgis.com)

Please note the consultation is designed for individual responses. Should OPC wish to respond, an email response will be written.

68/23 Review of OPC's policies and updates (pages 35-62)

- i) To review the summary of OPC's policies and review dates (page 35).
- ii) To consider OPC's policy on claiming expenses by Councillors – minor change proposed (pages 36-38).
- iii) To consider OPC's Investment Policy – minor changes proposed (pages 39-40).
- iv) Data Protection Policy – no changes proposed (pages 41-44).
- v) Document Retention Policy – no changes proposed (pages 45-51).
- vi) Consent form for communication with OPC – minor changes proposed (page 52).
- vii) Privacy Notice general – minor changes proposed (pages 53-56).



- viii) Privacy Notice for staff Cllrs role holders – minor changes proposed (pages 57-61).
- ix) Subject Access Request policy – no changes proposed (pages 62-65).
- x) To agree to set up a working group to look at combining the 3 communication policies and engagement policies into 1 plan.

69/23 Review of Licence to Odiham Book Exchange (pages 66-75)

To consider proposed revisions to the Odiham Book Exchange Licence to use the Library Room following the new toilet works.

70/23 Request from Odiham Bowls Club (circulated to Councillors separately)

To consider the special request from Odiham Bowls Club to park on Beacon Field

71/23 Possible Odiham Parish Council and Odiham and Hook Rotary Crocus Project (page 76)

To consider the special request from Odiham Bowls Club to park on Beacon Field

Financial Matters

72/23 Community Grants (pages 77-78)

- i) To consider community grants applications received, as set out in the Deputy Clerk's report. All grant application papers will be circulated to Councillors separately.
- ii) To consider release of 23/24 budget allocation to InOdiham for Flavourfest in the value of £1,000.
- iii) To consider release of 23/24 budget allocation to Citizens Advice in the value of £1,500

73/23 OPC's policy on cash payments

OPC's current account is held with Unity Trust and doesn't have physical branches. Cash payments can be made into Natwest. Following the setting up of Stripe for online payments and notification that the Alton Natwest branch will close in October, it is proposed stops accepting cash payments from 1st September.

74/23 Grant from Hampshire Countryside Services

To formally minute receipt of the Hampshire Country Services grant in the value of £2,380.33 for improvements to paths leading to the Deer Park and expenditure to the same value to AVS (Herriard Sawmills) for materials.

75/23 Cost increase to King St toilet cleaning contract (page 79)

To consider the price increase specified by the contractor.

76/23 Expenditure required to respond to concerns of rough sleeper at Odiham Cemetery

To consider next steps including a quote received for installing plywood in front of Chapel porches (circulated to Councillors separately) or quote previously obtained for instructing a private eviction.

77/23 Payments Listing

To approve the payments listing for the period 21st June - 18th July and appoint 2 Councillors to complete the payment approval process for outstanding payments.



Planning Matters

- 78/23** **To ratify the decisions made by the informal Planning & Development Committee on 3rd July** [Notes-230703-draft.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/notes-230703-draft.pdf)
- 79/23** **Neighbourhood Plan Review**
- i) To receive a verbal report from the Planning & Development Committee chair on the status of funding from DHULC.
 - ii) To consider fee proposals received to support OPC in carrying out a light touch review (to be circulated to Councillors separately).
- 80/23** **Correspondence from resident regarding Neighbourhood Plan Review (circulated to Councillors separately)**
To consider correspondence from a resident and agree a response.
- 81/23** **To confirm date of next meetings**
15th August.

Confidential Matters

- 82/23** **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**
- 83/23** **Staffing**
To agree the recommendation from the Staffing Committee that a probationary period is successfully completed and the Deputy Clerk's appointment is made permanent.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Apr-23	283/22	Clerk	Change previous minutes from draft and add to website.	Complete
	290/22i	Clerk	Write to Bridewell tenants and users to notify of building works.	Complete
	290/22ii	Clerk	Check with Hart Conservation Officer how to progress method statement for north facing wall repairs.	Complete
		Clerk	Submit method statement to Hart to comply with LBC condition.	Complete
	290/22iii	Clerk/Amc	Speak to design agency re change in Bridewell artwork.	Complete
	290/22iv	Clerk/MH	Revise final Bridewell hiring agreements.	Complete
		Clerk	Add new Bridewell hiring agreements to website and promote.	Complete
	290/22v	Clerk	Refer date of Bridewell hiring to future meeting when toilet installation date known.	Complete
	290/22vi	Clerk	Refer decision on whether to hold a small launch event to a future meeting.	On hold
	290/22vii	Clerk	Respond to Hart re OPC's declaration to express interest in Bridewell ACV.	Complete
	291/22	Clerk	Research and implement Stripe online payments for Bridewell hires.	Complete
	292/22	Clerk	Respond to OdSoc with OPC's response on their listed building application for Parish Room.	Complete
	292/22	Clerk/AO	Obtain comparative quote for Parish Room roof repair.	See below
	293/22	Clerk	Respond to Somerset Websites with OPC's decision that weekly back ups are sufficient.	Complete
	294/22iv	Clerk	Contact developer and Hart planning re correspondence from residents on vehicles using Rec Rd to access Crownfields site.	Complete
	295/22	Clerk	Revise Book Exchange plan when new toilet installed and issue revision to Book Exchange.	On agenda 18.07.23
	296/22	Clerk	Add review of strategic priorities to website.	Complete
		Clerk	Add list of projects suitable for S106/CIL spending to website.	Complete
		Councillors	Hold strategy workshop for new council.	Complete
	297/22	Clerk	Sign and return Parish Lengthsman's contract.	Complete
	299/22	Clerk/AO	Return quote for installing "tell-tales" to future meeting with quote for repointing entire Chapel Cottage chimney.	Complete
	301/22	Clerk	Submit planning decisions to Hart.	Complete
	302/22	Clerk/RC/Amc	Set up payments online and approve.	Complete
	305/22	Clerk/AO	Arrange for Heras fencing to be removed from Chapels.	Complete
		Clerk	Investigate whether listed building consent is required for gates on Chapel porches.	Complete
May '23 (2nd)	308/22	Clerk	Change previous minutes from draft and add to website.	Complete
	311/22i	Clerk	Award contract for revised toilet installation quote.	Complete
	311/22ii	Clerk	Refer date of Bridewell hiring to future meeting when toilet installation date known.	Complete. On agenda.
		RC	Forward details of Parish News advertising to Clerk.	Complete
	311/22iii	Clerk	Refer decision on whether to hold a small launch event to a future meeting.	Complete
	311/22iv	Clerk	Submit method statement to Hart to comply with LBC condition.	Complete
	312/22i	Clerk	Respond to Shanly Homes with OPC's decision on proposed landscape plan for 0.25 hectares pre-school land.	Complete
	312/22ii	Clerk/LC	Agree how to liaise with Leapfrogs re future use of 0.25 hectares pre-school land in Crownfields developoment.	See below
	313/22	Clerk/AO	Obtain comparative quote for Parish Room roof repair.	Quote requested
	314/22	Clerk/MH	Confirm final Bridewell logos, obtain picture files and add to hiring agreements.	Complete
	315/22	Clerk/RC/PV	Set up payments online and approve.	Complete
	316/22	Clerk	Submit planning decision to Hart.	Complete
May '23 (16th)	1/23	CllrAMc	Sign Chair's acceptance of office.	Complete
	All	Clerk	Update website to reflect all Governance and position changes.	Complete
	15/23	Clerk	Notify outside bodies of new Councillor representatives.	
	16/23	Clerk/CllrDSa	Attend meeting with Hart Countryside Services re Commons Engagement Plan and report back to Council.	Due 27.06.23
	17/23	Clerk/CllrPV	Research funding on updating Neighbourhood Plan.	On agenda
	18/23i	CllrSB/Deputy Clerk	Promote next Countryside Conservation Volunteer work date.	Complete
	18/23iii	Clerk/AO	Purchase agreed equipment.	In progress
		Clerk/AO	Identify suitable storage.	In progress
	19/23	Clerk/CllrLC	Complete bank mandates for Cllr Cornall.	Complete
		Clerk/CllrHT	Confirm Cllr Tyler is a signatory on all OPC's accounts.	
	20/23	Clerk/CllrPV&HT	Set up payments online and approve.	Complete (note signatories were Cllrs PV & Amc)
	21/23	Clerk	Award contract to Larkstel to repair bench in Chamberlain Gardens.	Complete
			Complete works.	
June '23	25/23	Clerk	Change previous minutes from draft and add to website.	Complete
	26/23ii	Clerk	Add correspondence re parking in The Bury to July agenda.	On agenda
	30/23i	CllrLC	Speak to Leapfrogs re use of pre-school land on Crownfields NP site.	

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	30/23ii	CllrHT/Clerk	Resolve access problems with Unity Trust.	In progress
	31/23	Clerk	Refer broadband contract to August agenda.	
	49/23i	CllrPV/Clerk	Put out public plea for volunteer with planning experience to join the NP Review Working Group.	
	49/23ii	CllrPV/Clerk	Investigate consultants to support OPC in carrying out light touch review of NP.	In progress
	49/23iii	CllrPV	Hold meeting with volunteers on NP Review Working Group.	
	32/23	CllrSB/Deputy Clerk	Revise Bridewell signage artwork and refer to July meeting.	Complete
	33/23ii	Clerk	Set up booking arrangements for The Bridewell, bookings from 1st August, hire from 1st September.	Complete
			Promote above.	
	33/iva	Clerk/CllrLC/Work Group	Submit LBC for kitchenette and new partition wall in first floor space.	
	33/ivb	Clerk/CllrLC/Work Group	Submit pre-application for future vision plans for Bridewell including extensions to upstairs space.	
	34/23i	Clerk	Response to OdSoci with clarification on condition applied to installing a handrail on Parish Room.	Complete
	34/23ii	Clerk/AO	Obtain 3rd quote for repairs to Parish Room roof.	
	35/23	All	Progress building of next Strategic Plan by moving to next stage of public consultation.	
	36/23i	Clerk	Sign up for NALC Local Council Award Scheme.	Complete
			Submit application.	
	36/23ii	CllrAMc	Make nomination as agreed.	
	38/23	Clerk/FinComm	Refer matter of general and earmarked reserves to Finance Committee.	On agenda 18.07.23
	39-44/23	Clerk	Submit annual audit papers to BDO and publish online in accordance with rules.	Completed 23.06.23.
	46/23i	Deputy Clerk	Purchase Speedwatch hand held gun recorder.	In progress
	46/23ii	CllrDS	Install SID back on lampposts on Dunley's Hill.	Complete
	47/23	Clerk/CllrLC/CllrPV	Set up payments online and complete payment approval process.	Complete
	52/23	Clerk/AO	Obtain quote to construct chip board on Chapel porches.	On agenda 18.07.23

REPORT ON: Bridewell signage
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 18th July 2023
AGENDA ITEMS: 61/23ii

Welcome to

The Bridewell

"Heart of the Community"

And home of:

Odiham Parish Council

 01256 702716
 odihamparishcouncil.gov.uk/



RANIL JAYAWARDENA MP

A strong, local voice for North East Hampshire

(01256) 702468
ranil.uk
email@ranil.uk

Find me on



HAMPSHIRE & ISLE OF WIGHT CONSTABULARY

Call 101 or report online via www.hampshire.police.uk



Your Odiham BOOK EXCHANGE

Read, enjoy and share again

 www.facebook.com/odihambookexchange

We are open:
Monday & Thursday 2pm-4.30pm
Saturday 10am-12.30pm

The Odiham Embroidery





Summer **HOT DESKING** available at **The Bridewell**



- Do you struggle to find a quiet space to work during the school holidays?
- Are you looking for an informal, drop in space to work which can be booked at short notice?
- For just £10 a day, you can use The Bridewell in The Bury.

Available Monday to Friday, 24th July- 1st September, 9am to 5pm



Odiham Parish Council's long term vision is to transform the first floor space into a hot desking/co-working space for community use. Hot desking is offered over the school Summer holidays as a trial period.

To make a booking or make an enquiry, please visit:

Odiham Parish Council

The Bridewell, The Bury, Odiham, RG29 1NB. Tel: 01256 702716

<https://odihamparishcouncil.gov.uk/the-bridewell-community-hub/bookings>





REPORT ON: Outside Furniture for the Bridewell

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 18th July 2023

AGENDA ITEM: 61/23iv

For consideration:

Odiham Parish Council are looking at purchasing some outside furniture for the courtyard as an extension to the hireable space.

The recommendation is £400 and this is to include delivery and an hour of Keith's time to put it together.

<https://www.robertdyas.co.uk/outsunny-5pc-coffee-table-chairs-outdoor-furniture-set-w-parasol-hole>



5-piece coffee table with chairs – Robert Dyas £ 328.99

https://www.diy.com/departments/livingandhome-5-piece-brown-wpc-patio-bistro-set-metal-frame-table-and-chairs-garden-furniture-80-cm/0735940234726_BQ.prd



5-piece metal table and frame bistro set £ 288

https://www.diy.com/departments/livingandhome-set-of-3-white-garden-folding-rattan-chairs-and-table-furniture-set/0735940274715_BQ.prd



3 Piece set folding rattan bistro set- B&Q £75



https://www.diy.com/departments/home-source-rose-outdoor-garden-bistro-patio-set-grey/5056065439601_BQ.prd



3-piece bistro metal set £119.99- B&Q

https://www.diy.com/departments/outsunny-3-pcs-coffee-table-chairs-outdoor-garden-furniture-set-with-umbrella-hole/5056029885659_BQ.prd



3-Piece Bistro Metal set £145.99 – B&Q

REPORT ON: Hampshire & IoW Village of the Year – Village Nameplates
WRITTEN BY: Parish Clerk
MEETING DATE: 18th July 2023
AGENDA ITEMS: 63/23

In December 2022, OPC resolved to accept HCC's offer to install a sign reading "Hampshire and IoW Village of the Year 2022" on the 3 entrance signs to the Parish utilising the remaining £400 prize fund:

See agenda report 188/22:

[221212-Agenda-MERGED-PUBLIC.pdf \(odihamparishcouncil.gov.uk\)](#)

Correspondence with HCC is in progress but the cost of updating the OPC logo will increase the cost by an estimated £450-£500 per sign.

Bearing in mind the award was for 2022 and the 2023 winners will soon be announced, Councillors are asked to consider whether to proceed with this work and use the remaining prize fund towards expenses for hosting the 2023 awards ceremony.



HAMPSHIRE & ISLE OF WIGHT

VILLAGE OF THE YEAR

COMPETITION 2023

The Village of the Year (VOY) is a well-established competition supporting, encouraging, and celebrating our local communities. VOY aims to recognise and reward the efforts and contributions local communities; organisations and individuals have within their local area.

Criteria for entering the Village of the Year competition:

All entries must be received by Hampshire ALC no later than Friday 21st July 16.00hrs.

Entries must include a completed entry form and signed declaration confirming your acceptance of the competition rules. It is beneficial for entries to include evidential supporting information to aid the judging panel in their considerations.

Entries can be submitted by any community body, including, but not limited to parish and town councils.

In addition to an overall winner each year, the judges have a right to award other categories in the competition. All entries, however, will be considered for the VOY title and no definitive categories will be provided at entry stage.

The judging panel reserves the right to amend the categories each year dependant on the entries received, but an award is always given for Village of the Year and Best Small Village. Awards are also given in other categories dependant on the submissions. Examples from the past have included Best Community Event, Best Youth Facility, Community Leader, Best Open Space amongst others.

The judging panel will visit the locality of all entries during August. The date and time for the visit will be formally notified to nominees after the closing date but will take place on one of the following dates, therefore please ensure a local representative is available to meet the judging panel.

Wednesday 2nd August 2023

Thursday 3rd August 2023

Tuesday 15th August 2023

Wednesday 23rd August 2023



Each visit gives entrants the opportunity to show the judging panel around the locality and/or to give further information on their submission.

All entrants will be invited to a presentation evening on **28th September 2023**, hosted by 2022 winners Odiham. A formal invitation will be sent to all entrants once the formal judging has been concluded.

Presentation evenings are always hosted by the previous year's competition winner. Some entrants will be invited to give a presentation on their entry as examples of best practice.

(Entry form available on next page)



ENTRY FORM

HAMPSHIRE & ISLE OF WIGHT VILLAGE OF THE YEAR 2023

Entries will not be accepted without a completed entry form and signed declaration.

Name of Nominated Village	Odiham
Nominated by	Odiham Parish Council
Address	The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB
Email Address	clerk@odihamparishcouncil.gov.uk
Telephone	01256 702716

Explain why you are making this nomination:

This year, it's all about the great outdoors in Odiham & North Warnborough.

Odiham is a picturesque rural village in north Hampshire located just south of the M3 motorway midway between Fleet and Basingstoke.

Blessed with a beautiful natural environment, Odiham has a lot to offer residents and visitors. From the hard landscape of Odiham High Street (the hub of the village), the soft landscape of the surrounding rich green countryside to the Basingstoke Canal waterway which runs through the parish.

Times are hard - the cost of living is affecting us all, local councils' budgets are squeezed to the point that statutory services are being threatened and people are looking for local and affordable pass times. These financial challenges with the ever increasing urgency of the climate emergency mean it's more important than ever that communities pull together to protect their local environment and the people living within it.

This nomination explains how the wonderful people of Odiham & North Warnborough are doing just that, thanks to the exceptionally high number of community volunteer champions who offer their time to local causes!

This nomination was approved by the Odiham Parish Council meeting ????



Countryside Conservation Volunteers Work Group

Local green walking routes, many of which run across farmland, are enjoyed by many. They are used for recreation, by dog walkers and there are green routes leading to all 3 schools. Some routes are the main walking routes linking RAF Odiham to the village centre and local services.

During the Summer of 2022, the Parish Office received more and more reports of overgrown vegetation on rights of way and accepted Hampshire Countryside Services' challenge of setting up a volunteer work group to assist HCC in keeping the rights of way passable.

The work group was set up early 2023 under the guidance of HCC and led by a parish councillor. Volunteers have signed up and meet at least once a month to tackle the highest priorities. The group is really gaining momentum and community appreciation for the work carried out has been absolutely amazing!

Here are some examples of the group's achievements:



Greening Odiham & North Warnborough

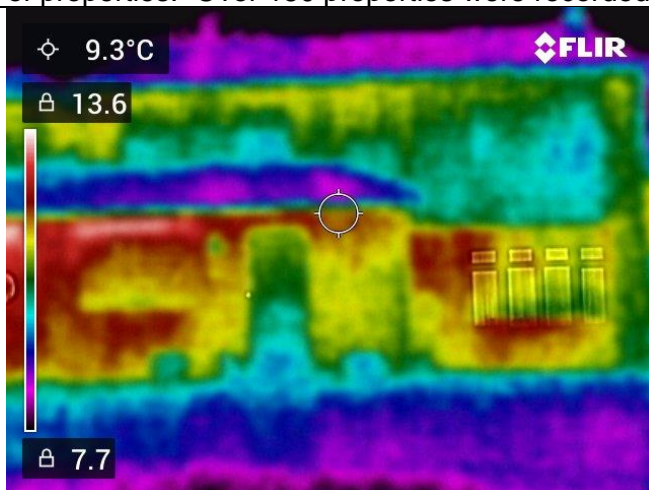
The Greening Campaign was developed by a community campaign in Petersfield. Following promotion from HCC, many areas in Hampshire will have signed up to take part. Its strategy encourages small changes to individual habits which contribute towards reducing household CO2 emissions. Success is dependent on the community getting behind the campaign. The local project was led by the Parish Council Chair secured support from ?? to take part in the launch. Over 800 people voted on which 8 changes be taken forward and the U3A carried out the voting.

250 households got involved with the launch of phase 1. Together they will have saved 177.5 tonnes of CO2. That's equivalent to 177 hot air balloons worth!



Thermal imaging of properties

During the final nights of Winter, over 30 volunteers wrapped up warm to take part in thermal imaging of properties. Over 150 properties were recorded over a 3 week period.



Climate Action Plan projects

Following adoption of a new Climate Action Plan in 2022, the community has been very supportive of the small changes taken by the Parish Council to enhance biodiversity. The Action Plan was drawn up by a volunteers who were happy to offer their professional, relevant skills to help the community.

A new Forest School has been granted a licence to run from parish council land and is due to open soon.



Benches

There are at least 50 public benches in the Parish, most on public rights of way. When the Parish Council embarked on a program of maintenance, the community were quick to support. There were donations from the Rotary and the Odiham Society, volunteers stepped in and a very generous donation from one resident who said we had “made his day” when their favourite bench was repaired. Another said they were in their eighties and “loved” the addition of one bench where they met their friend on their daily walk.

Picnic benches were installed this year on some of the most popular open spaces. One resident said “Fantastic! We loved them over last summer for after school picnics ❤️”.

It’s not always about the grander, expensive projects. Local people notice and value the subtle improvements which enhance their enjoyment of the great outdoors.



Community Events

The Odiham & North Warnborough community sure knows how to party! The High Street and areas in its immediate vicinity provide ample space to hold large events which are open and fully inclusive to all.

Residents truly value these community events and see them as a way of uniting the community, bringing everyone together to foster a sense of belonging in their community. This is especially important in a parish comprising of 3 separate and distinct settlements, including RAF Odiham. This feedback has been collected through 2 Parish Council run consultations and the reason why the Council sets aside £££ of funding every year towards these events.

But, it is the local community groups and their volunteers who do the hard work which enable the events to go ahead.

Here are some of the larger events which took place over the last year:

Raft Race – September

This annual event held at Odiham wharf takes place in September. It is a very popular event for spectators who line the Colt Hill bridge to watch the teams of budding sailors sink or swim. It is a testament to the community sense of fun and appreciation of the natural environment on their doorstep. This is another great example of a successful event run by yet another, different group of hard working volunteers.



All Saints Church fete - September

The annual fete attracts around 3,000. It's organisers work hard to provide a good mix of activities and stalls to entertain. Hosted on one of the largest open spaces, it's the perfect occasion to see the much loved Chinook from the ground.



Spooktacula - October

Spooktacula is another annual event on the last Saturday of October which combines Halloween and a firework display. The Hook & Odiham Lions Club organise the evening on behalf of Odiham Parish Council and invite the chair to judge the fancy dress competition. It is held in a central location to make it easier for families from the whole parish, including RAF Odiham, to walk to the event.



KING STREET DENTAL PRACTICE
Principal Sponsor of

SPOOKTACULA 2022

Saturday 29 October, Beacon Field, Odiham, RG29 1NE

No fireworks (not sparklers) or alcohol to be brought onto site

Why not come dressed up as a whole family?

Gates open & food, fun & frolics start at 5.00 pm
Children's Fancy Dress Competition starts at 6.00 pm
Fireworks blast off at 7.00 pm

By kind permission of Odiham Parish Council

Organised by Hook & Odiham Lions Club

Fireworks once again by **ILLUSION FIREWORKS**

ADVANCE TICKETS AVAILABLE FROM:
Fountains Cafe - Pickled Pepper - Trees Newsagent

Adult: 16yrs and over £7 in advance £9 at the gate
Child: 4 to under 16yrs (under 4s free) £4 in advance £5 at the gate
Family: (2 Adults/2 Children under 16) £20 in advance £25 at the gate

www.facebook.com/odihamparishcouncil OR www.hookandodihamlions.co.uk

Christmas Lights - November

The “chocolate box” Odiham High Street is lit up in the last week of November continuing through to Christmas.

Decorating takes several days and is, yet again, it's a task which benefits from a group of volunteers. Santa's little helpers come from the parish council, InOdiham and Hook & Odiham Lions.

Over 200 people joined the official tree lighting event at the end of November 2022 with carol singing accompanied by Cove Brass band.



Extravaganza - November

This has to be the largest Christmas event in the Parish. Support grows year on year which is great news for the InOdiham volunteers because organising an event on this scale is no mean feat!



King Charles III Coronation events - May

The Parish Council stepped in to lead on the organisation of the Coronation events in May. We asked residents how they wanted to celebrate and the responses led to not one, but two events being run in unison – a street party which saw 1,300 seated on the High Street and a non-ticketed community picnic which attracted approximately 300. Both events were part of the national “Big Lunch”.

Both events benefited from community help - from setting up tables, decorating the High Street, entertainment, running stalls and even a local photographer who captured both events. Special thanks go to the local RAF cadets, the Rotary Club, Odiham Bowls Club, Tennis Club and photographer: https://neilgibbons.smugmug.com/Odiham-Coronation-Celebration/?fbclid=IwAR1EZcRce6zL1DJq6LnlCvps1Y1LXbpt2oLm6n21unkMiIY-IPY_gwqsXCI





Odiham Open Gardens - June

Odiham Open Gardens is promoted by All Saints Church. It encourages people to go and see all the hard work that has gone into pruning and perfecting local beautiful gardens. Local people love the outdoors so it's only right the keen gardeners in the community should be given the chance to showcase their hard work.



Bands in The Bury - June

The sun shone on the 2023 event in June where hundreds flocked to The Bury, just off the High Street for music and refreshments - a mini-fest for local people suitable for all ages. The event is held on Armed Forces Day, celebrated nationally to recognise the sacrifices made by all armed forces. Feedback from RAF Odiham clearly shows this is the way RAF personnel and their families want to spend this special day. This is another great event run by the InOdiham volunteers.



The Basingstoke Canal

The Basingstoke Canal was built in 1794 to connect Basingstoke with the River Thames at Weybridge. Its intended purpose was to allow boats to travel between the docks in East London and Basingstoke allowing goods such as flour, timber and coal to be transported. It was never a commercial success and from the 1950's due to many years of neglect the canal became increasingly derelict. A restoration programme commenced in 1977 leading to most of the canal being re-opened as a fully navigable waterway in May 1991. It is now a much loved local amenity which brings valuable income to the Parish but, yet again, depends on voluntary hard work to keep things running.

The Basingstoke Canal Society operates two large pleasure boats for circular boat trips plus some accessible boats for people with disabilities and mobility issues to enable them to enjoy the canal.

Another company, Galleon Marine operates a fleet of four narrowboats offering canal boat holidays and short breaks along this attractive waterway. Row boats, kayaks, canoes and paddle boats are also available for hire.





Declaration:

I/We understand that by submitting an entering to the Village of the Year Competition 2023 we are required to have a representative available to meet with the judging panel during August and that should we be fortunate to be announced as the overall winners of the Village of the Year 2023, we will host the presentation evening for the Village of the Year 2024 presentation evening.

Signed:	
Name:	Date:

REPORT ON: The Firs
WRITTEN BY: Cllr David Sanger
MEETING DATE: 18th July 2023
AGENDA ITEMS: 65/23

THE FIRS LANE, ODIHAM, MANAGEMENT

Grid ref, 73301 50392

Background

The land is in the Parish of Odiham and the District of Hart within Hampshire County. It is in the ownership and management of Odiham Parish Council. The site is situated above the village of Odiham to the north east of the road known as The Firs. It is also between the village to the north and RAF Odiham to the south.



It has an area of approximately 0.35 hectare and is 135 metres above seas level.
It is illustrated above on a Google Earth image.

It is understood to be an historical site as it was one of the Ancient Beacon Sites of England.



This sign is still to be seen on a Pine tree, but is now almost totally obscured by vegetation.

The site has no historical designation, or designation regarding wildlife conservation.

Access is restricted as there is no public right of way to the site. Current access is via farmland at either end of the wood from the north and south.

There is however a distinct path through the wood running north –south.

There is a path running around the perimeter of the site on farmland. It is presumed this is part of a countryside stewardship agreement.

There is a trig point near the centre of the site (TP5212), This is a concrete pillar which now redundant, especially as there are no views out or into the site due to the tree growth. 130 m

Description of Flora

The site consists of an approximate semi-circle, protruding into farmland. It supports various trees, creating a small copse.

Main vegetation to be found consist of :

Trees:	Shrubs:	Herbaceous:
Beech <i>Fagus sylvatica</i>	Hazel <i>Corylus avellana</i>	Nettle <i>Urtica dioica</i>
English Oak <i>Quercus robur</i>	Elder <i>Sambucus nigra</i>	
Larch <i>Larix sp</i>	Holly <i>Ilex aquifolium</i>	
Scots Pine <i>Pinus sylvestris</i>	Hawthorn <i>Crateagus monogyna</i>	
Field Maple <i>Acer campestre</i>	Spindle Tree <i>Euonymous europeaus</i>	
Cherry <i>Prunus avium</i>	Bramble <i>Rubus sp</i>	

Beech is the dominant species. It is believed these were planted approximately 35-40 years ago and are now growing very strongly. Beech cast heavy shade which very few other species can tolerate and thus would be expected to prevent any major understorey growth. There is however considerable regeneration on the east and west side consisting of Field Maple, Cherry and Beech.

The site is named after Fir Trees, however there are a limited number of extant conifers on site

There are a few Larch and even less Scots Pine growing near the boundaries, but these appear to be slowly dying and being over taken by the Beech trees.

There is good connectivity with hedgerows running from the site providing access corridors for various species of birds and mammals.

The future

There were a number of areas where trees appear to have fallen, creating gaps which have filled with herbaceous plants, particularly Nettles with Bramble. There are few areas on the woodland edge which could be opened up to improve views over the village and further afield.

There is also a potential to install seats in these areas to provide viewpoints. Such seats could be subject to anti-social behaviour due to the site's isolation.

There would be opportunities to erect some wildlife boxes in the woodland for various bird and bat species.

It would be interesting to get various groups to survey the site regarding flora and fauna, although it is relatively small site and therefore likely to have limited biodiversity although there is good connectivity with hedge rows running north and south.

To improve and secure public access to the site, it may be possible to create an entrance from the Firs Road at the north end linking to the tarmac highway path. Land ownership would need to be established to determine whether the Parish Council own the parcel of land required to achieve this.

Reintroduction of conifers may be considered to preserve the historical link with the site's name. However this would require creation of open areas to allow establishment of such species which do demand relatively high light levels.

Conclusion

This is a prominent, historical feature in Odiham and as custodians the Parish Council should consider the future management of this site ensuring it remains an attractive asset for residents and visitors alike.

Photographs



The site from the north



The site from the north.



Approach from Odiham



Entrance from the north.



Possible access point from highway.



Gap in east boundary.



Looking over Odiham from site.



Second gap east boundary.



East boundary with farm path.



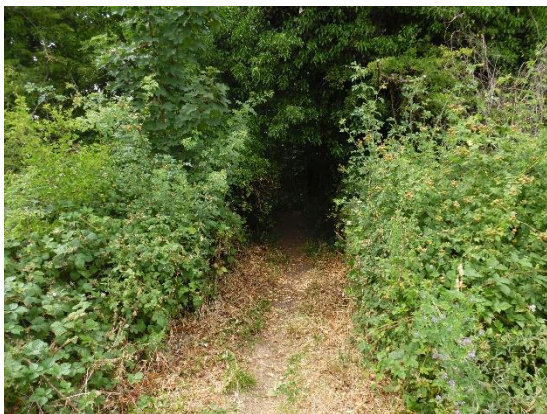
The Firs road and site edge.



Possible access point to site from highway.



Site boundary looking south.



Southern entrance



Southern path



Path through Beech.



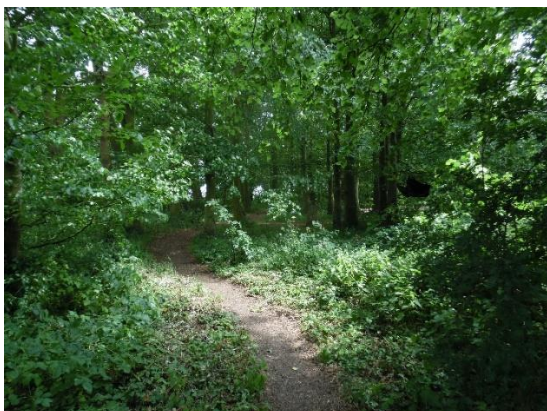
Trig point.



Entrance at north end



Entrance at north end.



Path into site at north end.



Regeneration



Regeneration.

REVIEW OF OPC POLICIES - 18.07.23

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Nov-21	Essential	Nov 24 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Dec-20	Essential	Dec 23 - unless change in ICO model scheme.
Standing Orders	Feb-23	Essential	Feb 24 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan 25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb 25 - unless change in circumstances.
Finance			
Financial Regulations	Dec-22	Essential	Dec 23 - annual review required.
Statement of Internal Controls	Nov 21	Desirable	Nov 23 - unless change in circumstances.
Claiming expenses by Cllrs Policy	Jan-21	Optional	Jun 23 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils	-	-	Jun 23 - new Council. This is an independent report.
Investment Policy	Jul-22	Essential	Jul 23.
Reserves Policy	Oct-21	Optional	Oct 23.
Grant Giving Policy	Dec-22	Essential	Dec 23.
Council Strategy			
Strategic Plan	May-22	Desirable	Regularly reviewed through committees. Annual review at Annual Parish Assembly.
Statement of Commitment to the Parish of Odiham 2019-23	Feb-20	Desirable	Jun 23 - new Council.
Casual Vacancy and Co-option Policy	Feb-21	Optional	Jun 23 - new Council
Data Protection			
Data Protection Policy	Nov-19	Essential	Review May 2023 - unless change in legislation.
Document Retention Policy	Feb-21	Desirable	Review May 2023 - unless change in legislation.
Consent form for communication with OPC	Jun-18	Desirable	Review May 2023 - unless change in legislation.
Privacy Notice - General	May-19	Essential	Review May 2023 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	May-19	Essential	Review May 2023 - unless change in legislation.
Subject Access Request Policy	May-19	Desirable	Review May 2023 - unless change in legislation.
Health & Safety			
Health & Safety Policy	Aug-22	Essential	Mid 2023 unless change in legislation or circumstances.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Safeguarding Policy	Dec-20	Desirable	Dec 2023.
Environmental/Amenities			
Environmental & Climate Change Policy	Feb-22	Desirable	Feb 24.
Memorial Bench Policy	Feb-23	Optional	Feb 25.
Community use of OPC's open spaces and equipment	Aug-22	Optional	Aug 24.
Communication			
Media Relations Policy and Communication Guidelines	May-19	Desirable	Overdue.
Principles Governing OPC's Engagement and Consultation Process	May-19	Optional	Overdue.
Social Media and Electronic Communication Policy	Jun-20	Desirable	Overdue.
Staffing			
Disciplinary and Grievance Arrangements	Jun-20	Desirable	Review before May 2023 - unless change in legislation or circumstances.
Training and Development Policy	Jun-21	Desirable	Jun-23.
Staff Handbook	Jan-22	Optional	Jan-24.



CLAIMING OF EXPENSES BY COUNCILLORS POLICY

Reviewed and adopted January 2021

1. INTRODUCTION

Parish councils may choose to pay their members an allowance, known as a “basic allowance” to recognise the time and effort they put into their parish duties. Each parish council may make an allowance available to its Chair~~man~~ only, or to each of its members. Where all members receive an allowance, the amount payable to the Chair~~man~~ may be different to that paid to other members, but otherwise the amount paid to each member must be the same. If a parish council wishes to pay a basic allowance, it should have regard to the recommendation from its Parish Remuneration Panel. Basic allowances are only payable to elected Cllrs.

OPC agreed at its meeting on ~~13 May 2019~~^{18th July 2023 (tbc)} that Cllrs would not claim an allowance but would be able to ~~to~~ claim for permitted expenses.

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2. PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE

- 2.1 Regulation 26 of The Local Authorities (Members' Allowances) (England) Regulations 2003 amended in 2004 allows a parish council to pay both elected and co-opted members allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty within the following categories:-
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.
- 2.2 A parish Cllr shall be entitled to be paid travelling allowance for use of their own vehicle at a rate of 45p per mile regardless of engine size for training or non-training (attendance at meetings) purposes which is in line with the HMRC recommendations.
- 2.3 Use of public transport will be paid at the standard ticket rate and not the first class rate except where this may be cheaper.
- 2.4 A subsistence allowance in respect of agreed parish duties undertaken in connection with or relating to the duties set out in Appendix 1.
- 2.5 Reasonable out of pocket expenses for meals and refreshment incurred whilst on parish council business outside of Odiham and North Warnborough parish will be reimbursed at cost.

3. STATIONERY ITEMS

- 3.1 OPC recognises that to carry out the role of a Cllr, there may be costs involved for printing documents for meetings, i.e. printer ink and paper. Cllrs may claim reasonable costs for this, but ideally the parish office should order them from our supplier on behalf of Cllrs.

- 3.2 Any other costs incurred by Cllrs on behalf of the council should be agreed by the Parish Clerk prior to incurring the cost.

4. CLAIMS

- 4.1 All claims by Cllrs in respect of travelling, subsistence allowance and stationery costs should be made monthly and authorised in line with the council's payments procedures.

5. WITHDRAWAL OF ALLOWANCES

- 5.1 Any Cllr suspended or partially suspended will not be able to claim the travel and subsistence allowance or stationery costs whilst suspended.

6. LINK TO HART DC ALLOWANCES

- 6.1 The travel allowance shall be as set out by the Hart DC Remuneration Panel.

7. REVIEW OF THIS POLICY

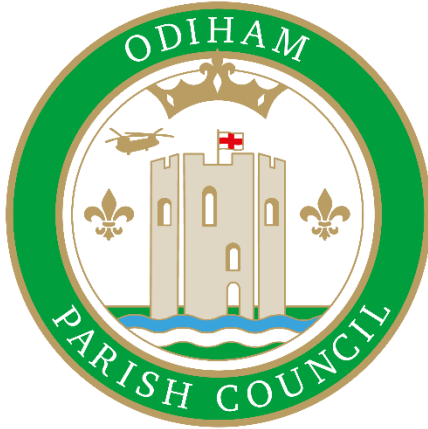
- 7.1 This policy will be reviewed yearly.

APPENDIX 1

Other approved duties (conducted outside the Odiham and North Warnborough parish council boundary).

The carrying out of any other duty approved by the parish council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the parish council or of any of its committees or sub-committees as set out below:

- (a) Attendance at approved conferences;
- (b) Attendance at approved seminars and training courses;
- (c) Attendance at briefing meetings;
- (d) Attendance at liaison meetings with Hart District Council or Hampshire County Council.



INVESTMENT POLICY

Reviewed and adopted 19th July 2022

A Local Council's Investment Strategy

A local council has a general power to invest its funds for any purpose relevant to its functions under any enactment and for the prudent management of its financial affairs (Local Government Act (LGA) 2003 sections 12). The investment of surplus funds is governed by Section 15 of the LGA 2003 and Guidance issued by the Secretary of state. Investments below £10,000 are not subject to this guidance but the Council must make a formal decision on the extent to which the guidance applies for investments between £10,000 and £50,000.

This guidance recommends that the Council produces an Annual Investment Strategy which sets out the Council's policy on managing investments.

OPC adopted the following investment terms at the full Council meeting on 14th February 2020??

All investments shall be made in £ sterling.

Short term investments are defined as investments up to 1 year.

Long term investments are defined as investments over one year.

Investments shall consider the following objectives to ensure the best balance between:

1. Security
2. Liquidity
3. Yield

All investments shall be "specified investments" giving relatively high security and liquidity such as short term deposits, 1, 2 or 3 year bonds or short term fixed deposits with high street banks or other funds marketed to the public sector.

"Non-specified investments" such as stocks and shares give a much higher, potential risk and shall not be considered.

The Finance Committee will review and agree all investments and every transaction will require two Councillor signatories plus the Responsible Finance Officer.

Assumptions:

~~3 months running costs of approximately £40,000~~ No less than £25,000 shall be held in the Unity Trust account to cover any unforeseen expenditure or interruption to OPC's administration. This is based on easy to access funds being available in the CCLA Deposit account and Lloyds Treasurers account.



DATA PROTECTION POLICY

Reviewed and adopted on 11 June 2018

Reviewed and adopted on 13 May 2019

Reviewed and adopted on 12 Nov 2019

1. The General Data Protection Regulation 2018

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018. It replaced the existing law on data protection (Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Odiham Parish Council must comply with its requirements.

2. The purposes of the GDPR are:

- To increase the obligations on organisations when acting as data controllers and processors.
- To increase the rights of individuals to ensure that their personal data is respected and only used for legitimate purposes.

3. Definitions:

Personal Data – is any information about a living individual which allows them to be identified from that data such as name, address, email address, photograph etc.

Data Controller – is the person or organisation who determines how and what data is processed.

Data Processor – is the person(s) or firm that process the data on behalf of the data controller.

Data Subject – is the individual about whom the personal data is processed.

Data Protection Officer – is the individual with responsibility for ensuring data protection compliance.

Consent – is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be given freely, provided on an opt-in basis rather than opt-out.

4. The Parish Council's Commitment

As a local authority and a data controller, Odiham Parish Council will comply with the underlying principles that personal data:-

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for **specific legitimate processing purposes** and not further processed in a manner incompatible with those purposes;
- (c) Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be **accurate** and where necessary **kept up to date**.
- (e) Should **not be stored for longer than is necessary**, and that storage should be safe and secure.
- (f) Should be processed in a manner that ensures **appropriate security and protection**.

5. Personal Data Processed

The personal data kept or processed by OPC includes but is not confined to the following:

- Names, titles and aliases, photographs and video images;
- Contact details such as telephone numbers, addresses and email addresses, social media addresses;
- Financial identifiers such as bank account numbers, payment card details for staff, contractors and for suppliers;
- Demographic and background information on staff and members including gender, age, marital status, employment background and qualifications;
- Some sensitive personal data in relation to staff and members such as racial/ethnic origin, mental and physical health and trade union affiliation;
- Website data such as IP address and analytical data;

6. How/Why Personal Data is used

- To deliver public services;
- To confirm identity to provide some services;
- To enable the council to meet its legal and statutory obligations and powers including delegated functions;
- To contact individuals and organisations;
- To maintain accounts and records;
- To process financial transactions;
- To protect public funds and facilities;
- To recruit and employ staff and contractors;

7. Lawful Bases for Processing Personal Data

The Council is a public authority and has certain powers and obligations. Most personal data is processed for compliance within its public task which includes the discharge of the council's statutory functions and powers.

There are six lawful bases for processing data under the GDPR:

1. Consent

The controller must be able to demonstrate that consent was given. Consent to process data will be sought from individuals whenever public consultations are carried out.

2. Legitimate interests

This involves a balancing test between the controller and the interests of the fundamental rights and freedoms of the data subject. Councils cannot rely on legitimate interests as a legal basis for processing personal data.

3. Contractual necessity

Personal data may be processed if necessary in order to enter into or perform a contract with the data subject.

4. Compliance with legal obligation

Personal data may be processed if the controller is legally required to perform such processing.

5. Vital interests

Personal data may be processed to protect the vital interests of the data subject.

6. Public task

Personal data may be processed if the processing is necessary for the performance of tasks carried out by the Council in compliance with its legal obligations, statutory powers and functions. As a local authority, much of Odiham Parish Council's processing will fall under this lawful basis. This lawful base will be used to process personal data when residents write to councillors or office staff. This data will not be shared outside the Council without the consent of the individual.

8. Individual's Rights

Individuals have:

- The right to be informed – via privacy notices and an explanation of the lawful basis for the processing.
- The right to access the personal data the council holds on that individual – via a subject access request;
- The right to correct and update their personal data;
- The right to have their personal data erased (The right to be forgotten);
- The right to restrict processing;
- The right to data portability;
- The right to object to processing;
- The right not to be subject to automated decision-making including profiling.

9. Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment (DPIA) is a type of audit used to help assess privacy risk. OPC will evaluate if a DPIA is required when considering new processing operations. DPIA are mandatory where processing poses a high risk to the rights and freedoms of individuals.

10. Data Protection Compliance Officer

OPC has appointed the Parish Clerk as the Data Protection Compliance Officer. Their duties include:

- Informing the council and its staff of their obligations on GDPR and other data protection legislation;
- Monitoring compliance of the council, both in its policies and practices; Raising awareness of data protection law; providing training and advice; Carrying out data protection-related audits;
- Acting as a contact point for the Information Commissioner's Office.

11. Related Policies and Notices

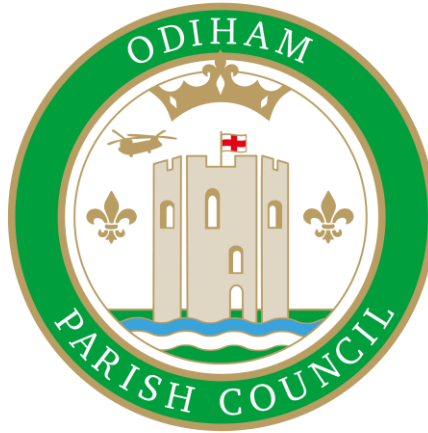
These include:

- Document Retention Policy
- Subject Access Request Policy
- Privacy Notices

12. Information Commissioner's Office

In the UK the Information Commissioner's Office are responsible for upholding information rights in the public interest. They are responsible for investigating data misuse and have the authority to impose penalties.





DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted 16th February 2021

1. Introduction

The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

The aim of this policy is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations.
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as: Data that relates to a living individual who can be identified:

a) from the data, or

b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

This Policy will be reviewed on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 9th edition, Chapter 11.
- NALC LTN 40 – Local Councils' Documents and Records, January 2013
- NALC LTN 37 – Freedom of Information, July 2009
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000.

APPENDIX A – LIST OF DOCUMENTS FOR RETENTION AND DISPOSAL

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Parish Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority Archives
Agendas	5 years	Management	“ “	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	“ “	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	“ “	Bin
Receipt and payment accounts	Indefinite	Archive	“ “	N/A
Receipt books of all kinds	6 years	VAT	“ “	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	“ “	Confidential waste
Bank paying-in books	Last completed audit year	Audit	“ “	Confidential waste
Cheque book stubs	Last completed audit year	Audit	“ “	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	“ “	Confidential waste. A list) be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	“ “	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	“ “	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	“ “	Confidential waste
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)	“ “	Confidential waste
Timesheets/diaries	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	“ “	Bin
Wages books/payroll	12 years	Superannuation	“ “	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	“ “	Bin
Insurance company names and policy numbers	Indefinite	Management	“ “	N/A

Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	“ “	Bin
OPC play equipment inspection reports	21 years	Insurance	“ “	Bin
For Burial Grounds <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy of certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)	“ “	
For Allotments Register, contract and plans	Indefinite	Audit Management	“ “	N/A
Investments	Indefinite	Audit Management	“ “	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit Management	“ “	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	“ “	Confidential waste
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		“ “	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish		“ “	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).



COMMUNICATION CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent.

Name	
Address	
Signature	
Date	

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from the council Office or on our website at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> ~~http://www.odiham.org.uk/your-council/policies/~~

You can withdraw or change your consent at any time by contacting the council office.

- ❖ We may wish to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- ❖ We may contact you about groups and activities you may be interested in participating in.
- ❖ We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page).

Keeping in touch:

- ☐ Yes please, I would like to receive communications by email
- ☐ Yes please, I would like to receive communications by telephone
- ☒ Yes please, I would like to receive communications by mobile phone including text message
- ☐ Yes please, I would like to receive communications by post
- ☐ Yes please, I would like to receive communications by social media e.g. Facebook.

The completed form should be returned to clerk@odihamparishcouncil.org or returned to Odiham Parish Council, The Bridewell, The Bury, Odiham. RG29 1NB.

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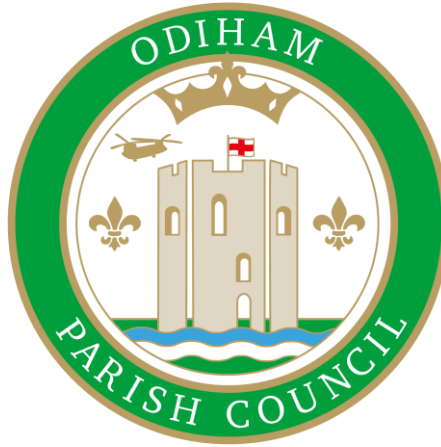
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GENERAL PRIVACY NOTICE

Adopted on 14 May 2018
Reviewed and adopted 13 May 2019

Your Personal Data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data alone or by combining it with other information.

The processing of personal data is governed by legislation relating to personal data which includes the General Data Protection Regulation – effective from 25 May 2018.

Data Controller

This Privacy Notice is provided to you by Odiham Parish Council which is the data controller for your data. This means it decides how your data is processed and for what purpose.

This Parish Council takes the protection of your data seriously. Our aim is to provide a personal and valuable service whilst safeguarding your privacy. Collecting some personal information is necessary to satisfy the expectations and requirements of our residents and customers and we have set out in this notice what we will do with your personal information.

Principles of GDPR

Odiham Parish Council complies with the 6 principles of GDPR when handling personal data as follows:

- It is processed lawfully, fairly and transparently.
- It is only used for the specific purpose of which you are aware and not further processed without your permission
- It is relevant and limited to what is necessary for the specified purpose.
- It is accurate and, where necessary, kept up to date.
- It is only kept for as long as is necessary for that purpose and that storage is safe and secure.
- It is kept and subsequently destroyed securely; and measures are in place to protect it from loss, misuse, unauthorised access and disclosure.

Personal Data we process

The Council will process some or all of the following where necessary to perform its task:

- Names, titles and aliases, photographs and images;
- Contact details such as telephone numbers, addresses and email addresses;
- Where you pay for activities such as use of council facilities, financial identifiers such as bank account numbers, payment identifiers, policy and claim numbers.

The Council does not collect 'sensitive personal data' as defined under GDPR which includes data relating to racial or ethnic origin, political opinions, religious beliefs, criminal convictions, physical and mental health and sexual orientation. It may, however, process this data in relation to employment which is subject to a separate privacy notice.

How we use your personal data

The Parish Council processes your data for some of the following purposes:

- To deliver public services and maintain our facilities;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or social media;
- To maintain our own records and accounts;
- To ensure the proper use of public funds;
- To enable us to meet all our legal and statutory obligations and powers including any delegated functions;
- To manage our employees and volunteers;
- To inform you of news, events and activities within the parish.

The Legal Basis for processing your personal data

The council processes personal data under 3 legal bases:

- As a public authority the council has certain powers and obligations. Most of your personal data is processed for compliance with legal obligations which includes carrying out the council's statutory functions and powers.
- Contractual relationship: we may process personal data if it is necessary for the performance of a contract with you e.g. Hiring our facilities or an allotment tenancy agreement.
- Consent: sometimes the use of your personal data requires your express consent and we will not use it until that consent has been granted.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent unless it is for the purposes of criminal investigation or proceedings or for the distribution of our newsletter.

It should be noted that we receive some personal data from other data controllers, e.g. the electoral roll and planning applications. We will process that data in accordance with our policy.

How long do we keep your personal data?

We will only retain personal data for as long as is deemed necessary. We are legally obliged to keep some records permanently and financial records for 7 years for tax purposes.

Details of our data retention periods can be found in our Document Retention Policy and our Data Protection Policy.

When personal data is no longer needed it will be destroyed or deleted in a secure manner.

Your rights and your personal data

Under GDPR you have the following rights with respect to your personal data:

Please note: when exercising any of the rights listed below, we may require you to verify your identity for security purposes. In such cases we will need you to prove your identity before you can exercise these rights.

1. The right to access personal data we hold on you
 - At any point you can contact us to request a copy of the personal data Odiham Parish Council holds on you.
 - There are no fees or charges for the request although unfounded or excessive requests may be subject to an administrative fee.
2. The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using it, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or give a reason why it cannot be destroyed.
4. The right to object to processing of your personal data or to restrict its use
 - You have the right to request that we stop processing your personal data or ask us to restrict processing.
 - Upon receipt of your request we will confirm whether we are able to comply or if we have a legal obligation to continue to process your data.
5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller.
 - We will comply with your request within one month, where it is feasible to do so.
6. The right to withdraw your consent at any time to the processing of your data
 - You can withdraw the consent you previously gave us by contacting the office by telephone, email or by post (contact details below).
7. The right to lodge a complaint with the Information Commissioner's Office
 - You can contact the Information Commissioner's Office on 0303 123 1113 or via its website email service <https://ico.org.uk/global/contact-us/email/> or by post to information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

All personal data will be placed on systems within the UK or European Economic Area.

However, it should be noted that our website is accessible from overseas so on some occasions personal data may be accessed abroad.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a separate notice explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights or if you have any questions about this Privacy Notice, please contact

The ~~Parish Clerk-Executive Officer~~ at

Odiham Parish Council

The Bridewell

The Bury

Odiham

RG29 1NB

Email: ~~clerk@odihamparishcouncil.gov.uk-ee@odiham.org.uk~~

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on our web page.

This policy was last updated in ~~May 2019~~.



PRIVACY NOTICE

For Staff*, Cllrs and For Role Holders**

Adopted on 14 May 2018
Reviewed and adopted on 13 May 2019

* Staff: employees and agency staff - all retained on permanent or temporary contracts

** Role Holders: includes volunteers, contractors, former staff and former Cllrs. Also includes applicants or candidates for these roles.

Your Personal Data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data alone or by combining it with other information (e.g name, photograph, video, email address).

The processing of personal data is governed by legislation relating to personal data which includes the General Data Protection Regulation – effective from 25 May 2018.

Who are we?

This Privacy Notice is provided to you by Odiham Parish Council which is the data controller for your data. This means that OPC decides how your data is processed and for what purpose. This Parish Council takes the protection of your data seriously.

Principles of GDPR

Odiham Parish Council will comply with data protection law and as such when handling personal data, we will ensure that:

- It is processed lawfully, fairly and in a transparent way.
- It is only used for the specific purpose of which you are aware and not further processed without your permission
- It is relevant and limited to what is necessary for the specified purpose.
- It is accurate and, where necessary, kept up to date.
- It is only kept for as long as is necessary for that purpose.
- It is kept and subsequently destroyed securely; and measures are in place to protect it from loss, misuse, unauthorised access and disclosure.

Personal Data we process

- Names, titles and aliases, photographs and images;
- Start/leaving dates;
- Contact details such as telephone numbers, addresses and email addresses;
- Where relevant to our legal obligations, data on gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, dependants;
- Non-financial identifiers such as passport numbers, driving licence numbers, taxpayer identification numbers, tax reference codes & NI numbers;
- Financial identifiers such as bank account numbers, payment card numbers;
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions and expense claims;
- Other operational personal data created, obtained or otherwise processed in course of normal activities, including IP addresses and website visit histories, logs of visitors, accident records and insurance claims;
- Next of kin and emergency contact information;
- Recruitment information;
- Other staff data including performance management information, information for disciplinary or grievance proceedings, employment status.

How we use your personal data?

The Parish Council processes your data for some or all of the following purposes:

- Making decisions about your appointment;
- Determining the terms of which you work for us;
- Checking your legality to work in the UK;
- Paying you and if you are an employee, deducting tax, NI and pension contributions;
- Providing any contractual benefits to you;
- Administering the contract that we have entered into with you;
- Managing and planning, including accounting and auditing;
- Conducting performance reviews and managing performance;
- Making decisions about salary reviews and compensation;
- Assessing qualifications for a particular job or task;
- Conducting grievance or disciplinary proceedings;
- Making decisions about your continued employment;
- Making arrangements for the termination of our working relationship;
- Education, training and development requirements;
- Dealing with legal disputes, involving you, including accidents at work;
- Ascertaining your fitness to work;
- Managing sickness absence;

- Complying with health and safety obligations;
- To prevent fraud;
- To ensure network and information security;
- To undertake activity consistent with our statutory functions and powers including any delegated functions;
- To maintain our own records and accounts;
- To seek your views or comments;
- To administer Cllr's interests;
- To process a job application;
- To provide a reference;

Some of the above grounds will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform a contract that we have entered into with you;
- Where we need to comply with a legal obligation.

How we process sensitive personal data

- We may process sensitive personal data relating to staff, Cllrs or role holders including as appropriate:
 - Information about your physical or mental health or condition in order to monitor sick leave or take decisions about fitness to work;
 - Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - In order to comply with legal requirements and obligations to third parties;
- These types of data are described in the GDPR as 'Special categories of data' and require higher levels of protection. We need to have further justification for collecting, storing and using this type of data;
- We may process special categories of personal data in the following circumstances:
 - With your explicit written consent;
 - Where we need to fulfil our legal obligations;
 - Where it is needed in the public interest, such as equal opportunities monitoring;
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of data where it is needed in relation to legal claims or to protect your interests (or someone else's) and you are not capable of giving your consent, or where you have already made the information public.

Please note: it is not a condition of your contract with us that you agree to any request for consent from us to process your personal data.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows.
- We may use personal data relating to criminal convictions where it is necessary in relation to legal claims, to protect your interests or someone else's and you are not capable of giving your consent or have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Typically, and where appropriate we will collect this personal data as part of the recruitment process.

The Legal Basis for processing your personal data

- Some of our processing is necessary for compliance with a legal obligation.
- We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- We will also process your data in order to assist you in fulfilling your role in the council including administrative support or for compliance with a legal obligation.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties where it is necessary for the performance of the data controllers' task or where you first give us consent. It is likely that we will share your data with the following data controllers:

- Our agents, suppliers and contractors. Eg, for outsourced HR functions or managing our IT systems and software;
- Other local authorities – mainly Hart District Council and Hampshire County Council;
- HMRC;
- Staff pension providers – Hampshire Pension Fund;
- Former and prospective employers;
- DBS service suppliers;
- Recruitment agencies;
- Professional advisers;
- Trade unions or employee representatives;

How long do we keep your personal data?

We will only retain personal data for as long as is deemed necessary. We are legally obliged to keep some records permanently and financial records for 7 years for tax purposes.

Details of our data retention periods can be found in our Document Retention Policy and our Data Protection Policy.

When personal data is no longer needed it will be destroyed or deleted in a secure manner.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights and your personal data

Under GDPR you have the following rights with respect to your personal data:

Please note: when exercising any of the rights listed below, we may require you to verify your identity for security purposes. In such cases we will need you to prove your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request a copy of the personal data Odiham Parish Council holds on you. Once we have received your request we will respond within one month.
- There are no fees or charges for the request although unfounded or excessive requests may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using it, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or give a reason why it cannot be destroyed.

4. The right to object to processing of your personal data or to restrict its use

- You have the right to request that we stop processing your personal data or ask us to restrict processing.
- Upon receipt of your request we will confirm whether we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller.
- We will comply with your request within one month, where it is feasible to do so.

6. The right to withdraw your consent at any time to the processing of your data

- You can withdraw the consent you previously gave us by contacting the office by telephone, email or by post (contact details below).

7. The right to lodge a complaint with the Information Commissioner's Office

- You can contact the Information Commissioner's Office on 0303 123 1113 or via its website email service <https://ico.org.uk/global/contact-us/email/> or by post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

All personal data will be placed on systems within the UK or European Economic Area. However, it should be noted that our website is accessible from overseas, so some personal data may be accessed abroad.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a separate notice explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights or if you have any questions about this Privacy Notice, please contact:

The ~~Parish Clerk~~~~Executive Officer~~

Odiham Parish Council

The Bridewell

The Bury

Odiham

RG29 1NB

Email: ~~clerk@odihamparishcouncil.gov.uk~~~~ee@odiham.org.uk~~

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on this web page.

Last update ~~May 2019.??~~



SUBJECT ACCESS REQUEST POLICY

Adopted on 11 June 2018
Reviewed and adopted on 13 May 2019

1. Introduction

Under Data Protection laws individuals may request information about the personal data processed by the Parish Council (a subject access request). Under GDPR the council must now respond without undue delay and in any case within one calendar month of receipt of the request.

2. Responding to a Subject Access Request

- Where a request is made electronically, the information should be provided by electronic means where possible, unless otherwise requested by the data subject.
- The information must be communicated in a concise, transparent, intelligible and easily accessible form, using clear and plain language.
- The right to obtain a copy of information should not adversely affect the rights and freedoms of others. Personal data about a third party must be redacted from any information provided unless the third party has agreed to its inclusion.

3. Fees

- Information must be provided free of charge under the GDPR.
- A reasonable fee may be charged if the request from a data subject is “manifestly unfounded or excessive”. A reasonable fee can also be charged for supplying further copies of the same information. The fee must be based upon the actual administrative cost of providing the information.

4. Timescale

- The information requested must be provided without delay and at the latest within one month of receipt of the request.
- The timescale can be extended up to three months if the information requested is complex or numerous, but the subject must be told within one month how much extra time is required and why.
- The date of receipt of the request is when the request has been proven to be valid.

5. Identification of Requester

Personal data can only be disclosed to the relevant person, so the data controller should request further information to confirm their identity.

6. Summary of Requirements

- On receipt a subject access request, it must be forwarded immediately to the data controller;
- Correctly identify whether a request has been made under the Data Protection legislation;
- An exhaustive search of all records must be made to locate the personal data;
- All personal data that has been requested must be provided unless an exemption can be supplied;
- The response must be made within one month after accepting that the request is valid;
- Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
- Cllrs and managers must ensure that all staff are aware of and follow this guidance.
- Where the requester is not satisfied with a response to a SAR, the council must manage this as a complaint.

Subject Access Request Procedure

1. Receipt of SAR:

Upon receipt of request – notify the Executive Officer who will organise the process.
Requests must be in writing.

2. Log the Request

Enter details of the request in the SAR log.

3. Confirmation of Requirement

If necessary, clarify with the requestor what personal data they need.

4. Identification

The requestor must provide his/her address and supply valid evidence to prove their identity. The council accepts the following forms of ID:

- Current UK/EEA passport
- UK driving licence – photocard or paper
- EEA National Identity Card
- Council tax bill/demand or statement (dated in last 12 months)
- Financial statement – bank, building society or credit card (dated in past 3 months)
- Mortgage statement (dated in last 12 months)
- Tenancy agreement
- Utility bill (dated last 3 months)
- HMRC tax credit document or state benefits/pension entitlement document (dated in last 12 months)
- HMRC tax notification document (last 12 months)

NB. The request is only valid from the date the identity has been confirmed.

5. Confirmation of Fees

Requests are normally free of charge unless the request is “manifestly excessive or unfounded”.
The subject must be informed of this.

6. Confirmation of Timescale

Following the validation of the request, the council has one calendar month to respond. If more time is needed, the subject must be told within the first month.

7. Information Search

- Carry out a full and exhaustive search of all records - paper and electronic. This will involve searching emails (incl. archived or deleted where recoverable), word documents, spreadsheets, databases, systems, removable media (memory sticks, CDs etc.), recordings and all paper records in relevant filing systems.
- No personal data should be withheld unless an exemption can be applied. Redact any exempt personal data from the documents to be released.

8. Provision of Information

- You must not withhold personal data because you believe it will be misunderstood; instead you should provide an explanation with the personal data. The data must be provided in an “intelligible form” i.e. explaining codes, acronyms or complex terms.
- The data must be supplied in a permanent form except where agreement is reached with the subject that this would be impossible or involve undue effort in which case they may view files on our premises or on screen. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
- If any data has been withheld, you must explain why there is an exemption(s).
- Covering letters must include the following information:
 - The categories of personal data held;
 - The reasons for holding the data;
 - To whom this data has been disclosed (or will be disclosed);
 - The length of time the data will be stored (where possible);

- From whom the data has been collected (if not from the subject);
- The subject's rights to object or to have data corrected or erased;
- The right to lodge a complaint with the Information Commissioner's Office (ICON).

9. Update Log

Ensure the log lists the details of the SAR, the necessary dates and all documentation provided.

10. Complaint

If the requestor is not satisfied with the response to the SAR, the council must treat this as a complaint which is covered by the complaints procedure.

DATED 15th MARCH 2022

Odiham Parish Council (1)

-to-

Friends of Odiham Book Exchange (2)

LICENCE

-of-

Part of ground floor, The Bridewell, The Bury,
Odiham, Hants RG29 1NB

LICENCE AGREEMENT made the 15th day of March 2022

1. PARTICULARS

- 1.1 The Licensor: ODIHAM PARISH COUNCIL of The Bridewell, The Bury, Odiham, Hants RG29 1NB.
- 1.2 The Licensee: FRIENDS OF ODIHAM BOOK EXCHANGE.
- 1.3 The premises: part of ground floor in the building known as The Bridewell, The Bury, Odiham, Hants RG29 1NB on the attached plan, Schedule 1.
- 1.4 Permitted Use: Public access, meetings, administration, book stock, shelving, storage and research.

Use as a Book Exchange and Public Information Point open to the public at limited hours.
Monday and Thursday 1.45pm to 4.45pm, Tuesday and Saturday 9.45am – 12.45pm, additional times by agreement with Landlord. Public not to be on premises unsupervised.
Tenant's officers to have access at other times by arrangement with the Parish Office.
- 1.5 Plan: means the plan attached hereto.

2. DEFINITIONS AND INTERPRETATIONS

- 2.1 For the purposes of this Agreement the terms defined have the meanings specified.
- 2.2 'Interior' means the internal coverings of the walls, the floor and ceiling finishes the doors and door-frames the windows and window-frames and the fixed furniture and fittings of the Premises.
- 2.3 'The Licence' means the Licence granted by this Agreement.
- 2.4 Words importing one gender shall be construed as importing the plural and vice versa.
- 2.5 The Licensor is a corporate body and the obligations and liabilities under this Agreement shall be the obligations and liabilities of that entity.
- 2.6 The clause headings do not form part of this Agreement and shall not be taken into account in the construction or interpretation.

3. LICENCE

- 3.1 The Licensor lets and the Licensee takes the Premises on a Licence commencing on 1st April 2022 and is not time limited but may be stopped in accordance with clause 5 and subject to an annual review.

4. RENT

- 4.1 The Licensee shall pay rent in advance at the rate of £500 per annum, paid quarterly on receipt of invoice, with effect from the date of this Licence .
- 4.2 Neither the payment of nor the demand for any Rent nor the fact that the amount of Rent is calculated by reference to a period shall create or cause the Licence to become a periodic tenancy.

5. NOTICE PERIOD

- 5.1 This Licence may be stopped at any time with 6 months' notice on either side.
- 5.2 This Licence may be suspended by the Licensor to allow for building and maintenance works with 1 months' notice. The Licensor will strive to ensure minimum disruption to the Licensee.

6. THE TENANT'S OBLIGATIONS

The Licensee agrees with the Landlord

6.1 Rent and Hirers Fees

- 6.1.1 To pay the Rent in accordance with Clause 4.1.
- 6.1.2 To pay Hire fees – charity rate per booked additional hour for events, meetings etc.

6.2 Insurance

- 6.2.1 To maintain in place Public Liability Insurance (minimum £5m cover) and Employer insurance (to cover volunteers when working for the OBE) and Contents Insurance for moveable items (excluding book stock and shelving), a copy of which is to be shared with the Landlord.

6.3 Repair

- 6.3.1 To return the premises to the Licensor at the end of every session or hire period in good order and free from equipment and materials used solely for the purposes of the Book Exchange.
- 6.3.2 To pay for any damage caused to the carpets, bookcases, furniture, fixings and fittings over and above normal wear and tear.

6.4 Use

- 6.4.1 To utilise the Premises solely for running a community Book Exchange library and any associated operational or administrative function, including items listed in Schedule 2.

6.5 Prohibitions

- 6.5.1 Not to make any alteration or addition to the building whatsoever without the express permission of the Licensor.
- 6.5.2 Not to use the Premises or any part of the Premises otherwise than for the permitted use.
- 6.5.3 Not to cause any nuisance or annoyance to adjoining owners or occupiers.
- 6.5.4 Not to do or permit anything on the Premises in breach of any statute or bye-law or any order or regulation thereunder.
- 6.5.5 Not to permit the Premises to be occupied by any person other than the Licensee and the Licencee's employees and volunteers and visitors .
- 6.5.6 Not to allow use by members of the public unless supervised by the Licensee's employees volunteers.

6.5.7 Not to allow public access to the ~~toilet or~~ kitchen.

6.5.8 Not to use or allow public access to the staff toilet.

6.5.9 To ensure the accessible toilet is kept locked during public sessions.

6.5.76.5.10 To only allow customer access to the accessible toilet on request on the proviso that young children are accompanied by an adult (as a guide, this covers pre-school and infant school ages).

6.5.86.5.11 Not to leave equipment and materials on the premises unless stored in dedicated shelving or storage (refer to Schedule 3).

6.5.96.5.12 Not to change settings on the public access PC.

6.5.106.5.13 Not to move, damage or restrict access to the Odiham Embroidery

6.5.116.5.14 Not to fix or stick anything to a wall other than one dedicated noticeboard.

7. THE LANDLORD'S OBLIGATIONS

The Licensor agrees with the Licensee

- 7.1 To maintain interior areas, fixtures and fittings in good order, including electrical installations.

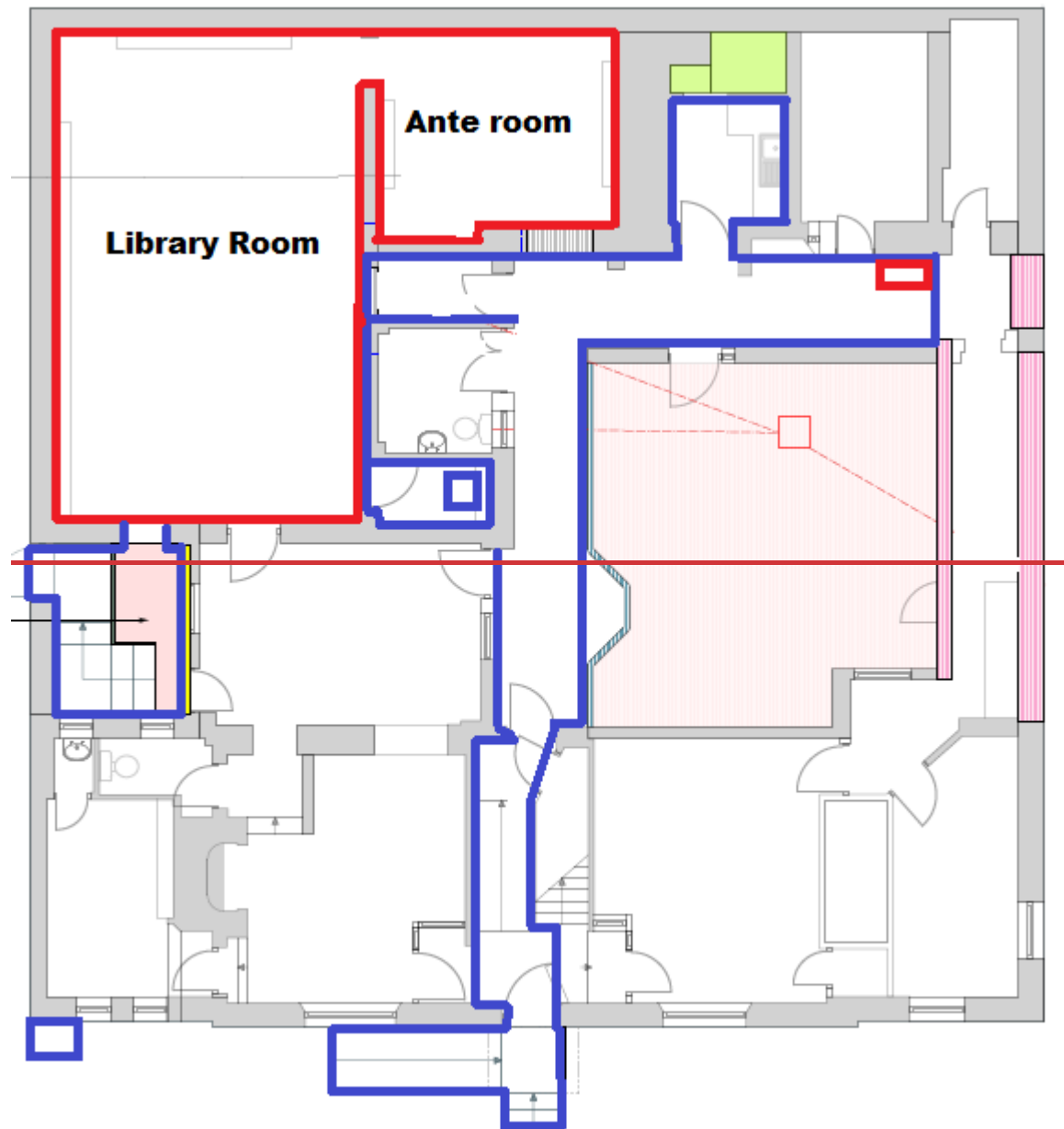
- 7.2 To maintain the public access PC including school levels of security to avoid improper use.
- 7.3 To be responsible for payment of Business Rates and all utility costs.
- 7.4 To be responsible for Public Liability, Contents and Building insurance including book stock and shelving.
- 7.5 To be responsible for fire and safety provision.

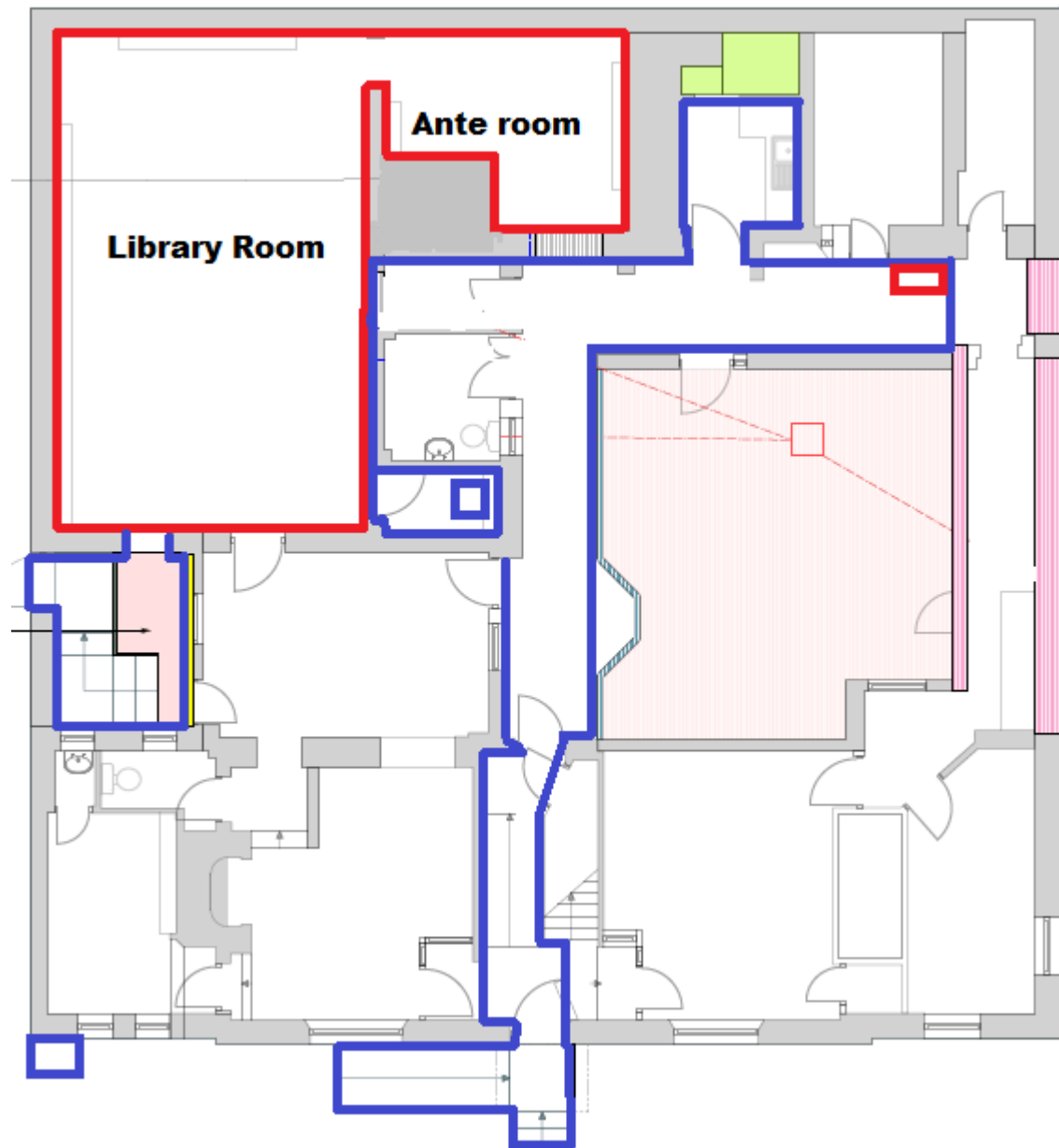
8. AGREEMENTS AND DECLARATIONS

- 8.1 This Licence is personal to the Licensee (for the benefit of the local community) and non-assignable
- 8.2 On termination or surrender of the Licence the Licensee shall restore the Premises to the layout and condition they were at the date hereof unless and to the extent that the Licensor waives this condition in writing
- 8.3 The Licensee shall indemnify the Licensor in respect of all liability of whatsoever nature incurred and in respect of all actions costs claims and demands to which the Licensor may become subject to which it would not have become subject had the Licence not been granted
- 8.4 Any notices may be given personally or by post by the Licensee to the Licensor at the address given in Clause 1.1 marked for the attention of the Parish Clerk and by the Licensor to the Licensee at the premises
- 8.5 The Licensor reserves the right to request re-configuration of shelving, storage and furniture to accommodate the needs of other hirers and structural building changes. Any changes will be subject to prior discussion and agreement.

THE FIRST SCHEDULE above referred to
(the Demised Premises)

SOLE USE DURING SESSIONS OF RED EDGED AREAS
SHARED USE DURING SESSIONS OF BLUE EDGED AREAS





THE SECOND SCHEDULE above referred to
(Rights of Licensee)

1. Sole use of the Premises (edged red) during Book Exchange and hiring sessions including book stock, shelving, specified furniture.
2. Shared use of the Premises (edged blue) during Book Exchange and hiring sessions.
4. Access to the Premises for members of the public only when supervised by the Licensee.
5. Use of fixtures and fittings within the Property.
6. Permanent use of one noticeboard in the Library room.
7. Use of one noticeboard outside of the Library room during hire times.

3. The Licensee will be responsible for both managing and selecting the book stock to display.

THE THIRD SCHEDULE above referred to

(Setting up and clearing away)

1. The Licensee must respect The Premises is a shared space for other hirers and uses.
2. All book stock and equipment not stored in the dedicated storage or shelving areas should be cleared away at the end of each session and not left on other furniture or floors.
3. No equipment should be left in the Comms cupboard, unless by prior agreement.
4. All mobile bookshelves should be moved to the ante room or edge of the main Library room, as directed by the Licensor.
5. All tables should be left clear.
6. The Licensee may leave standing 3 tables and 6 chairs in the main Library room. All other tables and chairs should be returned to the ante room. A dedicated storage area for furniture will be specified.

Signed on behalf of the Licensee - for Odiham Book Exchange

1. SIGNATURE
..... PRINT NAME
..... POSITION
..... DATE
2. SIGNATURE
..... PRINT NAME
..... POSITION
..... DATE

Signed on behalf of the Licensor - for Odiham Parish Council

1. SIGNATURE
..... PRINT NAME
..... POSITION
..... DATE
2. SIGNATURE
..... PRINT NAME
..... POSITION
..... DATE

REPORT ON: Possible Odiham Parish Council and Odiham and Hook Rotary
Crocus Project
WRITTEN BY: Cllr Angela McFarlane
MEETING DATE: 18th July 2023
AGENDA ITEM: 71/23

OPC is committed to improving biodiversity in the land it manages and encouraging residents to do the same in their gardens. We would welcome an opportunity to work with Odiham and Hook Rotary to continue the great partnership which resulted in the planting of the Community Orchard. The following is a possible set of activities which could be managed by OPC, and where credit back to Rotary as the donor of the crocus corms would be part of all communications about the project including:

Signs at the planting sites (would Rotary fund these?)

Article in the OPC newsletter which goes to every household in the Autumn

Facebook posts on the OPC page, shared with other community accounts

Updates on the OPC website

We could:

With volunteers recruited across the parish, plant crocus corms in the Peace Garden, Orchard and potentially other OPC sites – although the effect of a mass planting should not be diluted by spreading the plants too thin. The sites would carry a sign giving credit to Rotary until at least the following spring when the flowers emerge. The activity would also associate Rotary with community-oriented projects which appeal to all ages. We would offer the opportunity to join in at the orchard to Buryfields and Mayhill as with the tree planting and ask them to carry an article about this in their newsletter to parents.

We would also like to offer corms – say 25 each – to residents, to plant in their gardens. We could also consider providing a marker which records the collaboration with Rotary as a reminder of the source of the corms. Depending on the numbers available, this could gain significant coverage and again would be mentioned in the communications channels listed above.

If this proposal is acceptable to Rotary, I will take it to OPC for a formal decision at the July meeting. As it fits so well with current policy and objectives I anticipate a positive response.

Cllr Angela McFarlane



REPORT ON: Grant Applications

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 18th July 2023

AGENDA ITEM: 72/23

Introduction

The 2023/24 budget for Community Grants in 2023 is £5,000

The George Rothery grants available for 2023 is £300 plus interest accrued.

The deadline for the first round of Community Grant applications was 30th June. 7 applications have been received and the total amount requested is £13,070

Full applications have been forwarded to Councillors separately for Councillors to consider.

No valid applications were received for the George Rothery Bequest.

Community Grant Applications

Below is a summary of each application.

Organisation	Amount requested	Total cost of the project	Grant requested for	How many people will benefit
North Warnborough Village Hall	£2000	£6441.60	Upgrade the current bar/small kitchen area and cloakroom. This involves replacing the single glazed frame windows and flooring.	All users will benefit from the upgrade.
Friends of Mayhill	£2000	£5297.65	Helping to set up a secret garden. The green and biodiverse environment will provide a mindful interactive and educational space where students can go and relax at play times whilst also learning about the environment. The money would go towards fencing off the slopes on 3 sides that lead down to the neighbours' properties. The fencing will ensure that the green space can be used safely for the children.	246 pupils and 36 members of staff. Plus, members of the community. '
Odiham raft Race Committee	£270	£1000	To support costs relating to running the raft race. In particular the hire of disabled and non-disabled access toilets.	The raft race profit is given to local charities decided by the committee. This year it will be the Accessible Boating organisation.
The Sunflower Cafe	£300	£1200	To pay for 3 months of chair-based exercise classes, the classes cost £50 per month. These sessions help people who struggle with their mobility. To pay for 3 months of	20-25 people



			memory lane singing lessons again £50 a month. The sessions help people with dementia	
Hook and Odiham Lions	£500-£1000	£5,500	To help fund the Prostate cancer screening project.	240 local men
The Vine Church	£7000	£7080	To help build an outside area for the little stars toddler group, Sunday lighthouse groups and other community groups. This area will also be multi-purpose and will also be used for the sunflower cafe in the summer and can also be booked for private functions such as weddings. This includes an Astro turf area, Sun sails, and a smaller area for a mud kitchen. The area will be fenced off to the car park for safety.	Monday- worker Bees toddler group and U3A jamming group plus evening hire. Tuesday U3A wildlife, Pilates and bridge. Wednesday- Little stars, sunflower dementia café. Thursday slimming world, Hart Voluntary action health walks Friday baby group Saturday- Hire for children's parties. Sunday- Vine church activities
All Saints Church	£500	£1349	To meet a proportion of the purchase price and additional labour cost for the use of the lawnmower at £25ph 20 sessions £500	All those who enjoy the use of the church yard for daily activities such as walks, sitting on the benches, delivering and collecting children from school and accessing the church.

George Rothery Bequest Applications

Consider the focus of the promotion of the George Rothery Bequest again in the Autumn to local groups.

For Decision

1. To consider and agree grant awards from the 2023/24 budget.
2. Agree to advertise the George Rothery Bequest later in the year. Or to consider an alternative way of spending funds as per the terms of the bequest.

Clerk

Subject: Cost increase for King St toilet cleaning
Importance: High

From: X@cjhcleaningservices.co.uk>
Sent: Thursday, July 6, 2023 1:59 PM
To: Clerk <clerk@odihamparishcouncil.gov.uk>
Cc: X@cjhcleaningservices.co.uk
Subject: cost increase
Importance: High

Dear Valued Customer,

Hope you are well.

We have been going through our costs within our company and due to all current rises within the company from fuel, chemicals, rate of pay to employees we are unable to main the current cost and unfortunately we have no option but to increase the monthly invoice value. This increase has not been an easy decision as we have tried to observe the cost ourselves from the 1st April 2023 however it has got to a stage that we cannot continue to do so. Please see below new invoice total that will be starting with immediate effect.

New Monthly Total Cost £433.06 + Vat

Please note this is a 4% increase.

We would like to thank you for your custom, if you have any queries or require any further information please do not hesitate to contact us.

Kindest Regards
Operations Director
MBICSc

Office Tel: 01252 623058

Website: www.cjhcleaningservices.co.uk

