



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD IN
THE LIBRARY ROOM, THE BURY, ODIHAM, RG29 1NB
TUESDAY 18th JULY 2023 at 7.30pm**

Present: Cllrs A McFarlane (Chair), L Cornall, D Sanger, H Tyler, P Verdon and H Woods.

In attendance: Andrea Mann (Parish Clerk), Bridie Tate (Deputy Clerk), Hart District Council (HDC) Cllr Hale and 4 members of the public. Cllr Griffith and 7 members of the public viewed the meeting by Zoom.

53/23 Apologies for absence

Received and accepted from Cllrs Bell, Griffith, Seabrook and Stewart.
Apologies were also noted from Hampshire County Council (HCC) Cllr Glen and HDC Cllr Dorn.

54/23 Declarations of interests and requests for dispensation relating to any item on the agenda

Cllr McFarlane disclosed a disclosable pecuniary interest in agenda item 80/23 due to owning a property in the area referenced in correspondence and a personal interest in agenda item 72/23 as a member of Accessible Boating, the main benefactor for the Raft Race proceeds.

Later in the meeting, Cllr Cornall declared a personal interest in agenda item 72/23 as a trustee of North Warnborough Village Hall.

55/23 Approval of Minutes

The minutes of the Council Meeting held on 20th June 2023 (23-52/23) were agreed as a true record of the meeting and signed by the chair of the meeting.
(Proposed by Cllr Verdon, seconded by Cllr Sanger, 4 in favour).

56/23 Chair's Announcements

- i) Cllr McFarlane had attended a meeting of the Odiham Book Exchange Community Interest Company earlier that day. The volunteers had expressed support for a Macmillan coffee morning as part of "The World Biggest Coffee Morning". A suitable date in September would be agreed.
- ii) HCC Cllr Glen had submitted apologies for the meeting and reported that HCC was anticipating a pre-application submission for a proposed warehouse development to the south of junction 5 of the M3.

57/23 Public Session

None.

Councillor Reports

58/23 Meeting reports from Councillors

- i) Cllr Sanger reported from an introductory meeting with the HDC Countryside team regarding Hart's Countryside Engagement Plan covering Odiham and Broad Oak Commons. Future engagement methods with OPC and frequency would be added to the next agenda for discussion.
- ii) Cllr Verdon reported from the planning appeal for the Dunley's Hill Neighbourhood Plan site. The appeal had been adjourned to a later date to allow time to submit further information.



59/23 Reports from other Councils

HDC Cllr Hale reported:

- i) The sale of The Swan Public House had been approved.
- ii) HDC was trialling a collection service of small electrical items which, if successful, could be rolled out in Odiham.
- iii) The HDC Overview & Scrutiny Committee had visited the new Runnymede CCTV control room. This resulted in Hart now pressing for more cameras, especially if parish council's want them in ASB hotspots and links to anti-fly-tipping cameras.
- iv) Councillors were encouraged to attend HDC's Development Management event on 19th July. Cllr Verdon confirmed there would be representation from OPC.
- v) Discussions were in progress with Thames Water. Cllr Hale asked whether there was anything OPC wanted to put forward? Cllr McFarlane suggested the capacity of the sewage system in North Warnborough and the potential impact of new developments considering the Mill Lane area was already prone to flooding.

General

60/23 Meeting Action Points

The meeting action points were noted as presented with the agenda and the following comments were noted:

- An action to inform outside bodies of the new representatives was still outstanding. The Clerk said this would happen as and when agendas were published by the relevant organisations. It was suggested that Councillor representatives should make contact with the relevant body to introduce themselves.
- Cllr Tyler reported that the Unity Trust login information had still not been received.

61/23 "Transforming The Bridewell into a thriving Community Hub"

- i) General update from the Clerk and Bridewell Working Group – the Clerk reported that the new toilet had been installed which would enable The Bridewell to be opened up to more hirers. The online booking system would go live from 1st August with new bookings accepted from 1st September. The next works would include repairs and repainting of the external, north facing wall, subject to Hart approving the works method statement.
- ii) Revised building signage was considered.
RESOLVED
To make one final change to the wording, circulate to Councillors by email, then proceed with the replacement signage.
- iii) Verbal report from the meeting with HDC on the UK Shared Prosperity Fund – Cllr Verdon reported from a meeting the previous week which discussed potential funding for The Bridewell. The Bridewell was a perfect fit to Hart's agreed investment plan which included community hubs. Ongoing research indicated funding for the 24/25 financial year but there was a possibility some funding could be available in 23/24. The Clerk was working on costings which would be referred to Hart in August for consideration.
- iv) It was noted that the Scribe booking feature and Stripe online payments were now set up and would go live from 1st August for bookings from 1st September.
- v) Councillors considered whether informal hot-desking should be offered over the school Summer holidays on a trial basis. Further to discussions it was
RESOLVED
To offer informal hot-desking on a trial period from 24th July to 1st September @ £10 per day to include free wifi and tea/coffee.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).



- vi) Expenditure for the courtyard – it was RESOLVED to spend £400 from The Bridewell earmarked reserve to purchase outdoor furniture. Councillors suggested wood furniture would be more in keeping and suggestions would be circulated to Councillors by email.
(Proposed by Cllr McFarlane, seconded by Cllr Woods, all in favour).

62/23

Parking in The Bury

Correspondence from HCC relating to their review of parking in The Bury was noted. The correspondence advised OPC that HCC was now responsible for on-street parking and their review of The Bury proposed re-painting the white lines in the area between All Saints and The Bell. This did not include the central space which held no traffic regulation orders (TROs), meaning it was not possible to enforce a no parking area in this space. HCC had provided a public link for reporting parking violations which OPC would share online.

Members confirmed OPC's position remained that a review of parking in the entire Parish was needed.

The Clerk reported that a new, advisory, disabled parking bay was due to be installed next to the Oast House.

63/23

Hampshire & IoW Village of the Year – Village Nameplates

Members considered whether to proceed with a previous decision to replace 3 village nameplates. Due to the cost of replacing the signs and because the proposal included promotion of the 2022 Hampshire & IoW Village of the Year title, it was

RESOLVED

Not to proceed. The Clerk was asked to find out the cost of removing the Fairtrade panels instead.

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

64/23

2023 Hampshire & IoW Village of the Year

- i) The Deputy Clerk reported that plans were progressing well for the 2023 awards ceremony which OPC would host at the Cross Barn on 28th September. The Chair said that OPC would run the first part of the agenda, organise catering and the Hampshire Association of Local Councils (HALC) would run the second part of the evening, the 2023 awards ceremony. The Chair reminded the meeting that the 2022 win was in recognition of the strong community spirit and voluntary support and this was a win for Odiham & North Warnborough, not just for OPC.
- ii) The Clerk's draft nomination for 2023 was considered and agreed.

RESOLVED

The 2023 nomination would be submitted, as presented with the agenda.

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

65/23

The Firs

Cllr Sanger's report on OPC owned land at The Firs was received and noted. Thanks was given to Cllr Sanger for his work. Councillors agreed the proposals should be included in the community consultation for setting the next strategic plan.



66/23

Serving Hampshire – Budget Consultation

[Hampshire County Council Budget Consultation 2023](#) | [About the Council](#) | [Hampshire County Council \(hants.gov.uk\)](#)

The Clerk's draft response to HCC's consultation reviewed and agreed. Individual Councillors and members of the public were encouraged to also respond to the consultation separately.

RESOLVED

OPC's response was agreed which prioritised options for balancing HCC's budget specified as follows:

1. lobbying central Government for legislative change;
2. changing local government arrangements in Hampshire;
3. increasing Council Tax;
4. using the County Council's reserves;
5. generating additional income;
6. changing services;
7. introducing and increasing charges for some services;
8. reducing and changing services;

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

67/23

Consultation on Hart's Local Cycling and Walking Infrastructure Plan (LCWIP)

[Hart LCWIP \(arccgis.com\)](#)

Members reviewed the proposals for Odiham & North Warnborough (pages 57-58 for walking and pages 92-93 for cycling). Cllr Verdon explained that proposed routes had been put forward to HDC at a recent workshop which she and Cllr Stewart had attended on behalf of OPC.

Individual Councillors and members of the public were encouraged to respond separately.

RESOLVED

To email a response showing support for the Plan and commenting that OPC was pleased to see the proposed routes in Odiham & North Warnborough.

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

68/23

Review of OPC's policies and updates

RESOLVED

The following policies were reviewed and agreed, as presented with the agenda:

- i) The summary of OPC's policies and review dates.
- ii) OPC's policy on claiming expenses by Councillors.
- iii) OPC's Investment Policy.
- iv) Data Protection Policy.
- v) Document Retention Policy.
- vi) Consent form for communication with OPC.
- vii) Privacy Notice general.
- viii) Privacy Notice for staff Cllrs role holders.
- ix) Subject Access Request policy.

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

- x) It was further RESOLVED to set up a working group to look at combining the three communication and engagement policies into one policy. The Clerk was asked to refer terms of reference to the next meeting.

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



69/23 Review of Licence to Odiham Book Exchange

RESOLVED

Following the completion of the new toilet, revisions to the Odiham Book Exchange Licence were agreed, as presented with the agenda.

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

70/23 Request from Odiham Bowls Club

Councillors considered a request from Odiham Bowls Club to park on Beacon Field for a club open day. Following discussion it was

RESOLVED

That, with regret, the request for parking on Beacon Field is declined.

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

71/23 Possible Odiham Parish Council and Odiham and Hook Rotary Crocus Project

RESOLVED

It was agreed to accept Cllr McFarlane's proposal for a partnership project with the Hook Rotary to plant crocus corms, acknowledging a commitment to promoting Odiham & Hook Rotary as the donor.

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

Financial Matters

72/23 Community Grants

- i) Grant applications were considered, as set out in the Deputy Clerk's agenda report. Cllrs Cornall and McFarlane declared interests and abstained from the vote and Cllr Verdon took over as chair. Following discussion on the available budget, consideration of the rules affecting what OPC has the power to fund and the scope of residents likely to benefit from the total award, it was

RESOLVED

To award the following grants:

- a) £750 to Friends of Mayhill towards setting up a secret garden.
- b) £270 to the Odiham Raft Race Committee towards running costs of the 2023 event.
- c) £300 to the Sunflower Care to fund 3 months of chair-based exercise classes.
- d) £750 to the Hook & Odiham Lions towards the cost of Prostate cancer screening project.

No award was made to North Warnborough Village Hall, Vine Church or All Saints Church

(Proposed by Cllr Verdon, seconded by Cllr Tyler, 4 in favour).

- ii) **RESOLVED**

A £1,000 grant to InOdiham was agreed towards the cost of running Odiham Food Festival.

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

- iii) **RESOLVED**

A £1,500 donation to Citizens Advice was agreed towards running costs.

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



73/23

OPC's policy on cash payments

RESOLVED

That OPC adopts a policy of not accepting cash payments from 1st September.

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

74/23

Grant from Hampshire Countryside Services

RESOLVED

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 was noted. Thanks was given to Cllr Bell for securing the grant and leading the volunteer work group.

75/23

Cost increase to King St toilet cleaning contract

RESOLVED

A 4% price increase specified by the contractor was agreed.

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

76/23

Expenditure required to respond to concerns of rough sleeper at Odiham Cemetery

RESOLVED

To reject a quote to install plywood panels on the Chapels due to cost and because of recent fires at the cemetery. Further discussions were deferred to the exempt session.

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

77/23

Payments Listing

RESOLVED

The payments listing for the period 21st June - 18th July was agreed (Appendix 1) and Cllrs Cornall and McFarlane were appointed to complete the payment approval process for outstanding payments.

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

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://www.odihamparishcouncil.gov.uk/notes-230703-draft.pdf)

RESOLVED

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

79/23

Neighbourhood Plan Review

- i) Cllr Verdon reported there still hadn't been an update from the DHULC specifying when the government funding distributed via "Locality" for neighbourhood plans and reviews would be available.
- ii) Councillors considered next steps and two fee proposals received as read out by Cllr Verdon. It was noted that a third consultant had declined to quote, partly due to the lack of funding referenced in i). Following discussion, it was

RESOLVED

To appoint Troy Planning Ltd to carry out a "health check" in the value of £3,250, noting expenditure of £750 from general reserves. This independent check would review the Plan against current planning policies and inform next steps.

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



**80/23 Correspondence from resident regarding the Neighbourhood Plan Review
RESOVLED**

A written response to correspondence received from a resident was agreed.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).

81/23 Date of next meeting
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

RESOLVED

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

83/23 Staffing
RESOLVED

i) That the Deputy Clerk has successfully completed their probationary period and the position would be made permanent.

ii) It was agreed to support the Deputy Clerk in undertaking the ILCA course.

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

Exempt discussions took place regarding a rough sleeper in Odiham Cemetery and an action was agreed.

There being no further business the meeting closed at 9.15pm.

Signed.....

Date.....

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82	Staff Salaries	23/06/2023		Unity Trust	82	Staff Salaries - June 2023	Staff Salaries - June 2023	Z	4,352.16		4,352.16
83	Staff Salaries	23/06/2023		Unity Trust	83	Staff PAYE & NI - June 2023	HMRC	Z	821.68		821.68
84	Staff Salaries	23/06/2023		Unity Trust	84	Staff Pensions - June 2023	Hampshire Pension Fund	Z	332.77		332.77
85	Employers' NI	23/06/2023		Unity Trust	85	Employer NI - June 2023	HMRC	Z	446.11		446.11
86	Pension Contribution	23/06/2023		Unity Trust	86	Employer Pension - June 2023	Hampshire Pension Fund	Z	1,178.41		1,178.41
104	Toilets - Power and rates	21/06/2023		Unity Trust		Electricity - King St Toilets	nPower	L	55.22	2.76	57.98
105	Travel	21/06/2023		Unity Trust	105	A Mann travel to meeting	Andrea Mann	Z	15.50		15.50
106	IT Support and Back up	30/06/2023		Unity Trust	106	Office 365 accounts	Microsoft Ireland	Z	55.14		55.14
107	The Bridewell - cleaning & m	30/06/2023		Unity Trust	107	Bathroom supplies	Viking	S	75.49	15.10	90.59
108	PR & Pub inc newsletter	30/06/2023		Unity Trust	108	Welcome to Odiham Leaflet	IC Printing Services	Z	99.00		99.00
109	Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109	Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109	Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109	Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	85.00		85.00
110	Coronation	30/06/2023		Unity Trust	110	Coronation Street Party 07.05.	Odiham Military Wives Choir	Z	100.00		100.00
111	The Bridewell - cleaning & m	30/06/2023		Unity Trust	111	Bridewell cleaning	YBC	S	509.63	101.93	611.56
112	The Bridewell	30/06/2023		Unity Trust		New toilet The Bridewell	Trust Property Services Ltd	Z	7,475.00		7,475.00
113	Rights of Way	30/06/2023		Unity Trust	113	Materials for path repairs	AVS Lawsons (Whetstone) Lt	S	2,380.33	476.07	2,856.40
114	Benches and Noticeboards	30/06/2023		Unity Trust	114	Bench & noticeboard repair	Keith Dodd	Z	100.00		100.00
115	Bank Charges	30/06/2023		Unity Trust	115	Bank charges	Unity Trust	Z	1.00		1.00
116	Bank Charges	30/06/2023		Unity Trust		Bank charges	Unity Trust	Z	40.95		40.95
117	Bank Interest	30/06/2023		Lloyds 30 days notice		Bank interest	Lloyds Bank	Z			
118	The Bridewell - maintenance	18/07/2023		Unity Trust	118	Remove central plant Bridewell	Keith Dodd	Z	90.00		90.00
119	The Bridewell - maintenance	18/07/2023		Unity Trust	119	Shrub clearance Bridewell cou	Keith Dodd	Z	92.00		92.00
120	Cemetery Maintenance	18/07/2023		Unity Trust	120	Weeding GoR beds	Keith Dodd	Z	144.00		144.00
121	Toilets - cleaning	18/07/2023		Unity Trust	121	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
122	Caretaking Equipment	18/07/2023		Unity Trust	122	Bridewell & amenity ad hoc	Odiham Enterprises Ltd (Odil	Z	38.00		38.00
123	Community Grants	18/07/2023		Unity Trust	123	Velocity speed gun	Photospecialist	Z	159.83		159.83
124	Cemetery rates and water	18/07/2023		Unity Trust	124	Water supply Cemetery	Castle water	Z	38.27		38.27
125	The Bridewell - electricity	18/07/2023		Unity Trust	125	Bridewell electricity (June)	nPower	S	311.15	62.23	373.38
126	IT Support and Back up	18/07/2023		Unity Trust	126	IT support July/Aug and Neatc	Connect Computer Consultan	S	340.00	68.00	408.00
127	Travel	18/07/2023		Unity Trust	127	Amenity Officer mileage	J Peek - expenses	Z	13.95		13.95

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
128	The Bridewell - waste dispos	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	144.00	28.80	172.80
128	Promotion of village	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	50.00	10.00	60.00
128	Play Areas	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	479.16	95.83	574.99
128	Allotments - maintenance	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	60.00	12.00	72.00
128	Bin emptying	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	392.90	78.58	471.48
128	Chamberlain Gardens (SC Tr	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	199.16	39.83	238.99
128	Cemetery Maintenance	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	1,113.91	222.79	1,336.70
128	Other amenity areas mainter	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	281.91	56.38	338.29
129	Postage and consumables	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	Z	9.35		9.35
129	Bank Charges	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	Z	3.00		3.00
129	Footpaths Improvements	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	S	296.58	59.34	355.92
130	The Bridewell - cleaning & m	18/07/2023		Unity Trust	130	Toilet supplies	Viking	S	25.22	5.04	30.26
131	Other amenity areas mainter	18/07/2023		Unity Trust	131	Defib pads	Defibworld	S	118.99	23.00	141.99
132	Staff Salaries	18/07/2023		Unity Trust	132	Staff Salaries - July 2023	Staff Salaries - July 2023	Z	4,293.46		4,293.46
133	Staff Salaries	18/07/2023		Unity Trust	133	Staff PAYE & NI - July 2023	HMRC	Z	863.48		863.48
134	Staff Salaries	18/07/2023		Unity Trust	134	Staff Pensions - July 2023	Hampshire Pension Fund	Z	315.68		315.68
135	Employers' NI	18/07/2023		Unity Trust	135	Employer NI - July 2023	HMRC	Z	446.11		446.11
136	Pension Contribution	18/07/2023		Unity Trust	136	Employer Pension - July 2023	Hampshire Pension Fund	Z	1,178.41		1,178.41
Total									30,307.65	1,440.83	31,748.48