



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
TUESDAY 15th AUGUST 2023 at 7.30pm**

9th August 2023

Andrea Mann, Clerk

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89156019374?pwd=eGQrNjV4bEJTUG9oRW1McCtYZnNpQT09>

Meeting ID: 891 5601 9374

Passcode: 505704

-
- 84/23 To receive apologies for absence**
- 85/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 86/23 Approval of Minutes**
To approve the minutes of the Council Meeting held on 18th July 2023 (53-83/23).
- 87/23 Chair's Announcements**
- 88/23 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

- 89/23 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 90/23 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

General

- 91/23 Meeting Action Points (pages 5-6)**
To consider Matters Arising from the Minutes not elsewhere on the agenda
- 92/23 "Transforming The Bridewell into a thriving Community Hub" (page 7-10)**
- i) General update from the Clerk and Bridewell Working Group.
 - ii) To receive a verbal report on discussions with Hart District Council on the UK Shared Prosperity Fund.
 - iii) To revisit the BT quote for upgrading the broadband with a new fibre line with consideration of the recent work carried out by OPC's IT consultant (page 7).
 - iv) To consider a new noticeboard at the front of the building and community advertising space on an existing noticeboard (pages 8-10).



- 93/23 Review of OPC's policies and updates (pages 11-17)**
i) Statement of Internal Controls (pages 11-14),
ii) Reserves Policy (pages 15-17).
- 94/23 Communication Policy (page 18)**
To consider terms of reference and membership for a Communication Policy working group to review current policies and draw up a new single policy covering OPC's communication and engagement with residents.
- 95/23 Hart District Council's Countryside Engagement Plan (engagement plan circulated to Councillors separately)**
i) To receive a verbal report from Cllr Sanger and the Clerk from an introductory meeting with the Hart Countryside Manager and Commons Ranger.
ii) To consider the frequency and method of ongoing engagement between Hart and how OPC can support comms relating to the Odiham and Broad Oak Commons.
- 96/23 Armed Forces Covenant <https://www.armedforcescovenant.gov.uk/> (pages 19-22)**
i) To consider signing the Armed Forces Covenant
<https://www.armedforcescovenant.gov.uk/get-involved/>.
Example template attached (pages 19-21).
ii) To consider nominating OPC for the bronze level of the Armed Forces Employer Recognition Scheme in recognition of OPC's support to the defence and local armed forces community in the Parish (page 22).
<https://www.armedforcescovenant.gov.uk/support-and-advice/businesses/>
- 97/23 Correspondence from Odiham & North Warnborough Bowling Club (page 23)**
To review complaints received from members of the Odiham & North Warnborough Bowling Club in response to OPC's decision to uphold its policy on community use of OPC's open spaces and equipment, preventing vehicular access and parking on Beacon Field.
- 98/23 All Saints Fete**
To consider whether OPC should have a stall at the All Saints fete on Saturday 9th September at 1.30pm, what to display and who will cover the stall.
- 99/23 Parish Room Roof (page 24)**
To consider 3 quotes received to deter water ingress.
- 100/23 80th anniversary of D-day – 6th June 2024 <https://www.d-day80beacons.co.uk/>**
To consider whether to take part in the national program by holding a beacon lighting ceremony, the Town Crier reading of the proclamation and anything else set out in the guidance
<https://static1.squarespace.com/static/640a0ac2b261e5337f7adb4e/t/64ccd4c080907e7cb3709f30/1691145425699/D-Day+80+Anniversary+Guide+v110.pdf>
- 101/23 Speed Indicator Device (SID) (pages 25-26)**
To consider proposals for an additional SID, as set out in the Deputy Clerk's report.



Financial Matters

102/23 Community Grants

- i) To note the grant monitoring report from InOdiham (circulated to Councillors).
- ii) To consider release of 23/24 budget allocation to the Hook & Odiham Lions towards the 2023 Spooktacula event (email circulated to Councillors).

103/23 Expenditure relating to rough sleeper at Odiham Cemetery

To note expenditure to date of £1,850 for a private eviction.

104/23 Tablet

To consider financial delegation to the Clerk of up to £350 to purchase a tablet for use by the Parish Office to support meetings and for managing the open spaces. The IT earmarked reserve is £1,216.

105/23 Payments Listing (to follow)

To approve the payments listing for the period 19th July-15th August and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

106/23 To ratify the decisions made by the informal Planning & Development Committee on 25th July [Notes-230725-draft.pdf](https://odihamparishcouncil.gov.uk/Notes-230725-draft.pdf) (odihamparishcouncil.gov.uk)

107/23 Neighbourhood Plan health check

- i) To receive a verbal report from the Planning & Development Committee chair on the process and progress of the Neighbourhood Plan health check.
- ii) To note that funding is now available for Neighbourhood Plans and reviews with a basic grant award of £10,000 <https://neighbourhoodplanning.org/about/grant-funding/>
- iii) To consider next steps.

108/23 Ratification of planning correspondence (pages 27-28)

To ratify the following planning related correspondence prepared by the Chair of Planning, in consultation with the Clerk, which have been submitted to Hart in order to meet external deadlines:

- i) Questions to the Hart Chief Executive on the process of requesting Parish S106 contributions from local developments.
- ii) Statement read by the Chair of Planning to the Dunley's Hill Appeal hearing on 19th July (page 27).
- iii) Statement of fact submitted to the Hart case officer responsible for Hart's representation to The Bell public house Appeals which may also be read to the Planning Inspector at the Appeal on 19th September (page 28).

109/23 Assets of Community Value

- i) To review Hart's Assets of Community Value register [Register of Assets of Community Value \(hart.gov.uk\)](https://hart.gov.uk/Assets-of-Community-Value) and note 3 local assets are due to be removed from the register soon.
- ii) To consider whether OPC should nominate the follow assets as assets of community value so they will remain on the register:
 - a. The Cross Barn (due to be removed from the register on 14th September),



- b. North Warnborough Village Hall (due to be removed from the register on 6th November)
- c. The Baker Hall (due to be removed from the register on 26th November).

110/23 New applications received

To consider new applications received:

OPC ref	Hart ref	Address	Details	Link
30/23	23/01559/LBC	75 High Street Odiham Hook RG29 1LB	Internal alterations and single storey rear extension to create 2 bedroom dwelling. Replacement shop front and replacement glass to ground floor windows on front elevation.	Link
31/23	23/01558/FUL	75 High Street Odiham Hook RG29 1LB	Internal alterations and single storey rear extension to create 2 bedroom dwelling. Replacement shop front and replacement glass to ground floor windows on front elevation.	Link
32/23	23/01395/HOU	Thatched Cottage Hook Road North Warnborough Hook RG29 1EU	Erection of two storey side and rear extensions. Note OPC's previous decision to the listed building consent application for the same proposals: Objection, due to the scale of the proposed extension in relation to the original size of the cottage.	Link
33/23	23/01454/LDC	Lodge Farm Hook Road North Warnborough Hook Hampshire	Unit 1A, Arena Fit Ltd - The use of the site as a gym. The building is used as a gym and the external area around the building is used for car parking and external training in association with the gym	Link
10/23T	23/01624/CA	Damson Cottage Broad Oak Odiham Hook RG29 1AQ	T1. Leylandii - lift to 5m from ground level T2. Tulip - Reduce by 1.5m all round to re shape to leave a finish height of 6m approx T3. White Beam - Reduce by 1.5m to re balance leave finish height of 6-7m	Link
11/23T	23/01642/CA	The Bury House The Bury Odiham Hook RG29 1LZ	1. Holm Oak - Crown lift to 5m, crown reduction to previous points, Clear building by 5 m and reduce height by 3 m. Current height 20 m to a final height of 17 m with a radial spread of 6 m.	Link

111/23 To confirm date of next meeting 19th September 2023.

Confidential Matters

112/23 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

113/23 Report on private eviction

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
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.
		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 developement.	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.	Complete
	16/23	Clerk/CllrDSa	Attend meeting with Hart Countryside Services re Commons Engagement Plan and report back to Council.	On agenda
	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 Cornwall.	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.	Complete
	30/23i	CllrLC	Speak to Leapfrogs re use of pre-school land on Crownfields NP site.	
	30/23ii	CllrHT/Clerk	Resolve access problems with Unity Trust.	In progress
	31/23	Clerk	Refer broadband contract to August agenda.	Complete
	49/23i	CllrPV/Clerk	Put out public plea for volunteer with planning experience to join the NP Review Working Group.	Complete
	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.	On hold. Health check contract awarded.
	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.	Complete
	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.	Requested
	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.	Complete
	38/23	Clerk/FinComm	Refer matter of general and earmarked reserves to Finance Committee.	Discussed 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.	Complete
	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 hold. Application needs elevation drawings.
July '23	55/23	Clerk	Change previous minutes from draft and add to website.	Complete
	56/23	Clerk/CllrAMc	Confirm date for Macmillan Coffee Morning & promote.	
	58/23	Clerk	Add Hart's Countryside Engagement Plan proposals to next agenda.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	59/23	Clerk	Circulate Cllr Dorn's written report to Councillors.	Complete
	60/23	Clerk/Councillors	New reps to make contact with relevant outside body.	Complete
		Clerk/CllrHT	Continue enquiries to sign up for Unity Trust online banking.	
	61/23i	Clerk	Ask contractor to revise method statement for repairs to Bridewell wall and liaise with Hart Conservation Officer.	Complete. Submitted to Hart. Awaiting decision.
	61/23ii	Deputy Clerk	Revise Bridewell signage as agreed, place order and complete installation.	Complete
	61/23iii	Clerk	Revise Bridewell costings and forward to Hart for consideration of UK Shared Prosperity funding.	Complete
	61/23iv	Clerk	Implement and promote Summer hot-desking trial at The Bridewell.	Complete
	61/23vi	Deputy Clerk	Circulate suggestions for wood outdoor furniture, purchase & install.	Complete
	62/23	Clerk/Deputy Clerk	Publish link for reporting parking violations to HCC.	Complete. Added to website
	63/23	Clerk	Obtain quote for removing "Fairtrade Village" banner from village gateways.	Requested
	64/23	Clerk	Submit nomination for HALC Hants & IoW Village of the Year 2023.	Complete
	65/23	All	Include The Firs project in consultation for setting next strategic plan priorities.	Noted
	66/23	Clerk	Complete the HCC "serving Hampshire - budget consultation" online consultation.	Complete
	67/23	Clerk	Submit email response to the Hart's local cycling and walking infrastructure plan.	Complete
	68/23i-ix	Clerk	Add revised/reviewed policies to website.	Complete
	68/23x	Clerk	Refer terms of reference for new communication & engagement policies working group to the next meeting.	On agenda
	69/23	Clerk	Finalise revisions in Book Exchange CIC Licence and forward to CIC.	Updated. Awaiting signature before submission.
	70/23	Deputy Clerk	Respond to Bowls Club re request to park on Beacon Field.	Complete. Response on agenda.
	71/23	CllrAMc/Clerk	Formally accept offer of free crocus corms from the Odiham & Hook Rotary.	
	72/23ia-d	Deputy Clerk/Clerk	Notify successful applicants of grant awards and make payment.	On payments listing. Awaiting one payment details.
	72/23i	Deputy Clerk	Notify unsuccessful community grant applications.	Complete
	72/23ii	Clerk	Notify Citizens Advice of 23/24 grant and make payment.	Complete
	72/23iii	Clerk	Notify InOdiham of grant for Odiham Food Fayre and make payment.	Complete
	73/23	Clerk	Add "no cash payments" to website.	Complete
	75/23	Clerk	Confirm to cleaning contractor that OPC accepts price increase for King St toilets.	Complete
	77/23	Clerk/CllrsLC&Amc	Set up payments online and complete payment process.	Complete
	79/23ii	Clerk/CllrPV	Award contract to Troy Planning Ltd to carry out a "health check" of the Odiham & North Warnborough Neighbourhood Plan.	Complete
	80/23	Clerk	Respond to resident's enquiry regarding Neighbourhood Plan review.	Complete
	83/23	Clerk	Award staff contract and contract award for eviction from cemetery.	Complete

REPORT ON: Bridewell broadband
WRITTEN BY: Parish Clerk
MEETING DATE: 15th August 2023
AGENDA ITEMS: 92/23iii

Background

The Bridewell Business Plan includes updating the 2 separate broadband lines currently serving the OPC office and Library Room. A quote for a new BT fibre line has been presented to Councillors on 2 occasions now, June being the most recent (Item 31/23 refers <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/06/230620-Agenda-FINAL-MERGED.pdf>) when it was agreed to refer this to the August meeting. Please note that the current contract has expired.

Since the June meeting, the upstairs space has been set up for a trial hot-desking period over the Summer. This involved some IT work to improve broadband access. This involved creating a new SSID (co_working_space) and fitting a new wireless access point in the area. 3 of the sockets were patched but we will need to buy new cabling if users use this method of plugging straight into the broadband. Unfortunately this work disclosed that not all of the sockets we thought were CAT-5 cable points are usable. We think they are actually phone lines.

The IT consultant believes this work is sufficient for the current number of users.

For Decision

To consider next steps.

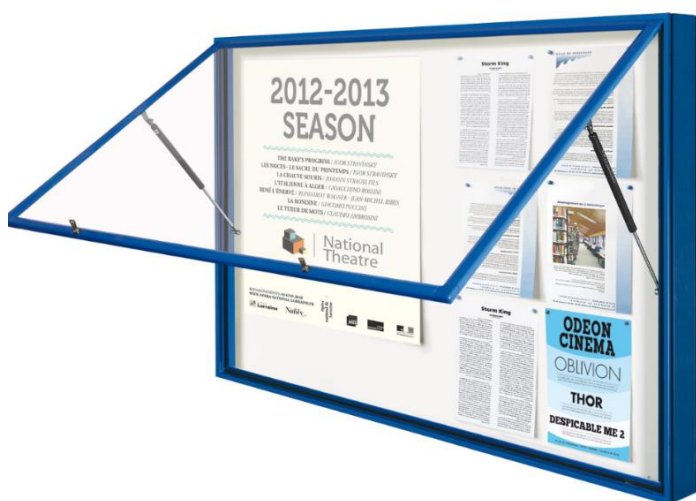
REPORT ON: Bridewell noticeboard
WRITTEN BY: Parish Clerk
MEETING DATE: 15th August 2023
AGENDA ITEMS: 92/23iv

To support the Bridewell in its journey to becoming a “thriving community hub” new pages have been created on OPC’s website with a new Facebook page to promote the venue for hire and a regular “what’s on” post. New building signage has now been installed.



It is further proposed that a simple noticeboard is installed on the front of the building to promote what’s on for a set period of time ahead and for displaying public notices and meeting agendas. The latter is a legal requirement. The board would be owned and managed by OPC and not open for hirers to display their own advertisements without prior agreement and unless there is sufficient space.

A simple board is proposed and a quote for a black frame is attached, which will be in keeping with the railings. However, other colours are available <https://www.earth-anchors.com/product/premium-8-x-a4-h75-x-w100cm-raising-door/>



Note this is likely to require listed building consent.

In addition, the Amenities Officer has suggested using one of the noticeboards in the corridor for community and small business advertising which would benefit local residents. Notices would only be allowed by prior arrangement only and managed by the Parish Office.

OPC could apply a small charge for notices? This would be classed as a business related, VATable activity.



For Decision

- i) To agree whether to proceed with a new noticeboard on the front of the building.
- ii) To consider the proposed specification.
- iii) To consider the proposal and rules for a new community advertising space.

Unit 3 Io Centre
Salbrook Road Industrial Estate, Salfords, Surrey
RH1 5GJ
Tel: 020 8684 9601
sales@earth-anchors.com
www.earth-anchors.com

Earth Anchors Ltd

Quote

To: Andrea

From: Debbie

Organization: Odiham Parish Council

Date: 04/08/23

Ref: Q7016

Hello Andrea

Thank you for your enquiry. A quote for a notice board is shown below.

- 1) Premium aluminium notice board with raising door. 8 x A4, H75 x W100cm. Black. Modified to pinnable.:

1No

@ £534.00

- 2) Delivery charge for the above:

@ £30.00 extra

- **Prices quoted are subject to VAT**
- **Payment on account**
- **Delivery: Approx. 6 weeks**

I hope this is of interest to you. If you need any further information or if you wish to order, please contact this office as above.

Regards



STATEMENT OF INTERNAL CONTROLS

Reviewed and adopted on ?

Introduction

Odiham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives
- b) evaluate the likelihood of those risks being realised and the impact should they be realised
- c) manage them efficiently, effectively and economically.

The Council's Internal Controls

Decisions

The Council has elected a Chair who is responsible for the smooth running of meetings and a Parish Clerk to advise the Council for ensuring that all Council decisions are lawful. The Parish Clerk is also the Responsible Financial Officer.

Responsibility

The Finance Committee meets at least quarterly and reviews and recommends all OPC's financial matters, unless required by full Council as specified by law.

The Council carries out regular reviews of its internal controls, systems and procedures.

The Committees carry out regular reviews of their relevant budget codes and recommends budget provision in line with their committee's service provision and strategic aims.

OPC has adopted a Strategic Plan which is regularly reviewed by the Strategy Working Group or full Council.

Budgets and Precepts

OPC reviews its obligations and objectives before determining the level of precept and individual budgets for the following financial year. All Councillors are invited to a budget workshop and the Finance Committee reviews the draft budget before being presented to full Council at its January meeting.

Management of Financial Records

OPC employs a Parish Clerk who acts as the Responsible ~~Finance~~ Financial Officer where specified in law. The Parish Clerk holds qualified Clerk's status and is responsible for advising the Council, processing payments and preparing financial records.

The Parish Clerk is responsible for managing Scribe, OPC's chosen accounts program, which is used to record payments, manage OPC's budgets, generate reports, reconcile accounts, complete the end of year audit papers and to submit VAT returns to HMRC.

Payments

In most cases, invoices are input into Scribe and a monthly Payments Listing presented to full Council or the Finance Committee, whichever is sooner, for decision before payments are made. Where urgent payments are required to meet contractual obligations, the Clerk may seek approval from cheque signatories by email and payments are reported to the next available meeting.

Payments are made by BACS from OPC's main current account, Unity Trust. Payments are first set up by the Parish Clerk then authorised by two Councillors with cheque signatory rights and OPC aims to rotate those Councillors authorising payments regular basis. There are 4 Councillors with approval rights who are agreed at each annual council meeting.

Bank Reconciliations

The Parish Clerk carries out monthly bank reconciliations on all accounts and these are reported to the Finance Committee on a quarterly basis, then countersigned by the Finance Committee Chair, or other committee member agreed by resolution.

The Council as an Employer

The Staffing Committee is responsible for monitoring the Staffing budget including recommending the Clerk's salary which is then determined by full Council.

The Parish Clerk is responsible for determining salary levels for other staff in line with budgets and in consultation with the Staffing Committee.

References are obtain for all staff appointments.

OPC is registered with HMRC and uses the HMRC Payroll system to calculate payments. Monthly salary payments are included on the monthly Payments Listing and payments processed by BACS.

Staff may reclaim any purchases made on the Council's behalf, subject to the purchase having been previously been agreed by a line manager.

Staff and Councillors may claim reasonable and justifiable expenses incurred, including as a result of travelling to meetings/training/events which have been agreed by a line manager:

- For cars - 45p per mile up to 10,000 mile.
- Meal allowance: up to £10.00 per day and up to £25.00 per 24 hour period when an overnight stay is required.

Expense reclaim forms are countersigned by the Parish Clerk or the Chair of the Council.

Management of Risk

OPC has a Council Risk Assessment which is reviewed and agreed by full Council every year.

OPC's insurance cover is provided by Zurich Ltd and reviewed annually to ensure adequate cover.

OPC appoints an independent Internal Auditor who reports to the Council on the adequacy of its: financial records, procedures, systems, internal control and management of risk. This appointment is reviewed and agreed annually.

OPC is subject to an annual, external, Intermediate Audit Review which is undertaken by the Council's External Auditors, ~~PKF Littlejohn~~BDO Ltd.



RESERVES POLICY

Reviewed and adopted on ~~19 October 2021~~

1 PURPOSE

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Odiham Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Council, so long as the total expenditure for the financial year is not exceeded.

1. TYPES OF RESERVES

Reserves can be categorised as earmarked, ring fenced or general.

There is, in practice, no upper or lower limit to EMR save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors. (Joint Panel on Accountability and Governance – March 2023).

Formatted: Font: 12 pt, Font color: Text 1

Formatted: Tab stops: Not at 1 cm + 2 cm

Formatted: Font color: Text 1

2.1 Earmarked Reserves

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting and should include a costed project plan. The Finance Committee reviews total earmarked reserves quarterly.

Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes (virements) to the proposed use of reserves must be agreed by Council.

The RFO will note earmarked reserves movements at the end of the financial year.

Earmarked reserves can be held for:

- Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

~~Reviewed and adopted 19.10.21~~

- Carry forward of significant under spend for a project which started within a financial year - some services commit expenditure to projects, but cannot spend the budget in year. Reserves ~~are~~ can be used as a mechanism to carry forward these resources but general reserves should be used for lower values.-

2.2 Ring Fenced

Ring fenced reserves are money or grants allocated for a specific project only.

2.3 General Reserves

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Odiham Parish Council considers a prudent level of general reserves to be approximately 6 months of its annual expenditure due to specific liabilities, including a high number of Grade II listed properties and timber play equipment. Odiham Parish Council acknowledges this level of reserves is higher than recommended in the Joint Panel on Accountability and Governance and will review levels regularly, at least quarterly or following a change in circumstances.-

Formatted: Font: (Default) Arial, 12 pt

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

3 OPPORTUNITY COST OF HOLDING RESERVES

In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.



Communication Policy Working Group Terms of Reference

This Working Group is constituted to:

1. Review OPC's current communication and engagement policies:
 - Social Media and Electronics Communication Policy – June 2020
 - Medial Relations Policy and Communication Guidelines – May 2019
 - Principles governing OPC's Engagement and Consultation Process – May 2019
2. Develop one single, fit for purpose policy encompassing OPC's communication and engagement to local residents, organisations and within the local government sector.
3. Present a new draft policy to full Council within 3 months.

The Working Group shall:

4. Comprise of a minimum of 2 and maximum of 6 Councillors as appointed by full Council.
5. Be supported by the Clerk or other Council officer.
6. Be empowered to liaise with third parties on OPC's behalf for the purpose of research.
7. Be entitled to appoint its own Chair if deemed appropriate.
8. Acknowledge OPC's duty to provide for all demographics and consider any disability or impairment which may influence communication methods.
9. Comply with the Data Protection Act and have regard to OPC's Data Protection Policies.
10. Consider Climate Change and have regard for OPC's Environment and Climate Change Policy.

The Working Group shall not:

11. Have financial delegation.
12. Discriminate against protected characteristics



Organisation Name

We commit to uphold the Armed Forces Covenant and support the Armed Forces Community. We recognise the contribution that Service personnel, both regular and reservist, veterans and military families make to our organisation, our community and to the country.

Signed on behalf of:

Organisation Name

Signed:

Name:

Position:

Date:

Add logo

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
His Majesty's Government

— and —

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of The Armed Forces Covenant

1.1 We, **Organisation Name**, will endeavour to uphold the key principles of the Armed Forces Covenant:

- *Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.*
- *In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following thematic areas may be covered by your pledges. Please pick from the suggested list of pledges or create your own. Delete, add or change any of the pledges to show how you can support the Armed Forces Community in ways best suited to you. Pledges may be changed at any time in the future to reflect your changing circumstances.

2.1 We recognise the contribution that Service personnel, reservists, veterans, the cadet movement and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant by:

- **Promoting the Armed Forces:**
- **Employment support to members of the Armed Forces Community:**
- **Communications, engagement and outreach:**
- **Commercial:**
- **Health**
- **Housing:**
- **Education:**
- **Civic responsibilities:**
- **Any additional commitment the organisation wishes to make.**

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Armed Forces Community and our customers on how we are doing. **[Amend as appropriate]**



Armed Forces Covenant Across Hart

The covenant is a promise from the nation ensuring that those who serve and have served in the Armed Forces, and their families are treated fairly.

Serving in the Armed Forces can often mean short notice changes to plans, affecting small aspects of day-to-day life for service personal and their families, even after their service.

The Armed forces Covenant is supported at a local level by partnership agreement between statutory, military, and voluntary sector agencies. Who work together to honour and implement the armed Forces and their families.

The Defence Employer Recognition Scheme (ERS) encourages employers to support defence and inspire others to do the same. The scheme encompasses **bronze, silver** and **gold** awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the [Armed Forces Covenant](#).

The [Employer Recognition Scheme \(ERS\)](#) acknowledges employers who have provided exceptional support to the armed forces community and defence by going above and beyond their covenant pledges.

Through a 3-tier approach of bronze, silver and gold awards, the scheme recognises the different levels of commitment provided by employers. This allows the Ministry of Defence to publicly thank and honour those organisations for their support. You will also receive an electronic certificate and logos to display on your website and stationery.

You can nominate yourself for a [bronze award](#), it's quite simple all you need to do for the Bronze award is, you must have signed the Armed Forces Covenant. promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners.

Silver and [gold](#) awards are bestowed to organisations meeting specific criteria. You can join the ERS [LinkedIn](#) group for the latest ERS news and connect with other supportive employers.

Please sign up and support the Armed Forces Community, Thank you.

REPORT ON: Correspondence from Odiham & North Warnborough Bowling Club
WRITTEN BY: Parish Clerk
MEETING DATE: 15th August 2023
AGENDA ITEMS: 97/23

Background

Following OPC's decision to refuse permission to park on Beacon Field, 4 complaints have been received from Club members. These have been circulated to Councillors.

This decision was made in line with OPC's policy <https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/08/Policy-on-community-use-of-OPCs-open-spaces-August-2022.pdf>

The Chairman has also provided:

"The club uses the area once per year for our annual open tournament. This year was an exception in that we also used the area for Paul Webster's funeral due to the sheer number of mourners.

We are well aware of the issues relating to safety and the proximity of the almshouses and have always provided marshals and have never encountered any problems.

You may not have aware that club members have also towed off the field vehicles that have bogged down during Spooktacula. These incidents have caused far more damage to the surface than any of our tournaments."

To support this item, advice has been sought from Zurich Insurance which provides OPC's public liability insurance cover:

"Unfortunately I cannot advise you on what to do. All I can do is state that your public liability will cover the land and what you are found to be negligent of. If you allow cars to use the land as a car park and you are not maintaining it and due to your negligence someone has an accident then they may be able to claim against you, and your public liability insurance should cover this. How you would maintain this would be up to you and how you risk assess the use again would be up to you.

We would not cover anyone driving on the land and the vehicle owners insurance would cover any accidents, damage or injury they cause while in motion. It may well be worth seeking the advice of a legal expert to ascertain where your liabilities would lie with regards to this if you did decide to use the area as parking ."

I have checked with other Clerks in and 3 responded:

2 allow parking for a minimal number of public events during the year on the proviso the organiser provides a risk assessment which includes pedestrian safety.

1 does not allow parking but does allow vehicles to set up a stall then park off-site.

1 only allows parking with prior arrangement and asks for evidence of insurance cover.

For Decision

- i) To consider a response to the complaints.
- ii) To consider whether further actions are required.

Full Council 15.08.23 - agenda item 99/23

Parish Room roof repairs

Quote 1	1960
Quote 2	2987
Quote 3	825

2023/24 budget provision	500
--------------------------	-----

Parish Room earmarked reserve	0
-------------------------------	---

Possible virement and spending from Chapel building maintenance currently £9,085 or from general reserves.

REPORT ON: Speed Indicator Device (SID)
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 5th August 2023
AGENDA ITEMS: 101/23

Background

Following the purchase of a handheld Radar device, it was put forward that OPC could purchase a new SID and mount it on an approved lamp post in the Parish along with the current SID. This was because not all of the agreed budget was spent on the hand held device.

We would be able to download the data from the SID but would not be able to send it to the Police to analyse as there would be far too much data. We would however be able to use it for our own use and potentially to influence HCC to make infrastructure changes and improvements.

This is a little different to community Speedwatch where there must be three volunteers for the session to go ahead and to record the data to be sent to the Police. A SID can operate without anyone being present but the data cannot be used for enforcement purposes.

Policy and guidance

Below is the link to current HCC guidance on SID's and the rules that must be adhered to when purchasing a SID and choosing the locations in which the SID can be put.

<https://documents.hants.gov.uk/transport/ParishPurchasedSpeedSigning-policyandguidance.pdf>
<https://www.hants.gov.uk/transport/roadsafety/makingroadssafer>

Approved sites for the SID to be mounted

The following lamp posts have already been approved by HCC:

- Hook Road, North Warnborough by Mill Restaurant on lamp posts 30 and 29
- B3349 Alton Road near The Crown on lamp post 4
- B3349 Dunleys Hill on lamp post 13
- RAF Odiham on main road lamp posts 6 and 7
- North Warnborough by Orchards RG29 1BE on road signs on both sides of the road
- Farnham Road, Odiham at Coronations Close on lamp posts 21 and 22

These can be viewed online at: <http://www.lightsoninhampshire.co.uk/Public/ReportFault.aspx>

We are able to have another post put in to mount the SID if none of the already approved locations are deemed appropriate. However this would be at a cost to OPC and would have to go through HCC for approval first.

Budget

There is currently £2,212.31 in the community grants earmarked reserve which was agreed for spending on a SID. We have asked Cllr Glenn for a £500 grant towards the cost. Unfortunately Cllr Glenn can only offer £100 as he has already allocated most of his grants already this year.

SID options

£2,987- Traffic technology- SID Gen 5 GEN PRO. Battery charger, set up and data retrieval, with the tablet and shipping costs. This one flashes up the speed and then changes to a smiley face or an angry face.

Quote sent out separately. 4-6 weeks delivery time.

Mini SID- Westcotec- £2760 plus £379 for data collection via an App from Google Play store.
Quote sent separately.

Mounting of the SID

Larkstel, OPC's main grounds, is going to provide a quote for the cost of moving two SIDS once a month or whenever he is working in the area. This quote is expected in time for the meeting.

Publicity

There is already a webpage on OPC's website for Speedwatch but there is only updated on an adhoc basis. Should Councillors agree to a new SID, it is proposed that this page is updated or a new page added to show the data collection.

For Decision

- i) Should OPC purchase a second SID?
- ii) To consider the quotes provided and cost implications.
- iii) To review the list of approved site locations to mount the SID.
- iv) To receive any related suggestions.

STATEMENT FOR APPEAL HEARING ON ZOOM 26 JULY 2023

The most important planning obligation in the view of OPC is to provide the whole of the open space in Policy 14 for use as a village green. The small amount of public open space in the appeal site cannot be classed as a village green. In the draft Neighbourhood Plan Policy 14 was part of Policy 2v as the site was only allocated after the owner/developer agreed to pass the remaining Local Gap land to the community. The Examiner believed that it would be a better NP if the Public Open Space had its own policy so reworded the document and made a separate Policy 14. He appears to have possibly been mistaken.

However if the Appeal is allowed the PC requests the following S106 contributions to be given to the PC as the new homes will increase footfall to The Bridewell and traffic on the Hook Road. The projects, which meet Reg 122 tests are:

- i) The PC has recently taken over the building, The Bridewell, which houses its office after HCC closed the public library. The project is to allow the building to be used for community use in a variety of ways. The contribution we are asking for is for funds to allow an upstairs area to be used as a home/office co working space. This could be of great benefit to the residents of the new development as well as the whole community due to the great increase in the numbers of people working from home who do not always have the appropriate space to work efficiently. We have costed this project and can give you accurate details but approximately £20,400 would enable us to set up this area of the building.
- ii) Another project which could benefit residents of the new development is a measure to try to restrict speeding in the village. Current residents of Dunleys Hill are always complaining about the speed of vehicles using this route through and from the M3. Obviously new residents will also notice this problem. Village Gateway schemes have been found to help raise awareness of speed limits and would cost £4000 to instal one.

I hope that the developers will agree to providing S106 contributions for the above 2 projects which will give some benefit to the community that the new owners of those houses will be joining.

REPORT ON: The Bell - statement for Appeals for change of use of public house
WRITTEN BY: Cllr Verdon/Parish Clerk
MEETING DATE: 15th August 2023
AGENDA ITEMS: 108/23iii

To ratify the following statements for the following Appeals, previously circulated to Councillors by email:

APP/N1730/W/23/33 - 22576 21/02877/FUL/REFUSE - Change of use of public house to form 2 x two bedroom dwellings with associated internal and external alterations (following part demolition of external toilet block). at The Bell Ph , The Bury, Odiham, Hook, RG29 1LY

APP/N1730/Y/23/332 2730 - 21/02878/LBC/REFUSE - Change of use of public house to form 2 x two bedroom dwellings with associated internal and external alterations (following part demolition of external toilet block).

STATEMENT TO INSPECTOR RE APPEAL OF REFUSAL FOR THE BELL

The Parish Council has already submitted its comments and reasons for objecting to the development of The Bell.

In answer to the developer's comments about marketing, the first time that the Council and residents knew about the sale and redevelopment of the property was when the developer asked to present it's plans to the Council in April 2021 and stated at that presentation the sale was about to be completed. There had been no "for sale" sign at the property and no local advertisements which were seen by anyone in the community. Due to the concerns of residents the property was registered as an Asset of Community Value in June 2021.

There was a great deal of interest from residents and they formed a CIC, Odiham Community Interest Company in August 2022 to attempt to save the building for community use. They have over 300 investors who have pledged over £350,000 which is in line with the independent valuation by Saville's for a building of this type. They also have tax relief benefits confirmed by HMRC. The company have developed a good business plan.

The current sale price of £600,000 may be considered to be too high in view of the condition of the building.