



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD IN  
THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
TUESDAY 19<sup>th</sup> SEPTEMBER 2023 at 7.30pm**

Present: Cllrs A McFarlane (Chair), L Cornall, D Sanger, C Seabrook and H Tyler.

In attendance: Andrea Mann (Parish Clerk), Hart District Council (HDC) Cllr Kennett and one member of the public.

Cllr S Bell and Bridie Tate (Deputy Clerk) observed the meeting on Zoom.

**114/23 Apologies for absence**

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

**115/23 Declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**116/23 Approval of Minutes**

The minutes of the Council Meeting held on 15<sup>th</sup> August 2023 (84-113/23) were agreed as a true record of the meeting and signed by the Chair.  
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

**117/23 Chair's Announcements**

The Chair reported:

- i) A "Macmillan Coffee Morning" was being organised with Odiham Book Exchange on 6<sup>th</sup> October from 10am to noon to raise funds for Macmillan Cancer support.
- ii) The annual raft race had been a very successful event and raised an estimated £1,000 for the Basingstoke Canal Society and Accessible Boating.

**118/23 Public Session**

None.

***Councillor Reports***

**119/23 Meeting reports from Councillors**

Cllr McFarlane reported from a meeting with Hartley Wintney Parish Council and Winchfield Parish Council where both councils had expressed an interest in joint projects to support the environment and climate change work.

**120/23 Reports from other Councils**

HDC Cllr Kennett reported on the following matters:

- i) Cllr Kennett had attended the Appeal hearing for the applications to convert The Bell public house to housing. Cllr Kennett praised Cllr Tyler for her representation to the hearing and clarified the date of the decision was unknown.
- ii) No decision had been made on the Long Sutton solar farm applications.
- iii) No further correspondence relating to proposed warehouse development at Lodge Farm had come to light.



## General

### 121/23 Meeting Action Points

The meeting action points were noted, as presented with the agenda. It was noted that the Military Wives Choir were interested in supporting the 80<sup>th</sup> anniversary of D-Day beacon lighting on 6<sup>th</sup> June 2024 and the Clerk said the office would follow this up.

### 122/23 Casual vacancy covering the RAF Station ward

One casual vacancy covering the RAF Station ward was noted. A statutory notice had been published for 14 working days but no requests for a by-election had been received, meaning that OPC was free to co-opt a councillor at the next meeting.

Members had recently met the new RAF Station Commander at a reception and noted an invitation to visit the RAF base.

### 123/23 “Transforming The Bridewell into a thriving Community Hub”

- i) General update from the Clerk and Bridewell Working Group:
  - The building appeared to be busier with more people recognising it as a place to come and ask questions
  - The north facing wall repairs had been re-scheduled to start mid to late October. A neighbour had agreed use of their driveway for the duration of the works and had been put in touch with the contractor
  - Several maintenance issues had been rectified, as reported in the Amenities Areas agenda. Members noted a contractor's opinion that the water heater in the kitchen was likely to soon need replacing
  - Outdoor furniture was in place and works had started on filling in the central planter in the courtyard
  - The waste removal contractor had stopped the contract due to misuse of the bins and it was proving difficult to find an alternative contractor due to vehicle access constraints in The Bury. Members suggested asking Mayhill whether a shared contract could be negotiated?
  - The next focus would be the refurbishment of the accessible toilet
  - A working group meeting was imminent for discussing the plan of action for the next round of UK Shared Prosperity Fund 2024/25 applications.
- ii) A grant award of up to £7,000 from Hart's 23/24 allocation of the UK Shared Prosperity Fund was noted. The grant would cover the cost of upgrading the ground floor accessible toilet and fitting a radar key. The award was made with certain conditions and monitoring requirements.

- iii) Three quotes for the toilet refurbishment works were considered and it was

#### RESOLVED

To delegate authority to the Clerk to award contract to contractor 1 or 2, depending on which contractor could complete the works sooner and on the condition that contract awards to contractor 2 did not exceed the permitted threshold.  
(Proposed by Cllr Tyler, seconded by Cllr McFarlane, all in favour).

- iv) The timings of the next round of applications for the UK Shared Prosperity Fund were noted. It was noted that Cllrs McFarlane and Verdon would be attending a Councillors' workshop at Hart District Council on 4<sup>th</sup> October to learn about the next phase of funding allocations. It was agreed to refer items for expressions of interest



to the working group in order to meet the 31<sup>st</sup> October deadline. It was

**RESOLVED**

To focus the expression of interest on the upstairs kitchenette and meeting room and refurbishment of the downstairs kitchen with low energy lighting where possible.

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

- v) The Clerk reported there had been no take-up to the Summer hot-desking trial, however, one expression of interest had since been received from someone looking to use the space an average of once a month. Members considered whether to extend the hot-desking offer and

**RESOLVED**

To extend the hot-desk offer until the end of the financial year, unless there were disruptions from building works, and to increase publicity.

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

**124/23 Review of OPC's policies and updates**

**RESOLVED**

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

- i) Publication Scheme and associated costs of 10p per sheet.
- ii) OPC's Councillors' Code of Conduct.

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

**125/23 Environment**

- i) Correspondence from Hart District Council relating to Hart's Solar Together Hampshire was reviewed and it was

**RESOLVED**

To support and promote the campaign.

- ii) Councillors considered OPC's governance for considering environmental related matters and for representing OPC at external events. Following discussion it was

**RESOLVED**

- To jointly appoint Cllrs McFarlane's and Sanger as OPC's "Environment Champion" to represent OPC at related external events
- To refer governance proposals for environmental projects to the next meeting.

- iii) Cllrs McFarlane and Sanger reported from a meeting which reviewed the Biodiversity Action Plan and referred to the Amenities Areas Committee agenda which provided more detail.

**126/23 Hampshire Forest Partnership – tree planting in Hart District**

Members reviewed correspondence from the Hampshire Forest Partnership asking for suggested locations for tree planting on specific routes through the Parish. Following discussion it was

**RESOLVED**

To show support for the tree replanting scheme, specifically the A287 from Hook to Farnham and the B3349 from Dunley's Hill towards Alton. Cllr Bell was agreed as OPC's lead contact.



**127/23**

**Hart flood alleviation schemes (relating to Mill Corner)**

Members noted correspondence received which had drawn attention to the paper discussed by the Hart Overview & Scrutiny meeting on 15<sup>th</sup> August leading to the closure of the flood alleviation project planned at Mill Corner, North Warnborough.

Members expressed disappointment for this decision and agreed that it was important to make residents of Mill Corner aware of this development including justification for the decision.

RESOLVED

That Cllr McFarlane would draft a letter to Mill Corner residents.

***Financial Matters***

**128/23**

**Community Grants**

RESOLVED

The following documentation relating to the community grants were reviewed and the proposed revisions agreed, as presented with the agenda:

- i) Grant Giving Policy, noting that the requirement to publicise the grant award would be a condition of the grant award.
- ii) Grant application form.
- iii) A new grant monitoring form for all grant recipients.

**129/23**

**Expenditure relating to rough sleeper at Odiham Cemetery**

Expenditure totalling £2,952.48 up to the date of the meeting was noted.

**130/23**

**Payments Listing**

RESOLVED

The payments listing for the period 16<sup>th</sup> August-19<sup>th</sup> September (Appendix 1) and Cllrs Cornall and McFarlane were appointed to complete the payment approval process. (Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

***Planning Matters***

**131/23**

**To ratify the decisions made by the informal Planning & Development Committee on 5<sup>th</sup> September**

RESOLVED

The decisions published in the draft notes of the meeting were ratified. (Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

**132/23**

**Neighbourhood Plan health check**

Cllr Verdon's written report from a meeting with Troy Planning Consultants Ltd was reviewed. The meeting had introduced the draft "health check" report and concluded that the Plan "would need to be modified and the modification type was most likely to be classed as B:

Material modifications which do not change the nature of the Plan or order – would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the Plan."

Councillors considered next steps:



- Whether to go ahead with a review of the Plan?
- Whether to accept the quote of £10,000 from Troy Consultants?
- To have an initial meeting of the NP Review Group week beginning 2<sup>nd</sup> October?

**RESOLVED**

- To agree a review of the Odiham & North Warnborough Neighbourhood Plan.  
(Proposed by Cllr McFarlane, seconded by Cllr Sanger, all in favour).
- Members agreed Troy Planning Consultants as the preferred quote but the contract award was dependent on securing external grant funding.
- It was agreed to apply to Locality for a grant of £10,000 to cover the cost of the review.
- A meeting of the Neighbourhood Plan Review Group would be convened as soon as possible.

**133/23 Assets of Community Value**

Progress on three nominations for assets to remain on Hart's Assets of Community Value Register were noted. Hart District Council had confirmed that the nominations (for The Cross Barn, North Warnborough Village Hall and Baker Hall) were valid and an 8-week statutory timeline commenced on 22<sup>nd</sup> August 2023. As part of the process, Hart had written to all interested parties inviting comments and OPC had received correspondence from The Cross Barn supporting The Cross Barn nomination.

**134/23 Hart's Settlement Capacity Study**

Members considered Hart District Council's request for sites as part of its Settlement Capacity Study. The study asked for suggested sites within existing settlement boundaries where redevelopment/regeneration would benefit the area and deliver new homes. The study sought to capture sites suitable for 5 homes or more which were either not put forward for the Strategic Housing Land Availability Assessment (SHLAA) as part of the Local Plan evidence or did not meet the criteria.

**RESOLVED**

To propose the former Purcell Rooms as a suitable site.

**135/23 Date of next meeting**

17<sup>th</sup> October 2023.

**Confidential Matters**

**136/23 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 Cornall, all in favour).

**137/23 Private eviction**

The report from the security company was received and noted. Members considered whether there were any actions which could be taken to effectively resolve the matter. Further to discussion, it was

**RESOLVED**

To seek advice from Citizens Advice.



**138/23**

**Business related enquiry**

Members considered a business related enquiry as set out in the agenda report. Members agreed they would not want to see the loss of another business from the High Street and

**RESOLVED**

- i) That OPC could support the community in setting up a new community interest company, offering the same support given to the establishment of Odiham Book Exchange.
- ii) To respond to the enquiry, offering support in running a community consultation to establish whether there was sufficient interest in the community.

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
191	Other amenity areas mainter	30/08/2023		Unity Trust	191	Heras fencing - S Chapel	Keith Dodd	Z	170.00		170.00
192	Increasing Biodiversity	30/08/2023		Unity Trust	192	Odiham Parish Council Sites	Arcadian	S	1,160.60	232.12	1,392.72
193	The Bridewell - maintenance	30/08/2023		Unity Trust	193	New locks and keys	Croma Locksmiths	S	106.38	21.27	127.65
193	Chapel Building Maintenance	30/08/2023		Unity Trust	193	New locks and keys	Croma Locksmiths	S	165.06	33.01	198.07
194	Professional Costs	30/08/2023		Unity Trust	194	Odiham Cemetery	S&K Enforcement Ltd	S	550.00	110.00	660.00
195	Development of Sustainable	30/08/2023		Unity Trust	195	New SID	Traffic technology ltd	S	701.69	140.34	842.03
195	Community Grants	30/08/2023		Unity Trust	195	New SID	Traffic technology ltd	S	2,312.31	462.46	2,774.77
196	Toilets - Power and rates	30/08/2023		Unity Trust	196	Electricity - King St Toilets	nPower	L	49.91	2.50	52.41
197	Chapel Cottage rent	30/08/2023		Unity Trust	197	Cottage gas/elec Sep-Dec 22	Ovo Energy	L	542.94	27.15	570.09
198	Estate Agent Fees	25/08/2023		Unity Trust	198	Chapel cottage management f	McCarthy Holden	S	142.03	28.40	170.43
201	Subscriptions	19/09/2023		Unity Trust	201	Parish Online	Parish Online GeoXphere	S	180.00	36.00	216.00
202	IT Support and Back up	19/09/2023		Unity Trust	202	Office 365 x 4 accounts	Microsoft Ireland	Z	47.00		47.00
203	Toilets - cleaning	19/09/2023		Unity Trust	203	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
204	PR & Pub inc newsletter	19/09/2023		Unity Trust	204	Printing Welcome to Odiham	IC Printing Services	Z	116.00		116.00
205	Telephone and internet	19/09/2023		Unity Trust	205	Phones (new system) x 2	BT	S	196.21	39.24	235.45
206	The Bridewell - cleaning & m	19/09/2023		Unity Trust	206	Bridewell cleaning (Aug 23)	YBC	S	509.63	101.93	611.56
207	Toilets - Power and rates	19/09/2023		Unity Trust	207	King St Toilets - water	Castle water	Z	14.28		14.28
208	Climate, biodiversity & envirc	19/09/2023		Unity Trust		Biodiversity signs	Alphabet Signs	S	150.00	30.00	180.00
209	Postage and consumables	19/09/2023		Unity Trust	209	Coffee	B Tate	Z	4.60		4.60
210	The Bridewell - electricity	19/09/2023		Unity Trust	210	Bridewell electricity (Sep)	nPower	S	302.49	60.50	362.99
211	Subscriptions	19/09/2023		Unity Trust	211	ICO Annual Data Protection Fe	ICO	Z	40.00		40.00
212	The Bridewell - maintenance	19/09/2023		Unity Trust	212	Lock repair	Croma Locksmiths	S	40.00	8.00	48.00
213	IT Support/Upgrade	19/09/2023		Unity Trust	213	Office laptop	Connect Computer Consultan	S	772.36	154.47	926.83
214	Subscriptions	19/09/2023		Unity Trust	214	Award subscription fee	NALC	S	50.00	10.00	60.00
215	The Bridewell	19/09/2023		Unity Trust	214	Outdoor furniture	John Lewis Ltd	S	248.33	49.67	298.00
216	Office Equipment	19/09/2023		Unity Trust	216	Paper trimmer	Amazon	S	30.47	6.10	36.57
217	Postage and consumables	19/09/2023		Unity Trust	217	Office supplies	Sainsburys	Z	3.80		3.80
218	Bank Charges	19/09/2023		Unity Trust	218	Fee for Multipay card	Lloyds/Unity Multipay	Z	3.00		3.00
219	Chamberlain Gardens (SC Tr	19/09/2023		Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	199.16	39.83	238.99
219	Cemetery Maintenance	19/09/2023		Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	1,193.58	238.72	1,432.30
219	Other amenity areas mainter	19/09/2023		Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	254.24	50.85	305.09
219	Play Areas	19/09/2023		Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	984.16	196.83	1,180.99
219	Allotments - maintenance	19/09/2023		Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	60.00	12.00	72.00

**Odiham Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
219	Bin emptying	19/09/2023		Unity Trust	219	Grounds maintenance - August	Larkstel Ltd	S	592.90	118.58	711.48
219	The Bridewell - waste dispos	19/09/2023		Unity Trust	219	Grounds maintenance - August	Larkstel Ltd	S	150.00	30.00	180.00
220	Staff Salaries	19/09/2023		Unity Trust	220	Staff salaries - Sept 23	Staff Salaries - September 2023	Z	4,293.25		4,293.25
221	Staff Salaries	19/09/2023		Unity Trust	221	Staff PAYE & NI - September 2023	HMRC	Z	863.68		863.68
222	Staff Salaries	19/09/2023		Unity Trust	222	Staff Pensions - September 2023	Hampshire Pension Fund	Z	349.67		349.67
223	Employers' NI	19/09/2023		Unity Trust	223	Employer NI - September 2023	HMRC	Z	446.11		446.11
224	Pension Contribution	19/09/2023		Unity Trust	224	Employer Pension - September 2023	Hampshire Pension Fund	Z	1,178.41		1,178.41
<b>Total</b>									<b>19,607.31</b>	<b>2,326.58</b>	<b>21,933.89</b>