



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL (OPC) HELD IN
THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
TUESDAY 17th OCTOBER 2023 at 7.30pm**

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

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk), Hart District Council (HDC) Cllr Hale and seven members of the public. Four members of the public observed the meeting on Zoom.

139/23 Apologies for absence

Apologies were noted from Hampshire County Council (HCC) Cllr Glen and HDC Cllr Dorn.

140/23 Declarations of interests and requests for dispensation relating to any item on the agenda

Cllr McFarlane declared a disclosable pecuniary interest in planning applications 46/23 and 47/23 and the Deputy Clerk declared a personal interest in agenda item 147/23.

141/23 Approval of Minutes

The minutes of the Council Meeting held on 19th September 2023 (114-138/23) 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).

142/23 Chair's Announcements

The Chair reported:

- i) Congratulations to the Clerk for being shortlisted for the National Association of Local Councils (NALC) Clerk of the Year award. The Clerk would be attending a reception at the House of Lords on 29th November where the winners would be announced.
- ii) A Macmillan coffee morning at The Bridewell on 6th October had raised £200.
- iii) The Chair and the Clerk had been invited to the RAF Promise & Fulfil awards evening on 16th November.
- iv) The Chair encouraged everyone to join the crocus planting day on Saturday 21st October; 10am-noon at The Peace Garden and 2-4pm at the community orchard.
- v) Two events were being planned in conjunction with the Hampshire & Isle of Wight Wildlife Trust; a talk at North Warnborough Village Hall and a family activity day at RAF Odiham. Both events would take place during November and dates would be confirmed and promoted soon.
- vi) OPC was organising a Christmas lights switch-on event on Thursday 23rd November at 5.30pm.
- vii) David Stewart had resigned as a councillor due to having another commitment on Tuesday evenings. The Chair thanked David for his work.

143/23 Public Session

- i) A resident raised concerns about the Planning Inspector's decision to allow an Appeal for development for an agricultural barn on land at the Deer Park. The resident drew attention to a legal covenant on the land which prohibited the erection of buildings on the land in question and asked Councillors to do what they "needed to do". The full statement was provided to the Clerk.

The Chair informed the meeting that HDC Cllr Dorn was looking into the matter.



- OPC would liaise with Cllr Dorn to make sure Hart was doing everything it could but OPC would need to take advice from Hart, as the owner of the covenant.
- ii) A resident spoke in relation to planning applications 46/23 and 47/23 commenting that the application was still reliant on the Odiham & North Warnborough Neighbourhood Plan, despite 11 additional homes being delivered in the same area since the Plan was adopted in 2017. The resident referred to the proposed number of dwellings, explained there was already a parking issue in the area and raised concerns relating to parking, pedestrian safety and lack of environmental mitigation measures.

Councillor Reports

144/23 Meeting reports from Councillors

Reports would be covered under separate agenda items later in the agenda.

145/23 Reports from other Councils

HDC Cllr Hale reported on the following matters:

- i) District councillors were disappointed with HDC's decision to stop the flood alleviation scheme proposals for Mill Corner.
- ii) HDC councillors had reinforced support for the local PCSO due to potential changes to local Policing arrangements.
- iii) There was disappointment to complaints raised about the speed at which planning applications were being processed. The matter had been referred to Hart officers.
- iv) HDC anticipated a formal application for warehouse development proposals at Lodge Farm.
- v) Cllr Hale referred to the resident's statement read under agenda item 143/23i and reported that the matter had been escalated to the HDC's Head of Place.

146/23 Meeting action points

Noted, as presented with the agenda. No further comments were made.

147/23 Councillor Co-option

Two applications for co-option to the RAF Station Ward were considered. Mr Greensides and Mr Tate were invited to speak in support of their applications before a secret ballot vote was taken. Mr Greensides received the majority vote and it was

RESOLVED

Chris Greensides was co-opted as a councillor to the RAF Station Ward.

The Chair drew attention to another councillor vacancy which Mr Tate was welcome to apply for. Mr Tate congratulated Mr Greensides on his co-option.

148/23 "Transforming The Bridewell into a thriving Community Hub"

- i) General update from the Clerk – the Clerk reported:
 - The refurbishment of the accessible toilet was almost complete
 - There had been interest in hiring the first floor meeting space but improved comms were required – a working group had already been set up
 - The north facing wall repair works had been deferred to November.
- ii) UK Shared Prosperity Fund - Cllrs McFarlane and Verdon reported from the Hart presentation to councillors which was largely about data mining for informing grant spending.



- iii) OPC would be submitting an expression of interest by the end of October for funding from the 2024/25 UK Shared Prosperity Fund.
- iv) New noticeboard elevation plans – this item was deferred because the plans were not available in time for the meeting.

149/23 Review of OPC's policies and updates

RESOLVED

The following policies were adopted, as proposed by the Staffing Committee:

- i) Sickness Absence Policy
- ii) Flexible Working Policy
- iii) Emergency Dependants Policy Leave Policy
- iv) Lone Working Policy.

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

150/23 Environment projects

- i) Governance arrangements:

RESOLVED

Proposed governance arrangements for environment related projects and enquiries were considered and agreed, as presented with the agenda.

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

- ii) Hart District Council Climate Emergency Engagement Group meeting:
The meeting notes were received, there was nothing further to report.

- iii) Hampshire Forest Partnership's tree planting in Hart District scheme:
Cllr Bell, as OPC's lead councillor, reported on the HCC's initiative to plant one million trees and hedge plants in Hampshire. Cllr Bell referred to a map and reported initial suggested sites included: parts of the Deer Park, canal bank, recreation ground, secondary and primary paths and the field backing on to the chalk pit. Cllr Bell confirmed the project would be funded by HCC.

Members agreed to support the project and suggested the Firs should also be considered as a suitable site. Cllr McFarlane asked for chalk grassland sites to be disregarded as suitable sites.

Cllr Bell said that the next phase of the project was to facilitate discussions with interested parties, including landowners.

- iv) Woodland plan for central Hart:
Members considered a project proposal from the Hartley Wintney Climate Action Biodiversity Group on developing a woodland plan for central Hart but agreed there was an apparent overlap with HCC's project in item 150/23iii. Further information would be required before deciding whether to support the project.
- v) Hedgehog highway project:
RESOLVED
To accept the offer from <https://hedgehogsrus.co.uk/> to purchase 50 hedgehog highway surrounds for £150.
(Proposed by Cllr McFarlane, seconded by Cllr Bell, 7 in favour, 1 abstention).



151/23 Hart's review of polling stations

RESOLVED

That The Cross Barn remained a suitable venue and no changes should be proposed.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

152/23 Proposed new employment development at junction 5 of the M3

Members considered an invitation from the developer, Obsidian, to meet to hear about the proposals.

RESOLVED

To agree to meet in a public meeting of OPC on the proviso that the developer would accept public questions. Neighbouring parish chairs and clerks would be copied into the response.

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

153/23 OPC's live consultations

The Chair referred to the following live consultations which had been running for the previous few weeks:

- i) Campaign to ask for the number 13 bus to stop in the High Street
- ii) A zip car/car sharing scheme
- iii) Support the community in taking on the hardware shop as a community interest company.

It was agreed the consultations should run until the end of October and a summarised report of responses should be presented to the November council meeting. The Clerk was asked to clarify wording for survey iii) to explain the question was whether OPC should facilitate the community coming together to set up a community interest company and not to establish the company itself.

Financial Matters

154/23 Notice of Conclusion of Audit for the year ended 31 March 2023

RESOLVED

The External Auditors review of the Annual Governance & Accountability Return (AGAR) for Odiham Parish Council for the year ended 31 March 2023 and note the Notice of Conclusion of Audit were noted and accepted.

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

155/23 Bin emptying contract for The Bridewell

A new contract award to Suez Ltd for bin emptying for The Bridewell was noted. The contract had been awarded under delegated authority due to the contract value falling below delegated authority limits.

156/23 Donation

Members gratefully received a donation of £2,500 from Topsoil UK Odiham towards community projects and

RESOLVED

To allocate the donation towards the maintenance of play areas.

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



157/23 Main grounds maintenance contract

Members considered the recommendation from the Amenities Areas Committee that the current grounds maintenance contract be extended by one year, from 1st April 2024 to 31st March 2025, with a 10% increase and the proposal was

RESOLVED

(Proposed by Cllr Sanger, seconded by Cllr Verdon, 7 in favour, 1 abstention).

The financial increase would be fed into the 2024/24 budget setting process.

158/23 Payments Listing

RESOLVED

The payments listing shown in Appendix 1, for the period 20th September-17th October was agreed and Cllrs Cornall and Verdon were appointed to complete the payment approval process.

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

Planning Matters

159/23 Ratification of the decisions made by the informal Planning & Development Committee on 26th September

RESOLVED

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

160/23 New applications received

i) Housing applications:

It was agreed to bring forward applications 46/23 and 47/23 first. Cllr McFarlane left the room and Cllr Verdon took over as chair of the meeting:

46/23	23/02094/FUL	Land East Of Hook Road North Warnborough Hook Hampshire	Erection of 13 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping
47/23	23/02095/FUL	Land East Of Hook Road North Warnborough Hook Hampshire	Erection of 9 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping

OPC decision: Objection

These applications go against the following policies of the Neighbourhood Plan:

Policy 2 (site vi)

These sites have an indicative number of approximately 15 dwellings – the 22 proposed dwellings means that the site is overcrowded and not in keeping with the nature of its environment.

b. All buildings shall be no more than two storeys high. The application has 6 properties with 2.5 storeys. This will cause overlooking to neighbouring properties. Policy 5: Design principles (i), (iii), (viii).

The proposed design of the individual houses does not convey an understanding of the unique architectural character of the immediate location.



Whilst the proposals feature broadly 'traditional' elements, there is little to distinguish the overall scheme for one designed for another village.

The design and access statement does not describe where the design has originated, apart from with the overall layout derived from the physical and policy constraints of the site.

The heritage statement references the Neighborhood Plan and the Conservation Area Appraisal, which is a valuable resource, however there is insufficient evidence to determine how the proposal uses this research of the context to inform the design.

Policy 7 North Warnborough Conservation Area (iv)Materials

The Design and Access Statement details that flint facades will be used. This material is not in keeping with the characteristic building forms and materials of the area.

There is insufficient parking for both the houses in the accommodation schedule and visitors to the sites. It is not possible for cars to be parked elsewhere due to the busy main road.

There is insufficient detail of the landscaping to both sites and OPC requests a condition be applied that the developer should seek agreement with OPC with regard to biodiversity and environmental matters.

Notwithstanding, OPC requests that, should Hart be mindful to accept these proposals then the following are required:

- New play equipment at Chapel Pond Drive, as the closest playground
- Appropriate traffic calming measures on Hook Road
- New boardwalk on the public footpath between the canal and ford
- Village Gateway to help reduce traffic speed
- Contribution to the Basingstoke Canal Authority or Society
- Community facilities contribution to North Warnborough Village Hall

(Proposed by Cllr Verdon, seconded by Cllr Bell, 7 in favour, 1 abstention).

The Chair returned to the meeting.

40/23	23/02076/HOU	Fairfield The Firs, Odiham Hook, Hampshire RG29 1PP	Erection of a 3 bay timber car port with metal sheet roof.
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OPC decision: No objection



41/23	23/01971/LBC	Blacksmiths 6 High Street Odiham Hook Hampshire RG29 1LG	Roof repairs to repair replacement of the rear lead pitched valley using new code 5 lead to LSA recommendations reslate the two small slopes adjacent to the valley. To reslate the front elevation to address nail fatigue. To rebuild all existing ridge and hip tiles. Area of roof to be reslated is less than 50% of the overall roof. All materials will be retained and reused if possible. Any deficiency in slates will be made up with a good quality second hand welsh slate.
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OPC decision: No objection

42/23	23/02140/LBC	The Close 133 High Street Odiham Hook Hampshire RG29 1NW	Replacement of vehicular access gates, creation of pedestrian gate and aperture within wall for letter and parcel box with address plate above
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OPC decision: No objection

43/23	23/02139/HOU	The Close 133 High Street Odiham Hook Hampshire RG29 1NW	Replacement of vehicular access gates, creation of pedestrian gate and aperture within wall for letter and parcel box with address plate above
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OPC decision: No objection

44/23	23/02137/HOU	9 Addison Gardens Odiham Hook Hampshire RG29 1AS	Erection of a part single part two storey extension to one side, single storey extension to other side, fencing and gate, conversion of garage to habitable accommodation, insertion of two rooflights to front and two dormer windows to rear to facilitate the conversion of the loft to habitable accommodation, removal of shed, extension to hardstanding, alterations to door and window to ground floor front and door and window to ground floor rear
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OPC decision: This is a new application for a property which was granted permission for the extension in 2022. The owners then asked for an amendment to increase the size of the windows and replace all existing and new windows with anthracite grey. This was refused.

OPC objects due to:

- Over-development of the site
- Overlook to neighbouring properties
- Request that a condition should be applied that the materials for the windows should match neighbouring properties.



45/23	23/02080/LBC	75 High Street Odiham Hampshire RG29 1LB	Repair of existing render on front elevation.
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OPC decision: No objection

ii) Tree applications

20/23T	23/02142/CA	Brent House The Street North Warnborough Hampshire RG29 1BE	Cherry (T1) - Fell
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OPC decision: No objection

21/23T	23/02180/CA	Cemetery King Street Odiham Hook Hampshire	G1. Mixed species Ash and sycamore- Lift trees to 5m above ground level. T2. Yew- Fell T3. Ash- Fell
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OPC decision: No comment

161/23 Neighbourhood Plan health check

RESOLVED

The Neighbourhood Plan health check report report from the Consultant, previously circulated to Councillors, was adopted.

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

The report would be published on OPC's website and referred to the Neighbourhood Plan working group.

162/23 Date of next meeting

21st November 2023.

Confidential Matters

163/23 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 Tyler, all in favour).

164/23 Illegal occupant in Odiham Cemetery

The Clerk gave a verbal report on matters arising since the previous meeting. It was agreed that all current options had been exhausted.



165/23

Recommendations from the Staffing Committee

The Chair and Vice Chair reported they had carried out the Clerk's appraisal and recommendations would be made to the November full Council meeting.

There being no further business, the meeting closed at 9pm

Signed

Date

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
226	Bank Charges	29/09/2023		Unity Trust	226	Handling Charge	Unity Trust	Z	0.30		0.30
227	Bank Charges	30/09/2023		Unity Trust	227	service Charge	Unity Trust	Z	33.00		33.00
228	Estate Agent Fees	27/09/2023		Unity Trust	228	Chapel cottage management fi	McCarthy Holden	S	142.03	28.40	170.43
229	Bank Charges	26/09/2023		Unity Trust	229	Stripe Transaction Fee - Sept	Stripe	Z	3.35		3.35
230	The Bridewell - general lettin	09/10/2023		Unity Trust	230	Stripe Transaction Fee	Stripe	X	1.25		1.25
231	Toilets - Power and rates	17/10/2023		Unity Trust	231	Electricity - King St Toilets	nPower	L	51.08	2.55	53.63
232	Allotments - Water	17/10/2023		Unity Trust	232	Water - allotments	Castle water	S	390.33	78.06	468.39
233	Tree works	17/10/2023		Unity Trust	233	Cemetery tree planning app	NP Tree Management	S	50.00	10.00	60.00
234	PR & Pub inc newsletter	17/10/2023		Unity Trust	234	Autumn 2023 Newsletter	IC Printing Services	Z	869.00		869.00
235	Play Areas	17/10/2023		Unity Trust	235	Zip wire Recreation Ground	Playscene Ltd	S	295.00	59.00	354.00
236	Promotion of village	17/10/2023		Unity Trust	236	Drink for awards evening	Wrights Ltd	Z	130.00		130.00
237	Travel	17/10/2023		Unity Trust	237	Mileage to collect awards supp	B Tate	Z	8.73		8.73
238	Postage and consumables	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	S	4.09	0.82	4.91
238	Travel	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	16.20		16.20
238	Professional Costs	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	50.00		50.00
238	Promotion of village	17/10/2023		Unity Trust	238	Village of the year awards	A Mann Expenses	Z	48.66		48.66
239	IT Support and Back up	17/10/2023		Unity Trust	239	IT Support Oct 23	Connect Computer Consultan	S	135.00	27.00	162.00
240	Toilets - cleaning	17/10/2023		Unity Trust	240	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
241	Toilets - cleaning	17/10/2023		Unity Trust	241	Bridewell cleaning (Sep)	YBC	S	509.63	101.93	611.56
242	IT Support and Back up	17/10/2023		Unity Trust	242	Office 365 x 4 accounts	Microsoft Ireland	Z	47.00		47.00
243	IT Support and Back up	17/10/2023		Unity Trust	243	Anti-virus, D Clerk screen, wire	Connect Computer Consultan	S	325.00	65.00	390.00
244	The Bridewell	17/10/2023		Unity Trust	244	The bridewell courtyard	Keith Dodd	Z	680.00		680.00
245	Play Areas	17/10/2023		Unity Trust	245	Play area call out	Keith Dodd	Z	30.00		30.00
246	Toilets - Power and rates	17/10/2023		Unity Trust	246	Water - King St Toilets	Castle water	Z	25.43		25.43
247	Postage and consumables	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pa	Viking	S	39.40	7.88	47.28
247	Postage and consumables	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pa	Viking	S	4.95	0.99	5.94
247	The Bridewell - cleaning & m	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pa	Viking	S	8.99	1.80	10.79
247	PR & Pub inc newsletter	17/10/2023		Unity Trust	247	Stationery, stamps & toilet pa	Viking	Z	112.50		112.50
248	The Bridewell - H&S checks	17/10/2023		Unity Trust	248	Fire alarm repair	KBO Fire & Security	S	120.00	24.00	144.00
249	Remembrance	17/10/2023		Unity Trust	249	Donation for poppies	RBL	Z	100.00		100.00
250	Audit Fees	17/10/2023		Unity Trust	250	External Audit Fees	BDO LLP	S	630.00	126.00	756.00
251	Public toilets R&M	17/10/2023		Unity Trust	251	King St toilets	DTE Electrical & Property	Z	846.00		846.00
252	Telephone and internet	17/10/2023		Unity Trust	252	Phones (new system)	BT	S	196.21	39.24	235.45

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
253	Play Areas	17/10/2023		Unity Trust	253	Chamberlain Gardens play are:	Playscene Ltd	S	208.00	41.60	249.60
254	Neighbourhood Plan Update	17/10/2023		Unity Trust	254	Odiham & North Warnborough	Troy Hayes Planning Ltd	S	3,525.00	705.00	4,230.00
255	The Bridewell - maintenance	17/10/2023		Unity Trust	255	Repair to water heater	KBO Fire & Security	S	278.64	55.73	334.37
256	PR & Pub inc newsletter	17/10/2023		Unity Trust	256	Newsletter Distribution	The Extra Mile Leaflet Distrib	Z	170.00		170.00
257	Benches and Noticeboards	17/10/2023		Unity Trust	257	Bench Palace Gate	Gregory Property & Garden M	Z	95.00		95.00
258	Travel	17/10/2023		Unity Trust	258	Amenity Officer mileage	J Peek - expenses	Z	19.10		19.10
259	The Bridewell - maintenance	17/10/2023		Unity Trust	259	Drain clearance & CCTV	Global Ltd Drain & Sewer Ser	S	252.50	50.50	303.00
260	Professional Costs	17/10/2023		Unity Trust	260	Temporary office admin	Pauline Cridland	Z	312.00		312.00
261	The Bridewell - general lettin	17/10/2023		Unity Trust	261	Refund Bridewell hire	Liminal Space Training	Z	210.00		210.00
262	Cemetery Maintenance	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	1,089.58	217.92	1,307.50
262	Other amenity areas mainter	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	1,038.80	207.76	1,246.56
262	Play Areas	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	346.66	69.33	415.99
262	Bin emptying	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	104.00	20.80	124.80
262	Bin emptying	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	60.00	12.00	72.00
262	The Bridewell - waste dispos	17/10/2023		Unity Trust	262	Grounds maintenance - Sept '23	Larkstel Ltd	S	30.00	6.00	36.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	S	3.82	0.76	4.58
263	Bank Charges	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	3.00		3.00
263	Other amenity areas mainter	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	18.00		18.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	61.00		61.00
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	39.46		39.46
263	Promotion of village	17/10/2023		Unity Trust	263	Expenses - see card breakdow	Lloyds Bank	Z	194.92		194.92
264	Promotion of village	17/10/2023		Unity Trust	264	Room hire - awards evening	The Cross Barn	Z	95.00		95.00
265	IT Support and Back up	17/10/2023		Unity Trust	265	@odiham.org.uk host	TSO Host	S	107.88	21.58	129.46
266	IT Support and Back up	17/10/2023		Unity Trust	266	IT support Nov '23	Connect Computer Consultan	S	135.00	27.00	162.00
Total									14,733.55	2,095.26	16,828.81