



**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 4th JUNE 2024 COMMENCING AT 7.15pm**

Present: Cllrs A McFarlane (Chair), C Greensides, D Sanger, C Seabrook and P Verdon.

In attendance: Andrea Mann (Parish Clerk).

- 35/24 Apologies for absence**
Received and accepted from Cllrs Bell, Cornall, Tate and Woods.
- 36/24 Declarations of interests and requests for dispensation relating to any item on the agenda**
None.
- 37/24 Approval of minutes**
The minutes of the Annual Council Meeting held on 20th May 2024 (1-34/24) were approved as a true record of the meeting and signed by the Chair.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 38/24 Chair's announcements**
None.
- 39/24 Public session**
There were no members of the public present.
- 40/24 National Association of Local Councils (NALC) – Local Council Award Scheme**
Following OPC's application to the NALC Local Council Award scheme, the NALC triage team had asked for the draft statements for Quality Gold Level questions 3-7 to be resolved by Council.

RESOLVED
Following minor revisions, the statements were agreed as shown in Appendix 1-5.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 41/24 Payments Listing**
The payments listing for the period 21st May – 4th June 2024 (Appendix 6) was approved and Cllrs Cornall and McFarlane were appointed to complete the payment process.
(Proposed by Cllr Greensides, seconded by Cllr Seabrook, all in favour).
- 42/24 Date of next meeting - Tuesday 18th June 2024**

There being no further business the meeting closed at 7.27pm.

Signed..... **Date**.....

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3. Ensures that the council delivers value for money

Odiham Parish Council demonstrates this criteria by:

1. One of the Council's core values is "Accountability – striving to keep the burden on local taxpayers to a minimum." See Business Plan p4:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/OPC-business-plan-adopted-March-2024-2.pdf>
2. "Providing value for money" is a priority in the recently adopted Business Plan (p16):
3. The Finance Committee chair presents to the Annual Parish Assembly. See p17.
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/05/APA-Presentation-30.04.24.pdf>
4. The annual budget setting process starts after the half year finances have been completed and reviewed.
5. The budget setting process starts with a budget workshop in October for all councillors where every line of the budget is discussed against the Council's agreed priorities.
6. A detailed report is provided to councillors when considering the annual precept and budget:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/01/230117-Agenda-MERGED-PUBLIC.pdf> See p7-19.
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/01/240116-Full-Council-Agenda-FINAL-MERGED.pdf> see p15-19.
7. The Finance Committee review the Council's finances on a quarterly basis. This includes a review of budget spend to date and a review of investments to maximise income from interest:
<https://odihamparishcouncil.gov.uk/council/finance-committee>
8. 2023-24 income includes £6,340 bank interest.
9. 2023-24 income also includes £14,261 S106 developers contributions, £8,420 event income, £2,500 donations and a further £30,557 has been secured through external funding applications:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/240416-Finance-Agenda-FINAL-MERGED.pdf>
10. All subscriptions and contracts are reviewed annually:
<https://odihamparishcouncil.gov.uk/council/finance-transparency/audits/budgets-and-financial-reporting>
11. The Council benefits from the County Council's LASER agreement which offers lower utility costs.
12. The Council strives to obtain 3 quotes for all works over £500.
13. Recent examples of the Council considering value for money includes:
 - a. A decision not to proceed with another repair to playground equipment due to the extremely high costs of repairing this single item. Instead, councillors resolved to review all playgrounds and decide the highest use/value pieces of equipment which would be taken into account for future repairs. See item AA53/23
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/02/240220-Minutes-Amenities-DRAFT.pdf>
 - b. The above minutes also show the Council has worked with a local stonemason and accepted a gifted sculpture which saves an estimated £2,000 from an allocated project budget.
 - c. A project to repair and renovate the Parish Council's owned benches rather than replace with new.

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4. Provides leadership in planning for the future of the community

Odiham Parish Council demonstrates this criteria by:

1. The development of the Village Centre Action Plan – developed in partnership with representatives from community groups and businesses and subject to a public consultation:
<https://odihamparishcouncil.gov.uk/council/vcap>
2. A new Conservation Area Appraisal:
<https://odihamparishcouncil.gov.uk/council/planning/ca>
3. The current review of the Neighbourhood Plan “to ensure it remains current and robust enough to continue to stand up to challenge”
<https://odihamparishcouncil.gov.uk/planning-matters/neighbourhood-plan-review-2024>
4. The Council publishes a list of projects suitable to S106 expenditure for developers to consider when submitting applications for the Neighbourhood Plan housing sites:
<https://odihamparishcouncil.gov.uk/council/planning/information-for-developers>
5. The Council has resolved to start discussions with Action Hampshire for more affordable housing in the Parish:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/240319-Full-Council-Minutes-FINAL-MERGED.pdf> See item 305/23.
6. The Council is currently developing a new Emergency Plan:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/240319-Full-Council-Minutes-FINAL-MERGED.pdf> See item 298/23.
7. The project to “Transform The Bridewell into a Thriving Community Hub”:
<https://odihamparishcouncil.gov.uk/the-bridewell-community-hub/future-vision>
<https://odihamparishcouncil.gov.uk/council/council-strategies/the-bridewell-business-plans>

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5. Engages with the community on issues related to the environment and climate change

Odiham Parish Council demonstrates this criteria by:

1. The Council's Environment and Climate Change Policy was developed in partnership with community representatives who had relevant skills and experience.
<https://odihamparishcouncil.gov.uk/council/climate-emergency>
2. The Biodiversity Action Plan was a project arising from the Environment and Climate Change working group:
<https://odihamparishcouncil.gov.uk/council/climate-emergency/biodiversity-action-plan>
3. Further details is published at:
<https://odihamparishcouncil.gov.uk/council/climate-emergency/action-plan>
4. New biodiversity areas have been created and signs erected to raise awareness:
<https://odihamparishcouncil.gov.uk/council/climate-emergency/biodiversity-areas>
5. "Greening Odiham & North Warnborough" is about raising awareness of climate change through engagement with the community and encourages people to make small changes:
<https://odihamparishcouncil.gov.uk/the-greening-campaign>
6. Late Winter 2023, the council ran a project to take thermal images of properties. See page 10:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/03/FINAL-Spring-2023-newsletter.pdf>
7. A bulb planting day took place in October 2023. See page 9:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/FINAL-newsletter.pdf>
8. In the Autumn of 2023, 2 community events took place in partnership with the Hampshire & Isle of Wight Wildlife Trust. This led to a further event to learn about building a wildlife corridor in April 2024. See pages 10-11:
[FINAL-Spring-2024-newsletter.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/FINAL-Spring-2024-newsletter.pdf)

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6 Manages the performance of the council as a corporate body

Odiham Parish Council demonstrates this criteria by:

1. See monthly "Meeting Action Point" action lists presented and discussed to each Council meeting:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/240416-Full-Council-Agenda-FINAL-MERGED-PUBLIC.pdf> (Item 318/23).
2. See Spring 2023 newsletter for report at end of 4 year election term:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/03/FINAL-Spring-2023-newsletter.pdf>
3. See 2024 Annual Report presented to the Annual Parish Assembly 30.04.23:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/05/OPC-Annual-Report-April-2024.pdf>
4. "Strives for excellence in the sector" as set out in the Business Plan which guides the Council to practising best practice:
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/OPC-business-plan-adopted-March-2024-2.pdf> (Page 16).

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7 Manages the performance of each individual staff member to achieve its business plan

Odiham Parish Council demonstrates this criteria by:

1. There are 3 members of staff – a full time Parish Clerk who is also the Responsible Finance Officer, a part-time Deputy Clerk and part-time Amenity Officer. The performance of all staff is managed and reviewed as shown in the Staffing Committee’s annual schedule [231003-Staffing-Agenda-MERGED-PUBLIC.pdf \(odihamparishcouncil.gov.uk\)](#) (page 3). This includes monthly support meeting for the Clerk and a six monthly review of workload and targets.
2. There is a Staffing Committee which meets a minimum of twice a year. This includes regular reviews of staff related policies.
3. Regular support meetings are held with the Clerk, Chair and Vice Chair.
4. The Clerk’s annual appraisal is carried out by the Council Chair and Vice Chair before other employee appraisals. Appraisals include a review of duties against the role’s job description plus additional projects listed on the project plan. Due to there being elections in May 2019 and the new Council developing the Business Plan during the first year, the following documents are provided:
 - i) The Clerk’s appraisal dated September 2022 which shows a review of the strategic priorities agreed [Minutes of the Planning & Development Committee 4th August 2020 \(odihamparishcouncil.gov.uk\)](#) (See item 51/22).
 - ii) The Clerk’s appraisal dated October 2023 which shows a review of priorities for 2023 during the new Council’s first year.
 - iii) The Clerk’s draft appraisal form for Autumn 2024 which will record performance against the new Business Plan. Note that all listed “2024 set objectives” are as agreed in the 2023 appraisal.
5. The Deputy Clerk’s appraisal is then carried out and includes a review of specific tasks listed on the job description which are also included in the Business Plan.
6. The Amenity Officer’s role covers day-to-day management of open spaces and buildings with minimal input to the Council’s projects. However, the postholder is kept up to date with Council activities and is kept informed about how their role supports the Council’s work. They are an important part of the team for community events and sometimes given specific tasks to support a project and, where appropriate, performance against these tasks are managed and recorded in the annual appraisal.
7. The Clerk holds regular 1-2-1 meetings with staff and there is a weekly team meeting to brief staff following council meetings and to discuss the workload for the next couple of weeks.

Odiham Parish Council

3 June 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
103	Estate Agent Fees	28/05/2024		Unity Trust	103	Estate agent fee	McCarthy Holden	S	149.15	29.83	178.98
104	The Bridewell - gas	21/05/2024		Unity Trust	104	The Bridewell gas	Total Energies Gas & Powe	S	371.89	74.38	446.27
105	The Bridewell - electricity	21/05/2024		Unity Trust	105	Bridewell electricity (May)	nPower	S	317.24	63.45	380.69
106	Tree works	21/05/2024		Unity Trust	106	3 x Tree applications in CA	NP Tree Management	S	195.00	39.00	234.00
107	Cemetery electricity	29/05/2024		Unity Trust	107	Electricity - South Chapel	SSE	L	168.54	8.42	176.96
107	Cemetery electricity	29/05/2024		Unity Trust	107	Electricity - South Chapel	SSE	L	-11.36	-0.57	-11.93
108	The Bridewell - waste disposal	31/05/2024		Unity Trust	108	Bridewell waste collection	Suez	S	90.58	18.12	108.70
109	Rates	04/06/2024		Unity Trust	109	Office business rates June	Hart DC	Z	233.00		233.00
110	Rates	04/06/2024		Unity Trust	110	Bridewell business rates June	Hart DC	Z	398.00		398.00
111	Cemetery rates and water	04/06/2024		Unity Trust	111	Cemetery business rates June	Hart DC	Z	200.00		200.00
112	Rights of Way	04/06/2024		Unity Trust	112	Voluneers refreshments and to	Clr Bell expenses	Z	6.85		6.85
112	Rights of Way	04/06/2024		Unity Trust	112	Voluneers refreshments and to	Clr Bell expenses	Z	27.47		27.47
113	The Bridewell - cleaning & mat	04/06/2024		Unity Trust	113	Bridewell cleaning (Apr)	YBC	S	49.95	9.99	59.94
114	Rights of Way	04/06/2024		Unity Trust	114	Battery for conservation tools	Tudor Environmental	S	206.40	41.28	247.68
115	Cemetery rates and water	04/06/2024		Unity Trust	115	Cemetery - Water	Castle water	S	111.04	22.21	133.25
116	Toilets - Power and rates	04/06/2024		Unity Trust	116	Electricity - King St Toilets	nPower	L	54.52	2.73	57.25
117	Travel	04/06/2024		Unity Trust	117	Mileage, railfare, poppy seeds	J Peek - expenses	Z	43.40		43.40
117	Other amenity areas maintenar	04/06/2024		Unity Trust	117	Mileage, railfare, poppy seeds	J Peek - expenses	Z	25.95		25.95
118	IT Support and Back up	04/06/2024		Unity Trust	118	IT Support June	BV Computer Solutions Ltd	Z	135.00		135.00
119	IT Support and Back up	04/06/2024		Unity Trust	119	Office 365 accounts	Microsoft Ireland	Z	51.50		51.50
120	The Bridewell - cleaning & mat	04/06/2024		Unity Trust	120	Bridewell cleaning (May)	YBC	S	559.58	111.92	671.50
121	Toilets - cleaning	04/06/2024		Unity Trust	121	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
122	Chamberlain Gardens (SC Trus)	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	199.16	39.83	238.99
122	Cemetery Maintenance	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	1,193.58	238.72	1,432.30
122	Bin emptying	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	392.90	78.58	471.48
122	Other amenity areas maintenar	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	269.24	53.85	323.09
122	Allotments - maintenance	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	60.00	12.00	72.00
122	Play Areas	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	479.16	95.83	574.99
122	D-Day	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	50.00	10.00	60.00
Total									6,504.11	1,044.83	7,548.94