



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 20th AUGUST 2024 COMMENCING AT 7.30pm**

Present: Cllrs A McFarlane (Chair), S Bell, L Cornall, C Greensides (from item 101ii), C Seabrook, D Sanger, M Tate, P Verdon and H woods.

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk), Hampshire County Council (HCC) Cllr Glen, Hart District Council (HDC) Cllrs Dorn and Highley. There were no members of the public present.

95/24 Apologies for absence

Received and accepted from Cllr Tyler and noted from HDC Cllr Hale. Cllr Greensides reported that he would arrive a little late and miss the start of the meeting.

96/24 Declarations of interests and requests for dispensation relating to any item on the agenda

None.

97/24 Approval of minutes

RESOLVED

The minutes of the Council meeting on 16th July (73-94/24) were agreed as a true record of the meeting and signed by the Chair.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 7 in favour).

98/24 Chair's announcements

- i) The Chair thanked RAF Odiham for their invitation to RAF Families' Day.
- ii) The Chair also thanked RAF Odiham for their invitation to the Station Commander's annual reception on 5th September.

99/24 Public session

None.

Councillor Reports

100/24 Meeting reports from councillors

None.

101/24 Reports from other councils

- i) HCC Cllr Glen:
 - a. Cllr Glen had also received an invitation to the RAF reception and provided some history on the matter.
 - b. He was unaware of an application for a large warehouse development being submitted and assured the Council he was still working on background data to prepare the various authorities for the submission of such an application.
 - c. Hook and Rotherwick has recently suffered substantial flooding and Cllr Glen reported there would be a high cost in repairing damage to the local schools.
 - d. Devolution was the big news for Hampshire. A devolution deal would need to consider a potential change in councillors and a wider consultation for changes to service delivery. A long consultation period was anticipated.



- e. An email had been received from a resident and former councillor regarding parking at Palace Gate farm. A meeting was scheduled later that week and it was hoped a report would be available for the next meeting.
- ii) HDC Cllr Dorn:
- a. Cllr Dorn also commented on the invitations to the RAF reception and suggested the Clerk should provide updated circulation lists to RAF Odiham.
 - b. The RAF community centre application had stalled at HDC due to parking concerns. Cllr Dorn had spoken with planning officers and explained there wouldn't be a parking issue associated with this particular site.
 - c. Cllr Dorn had received an email from a HDC officer relating to enquiries for staff parking in The Bury. Further research discovered that Fleet Town Council had been given 3 free spaces in Fleet and Cllr Dorn planned to make further enquiries.
 - d. Cllr Dorn noted the National Planning Policy Framework (NPPF) consultation was on the agenda and requested a copy of OPC's response.
 - e. Cllr Dorn was also unaware of a planning application for a large warehouse development being submitted.
 - f. Construction works noise at the Crownfields NP development site – Cllr Dorn had visited the site and spoken with building control who advised that the developer had outsourced the monitoring to a private company. However, following complaints, HDC building control had intervened and carried out a site visit which resulted in the works being halted for 24 hours and re-starting using a different drilling method. Cllr Dorn appreciated there was much concern from nearby properties but noted some level of noise should be expected. A separate construction method statement applied to the works and Cllr Dorn said that building enforcement would be keeping a watching brief. Cllr Dorn suggested a liaison panel with regular meetings with the developer.
 - g. Cllr Dorn made reference to the War Memorial agenda item and provided feedback from recent works to the Crondall war memorial, including a suggestion for a different method of steam cleaning.
- iii) HDC Cllr Highley:
- a. Odiham Post Office – Cllr Highley reported that he had been supporting an interested resident in their development of a business plan. The applicant had passed the first stage and the second stage was due soon.
 - b. Cllr Highley reported that his enquiries relating to a Lawful Enforcement issue for land adjacent to Broad Oak had found that the landowner was required to comply with a condition at the start of year. The enforcement was now being handled by an enforcement committee. A recent meeting had taken place with report findings expected within a couple of weeks.
 - c. Cllr Highley referred to concerns raised by a resident about safe crossing points in the vicinity of Robert Mays School and the bottom of Alton Road. Other authorities had also been included in email correspondence. Cllr Highley referred to a response from HCC which said that action was likely to be promoted by accident data and suggested a lollypop person. Cllr Glen added that HCC would be looking at the timing of the traffic lights on the Alton Road and wardens would be carrying out spot checks of the area. OPC was asked to consider funding a lollypop person or project to attract volunteers. An action was recorded to look at as part of the budget review work.
 - d. Multi-flood forum – Cllr Highley reported that district councillors had received the required map data and awaited further information from Hart. The Parishes had been asked to give their feedback on the effectiveness of the forum, as included on OPC's agenda.



General

102/24 Meeting action points

Members reviewed and noted the list presented with the agenda. Members noted that outstanding actions were listed in the draft annual action plan.

103/24 The Bridewell – project to improve the first-floor space for co-working

A working group meeting had taken place prior to the meeting. The Working Group reported that the project was progressing well and members were encouraged to view the kitchenette installation.

Cllr Cornall reported that the pre-application for the future vision had been submitted.

104/24 War Memorial working group

RESOLVED

To appoint the following members to the working group: one representative from Odiham Society, RAF Odiham and InOdiham, former local Royal British Legion chairman and Cllrs Cllr Bell, Greensides and Woods.

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

105/24 Annual Action Plan

The draft Plan had previously been circulated to members for comment.

RESOLVED

The annual Action Plan was adopted and report progress at the 2025 Annual Parish Assembly.

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

106/24 Cyber Security Policy and double authentication of emails

Further to previous discussion and new research which had recently come to light, it was

RESOLVED

To accept Microsoft's double authentication of emails either by text message or app.

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

107/24 Policies – Document Retention Scheme

RESOLVED

To make one consider minor revision to include "Freedom of Information (FOI) requests can be deleted nine months after the last correspondence relating to that request" in line with guidance.

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

108/24 Reports of overgrown footpaths to the Parish Office

Following ongoing reports of overgrown hedges to the Parish Office, members re-considered whether OPC should use the template letter provided by HCC and send to properties of concern.

RESOLVED



To delegate discretion to the Clerk to send the template letter to reported properties in the Parish, subject to minor revisions and subject to the reported concerns being verified. Cllrs Bell and Verdon offered to help check the reported locations. (Proposed by Cllr McFarlane, seconded by Cllr Bell, all in favour).

109/24 Hampshire Association of Local Councils (HALC) to change their Articles of Associations

RESOLVED

To agree the proposed changes, as presented with the agenda and the Clerk would make OPC's vote at the HALC AGM on 19th October. (Proposed by Cllr Verdon, seconded by Cllr Bell, all in favour).

110/24 Welcome letter to Alex Brewer MP

RESOLVED

A welcome letter to Alex Brewer MP was approved. (Proposed by Cllr Greensides, seconded by Cllr Seabrook, all in favour).

111/24 Speedwatch and Speed Indicator Devices (SIDs)

Members reviewed a briefing note from the office which explained the challenges of rotating the 2 council owned SIDs on the HCC approved lamp posts. The report asked councillors to consider whether there was a better way of managing the SIDs and whether the process was further complicated by downloading the traffic data?

Officers explained that contractors faced challenges with fixing the SIDs on busy routes and the number of journeys required doubled because the SIDs had to be returned to the office to enable downloading of data. This resulted in higher costs than anticipated and a general reluctance to accept the contract.

Members referred to a data report presented with the agenda which highlighted traffic speeds of over 75mph on the Farnham Rd.

Following debate, it was

RESOLVED

- i) To prioritise road safety by striving to have the SIDs on display as often as possible.
- ii) To publish a request for community volunteers which included data collected on the Farnham Road.
- i) The office should complete their research and report back to Council.
- ii) To purchase further fixing brackets to simplify the task of fixing the SIDs to the lamp posts.

112/24 Correspondence from HDC Cllr Gill Butler, Crookham East Ward, seeking feedback on the Hart's multi-agency flood forum

RESOLVED

The Chair would respond to Cllr Butler confirming OPC's opinion that the forum offered no support to the Odiham Parish. (Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).



Financial Matters

113/24 Rights of Way earmarked reserve

Cllr Bell reported on the positive work carried out by the conservation volunteers in keeping local rights of way clear from vegetation. He explained that grant funding awarded when the group was established had funded the cost of essential tools but some pieces had broken and there were ongoing costs for parts.

In support of the working group, it was

RESOLVED

- i) To spend the Rights of Way earmarked towards keeping local rights of way clear from vegetation (current balance approx. £1,700) noting HCC holds this responsibility.
- ii) Authority to spend was delegated to the Clerk in consultation with Cllr Bell. (Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

114/24 Payments Listing

RESOLVED

The payments listing for the period 17th July-20th August 2024 (Appendix 1) was approved and Councillors Cornall and McFarlane were appointed to complete the payment approval process.

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

Planning Matters

115/24 Ratification of decisions by the Planning & Development Committee

RESOLVED

The decisions of the recent Planning & Development Committee held on 06.08.24 were ratified.

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

116/24 Neighbourhood Plan review

Cllr Verdon reported that Hart's consultation was in progress and, in response to advice received, OPC was helping to promote the consultation on OPC's website, Facebook page and noticeboards.

117/24 Proposed reforms to the National Planning Policy Framework and other changes to the planning system

[Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\).](https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system)

The questions can be viewed at:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system#basic-information>

Cllr Verdon reported that a very experienced local resident had offered advice to OPC. A vote of thanks was recorded. Cllr Verdon was due to meet them on 4th September and would report back to the next full Council before the consultation deadline.



Cllr Verdon also reported that OPC had been approached by Winchfield Parish Council raising concerns about the potential increase in housing targets due to former proposals for a large development at Shapley Heath.

RESOLVED

It was agreed that Cllr Verdon would draw up a list of proposed responses to the questions which were most likely to impact the Parish and refer them to the next meeting for decision.

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

118/24 Date of next meeting

Tuesday 17th September 2024.

Cllr McFarlane gave her apologies.

119/24 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 matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1

RESOLVED

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

120/24 Rough sleeper Odiham Cemetery

RESOLVED

- i) It was agreed that OPC had exhausted all lines of reasonable enquiry and had no power to take further action.
- ii) The office would investigate whether the water supply to the outside tap could be switched over the winter without impacting on the supply to Chappel Cottage.
- iii) The Clerk would report back to Council following a meeting with the Hart Community Safety meeting on 3rd September.

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

Members asked for all enquirers to be reminded they should report concerns directly to Hampshire Police using their 101 reporting line.

121/24 Request for security fencing

In response to a request for fencing at Chapel Cottage, it was

RESOLVED

To obtain quotes and refer back to the following meeting.

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

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

Signed..... Date.....

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
200	Community Grants	17/07/2024		Unity Trust	200	Community Grant	Bowls Club	Z	400.00		400.00
201	Community Grants	17/07/2024		Unity Trust	201	Community Grant	1st Odiham Guides	Z	500.00		500.00
202	Community Grants	17/07/2024		Unity Trust	202	Community Grant	Raft Race	Z	270.00		270.00
203	Community Grants	17/07/2024		Unity Trust	203	Community Grant	Odiham Book Exchange	Z	500.00		500.00
204	Estate Agent Fees	29/07/2024		Unity Trust	204	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
205	The Bridewell - electricity	17/07/2024		Unity Trust	205	Bridewell electricity (Jun)	nPower	S	309.78	61.96	371.74
206	Parish room - maintenance	17/07/2024		Unity Trust	206	Repair bollards Parish Room	Keith Dodd	Z	230.00		230.00
207	Allotments - maintenance	17/07/2024		Unity Trust	207	Repair allotment fence	Keith Dodd	Z	40.00		40.00
208	Toilets - Power and rates	17/07/2024		Unity Trust	208	King St Toilets - water	Castle water	Z	77.80		77.80
209	Toilets - Power and rates	17/07/2024		Unity Trust	209	Electricity - King St Toilets	nPower	L	63.45	3.17	66.62
210	Staff Salaries	20/08/2024		Unity Trust	210	Staff salaries - August 2024	Staff Salaries - August 202	Z	4,911.14		4,911.14
211	Staff Salaries	20/08/2024		Unity Trust	211	Staff PAYE & NI - August 2024	HMRC	Z	928.28		928.28
212	Staff Salaries	20/08/2024		Unity Trust	212	Staff Pension Cont - August 20	Hampshire Pension Fund	Z	397.64		397.64
213	Employers' NI	20/08/2024		Unity Trust	213	Employer NI - August 2024	HMRC	Z	546.91		546.91
214	Pension Contribution	20/08/2024		Unity Trust	214	Employers Pension Cont - Augu	Hampshire Pension Fund	Z	1,334.73		1,334.73
215	Rates	20/08/2024		Unity Trust	215	Parish Office rates - Aug '24	Hart DC	Z	233.00		233.00
216	Rates	20/08/2024		Unity Trust	216	Bridewell business rates Aug	Hart DC	Z	398.00		398.00
217	Cemetery rates and water	20/08/2024		Unity Trust	217	Cemetery business rates Aug	Hart DC	Z	200.00		200.00
218	IT Support and Back up	20/08/2024		Unity Trust	218	Office 365 accounts	Microsoft Ireland	Z	594.00		594.00
219	IT Support and Back up	20/08/2024		Unity Trust	219	Office 365 accounts	Microsoft Ireland	Z	51.50		51.50
220	IT Support and Back up	20/08/2024		Unity Trust	220	IT support Aug '24	BV Computer Solutions Ltd	Z	135.00		135.00
221	The Bridewell - cleaning & mat	20/08/2024		Unity Trust	221	Bridewell cleaning (Jul)	YBC	S	559.58	111.92	671.50
222	The Bridewell - water	20/08/2024		Unity Trust	222	Bridewell water	Business Stream	Z	41.86		41.86
223	Postage and consumables	20/08/2024		Unity Trust	223	Office stationery	Viking	S	144.09	20.32	164.41
224	Allotments - maintenance	20/08/2024		Unity Trust	224	Hook Road Allotment sign	Alphabet Signs	S	55.00	11.00	66.00
225	Rights of Way	20/08/2024		Unity Trust	225	Cutting tool and adapter for str	Cllr Bell expenses	Z	39.98		39.98
226	IT Support and Back up	20/08/2024		Unity Trust	226	Trend Worry Free business sec	Connect Computer Consult	S	150.00	30.00	180.00
227	Chapel Building Maintenance	20/08/2024		Unity Trust	227	Structural Surveys	SFK Consulting LLP	S	1,585.00	317.00	1,902.00
228	Toilets - cleaning	20/08/2024		Unity Trust	228	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.27	571.64
229	The Bridewell - waste disposal	20/08/2024		Unity Trust	229	Bridewell waste collection	Suez	S	77.04	15.41	92.45
230	Chapel Cottage Maintenance	20/08/2024		Unity Trust	230	Chapel Cottage alarm	Crime Detection Systems	S	98.00	19.60	117.60
231	Bridewell works	20/08/2024		Unity Trust	231	The Bridewell, The Bury, Odiha	Hub Kitchens	S	1,384.92	276.99	1,661.91
232	Toilets - Power and rates	20/08/2024		Unity Trust	232	King St Toilets - water	Castle water	Z	81.60		81.60

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
233	Office Equipment	20/08/2024		Unity Trust	233	Photocopier rental/copies	Ricoh	S	159.20	31.84	191.04
234	The Bridewell - maintenance	20/08/2024		Unity Trust	234	Gardening The Bridewell	Keith Dodd	Z	127.50		127.50
235	Play Areas	20/08/2024		Unity Trust	235	Chapel Pond play area (barrier	Keith Dodd	Z	125.00		125.00
236	The Bridewell - maintenance	20/08/2024		Unity Trust	236	Bridewell electrical works	DTE Electrical & Property	Z	229.89		229.89
236	The Bridewell - maintenance	20/08/2024		Unity Trust	236	Bridewell electrical works	DTE Electrical & Property	Z	145.00		145.00
237	Telephone and internet	20/08/2024		Unity Trust	237	Phones & broadband	BT	S	213.75	42.75	256.50
238	The Bridewell - maintenance	20/08/2024		Unity Trust	238	Replace emergency light	DTE Electrical & Property	Z	229.89		229.89
239	IT Support and Back up	20/08/2024		Unity Trust	239	IT Support Sep '24	BV Computer Solutions Ltd	Z	135.00		135.00
240	Toilets - Maintenance	20/08/2024		Unity Trust	240	Supply & fit soap dispenser	CJH Cleaning Services Ltd	S	30.00	6.00	36.00
241	The Bridewell - gas	20/08/2024		Unity Trust	241	The Bridewell gas	Total Energies Gas & Powe	L	177.01	8.85	185.86
242	The Bridewell - electricity	20/08/2024		Unity Trust	242	Bridewell electricity (Jul)	nPower	S	300.80	60.16	360.96
243	Bridewell works	20/08/2024		Unity Trust	243	The Bridewell - first floor works	DTE Electrical & Property	Z	2,840.00		2,840.00
244	Other amenity areas maintenar	20/08/2024		Unity Trust	247	Parish Room/car park	Larkstel Ltd	S	350.00	70.00	420.00
245	Play Areas	19/08/2024		Unity Trust	245	replacement seat	Larkstel Ltd	S	425.00	85.00	510.00
246	Chamberlain Gardens (SC Trus	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	199.16	39.83	238.99
246	Cemetery Maintenance	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	1,193.58	238.72	1,432.30
246	Play Areas	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	479.16	95.83	574.99
246	Other amenity areas maintenar	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	254.24	50.85	305.09
246	Bin emptying	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	392.90	78.58	471.48
246	Allotments - maintenance	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	90.00	18.00	108.00
247	Bridewell works	20/08/2024		Unity Trust	247	Kettle, spoons, coffee	A Mann Expenses	Z	30.70		30.70
248	Bridewell works	20/08/2024		Unity Trust	248	The Bridewell, The Bury, Odiha	Hub Kitchens	S	692.47	138.49	830.96
248	Bridewell works	20/08/2024		Unity Trust	248	The Bridewell, The Bury, Odiha	Hub Kitchens	S	150.00	30.00	180.00
249	Other amenity areas maintenar	20/08/2024		Unity Trust	249	Padlock	Amazon	S	20.42	4.08	24.50
250	Postage and consumables	20/08/2024		Unity Trust	250	Milk	Co-op	Z	1.30		1.30
251	The Bridewell - H&S checks	20/08/2024		Unity Trust	251	Fire safety grab bag	Amazon	S	20.79	4.16	24.95
252	Rights of Way	20/08/2024		Unity Trust	252	Strimmer cord	Amazon	S	10.66	2.13	12.79
253	Rights of Way	20/08/2024		Unity Trust	253	Rake and shears	Amazon	S	91.44	18.29	109.73
254	The Bridewell - H&S checks	20/08/2024		Unity Trust	254	Office first aid kit	Amazon	S	9.16	1.83	10.99
255	Bank Charges	20/08/2024		Unity Trust	255	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
256	Play Areas	20/08/2024		Unity Trust	256	Scalpings for Rec Ground	Premier Grounds & Garden	S	40.00	8.00	48.00
257	Rights of Way	20/08/2024		Unity Trust	257	Strimmer head and Stihl lubrica	Clr Bell expenses	Z	41.79		41.79
Total									26,172.63	2,025.86	28,198.49