



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND  
THE MEETING OF ODIHAM PARISH COUNCIL  
AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
TUESDAY 17<sup>th</sup> OCTOBER 2023 at 7.30pm**

10<sup>th</sup> October 2023

*Andrea Mann, Clerk*

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88047971177?pwd=T0YyZnhBREdWYlBnS2lERy81ZXpDQT09>

Meeting ID: 880 4797 1177

Passcode: 228507

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- 139/23 To receive apologies for absence**
- 140/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 141/23 Approval of minutes**  
To approve the minutes of the Council Meeting held on 19<sup>th</sup> September 2023 (114-138/23).
- 142/23 Chair's announcements**
- 143/23 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***

- 144/23 Meeting reports from councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 145/23 Reports from other councils**  
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

***General***

- 146/23 Meeting action points (pages 6)**  
To consider matters arising from the Minutes not elsewhere on the agenda
- 147/23 Councillor Co-option**  
To consider 2 applications received for co-option to the RAF Station Ward. Applicants may be invited to speak to support of their application and the position will be filled in accordance with Standing Orders section 7 <https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/03/Standing-orders-revised-February-2023.pdf>
- 148/23 "Transforming The Bridewell into a thriving Community Hub"**  
i) General update from the Clerk and Bridewell Working Group.  
ii) To receive a verbal update from Cllrs McFarlane and Verdon from the Hart presentation to councillors on the UK Shared Prosperity Fund.



- iii) To receive an update from the working group and Clerk on OPC's expression of interest for the 2024/25 UK Shared Prosperity Fund.
- iv) New noticeboard – to agree the elevation plan for submission with a listed building consent application (to follow).

**149/23 Review of OPC's policies and updates (pages 7-24)**

To consider adoption of the following policies, as proposed by the Staffing Committee:

- i) Sickness Absence Policy (pages 7-11)
- ii) Flexible Working Policy (pages 12-16)
- iii) Emergency Dependents Policy Leave Policy (pages 17-18)
- iv) Lone Working Policy (pages 19-24).

**150/23 Environment projects (pages 25-37)**

- i) To consider proposed governance arrangements for environment related projects and enquiries (page 25)
- ii) To receive meeting notes and Cllr McFarlane's verbal report from the Hart District Council Climate Emergency Engagement Group meeting (pages 26-30)
- iii) To receive a verbal report from Cllr Bell on the Hampshire Forest Partnership's tree planting in Hart District scheme
- iv) To consider a project proposal from the Hartley Wintney Climate Action Biodiversity Group on developing a woodland plan for central Hart (page 31)
- v) To consider correspondence from <https://hedgehogsrus.co.uk/> on their hedgehog highway project (pages 32-37).

**151/23 Hart's review of polling stations**

<https://www.hart.gov.uk/voting-and-elections/review-polling-districts-and-places>

To consider OPC's response.

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

To consider an invitation from Obsidian to meet to hear about the proposals.

**153/23 OPC's live consultations (report to be circulated to Councillors before the meeting)**

To consider responses (to the date of the meeting) on OPC's following consultations and to agree when to end the consultations and whether the consultations have generated sufficient evidence to accept the projects as OPC's priorities:

- 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.

**Financial Matters**

**154/23 Notice of Conclusion of Audit for the year ended 31 March 2023 (pages 38-41)**

To accept 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.

**155/23 Bin emptying contract for The Bridewell**

To note a new contract signed by the Clerk under delegated authority and direct debit form signed by Cllrs McFarlane and Verdon, which falls within allocated budget.



**156/23**

**Donation**

To note the £2,500 donation from Topsoil UK Odiham towards community projects and agree which budget to allocate the donation to.

**157/23**

**Main grounds maintenance contract**

To consider the proposal from the Amenities Areas Committee that the current grounds maintenance contract is extended by one year, from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, with a 10% increase. This will be fed into the 2024/24 budget setting process.

**158/23**

**Payments Listing (to follow)**

To approve the payments listing for the period 20<sup>th</sup> September-17<sup>th</sup> October and appoint 2 Councillors to complete the payment approval process for outstanding payments.

**Planning Matters**

**159/23**

**To ratify the decisions made by the informal Planning & Development Committee on 26<sup>th</sup> September** [Notes-230926-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/Notes-230926-DRAFT.pdf)

**160/23**

**To consider new applications received**

i) Housing applications

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.	<a href="#">Link</a>
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.	<a href="#">Link</a>
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	<a href="#">Link</a>
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	<a href="#">Link</a>



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	<a href="#">Link</a>
45/23	23/02080/LBC	75 High Street Odiham Hook Hampshire RG29 1LB	Repair of existing render on front elevation.	<a href="#">Link</a>
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	<a href="#">Link</a>
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	<a href="#">Link</a>
ii) Tree applications				
20/23T	23/02142/CA	Brent House The Street North Warnborough Hook Hampshire RG29 1BE	Cherry (T1) - Fell	<a href="#">Link</a>
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	<a href="#">Link</a>
161/23	<b>Neighbourhood Plan health check (circulated to Councillors separately)</b> To receive and accept the final report from the consultant.			
162/23	<b>To confirm date of next meeting</b> 21 <sup>st</sup> November 2023.			

### **Confidential Matters**

163/23	<b>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</b>			
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**164/23      Rough sleeper in Odiham Cemetery**

To receive a verbal update from the Clerk and consider next steps.

**165/23      Recommendations from the Staffing Committee**

To consider proposals from the Staffing Committee following the Staffing Committee meeting on 3<sup>rd</sup> October and Clerk's appraisal.

<b>Full Council</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
August '23	86/23	Clerk	Change previous minutes from draft and add to website.	Complete
	90/23iii	Deputy Clerk	Complete application for HCC Councillor grant towards SID.	
	92/23i	Staffing Committee	Meet to discuss future management of Bridewell.	Complete
	92/23ii	Clerk	Submit 3 quotes for upgrading accessible toilet to Hart by 31st August to support UK Shared Prosperity funding.	Complete
	92/23ii	Clerk	Include Radar key quote in above submission to Hart.	Complete
	92/23iii	All	Consider broadband upgrade cost in 24/25 budget setting process.	Noted
	92/23iv	Clerk	Submit LBC application for new external noticeboard at Bridewell entrance.	Awaiting elevation plan
	93/23	Clerk	Replace revised Statement of Internal Controls and Reserves policy on website.	Complete
	94/23	Clerk	Set up Communication Policy working group meeting.	Date requested
			Refer draft policy back to Council for adoption.	
	95/23	Clerk/CllrAMc/CllrDS	Meet with the Hart Countryside Manager to discuss how to progress the Countryside Engagement Plan.	
	96/23i	Clerk	Sign the Armed Forces Covenant and publish.	Complete
	96/23ii	Clerk/Deputy Clerk	Find out more information on the Armed Forces Employer Recognition Scheme and refer back to Council.	Enquiry sent
	97/23	Clerk	Respond to bowls club re parking on Beacon Field.	Complete
		CllrAMc/CllrPV	Meet with Bowls Club Chairman.	Meeting requested
	98/23	Deputy Clerk	Book stall at All Saints fete.	Complete
		CllrLC/CllrAMc/CllrDS/CllrPV	Cover stall on day.	Complete
	99/23	Clerk	Instruct contract to repair Parish Room roof.	Complete
		Clerk	Complete works.	
	100/23	Deputy Clerk	Confirm D-Day arrangements with Town Crier.	Complete
		Deputy Clerk	Book fish & chip van and ice cream van.	Enquiries made. Awaiting response
		Clerk	Notify local headteachers of national guidance.	Complete
	101/23	Deputy Clerk	Complete research for new SID and liaise with Councillors.	Complete
		Deputy Clerk	Order new SID.	Complete
		Deputy Clerk	Forward new proposed locations for SID to HCC to start the process of securing approval.	Complete
		Deputy Clerk/Clerk	Draw up comms for project, add to website and promote.	
	102/23i	Clerk/Deputy Clerk	Present draft grant monitoring form to next meeting.	On agenda
	102/23ii	Clerk	Complete payment of Spooktacula grant to Lions.	On payments list
	104/23	Clerk	Purchase suitable tablet to support office & management of amenities.	Complete
	105/23	Clerk/CllrAMc/CllrPV	Set up payments online and complete payment process.	Complete
	107/23	Clerk	Submit expression of interest for Locality funding for Neighbourhood Plan review.	Submitted
	109/23	Clerk	Submit Asset of Community Value nominations for Cross Barn, NW Village Hall and Baker Hall.	Complete
	110/23	Clerk	Submit to Hart OPC's comments on planning and tree applications.	Complete
September '23	116/23	Clerk	Change previous minutes from draft and add to website.	Complete
	117/23	All	Promote Macmillan Coffee morning.	Complete
	121/23	Deputy Clerk	Ask Military Wives Choir to support 80th anniversary of D-Day beacon lighting 06.06.24.	
	122/23	Clerk	Promote RAF Station councillor position.	Complete
	123/23i	Clerk/AO	Arrange new waste disposal contract for Bridewell.	Complete
		Bridewell WG	Hold meeting to discuss priorities for UK Shared Prosperity Fund expression of interest.	Liaised by email
	123/23iii	Clerk	Award contract for refurbishing accessible toilet.	Complete
		CllrsAMc/PV	Attend Hart's workshop on the UK Shared Prosperity Fund.	Complete
	123/23iv	Clerk/Deputy Clerk	Extend offer for hot desking in The Bridewell and promote.	Ongoing
	124/23	Clerk	Add revised Publication Scheme and Councillor Code of Conduct to website.	Complete
	125/23i	Clerk	Share promotion of Hart's Solar Together project.	Complete
	125/23ii	Clerk	Add agenda item proposing OPC's governance for environmental related projects.	On agenda
	126/23	CllrSB	Make contact with the Hampshire Forest Partnership.	Complete
	127/23	CllrAMc	Draft letter to Mill Corner residents affected by Hart's flood alleviation scheme withdrawal.	
	128/23	Clerk/Deputy Clerk	Add new community grant documentation to website.	
	130/23	Clerk/CllrLC/CllrAMc	Set up payments online and complete payment process.	Complete
	132/23iii	Clerk	Make expression of interest to Locality for NP funding.	Complete. Awaiting decision.
	134/23	Clerk	Submit OPC's recommendation to Hart's Settlement Capacity Study.	Complete
	135/23	Deputy Clerk	Make enquiries to Citizens Advice re dealing with rough sleeper.	Enquiries made. Awaiting response.
	138/23	Clerk	Respond to business related enquiry and run short survey to consult community.	Complete



## **ODIHAM PARISH COUNCIL SICKNESS ABSENCE POLICY**

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## **What to do if you are unwell**

If you are away from work because of sickness you must:

- Telephone [your manager / the Clerk], before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Clerk).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

## **Return-to-work meetings**

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and





- a handover of work where appropriate.

### **Medical appointments**

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work (without pay) for such appointments.

### **Statutory Sick Pay**

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

### **Medical advice**

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.



If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

### **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

### **Long-term absence**

OPC contracts do not allow for long term sick leave over 4 weeks.



### **Absence as a result of disability**

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

### **Data protection**

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.



## **ODIHAM PARISH COUNCIL FLEXIBLE WORKING POLICY**

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## **What is flexible working**

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

## **Scope**

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

## **Policy**

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

## **Making the request**

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,



- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

### **Responding to your request**

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff



- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

### **Timeframe for dealing with requests**

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

### **Handling requests in a fair way**

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

### **Appealing the decision**

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.



## **The effect on your contract of employment**

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of the Council in the first instance.

## **Data protection**

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.





## **ODIHAM PARISH COUNCIL EMERGENCY / DEPENDANTS LEAVE POLICY**

Purpose and scope	2
Taking emergency leave	2



## **Purpose and scope**

All employees with dependants can take reasonable unpaid time off to deal with unforeseen emergencies. This is unlikely to amount to more than a day or two a year.

This policy covers all instances where you may need to take unplanned absence to attend to urgent or serious situations affecting your dependants and where no alternative provision is available.

Emergency leave is designed to provide carers with the opportunity to make alternative arrangements for the care of dependants. The Emergency leave policy is not intended to be used to allow carers to look after dependants on an ongoing basis (although time off may be available under other policies).

## **Taking emergency leave**

Dependents include parents, husband, wife, partner, civil partner, children or individuals living as part of the family for whom you are the main carer or an individual who depends on you for care, e.g. an elderly neighbour.

Emergency leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants. It is impossible to provide a complete list of circumstances that are covered under the policy; however, the most common circumstances are as follows: -

- to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured,
- as a result of the death of a dependant,
- because of the unexpected disruption or termination of arrangements for the care of a dependant, or
- to deal with an incident which involves a child of the employee and which occurs unexpectedly when the child is at school

As soon as is reasonably practicable in the circumstances, contact the Clerk (or Chair of the Council) by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements. If the Clerk (or Chair of the Council) is unavailable you must contact another councillor instead.

If you need to stay and care for a dependant on an ongoing basis you can agree with the Clerk (or Chair of the Council) to take annual leave; or where you have insufficient annual leave to take a period of unpaid leave. Alternatively, you may be able to take Parental Leave where the care is for your child.

This is a non-contractual procedure which will be reviewed from time to time.



## **ODIHAM PARISH COUNCIL LONE WORKING POLICY**

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## **Purpose of this policy and procedure**

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

## **The scope of this policy**

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

## **Policy**

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

## **Definition**

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

## **Responsibilities**

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:



### Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

### Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

### Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

### **Risk Assessments**

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.



People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

### **Ways in which lone working risks can be reduced**

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

### **Buddy scheme**

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.



In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

### **Health and wellbeing**

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

### **Reporting incidents**

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

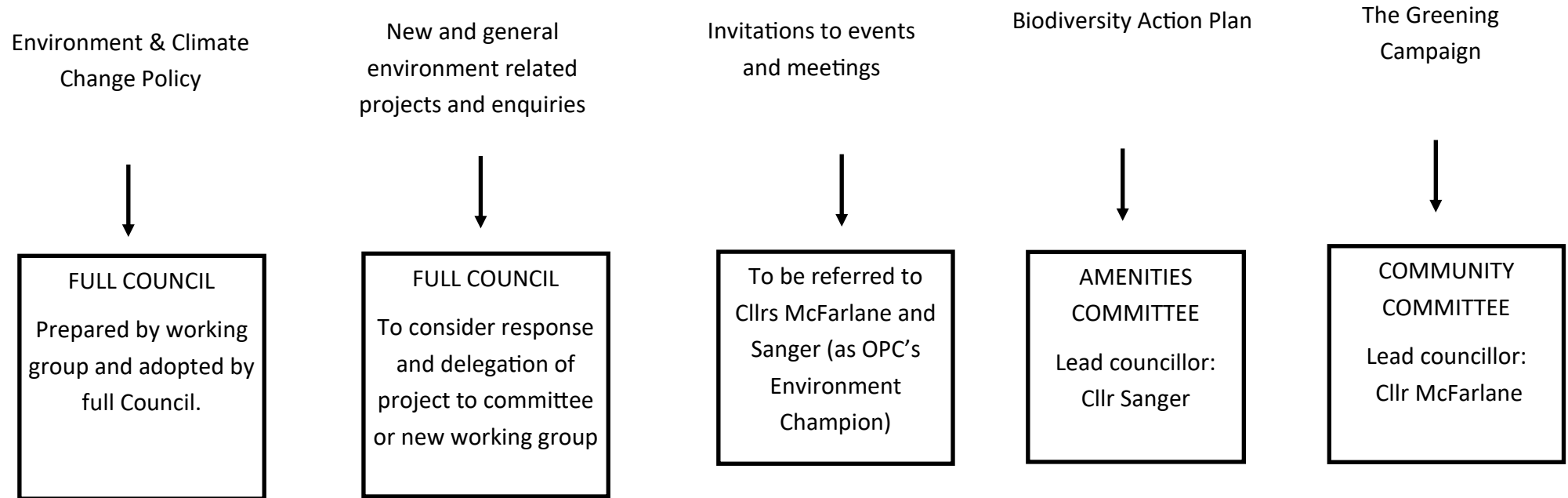


This is a non-contractual procedure which will be reviewed from time to time.



## Proposed governance for environment related projects and enquiries

Full Council 17.10.23



# **HART DISTRICT COUNCIL**

## **CLIMATE EMERGENCY ENGAGEMENT GROUP NOTES**

**TUESDAY 26 SEPTEMBER 2023**

### **1. Welcome**

Stephanie King, Climate Change Communications and Engagement Officer

### **2. Introduction**

Cllr Richard Quarterman, Portfolio Holder for Climate Change

- Think about what the role of the group is
- Ensure it is a collaborative effort
- A forum to ask questions and get feedback about how we can all work together
- Support from all parties, although climate change not a statutory requirement
- Discretionary budget of £250,000 for climate change activities voted through by full Council for 2023/24
- Local Partnerships assisted in drawing up action plan which was agreed by Council in July and has now been published
- Governance process formalised to ensure accountability
- Identifying most achievable things that can be completed but progress/targets reviewed annually
- Role of the group – what it is and what it is not
- Questions to think about during the evening – how members of the group would like the group to operate; how often they would like it to meet; whether anyone else should join; whether the priorities are right; whether there is a need for formal terms of reference
- Questions were asked around CO<sub>2</sub> generated by council leisure centres and waste and how that compares; and also, how many Parishes had been invited to attend against how many had done so.

### **3. Hart District Council Update**

Liz Vango, Climate Change and Sustainability Officer

- Projects already underway: Electric Vehicle (EV)/Hydrotreated Vegetable Oil (HVO) fuel replacement for waste vehicles; EV charging points in car parks; LED lighting replacement programme; home retrofits; web micro-site being developed as a hub for sustainability issues; carbon literacy training to be offered to Parishes; tree strategy; biodiversity and carbon offsetting strategy and other green strategies; moving to a 100% renewable energy contract by April 2024
- The micro-site to be a community hub holding details of initiatives available for residents and Parishes;
- Questions were asked about whether the grid could cope with excessive use for EV charging; whether there was a need for a local energy plan; policy on solar farms

### **Related links and resources**

- [Local Partnerships](#) work with local government organisations to support climate emissions planning and finding grants/information/etc.
- Freephone advice line run by HCC to provide general advice on sustainability and energy ([Link to Freephone Advice Line information](#))
- [Link to HCC climate change stakeholder forum - useful contact ideas](#)
- Green Team at Basingstoke, who can come and do talks for residents in local communities on saving money and cutting carbon, travelling more sustainably, making gardens a haven for wildlife, and reducing waste by reusing and recycling more: [greenteam@basingstoke.gov.uk](mailto:greenteam@basingstoke.gov.uk)
- **Toolkits**
  - Southeast Net Zero Hub ([SENZH](#)) offer advice and signposting to LAs on all things relating to climate change action
  - Catapult toolkits via SENZH, to help LAs with a number of locally focused carbon-zero projects: [Net Zero Tools can be found here](#)
  - Local Partnerships have developed a number of free resources, including toolkits for [carbon accounting](#) to enable councils to create their own carbon baseline and developing a risk register for [adaptation](#) (protecting LA service delivery)

#### 4. Initiatives (current and future among attendee organisations)

##### Group Discussion feedback

- Capture younger audiences to engage more with them
- More grass roots activity – already have the repair café, but maybe a map showing where key stakeholders are
- More guidelines would be appreciated – aim for working together although recognise that resources are minimal
- Liaise with businesses
- Odiham Parish
  - 2<sup>nd</sup> year of a Biodiversity action plan
  - 12% of households engaged in the Greening campaign, now looking to do phase 2
  - Have done Thermal Imaging with Hart/Greening campaign camera – 30 volunteers, 150 houses imaged and some feedback already about retrofit being done
  - Engagement with schools has been positive
- Crookham Village - Tried Greening campaign 3 years ago with limited success
- South Warnborough - Wildflower and conversation planning
- Fleet - Greening Campaign, Repair Campaign
- Yateley- have YCAN, No Bonfire at Yateley Lions Bonfire Night
- U3A - Climate Group – focusing on education and information
- Kate Cottrell of Scoop talked about their plans to set up a 'Repair Café' in Fleet. People will be able to bring along appliances and learn how to repair them, rather than buying new ones.
- Tasmin Briggs of Friends of the Earth talked about the Critical Friends online group. They are busy with the Farnborough Airport consultation. She suggested that national campaigns and information available from FoE might be useful for the Hart microsite.

- Samantha Mabbott of Citizens Advice said she was mainly there to listen. Sustainability and climate are not on the radar of most people who use their service; they are mainly concerned with cost of living.
- Cllr David Morgan-Jones: talked about his experience as a planner with the Ministry of Defence. He referred to the data-gathering and analytical methods they used to understand and resolve complex problems.

Suggested district-wide actions:

- Thermal imaging cameras for councillors/staff
- Opportunities for canopy cover along high streets for cooling
- Identify hotspots for carbon emissions across the district (e.g. satellite image to see at a glance the areas that are emitting the most heat, pass to local parish/town councils/etc).  
Identify carbon hotspots within district using satellite/thermal imaging to help target activities.
- Collaborate with universities/climate specialists/Friends of the Earth headquarters/etc.

## 5. Stakeholder Engagement

Group Discussion feedback

- Revisited questions asked earlier
- Approach
  - Felt meetings should be face to face
  - Fairly informal approach to running meetings is good.
  - Positive feedback to quarterly meetings
  - Need to provide lots of value to attendees – they are volunteers and it's another evening giving up time, so need to be worthwhile and provide lots of value. All parishes are at different stages so may be difficult.
- Terms of reference
  - Felt no need for formal Terms of Reference – but smart actions would be better with sub-groups (working groups) looking at specific issues to discuss at next and future meetings
  - Terms of reference may be needed if we would need as part of future grant funding (if we wanted to apply as a group)
- Support/future topics from Hart District Council
  - There was a need for toolkits and training resources for use by local groups/Parishes – some were available on Local Partnerships website
  - Better guidelines for parishes and schemes available etc.
  - More information about recycling on the microsite
  - Training would be useful
  - A district energy plan would be helpful
  - All the things described – carbon literacy, engagement training, case studies, sharing about grants seems like a really good idea.
  - Need to agree priorities and have strong financial cases for these
  - A new engagement model to capture younger generations
  - Guidance on planning for solar panels
  - Volunteers
  - Guest speakers
  - Priorities: Engagement resource review and ways to communicate to businesses and residents effectively.

- CAB are mostly concerned with cost of living and would like a toolkit to use with clients
- Cllr David Morgan-Jones: would like to see a detailed analysis of the carbon status of Hart district to understand more clearly where the main carbon hotspots are and where there is a net imbalance. This would give the Council more information on which to base engagement with key stakeholders and for targeting of activity. He mentioned various things, including satellite imagery of the district; collaboration with climate scientists at nearby universities; and influence diagrams. Questioned whether greening initiatives were necessarily high impact in Hart as the district already has so many trees and plants. Offered his support as an unpaid consultant.
- Attendees
  - Businesses, or separate engagement group and invite local authorities to attend and build relationships with businesses
  - Would like to see a Hampshire County Council representative attend these meetings to contribute and avoid doubling up.
  - Depends on if we want to dilute the relevancy of the group. May be better elsewhere/other channels for audiences such as schools or businesses.

## 6. Grants and Initiatives

Liz Vango

- A number of grants available to councils and residents: public sector decarbonisation scheme; HDC local community grant; low carbon skills fund; funds for EV charge points for landlords etc; boiler upgrade scheme; home upgrade grant; ECO4, ECO+ and ECOFlex schemes
- Greening campaign recently awarded lottery funding and launched in Odiham and being launched by Fleet Town Council
- Solar Together initiative, a group buying scheme for solar panels and battery storage, closes at end of October 2023
- Thermal imaging scheme – pilot completed successfully, and cameras will be available to hire by all Parish/Town Councils during winter 2023/24
- Parish and Town Council investment fund energy efficiency scheme, grants of up to £25,000 available through County Council for council owned buildings
- HVA will be running training on how to apply for grants/HCC funding, and will make this training available to everyone in the group
- Questions asked on tree strategy, thermal camera hire and whether these could be used by residents

### Related links and resources

- [Parish and Town Council Investment Fund](#): Pump priming fund up to £30k, run by Hampshire County Council (HCC), includes energy efficiency grants for reducing carbon emissions from certain buildings, training grants, etc. Available to parish/town councils and established local community groups
- Energy Efficiency Audit grant, also run by Hampshire County Council
- <https://www.hiwcfc.org.uk/grants/>: funding for local community projects in Hampshire

### Residential grants and schemes:

- **All schemes:** <https://www.hart.gov.uk/environment/climate-change/are-you-eligible-grant>
- **Great British Insulation Scheme:** [www.gov.uk/apply-great-british-insulation-scheme](http://www.gov.uk/apply-great-british-insulation-scheme)
- **Greening campaign:** [www.greening-campaign.org](http://www.greening-campaign.org)
- **Solar Together:** [www.solartogether.co.uk/hart](http://www.solartogether.co.uk/hart)

**7. Next Steps**

Cllr Richard Quarterman

- Notes and an information pack to be sent out
- Details of email addresses and phone numbers will be included for information

## Developing a Woodland Plan for Central Hart

TC Sept 2023

1. Aim: To develop new FC-approved woodland schemes in central Hart (Winchfield, H/W, Odiham, Dogmersfield and Hook)
2. Method:
  - a. Collaborative effort involving parishes, landowners and Hart
  - b. Identify woodland opportunities and grants (including Hart-level Biodiversity/Carbon Net Gain)
  - c. Assess landowner interest
  - d. Start application process
3. Benefits:
  - a. Woodland is the best way in Hart to offset carbon (essential for net zero)
  - b. Woodland benefits biodiversity as well as many other ecosystem services (soil quality, flood mitigation, air quality etc)
  - c. Woodland creates local employment and income
  - d. Woodland has leisure and health benefits
  - e. Woodland is needed on the edge of the London conurbation to preserve green pockets
4. Costs:
  - a. Philosophy is to raise funding for this trial in Hart. Bids already made to Essex (awaiting award). But this may not succeed
  - b. Meanwhile the project can start on a no external-cost basis. We have free support from Friends of the Earth tree cover map, FoE Woodland Opportunity Maps, Forestry Commission Woodland Opportunity Maps, Hampshire Biodiversity Information Centre woodland information
  - c. There are grants available for developing woodland plans (see Winchfield PIES report)
  - d. All the parishes involved use Parish Online which means we can overlay Land Registry polygons over the woodland opportunity areas and start to engage with Landowners
  - e. But we ought to have a budget to engage Sonia Lorenzo-Martin (or similar) from English Woodlands Forestry to advise on grants and next steps. I suggest we ask Hart to provide funding for this (say £20,000) from its £250,000 Climate Action budget. It does not make sense for this budget to be used solely for Hart's own district projects.
5. Timescales:
  - a. This is going to be a long haul. Winning FC approval for woodland schemes takes a few years. We also need these plans to be integrated into Hart's Local Plan and parish-level Neighbourhood and Climate plans
  - b. But we can make significant progress (up to identifying opportunities and engaging with landowners) in a few months
  - c. It's also likely that we may start with a small scheme involving one or two landowners, with others joining in once they see it works. I know a few landowners who are keen to support
  - d. The critical first step is to develop a small team to lead the project. We need a sponsor from each parish and a small team to project manage and oversee the GIS/mapping aspects (I am a volunteer)

## Clerk

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**Subject:** FW: Hedgehog Highway Project  
**Attachments:** Council Letter2.pdf; List of YES Councils.docx

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**From:** <hedgehogsrus@mail.com>  
**Sent:** Sunday, September 24, 2023 9:40 PM  
**Subject:** Hedgehog Highway Project

Hi!

I would like to tell you about my Hedgehog Highway Project, which over 160 Parish, Town & Community Councils are taking part in. Many more are adding it to their next council meeting agendas.

Please read about the project here: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#)

The attached letter & the following video should also tell you all that you need to know: [https://fb.watch/nglfWD\\_5mr/](https://fb.watch/nglfWD_5mr/)

Please would you be so kind as to add it to the agenda of your next meeting?

I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Follow the project on Facebook: Hedgehogs R Us.

Thank You!





# Hedgehogs R Us

Linda Cook  
12 Richmond Close  
Market Weighton  
YO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

## Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- \* 50 Hedgehog Highway surrounds & 50 information leaflets
- \* A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- \* Donate the Highways and leaflets to your local school to educate in wildlife conservation
- \* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

## Councils who have ordered

1. Kirkbampton	kirkbamptonpc@gmail.com	P.
2. Denby	clerk@denbyparishcouncil.gov.uk	P.
3. Somercotes	info@somercotesparishcouncil.org.uk	P.
4. Angmering	admin@angmering-pc.gov.uk	P..
5. East Preston	clerk@eastpreston-pc.gov.uk	P.
6. Aston Clinton Parish Council	clerk@astonclinton.org	P..
7. Aylesbury Town Council	Sue.Carpenter@aylesburytowncouncil.gov.uk	P..
8. Chesham Town Council	admin@chesham.gov.uk	P.
9. Ellesborough Parish Council	clerk@ellesborough.org.uk	P..
10. Edlesborough Northall & Dagnall Parish Council	clerk@edlesborough-pc.gov.uk	P..
11. Haddenham Parish Council	clerk@haddenham-bucks-pc.gov.uk	P..
12. Pitstone Parish Council	parishclerk@pitstone.co.uk	P.
13. Stone with B'stone & Hartwell Parish Council	clerk@sbhpc.org	P.
14. Weston Turville Parish Council	clerk@westonturville-pc.gov.uk	P.
15. Stratford St Mary Parish Council	parishcouncil@stratfordstmary.org.uk	P.
16. Warmington Parish Council	clerk@warmington.org	P..
17. Raunds	clerk@raunds-tc.gov.uk	P..
18. Burbage Parish Council	Kirsty.Jones@burbage-council.co.uk	P..
19. Blandford Forum Town Council	admin@blandfordforum-tc.gov.uk	P..
20. Ferring	parishoffice@ferringparishcouncil.org.uk	P..
21. Little Clifton	littlecliftonpc@outlook.com	P.
22. Whitwell Parish Council	clerk@whitwell-pc.gov.uk	P..
23. Cosby Parish Council	clerk@cosbyparishcouncil.org.uk	P
24. Penistone Town Council	admin@pentowncouncil.gov.uk	P
25. Bognor Regis Town	bognortc@bognorregis.gov.uk	P
26. Netherbury Parish Council	netherbury@dorset-aptc.gov.uk	P
27. Keighley Town Council	townclerk@keighley.gov.uk	P
28. Ripponden Parish Council	clerk@rippondenparishcouncil.co.uk	P
29. Lytchett Matravers Parish Council	lytchettmatravers@dorset-aptc.gov.uk	P
30. Mobberley	clerk@mobberleyparishcouncil.co.uk	P
31. Alderley Edge	clerk@alderleyedge-pc.gov.uk	P
32. Keynsham Town Council	townclerk@keynsham-tc.gov.uk	P
33. Poynton	Kate.Mcdowell@poyntontowncouncil.gov.uk	P
34. Chestfield	clerk@chestfieldparishcouncil.gov.uk	P
35. Egremont Town Council	Egremontmarkethall@outlook.com	P
36. Ceredigion County Council	Rachel.Auckland@ceredigion.gov.uk	P
37. Marston Parish Council	clerk@marstonparishcouncil.co.uk	P
38. Mountsorrel Parish Council	clerk@mountsorrelparishcouncil.co.uk	P
39. Houghton Regis Town Council	emily.gibson@houghtonregis.org.uk	P
40. Sandhurst Town Council	Martina@sandhurst.gov.uk	P
41. Barlborough Parish Council	clerk@barlboroughparishcouncil.gov.uk	P
42. Higham Ferrers	clerk@highamferrers-tc.gov.uk	P
43. Hartford Parish Council	clerk@hartfordparishcouncil.org.uk	P
44. Highcliffe and Walkford Parish Council	trish.jamieson@highcliffewalkford-pc.gov.uk	P
45. Kingsmead Parish Council	clerk@kingsmeadpc.org.uk	P

46. Laleston	clerk@lalestoncommunitycouncil.gov.uk	P
47. Pyle Community Council	clerk@pylecommunitycouncil.co.uk	P
48. Misterton Parish Council	theclerk@misterton-notts-pc.gov.uk	P
49. Tibshelf Parish Council	theclerk@tibshelfparishcouncil.gov.uk	P
50. Thurlaston Parish Council	clerk@thurlastonparish.org.uk	P
51. Catshill and North Marlbrook Parish Council	parishclerk@catshillandnorthmarlbrook-pc.gov.uk	P
52. Leicester Forest East Parish Council	clerk@lfeparishcouncil.org.uk	P
53. Peasedown St John Parish Council	clerk@peasedownstjohnparishcouncil.gov.uk	P
54. Kimberley Town Council	theclerk@kimberley-tc.gov.uk	P
55. Leighton Linlade Town Council	mark.saccoccio@leightonlinlade-tc.gov.uk	P
56. Lyme Regis Town Council	townclerk@lymeregistowncouncil.gov.uk	P
57. Charmouth Parish Council	charmouth@dorset-aptc.gov.uk	P
58. Campton and Chicksands Parish Council	clerk@camptonandchicksands-pc.gov.uk	P
59. Burley Parish Council	clerk@burleyparishcouncil.co.uk	P
60. Maulden Parish Council	clerk@maulden-pc.gov.uk	P
61. South Hanningfield Parish Council	Shpc1@hotmail.com	P
62. Bedwas, Trethomas and Machen Community Council	clerk@btmcc.co.uk	P
63. Birstall Parish Council	admin@birstallpc.org.uk	P
64. Anstey Parish Council	clerk-ansteypc@hotmail.co.uk	P
65. Runwell Parish Council	runwell.parish.council@gmail.com	P
66. St Eval Parish Council	sherman1@waitrose.com	P
67. Newquay Town Council	corporateservice@newquay.town	P
68. Heyford Park Council	clerk@heyfordpark-pc.gov.uk	P
69. Llanbedr Pont Steffan/Lampeter	clerc@lampeter-tc.gov.uk	P
70. Conwy Town Council	rachel.lees@conwytowncouncil.gov.uk	P
71. Rawcliffe PC	clerk@rawcliffeparishcouncil.gov.uk	P
72. Bosham	parish.clerk@boshamvillage.co.uk	P
73. St Just	townclerk@stjust.org	P
74. Stow on the Wold	info@stowonthewold-tc.gov.uk	P
75. Spurstow	clerk@spurstow.org.uk	P
76. Sedbergh Parish Council	clerk@sedberghparishcouncil.org.uk	P
77. Looe Town Council	enquiries@looetowncouncil.gov.uk	P
78. Poundstock Parish Council	clerk@poundstock-pc.gov.uk	P
79. Keswick Town Council	townclerk@keswicktowncouncil.gov.uk	P
80. Llandudno Town Council	towncouncil@llandudno.gov.uk	P
81. Stanway Parish Council	amanda.ward@stanwaypc.org.uk	P
82. Marhamchurch Parish Council	clerk.marhamchurchpc@gmail.com	P
83. Pentewan Valley Parish Council	clerkpvpc@gmail.com	P
84. Sadberge Parish Council	clerktoipc@gmail.com	P
85. Budleigh Salterton Town Council	office@budleighsaltertontowncouncil.gov.uk	P
86. Brixworth Parish Council	parish.clerk@brixworthparishcouncil.gov.uk	P
87. Clapton-on-the-Hill Parish Meeting	claptonparish@yahoo.com	P
88. Torpoint Town Council / Friends of Thanckes Park	friends@thanckes.org.uk	P

89. Loddiswell Parish Council	loddiswellparishclerk@gmail.com	P
90. Moreton-in-Marsh	Clerk@moretoninmarshtowncouncil.gov.uk	P..
91. Ipplepen Parish Council	ipplepencouncil@btopenworld.com	P..
92. Wadebridge Town Council	Townclerk@wadebridge-tc.gov.uk	P
93. North Tawton Town Council	townclerk@northtawtontowncouncil.gov.uk	P
94. Walgrave Parish Council	clerk@walgraveparishcouncil.gov.uk	P
95. Hayle Town Council	townclerk@hayletowncouncil.net	P
96. Bridgend Town	bridgend.tc@bridgend.gov.uk	P
97. Naseby Parish Council	clerk.nasebypc@outlook.com	P
98. Lechlade Town Council	clerk@lechladeonthames.co.uk	P
99. South Tawton Parish Council	clerk@southtawtonparishcouncil.org.uk	P
100. Llanddulas and Rhyd-y-Foel	clerk@llanddulascc.org.uk	P
101. Buckfastleigh Town Council	clerk@buckfastleigh.gov.uk	P
102. Hexham Town Council	clerk@hexhamtowncouncil.gov.uk	P
103. Fremington Parish Council	executiveofficer@fremingtonparishcouncil.gov.uk	P
104. Exmouth Town Council	townclerk@exmouth.gov.uk	P
105. Newton Abbot Town Council	info@newtonabbot-tc.gov.uk	P
106. Okeford Fitzpaine Parish Council	clerk@okefordfitzpaine-pc.gov.uk	P
107. Stanstead Abbots Parish Council	clerk@stansteadabbottsparishcouncil.gov.uk	P.
108. Sherborne Town Council	s.shield@sherborne-tc.gov.uk	P.
109. Kingsteignton Town Council	clerk@kingsteignton.gov.uk	P
110. Ivybridge Town Council	townclerk@ivybridge.gov.uk	P
111. Tow Law Town Council	towlawtc@hotmail.com	P
112. Hutton Henry (& Station Town) Parish Council	huttonhenrypc@hotmail.co.uk	P
113. Whitfield Parish Council	<a href="mailto:whitfieldpc@btconnect.com">whitfieldpc@btconnect.com</a>	P
114. Hatfield Town Council	office@hatfield-tc.gov.uk	P
115. Sutton Parish Council	office@sutton-cambs-pc.gov.uk	P
116. Ladock Parish Council	ladockpc@btinternet.com	P
117. Moss and District Parish Council	clerk@mossanddistrict-pc.gov.uk	P
118. Woodhall Spa Parish Council	Parish.clerk@woodhallspaparishcouncil.gov.uk	P
119. Brandesburton Parish Council	brandesburtonpc@gmail.com	P
120. Barmby on the Marsh Parish Council	clerk@barmby-on-the-marsh.org.uk	P
121. West Moors Town Council	office@westmoors-pc.gov.uk	P
122. Wicken Parish Council	rachel.james@wickenparishcouncil.co.uk	P
123. Little Berkhamsted Parish Council	clerk@littleberkhamsted.org.uk	P
124. Easington Village Parish Council	Clerk@easingtonvpc.co.uk	P
125. Burlescombe Parish Council	clerk@burlescombe.org	X
126. Malborough Parish Council	malboroughparishclerk@gmail.com	P
127. South Huish Parish Council	clerk.southhuishpc@gmail.com	P
128. North Somercotes Parish Council	nspcpearce@btinternet.com	P
129. Barmby Moor Parish Council	vivcox@talktalk.net	P
130. Sheet Parish Council	clerk.sheet@parish.hants.gov.uk	P
131. Okehampton Town Council	townclerk@okehampton.gov.uk	P
132. Hetton Town Council	townclerk@hettontowncouncil.gov.uk	P

133. Pocklington Town Council	townclerk@pocklington.gov.uk	P
134. Millbrook Parish Council	theclerk@millbrook-pc.gov.uk	P
135. South Cave Parish Council	clerk@southcavepc.gov.uk	P
136. Bridlington Town Council	clerk@bridlington.gov.uk	P
137. Kilpin Parish Council	clerk@kilpinparish.co.uk	P
138. Skegness Town Council	info@skegnesscouncil.org.uk	P
139. Hawkwell	info@hawkwellparishcouncil.gov.uk	P
140. Woodmansey Parish Council	woodmanseyparishclerk@yahoo.com	P
141. Camblesforth Parish Council	camblesforthclerk@sky.com	P
142. North Cave Parish Council	clerknorthcavepc@hotmail.co.uk	P
143. Campsea Ashe Parish Council	clerk@campsea-ashe-pc.org	P
144. Little Paxton Parish Council	clerk@littlepaxtonparishcouncil.gov.uk	P
145. Patterdale Parish Council	patterdaleclerk@icloud.com	P
146. Newbald Parish Council	clerk@newbaldparishcouncil.gov.uk	P
147. Laxton Parish Council	laxtonpc@btinternet.com	P
148. Bungay Town Council	clerk@bungaytowncouncil.gov.uk	P
149. Swavesey	clerk@swavesey.org.uk	P
150. Halesworth Town Council	clerk@halesworthtowncouncil.org.uk	P
151. Thorngumbald Parish Council	clerk@thorngumbald-pc.org.uk	P
152. Tewkesbury	townclerk@tewkesburytowncouncil.gov.uk	
153. Grafham Parish Council	clerk@grafhampc.org	P
154. Goole Town Council	Stacey.Norfolk@goole-tc.gov.uk	P
155. Wickham Bishops Parish	info@wickhambishopsparishcouncil.org	
156. Marldon Parish Council	clerk@marldonparishcouncil.org.uk	
157. Cainscross	Clerk@cainscross-pc.gov.uk	
158. Great Chart with Singleton	TheClerk@greatchartsingleton-pc.gov.uk	P
159. Oakington & Westwick	clerk@oakingtonandwestwick-pc.gov.uk	P
160. Bishops Cleeve	clerk@bishopsclieveparishcouncil.gov.uk	P
161. Tring	clerk@tring.gov.uk	P
162. Ockbrook & Borrowash Parish Council	clerk@ockbrookandborrowashparishcouncil.gov.uk	P.
163. Brockworth	clerk@brockworth-pc.gov.uk	
164.		
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171.		

**Odiham Parish Council**  
**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2023**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Odiham Parish Council</b> for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Odiham Parish Council</b> on application to:	
(a) Andrea Mann, Parish Clerk Odiham Parish Council The Bridewell The Bury Odiham RG29 1NB	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Monday, Tuesday, Wednesday and Friday 9.30am to 2pm	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of 30p (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Andrea Mann, Parish Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 28 <sup>th</sup> September 2023	(e) Insert the date of placing of the notice.



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Odiham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2023

and recorded as minute reference:

42/23

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*[Signature]*

Clerk

*[Signature]*

<https://odihamparishcouncil.gov.uk>



## Section 2 – Accounting Statements 2022/23 for

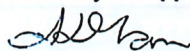
Odiham Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	213,559	211,241	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	190,343	210,412	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,776	72,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	84,877	86,204	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	145,561	191,737	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,241	216,118	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	205,032	209,029	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,251,223	1,259,983	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

15/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

20/6/2023

as recorded in minute reference:

L43/23

Signed by Chairman of the meeting where the Accounting Statements were approved





## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

EN Odiham Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

EBDO LLP Southamton INTERNAL AUDITOR

External Auditor Signature

DocuSigned by:  
BDO LLP  
2BEB056D80974E4...

Date

27 September 2023