



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 15th OCTOBER 2024 at 7.30pm**

10th October 2024

Andrea Mann, Clerk

Members of the public are welcome to attend in person or online
Join Zoom Meeting

<https://us02web.zoom.us/j/89952610224?pwd=pdMqVlEQKd2bGsa8svF9QvbdL9fHRBc.1>

Meeting ID: 899 5261 0224 Passcode: 105723

- 149/24 To receive apologies for absence**
- 150/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 151/24 Approval of minutes**
To approve the minutes of the Council Meeting held on 17th September 2024 (122-148/24).
- 152/24 Chair's announcements**
- 153/24 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

- 154/24 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 155/24 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 156/24 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 157/24 Verbal report from The Bridewell working group (page 6)**
i) To receive a verbal report from The Bridewell working group.
ii) To note an open event is planned on Thursday 28th November between 2.30-5pm to showcase the finished co-working space. (page 6)
- 158/24 Policies (page 7)**
i) To review the schedule of policies and recommendations (in red) (page 7).
ii) To consider adopting the revised Staff Handbook following a review by the Staffing Committee 09.10.24 (to follow).



- iii) To consider adopting a new Pensions' Discretion Policy requested by Hampshire Pension Services, following a review by the Staffing Committee 09.10.24 (pages to follow).

159/24 Bus shelter installation, Alton Road (report to follow by email)

To consider a new proposed location for the bus shelter on the Alton Road following a site meeting with HCC 08.10.24.

Amenities Areas Committee

160/24 Proposed works (page 8 and quotes circulated to members separately)

To consider the following proposed works:

- i) To clear spoil and ground level vegetation from the Mildmay/Cemetery boundary.
- ii) To level 4 rows of burial plots where sunken graves are impeding grass cutting.
- iii) New fencing proposals at the cemetery:
 - a. Across the Cemetery driveway.
 - b. In front of the North Chapel entrance.
 - c. In front of the South Chapel entrance.
 - d. To block off access from a wooded area to the rear of the open burial lawn.
- iv) Safety surfacing repairs at the Bufton Field play area.
- v) Safety surfacing repairs at the Chapel Pond play area.

161/24 Plans to reconfigure King St public toilets to provide an accessible cubicle (page 9)

To consider scaled drawings and agree whether to submit them to HDC for listed building consent.

Community Committee

162/24 80th anniversary of VE-Day – 8th May 2025 (referred from previous meeting)

To consider whether OPC should make plans to commemorate the 8^{0th} anniversary of VE-Day on 8th May 2025 in line with official guidance <https://www.veday80.org.uk/>. Following resolution, a working group will be set up to manage the event planning and budget provision will be considered as part of the 2024-25 budget setting process.

Financial Matters

163/24 Payments Listing (to follow)

To approve the payments listing for the period 18th September-15th October 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

164/24 Quarter 2 financial reporting (pages 10-29)

To review and accept the following financial reports for quarter 2 @ 30.09.24:

- i) July-September 2024 bank reconciliations (pages 10-12).
- ii) Quarter 2 payments listing (pages 13-18).
- iii) Quarter 2 earmarked reserves (pages 19-20).
- iv) Quarter 2 and half year budget position including end of year forecast (pages 21-27) noting the Clerk's summary report (page 28).
- v) To review and minute the bank balances and reserves (page 29).



- 165/24 Investments (page 29)**
To review bank interest and consider any transfer between accounts.
- 166/24 Question from the Internal Auditor (page 30)**
To consider a question from the Internal Auditor to consider writing to the External Auditor asking for the comments made under “other matters” to be re-worded. See [Notice-of-conclusion-2023-24.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/notice-of-conclusion-2023-24.pdf) page 4.
- 167/24 Requests to spend for items over delegated authority limits**
- i) Office furniture - To consider a request from staff to spend £1,031.56 from The Bridewell earmarked reserve to replace 3 office chairs and one desk with height adjustable desk.
 - ii) Speed Indicator Device management – To consider a quote from OPC’s (spending from cost code 5030 will result in an estimated £500 end of year overspend).

Planning Matters

- 168/24 Ratification of decisions by the Planning & Development Committee**
To ratify the decisions of the recent Planning & Development Committee 08.10.24.
<https://odihamparishcouncil.gov.uk/council/planning/planning-development-committee>
- 169/24 Neighbourhood Plan Review (pages 31-33)**
To receive a letter from the Examiner and consider a draft response.
- 170/24 Proposed new Odiham Tennis Club Clubhouse (pages 34-37)**
To consider a request from the Tennis Club to support the proposals as the site owner and landlord.
- 171/24 Request for Section 106 (S106) developer’s contributions from the Hook Rd Neighbourhood Plan development site (pages 38)**
To receive the Clerk’s report and agree a request for S106 developer’s contributions from the above development.
- 172/24 Date of next meeting**
Tuesday 19th November 2024
- 173/24 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 and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**
- 174/24 Calculation on ongoing maintenance costs for public open space land – deferred from previous meeting item 148/24 (pages 39-41)**
To receive a verbal report following a site meeting with HDC on 07.10.24 and consider whether OPC is ready to reach a decision (report 148/24 is attached for information).
- 175/24 Rough sleeper Odiham Cemetery**
To receive a verbal update from the Clerk on the actions taken since the previous meeting.
- 176/24 To consider any recommendations from the Staffing Committee 09.10.24 relating to exempt staff matters**
The Chair and committee Chair will report directly to the meeting.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Jun-24 (2)	47/24	Clerk	Prepare ToR for new 20mph working group.	
		Clerk	Invite members and confirm.	
	54/24	Clerk	Add Cyber Security Policy to website.	Complete
		Clerk	Refer double authentication of email passwords to next agenda.	Complete
		Staffing Committee	Draft pensions discretions policy.	On agenda
	55/24i	Clerk	Invite members to War Memorial Working Group and arrange first meeting.	Complete
	55/24ii	Clerk	Arrange H&S working group meeting.	Work in progress
	56/24	Office	Award contract for works to Chapel Cottage septic tank.	Complete
	57/24	Clerk/CllrsAMc&DS	Site meeting at cemetery with grounds contractor re maintenance regime for remainder of year.	Complete
	58/24	Office	Award contract to remove 2 x ash trees from land at Colt Hill.	Complete
	59/24	Office	Notify family of decision relating to fallen grave stone and progress as required.	Complete
	62/24	Cllr Bell	Meet with chair of InOdiham to clarify plans for future events.	Complete
	63/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and login to approve payments.	Complete
	64/24	Neighbourhood Plan WG	Finish proof-reading and submit plan to Hart.	Complete
	65/24	Cllr Bell	Refer response from HCC re parking at Laurel Close to residents.	Complete
	66/24	Office	Include article on maintenance of local rights of way in Summer newsletter.	Complete
	71/24	Cllr Verdon	Liaise with Hart DC re suggested new rural exception site.	Complete
	72/24	Clerk	Seek advice from HALC re nomination of award.	Complete
Jul-24	75/24	Clerk	Change previous minutes from draft and add to website.	Complete
	76/24i	Clerk	Write to telephone exchange manager re state of grounds.	Complete
	79/24	Cllr Bell	Report on correspondence with InOdiham at next meeting.	Complete
	82/24	Bridewell WG	Meet to agree next stage of project and remaining works for upgrading co-working space.	Complete
	83/24	Clerk	Find out whether there's another method for double-authentication of emails other than texts to mobile phones.	Complete
	84/24	Deputy Clerk	Obtain second opinion & quote for the septic tank at Chapel Cottage.	To be considered by Amenities 19.11.24.
	85/24	Deputy Clerk	Notify all grant applicants of decision and set up payments where required.	Complete
	86/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and login to approve payments.	Complete
	88/24	Clerk	Submit planning comments to Hart.	Complete
	92/24	Clerk	Confirm proposed award recipient is happy to accept award before progressing decision and associated work.	Complete
	93/24	Clerk	Respond to the complaint regarding the location of a bus shelter.	Complete
		Office	Arrange for overhanging vegetation to be cut back prior to bus shelter installation last week in August.	Not required
Aug-24	97/24	Clerk	Change previous minutes from draft and add to website.	Complete
	104/24	Clerk/Deputy Clerk/CllrSB	Appoint members to War Memorial working group, hold first meeting and report back to council with plan of action.	Complete
	105/24	Clerk/All	Add Annual Action Plan to website, circulate to all, follow and report progress at AGM.	Ongoing
	106/24	IT support/All	Implement double authentication of Outlook emails for all.	Complete
	107/24	Clerk	Update Document Retention Scheme and add to website.	Complete
	108/24	Office/CllrsSB&PV	Following confirmation by site inspection, issue letters of overgrown paths when required.	Ongoing
	109/24	Clerk	Vote at HALC AGM to accept proposed changes to Articles of Association.	19.10.24
	110/24	Clerk	Send welcome letter to new MP.	Complete
	111/24ii	Deputy Clerk	Publish plea to residents for community volunteers for Speedwatch including data collected on Farnham Road.	Complete
	111/24iii	Deputy Clerk/Clerk	Continue researching options for rotating SIDs and report back to Council.	On agenda
	111/24iv	Deputy Clerk	Order further brackets for newer SID.	Complete
	112/24	CllrAMc	Respond to HDC Cllr Butler re effectiveness of the HDC Flood Forum.	Complete
	114/24	CllrsPV&CG	Set up payments on Unity Trust and login to approve payments.	Complete
	117/24	CllrPV	Meet with resident to draw up a list of proposed responses to the Government's NPPF consultation and refer to Council for decision.	On agenda
	120/24ii	Office/AO	Investigate whether cemetery water can be switched off without impacting on supply to the cottage.	Complete, locks fitted
	120/24iii	Clerk	Report back to Council following meeting with Hart Community Safety.	On agenda
	121/24	Office	Obtain quotes for security fencing to Chappel Cottage and refer quotes to Council.	On agenda

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Sep-24	124/24	Clerk	Change previous minutes from draft and add to website.	Complete
	126/24	Clerk	Send follow up email to RAF re events to commemorate 100 years of flight at RAF Odiham.	Complete
	128/24ib	HDC Cllr Hale/Clerk	Brief OPC on HDC's plans for 126/24.	
	131/24	Deputy Clerk	Promote agreed action plan for war memorial improvements.	Complete
	132/24	Clerk	Add revised polices to website - casual vacancy & co-option, environment & climate change and community use of OPC's land & equipment.	Complete
	133/24	Clerk	Write to property owners next to Stoney Alley and Terry's Alley seeking consent to install directional signs to The Bury facilities.	
		Clerk/OdSoc	Arrange the purchase and installation of new signage.	
	134/24	Clerk	Refer Alton Rd bus shelter to next meeting.	On agenda
	135/24	Deputy Clerk	Pay grant awards and notify recipients - Citizens Advice and InOdiham for Extravaganza.	Complete
	136/24i	Office	Complete Autumn newsletter.	Complete
	136/24ivb	All	Submit names for guest list for drinks reception 28.11.24.	
	137/24	Clerk	Refer 80th anniversary of VE-Day celebrations to next agenda.	On agenda
	139/24i	Clerk	Award contract to 24-25 internal auditor.	Complete
	140/24	C/DC/CllrLC/CllrPV	Set up payments on Unity Trust and login to approve payments.	Complete
	142/24	Clerk	Submit OPC's planning application comments to HDC.	Complete
	144/24	Clerk	Submit OPC's response to the Government's consultation on NPPF reforms.	Complete
	148/24	Clerk	Refer calculation on ongoing maintenance costs for POS to next agenda following site meeting.	On agenda



The Bridewell Community Hub

Hot desk open evening
Thursday 28th November
2.30-5pm

Come along and see our newly refurbished
hot desk area and meeting room

To book a desk or the meeting room please email:
Deputyclerk@odihamparishcouncil.gov.uk



Or call the Parish Office
01256 702716

REVIEW OF OPC POLICIES - 15.10.24

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Sep-23	Essential	Sep-26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep-26 - unless change in ICO model scheme.
Standing Orders	Feb-24	Essential	Feb-25 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan-25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb-25 - unless change in circumstances.
Equality, Diversity and Inclusion Policy	Dec-22	Advisable	Dec-24
Dignity at Work Policy	Dec-22	Advisable	Dec-24
Councillor Officer Protocol	Dec-22	Advisable	Dec-24
Finance			
Financial Regulations	Dec-23	Essential	Dec-24. Note new model Financial Regulations. On agenda 15.10.24.
Statement of Internal Controls	Aug-23	Desirable	Aug-24 - unless change in circumstances. Proposal to wait until new Financial Regs approved.
Claiming expenses by Cllrs Policy	Jul-23	Optional	Jul-27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			Jul-27 - new Council.
Investment Policy	Jul-23	Essential	Jul-24. Proposal to wait until new Financial Regs approved.
Reserves Policy	Aug-23	Optional	Aug-24. Proposal to wait until new Financial regs approved.
Grant Giving Policy	May-24	Essential	May-25.
Council Strategy			
Strategic Plan/Business Plan	Mar-24	Desirable	Mar-25 - annual review required.
Annual Action Plan	Aug-24	Desirable	Mar-25 - ongoing review and annual reporting required.
Casual Vacancy and Co-option Policy	Sep-24	Optional	May-27.
Complaints Procedure	Feb-24	Essential	May-27. Note NALC award panel's view that current procedure is "lightweight".
Data Protection			
Data Protection Policy	Jul-23	Essential	May-2027 - unless change in legislation.
Document Retention Policy	Aug'24	Desirable	May-2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	May-2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	May-2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	May-2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	May-2027 - unless change in legislation.
Cyber Security Policy	Jun-24	Desirable	Jun-26.
Health & Safety			
Health & Safety Policy	Dec-23	Essential	Dec-24.
Safeguarding Policy	Dec-23	Desirable	Dec-25.
Environment			
Environment & Climate Change Policy	Sep-24	Desirable	Sep-26.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Feb-23	Optional	Feb-25.
Hiring OPC's land and equipment	Sep-24	Optional	Sep-26.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Communication			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Dec-23	Optional	On agenda 15.10.24 following review by Staffing Committee 09.10.24.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.
Pensions Discretionary Policy			On agenda 15.10.24 following review by Staffing Committee 09.10.24.

REPORT ON: Proposed spending for Amenities works
WRITTEN BY: Parish Clerk
MEETING DATE: 15th October 2024
AGENDA ITEMS: 160/24

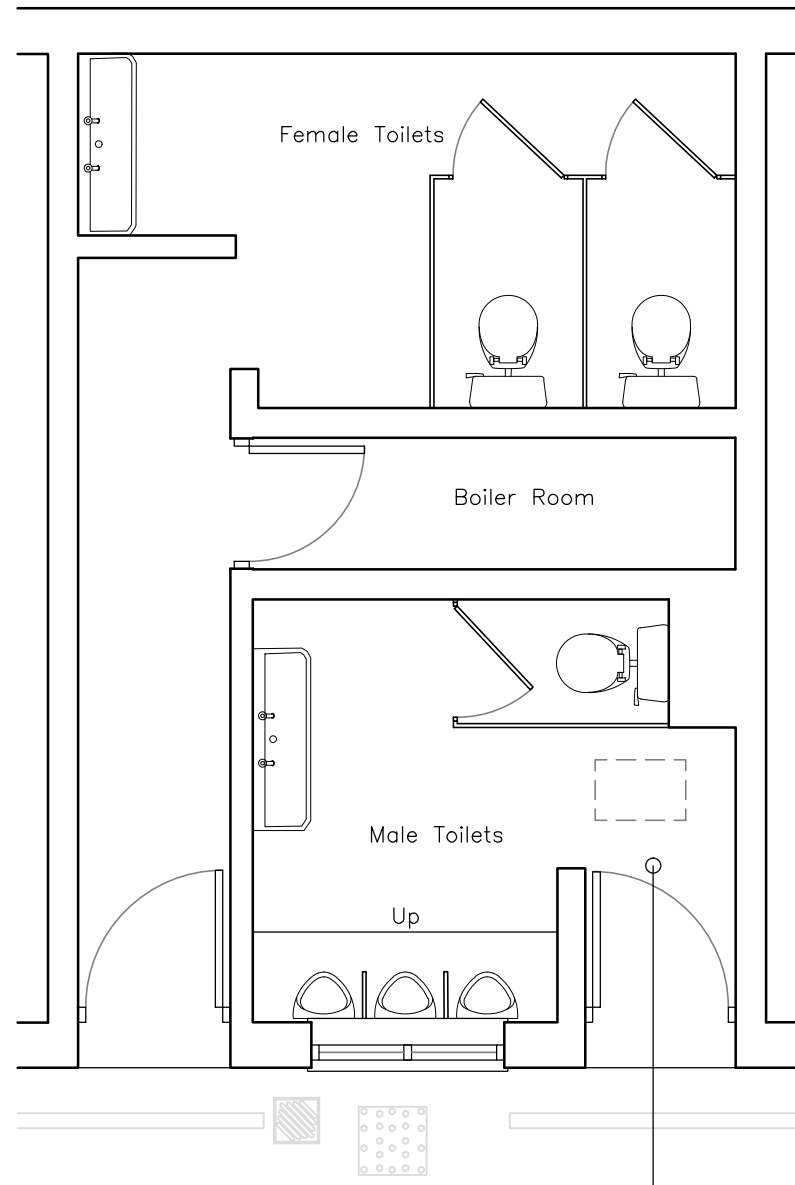
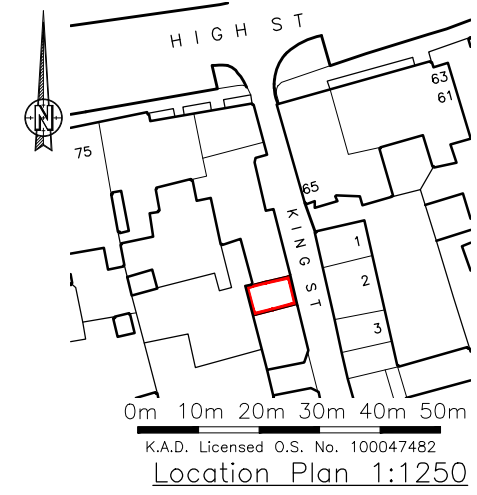
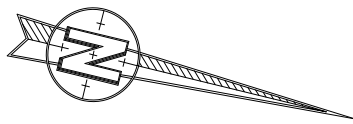
Refer to quotes in separate document.

	Location	Detail of works	Purpose	Quote value (net)	Available budget
i)	Cemetery	To clear spoil and ground level vegetation from the Mildmay/Cemetery boundary.	To clear spoil left by grave digger, improve access for maintenance and generally improve area to make plots on this boundary more visible.	£1,560	Yes, from main cemetery maintenance budget (2010).
ii)	Cemetery	To level 4 rows of burial plots where sunken graves are impeding grass cutting.	To level worst rows to improve access for grounds maintenance purposes.	£2,000	Yes, by spending from the cemetery improvements earmarked reserves currently £3,000 which was set aside for the sculpture.
iii)	Cemetery	New fencing a. Across the Cemetery driveway. b. In front of the North Chapel entrance. c. In front of the South Chapel entrance. d. To block off access from a wooded area to the rear of the open burial lawn.	To deter unlawful access.	£1,317 £1,713.61 £1,713.61 £482	Yes, but only by spending from the Chapel building earmarked reserve currently £7,126, the grounds maintenance earmarked reserve currently £3,553 or from general reserves.
iv)	Buften Field play area	Repairs to safety surfacing.	Identified in the annual play inspection report and condition deteriorated since report.	£837 £1,114 £1,951	Yes, but only by spending from the Buften Field earmarked reserve currently £2,562.
v)	Chapel Pond play area	Repairs to safety surfacing. Supply and installation of approx. 25sqm of Mulchbond surfacing, including chase cutting into the grass and a full colour wear pad under the swings: + VAT.	Identified as trip hazards on 2023 & 2024 play inspection reports. Contractor advised that infilling with soil will be ineffective.	£2,605.00	Only by spending from the play area replacement budgets. Note agenda item 171/24

Other works currently being researched to bear in mind:

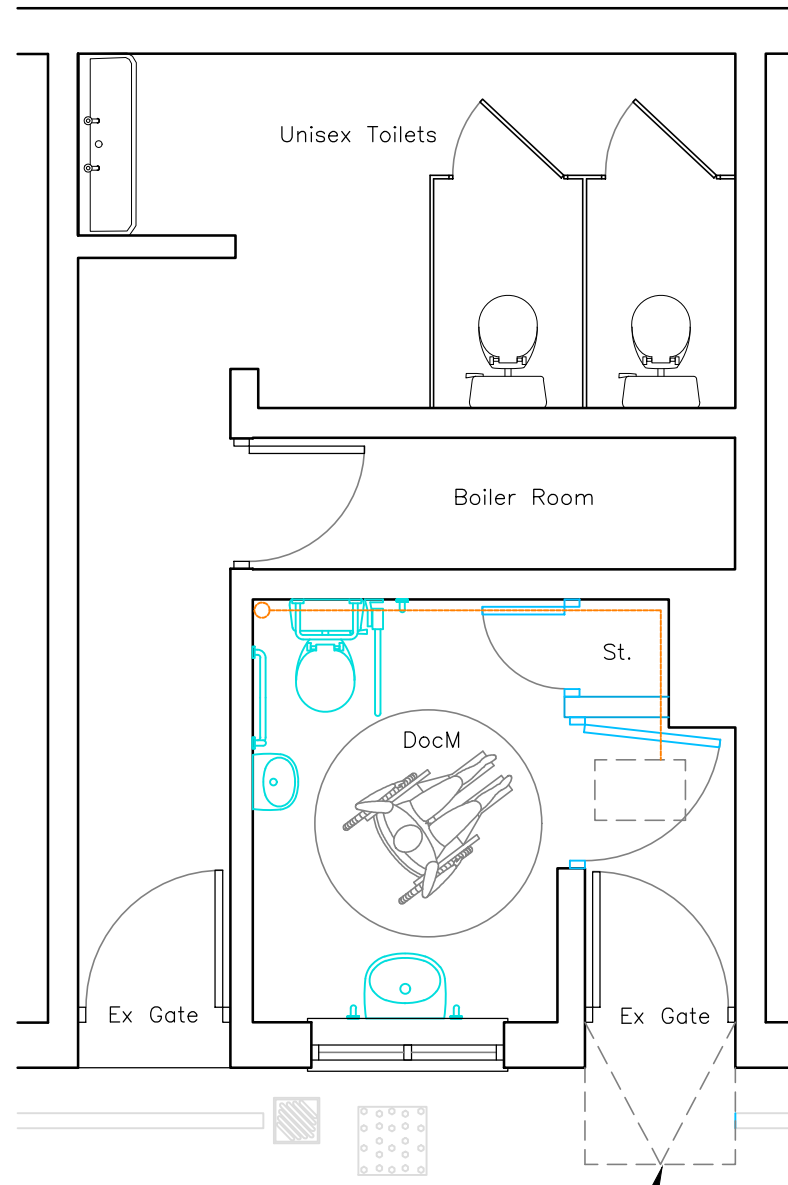
- The Electrical Installation Condition Reports (EICR) have failed for The Bridewell, King Street public toilets and South Chapel. Reports and quotes are due from the electrician. We understand the fault at the King Street toilets will be most expensive to rectify – this is surprising considering the toilets were upgraded in 2019.
- Fencing and gates at the allotments are failing and will need replacing. The fencing is of a poor quality and has experienced several failures since the site was created in 2019.
- The fencing at Chamberlain Gardens will need replacing in the near future.

**IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - PARTLY**



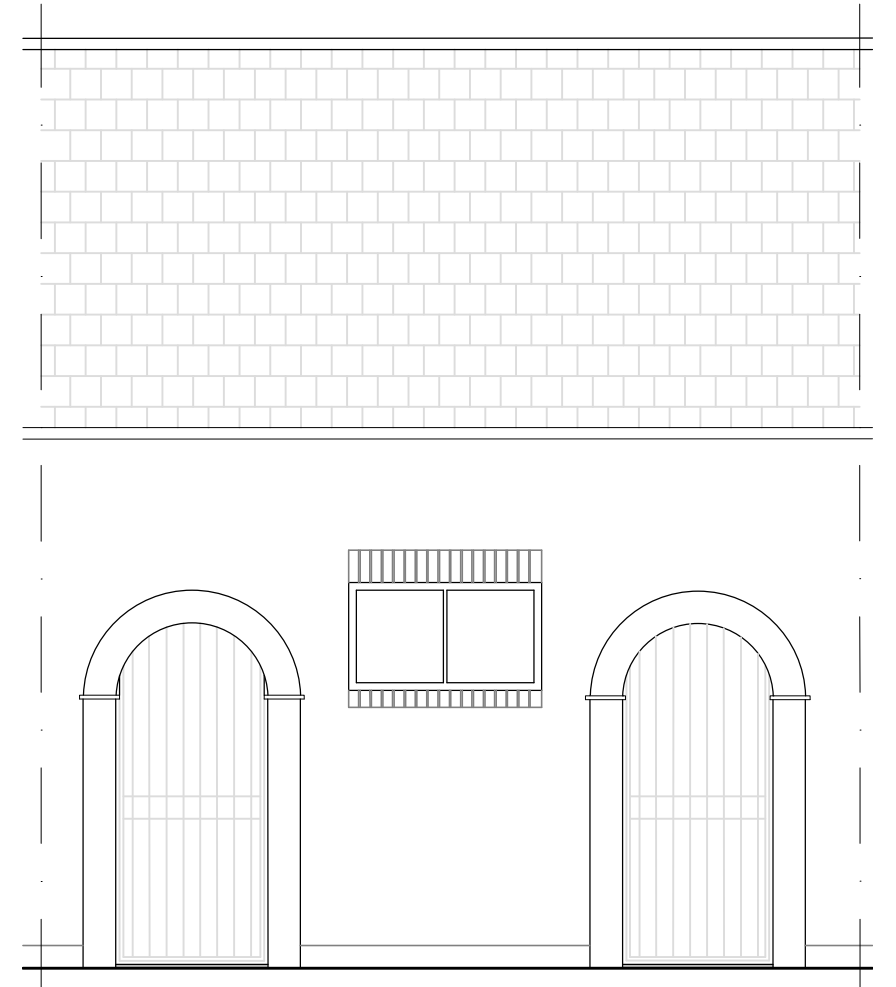
Existing Plan 1:50

Note 100% modern fabric interior




Proposed Plan 1:50

Proposed threshold level onto King Street, and adjust drainage channel to start after ramp



Existing & Proposed Front Elevation 1:50



		First Floor Unit 7 The Quarterdeck Port Solent PO6 4TP T: 01489 660194		Project Odiham Parish Council, Public Conveniences, King Street, Hook, RG29 1NB	
Client ODIHAM PARISH COUNCIL		Scale 1:50@A3		Date SEP 2024	
Drawing EXISTING & PROPOSED PLANS		Project no. KC	Sequential 01	Bldg/Floor A	Detail EX&PP
					Rev .

Odiham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		195,287.16
	ADD Receipts 01/04/2024 - 31/08/2024		165,137.09
			360,424.25
	SUBTRACT Payments 01/04/2024 - 31/08/2024		134,816.02
A	Cash in Hand 31/08/2024 (per Cash Book)		225,608.23
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2023	0.00
	Lloyds Money Market	31/08/2024	0.00
	Lloyds Treasurer's Account	31/08/2024	106.63
	Unity Trust	31/08/2024	37,934.33
	Lloyds 30 days notice account	31/08/2024	3.17
	Hampshire Trust Bank	31/08/2024	52,414.50
	CCLA	31/08/2024	135,674.60
	Lloyds/Unity Multipay card	31/08/2024	0.00
			226,133.23
	Less unrepresented payments		525.00
			225,608.23
	Plus unrepresented receipts		
B	Adjusted Bank Balance		225,608.23
	A = B Checks out OK		

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
157	Cemetery rates and water	16/07/2024		Unity Trust	157	Business Rates - Cemetery	Hart DC	Z	200.00		200.00
158	Rates	16/07/2024		Unity Trust	158	Office business rates Aug	Hart DC	Z	233.00		233.00
159	Rates	16/07/2024		Unity Trust	159	Bridewell business rates Aug	Hart DC	Z	398.00		398.00
160	The Bridewell - cleaning & mat	16/07/2024		Unity Trust	160	Bridewell cleaning (Jun)	YBC	S	559.58	111.92	671.50
161	IT Support and Back up	16/07/2024		Unity Trust	161	IT Support July	BV Computer Solutions Ltd	Z	135.00		135.00
162	IT Support and Back up	16/07/2024		Unity Trust	162	Office 365 accounts	Microsoft Ireland	Z	51.50		51.50
163	Training	16/07/2024		Unity Trust	163	Deputy Clerk finance training	HALC	S	48.00	9.60	57.60
164	Toilets - Power and rates	16/07/2024		Unity Trust	164	Electricity - King St Toilets	nPower	L	64.38	3.22	67.60
165	Armed Forces Day	16/07/2024		Unity Trust	165	Donation - AF flag raising	Bowls Club	Z	100.00		100.00
166	Bands in the Bury	16/07/2024		Unity Trust	166	Grant - BinB and Food Fayre	InOdiham	Z	1,000.00		1,000.00
166	Food Fayre	16/07/2024		Unity Trust	166	Grant - BinB and Food Fayre	InOdiham	Z	1,000.00		1,000.00
167	Chapel Cottage Maintenance	16/07/2024		Unity Trust	167	Chapel cottage repairs- septic t	A.S.L Ltd	S	1,180.00	236.00	1,416.00
168	Training	16/07/2024		Unity Trust	168	Cllr Bell - handling challenging	HALC	S	48.00	9.60	57.60
169	Training	16/07/2024		Unity Trust	169	Deputy Clerk - handling challer	HALC	S	48.00	9.60	57.60
170	Telephone and internet	16/07/2024		Unity Trust	170	Phones & broadband	BT	S	212.55	42.51	255.06
171	Toilets - cleaning	16/07/2024		Unity Trust	171	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
172	IT Support and Back up	16/07/2024		Unity Trust	172	.gov.uk domain renewal	Somerset Web Services Ltc	S	50.00	10.00	60.00
173	D-Day	16/07/2024		Unity Trust	173	Cover D-Day beacon event	St John's Ambulance	S	57.20	11.44	68.64
174	Chamberlain Gardens (SC Trus)	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	239.16	47.83	286.99
174	Cemetery Maintenance	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	1,193.58	238.72	1,432.30
174	Other amenity areas maintenar	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	254.24	50.85	305.09
174	Play Areas	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	479.16	95.83	574.99
174	Allotments - maintenance	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	60.00	12.00	72.00
174	Bin emptying	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	392.90	78.58	471.48
174	Armed Forces Day	16/07/2024		Unity Trust	174	Grounds maintenance - June 21	Larkstel Ltd	S	50.00	10.00	60.00
175	The Bridewell - waste disposal	16/07/2024		Unity Trust	175	Dispose lighting	FS Cleaning & Maintenance	Z	50.00		50.00
176	The Bridewell - waste disposal	16/07/2024		Unity Trust	176	Bridewell waste collection	Suez	S	77.68	15.54	93.22
177	D-Day	16/07/2024		Unity Trust	177	Drinks D-Day beacon event	Bowls Club	Z	36.00		36.00
178	Neighbourhood Plan Update	16/07/2024		Unity Trust	178	Odiham & North Warnborough	Troy Hayes Planning Ltd	S	4,986.67	997.33	5,984.00
179	Travel	16/07/2024		Unity Trust	179	Mileage to HALC course	Cllr Bell expenses	Z	9.00		9.00
180	Bridewell works	12/07/2024		Unity Trust		The Bridewell, The Bury, Odiha	Hub Kitchens	S	4,847.23	969.45	5,816.68
181	The Bridewell - gas	16/07/2024		Unity Trust	181	The Bridewell gas	Total Energies Gas & Powe	L	148.23	7.42	155.65
182	Staff Salaries	16/07/2024		Unity Trust	182	Staff Salaries - July 2024	Staff Salaries - July 2024	Z	4,912.34		4,912.34
183	Staff Salaries	16/07/2024		Unity Trust	182	Staff PAYE & NI - July 2024	HMRC	Z	927.08		927.08

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
184	Staff Salaries	16/07/2024		Unity Trust	184	Staff Pensions - July 2024	Hampshire Pension Fund	Z	397.64		397.64
185	Employers' NI	16/07/2024		Unity Trust	185	Employer NI - July 2024	HMRC	Z	546.91		546.91
186	Pension Contribution	16/07/2024		Unity Trust	186	Employer Pension - July 2024	Hampshire Pension Fund	Z	1,334.73		1,334.73
187	The Bridewell	16/07/2024		Unity Trust	187	The Bridewell	Keith Dodd	Z	325.00		325.00
188	Rights of Way	16/07/2024		Unity Trust	188	Cons Volunteers equip (see se	Amazon	S	46.64	9.34	55.98
188	Rights of Way	16/07/2024		Unity Trust	188	Cons Volunteers equip (see se	Amazon	S	33.14	6.64	39.78
188	Rights of Way	16/07/2024		Unity Trust	188	Cons Volunteers equip (see se	Amazon	S	5.49	1.10	6.59
188	Rights of Way	16/07/2024		Unity Trust	188	Cons Volunteers equip (see se	Amazon	S	16.64	3.34	19.98
188	Rights of Way	16/07/2024		Unity Trust	188	Cons Volunteers equip (see se	Amazon	Z	13.83		13.83
189	Other amenity areas maintenar	16/07/2024		Unity Trust	189	Metal rods	Screwfix	S	33.31	6.66	39.97
190	D-Day	16/07/2024		Unity Trust	190	Snacks for D-day beacon event	Co-op	Z	8.25		8.25
191	Armed Forces Day	16/07/2024		Unity Trust	191	Armed Forces Day flags	The Flag Shop	S	24.83	4.97	29.80
192	Rights of Way	16/07/2024		Unity Trust	192	Solvent for hedge trimmer	Amazon	S	17.82	3.56	21.38
193	Caretaking Equipment	16/07/2024		Unity Trust	193	Extension lead	Amazon	S	42.64	8.53	51.17
194	Caretaking Equipment	16/07/2024		Unity Trust	194	WD40	Amazon	S	12.27	2.46	14.73
195	Postage and consumables	16/07/2024		Unity Trust	195	Office supplies	Co-op	Z	16.20		16.20
196	Bank Charges	16/07/2024		Unity Trust	196	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
197	Travel	16/07/2024		Unity Trust	197	Mileage to HALC courses	B Tate	Z	9.00		9.00
198	Office Equipment	16/07/2024		Unity Trust	198	Guillettine (B Tate expenses)	B Tate	S	29.36	5.87	35.23
199	Travel	16/07/2024		Unity Trust	199	Mileage to HALC course	A Mann Expenses	Z	19.80		19.80
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

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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	Clir 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	476.36	95.27	571.63
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
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	Public toilets R&M	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	Other amenity areas maintenar	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	254.24	50.85	305.09
246	Play Areas	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	479.16	95.83	574.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
246	Bin emptying	20/08/2024		Unity Trust	246	Grounds maintenance - July '24	Larkstel Ltd	S	392.90	78.58	471.48
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	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 lubric	Cllr Bell expenses	Z	41.79		41.79
258	Estate Agent Fees	28/08/2024		Unity Trust	258	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
259	Cemetery electricity	29/08/2024		Unity Trust	259	Electricity - South Chapel	SSE	Z	198.62		198.62
260	Telephone and internet	21/08/2024		Unity Trust	260	Overpayment to BT 21.08.24	BT	S	8.33	1.67	10.00
261	Staff Salaries	17/09/2024		Unity Trust	261	Staff Salaries - Sept '24	Staff Salaries - Sept' 24	Z	4,910.94		4,910.94
262	Staff Salaries	17/09/2024		Unity Trust	262	Staff PAYE & NI - Sept '24	HMRC	Z	928.48		928.48
263	Pension Contribution	17/09/2024		Unity Trust	263	Staff Pension Cont - Sep '24	Hampshire Pension Fund	Z	397.64		397.64
264	Employers' NI	17/09/2024		Unity Trust	264	Employer NI - Sep '24	HMRC	Z	546.91		546.91
265	Pension Contribution	17/09/2024		Unity Trust	265	Employer Pension - Sep '24	Hampshire Pension Fund	Z	1,334.73		1,334.73
266	Toilets - Power and rates	17/09/2024		Unity Trust	266	King St Toilets electricity	nPower	L	64.95	3.25	68.20
267	Rates	17/09/2024		Unity Trust	267	Office business rates Sep	Hart DC	Z	233.00		233.00
268	Rates	17/09/2024		Unity Trust	268	Bridewell business rates Sep	Hart DC	Z	398.00		398.00
269	Cemetery rates and water	17/09/2024		Unity Trust	269	Cemetery business rates Sep	Hart DC	Z	200.00		200.00
270	Professional Costs	17/09/2024		Unity Trust	270	Bridewell pre-app advice	Hart DC	S	433.08	86.62	519.70
271	IT Support and Back up	17/09/2024		Unity Trust	271	Office 365 accounts x 4	Microsoft Ireland	Z	51.50		51.50
272	Professional Costs	17/09/2024		Unity Trust	272	Confidential waste disposal	Shred on Site	S	85.00	17.00	102.00
273	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	273	Bridewell cleaning (Aug)	YBC	S	559.58	111.92	671.50
274	Promotion of village	17/09/2024		Unity Trust	274	Printing Welcome to Odiham	THEMPC Ltd	Z	154.00		154.00
275	Subscriptions	17/09/2024		Unity Trust	275	Annual Subscription	Parish Online GeoXphere	S	180.00	36.00	216.00
276	Audit Fees	17/09/2024		Unity Trust	276	External Audit Fees	BDO LLP	S	840.00	168.00	1,008.00
277	Bridewell works	17/09/2024		Unity Trust	277	Oversized waste removal	FS Cleaning & Maintenance	Z	50.00		50.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
278	Toilets - cleaning	17/09/2024		Unity Trust	278	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
279	The Bridewell - waste disposal	17/09/2024		Unity Trust	279	Bridewell waste collection	Suez	S	76.08	15.22	91.30
280	Telephone and internet	17/09/2024		Unity Trust	280	Phones & broadband	BT	S	212.05	42.41	254.46
280	Telephone and internet	17/09/2024		Unity Trust	280	Phones & broadband	BT	Z	-10.00		-10.00
281	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	281	Bridewell toilet supplies	Viking	S	140.48	28.10	168.58
282	Training	17/09/2024		Unity Trust	282	NPPF webinar for Clerk	SLCC	S	30.00	6.00	36.00
283	Bus Shelter Maintenance	17/09/2024		Unity Trust	283	Bus shelter cleaning	Mark Abbott	Z	15.00		15.00
284	Travel	17/09/2024		Unity Trust	284	Amenity Officer mileage	J Peek - expenses	Z	17.10		17.10
285	The Bridewell - electricity	17/09/2024		Unity Trust	285	Bridewell electricity (Aug)	nPower	S	301.35	60.27	361.62
286	The Bridewell - gas	17/09/2024		Unity Trust	286	The Bridewell gas	Total Energies Gas & Powe	L	134.43	6.72	141.15
287	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	287	Bridewell window cleaning	Mark Abbott	Z	50.00		50.00
288	Tree works	16/09/2024		Unity Trust	288	Tree Works	NP Tree Management	S	1,670.00	334.00	2,004.00
289	Tree works	16/09/2024		Unity Trust	289	Tree works - Beacon Field	NP Tree Management	S	190.00	38.00	228.00
290	Tree works	16/09/2024		Unity Trust	290	Tree works - Chamberlain Garc	NP Tree Management	S	120.00	24.00	144.00
291	Bridewell works	17/09/2024		Unity Trust	291	Additional works Bridewell kitcd	Hub Kitchens	S	150.00	29.99	179.99
292	Other amenity areas maintenar	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	150.00	30.00	180.00
292	Other amenity areas maintenar	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	95.00	19.00	114.00
292	Other amenity areas maintenar	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	40.00	8.00	48.00
292	Play Areas	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	80.00	16.00	96.00
292	Tree works	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	175.00	35.00	210.00
293	Chamberlain Gardens (SC Trusi	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	199.16	39.83	238.99
293	Cemetery Maintenance	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	1,193.58	238.72	1,432.30
293	Other amenity areas maintenar	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	254.24	50.85	305.09
293	Play Areas	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	479.16	95.83	574.99
293	Allotments - maintenance	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	60.00	12.00	72.00
293	Bin emptying	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	402.90	80.58	483.48
294	Bridewell works	16/09/2024		Unity Trust	294	The Bridewell - works on first f	Keith Dodd	Z	1,430.00		1,430.00
294	Bridewell works	16/09/2024		Unity Trust	294	The Bridewell - works on first f	Keith Dodd	Z	120.00		120.00
295	Chapel Building Maintenance	17/09/2024		Unity Trust	295	Remove barrier for Heritage Op	Keith Dodd	Z	85.00		85.00
296	Postage and consumables	17/09/2024		Unity Trust	296	Milk	Co-op	Z	0.99		0.99
297	Postage and consumables	17/09/2024		Unity Trust	297	Coffee/milk for hot desk bookir	Co-op	Z	10.30		10.30
298	Postage and consumables	17/09/2024		Unity Trust	298	Refreshments for double meeti	Marks and Spencer	Z	23.90		23.90
299	Postage and consumables	17/09/2024		Unity Trust	299	Milk/office	Co-op	Z	4.70		4.70
300	Bank Charges	17/09/2024		Unity Trust	300	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
301	IT Support and Back up	19/09/2024		Unity Trust	301	Monthly IT Support	BV Computer Solutions Ltd	Z	135.00		135.00
302	Christmas Evening	19/09/2024		Unity Trust	302	Extravaganza (Christmas eveni	InOdiham	Z	2,500.00		2,500.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
303	Citizens Advice	19/09/2024		Unity Trust	303	Grant	Citizens Advice	Z	1,500.00		1,500.00
304	IT Support and Back up	24/09/2024		Unity Trust	304	Trend security 3 years	Connect Computer Consult	S	320.00	64.00	384.00
305	Allotment Deposits	24/09/2024		Unity Trust	305	Allotment key deposit refund	Plot 2 - Budzynska	Z	10.00		10.00
306	Estate Agent Fees	30/09/2024		Unity Trust	306	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
307	Bank Charges	30/09/2024		Unity Trust	307	Cheque handing fee	Unity Trust	Z	0.30		0.30
308	Bank Charges	30/09/2024		Unity Trust	308	Bank charges	Unity Trust	Z	38.40		38.40
								Total	78,390.52	6,994.93	85,385.45

Odiham Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	1,060.00				1,060.00
Chapel Cottage Deposit					0.00
Buften Field Play Area	2,562.50				2,562.50
G Rothery Bequest					0.00
Total Capital	3,622.50				3,622.50
Earmarked					
Office Rental					0.00
IT Support/Upgrade	444.04				444.04
Election Expenses	3,500.00	1,500.00			5,000.00
Website					0.00
Cemetery Maintenance and imp		3,000.00			3,000.00
Amenity Equipment Repairs					0.00
Chapel Building Maintenance	7,126.94				7,126.94
Chapel Cottage Maintenance	5,440.03	-4,485.00			955.03
War Memorial Maintenance	1,616.00				1,616.00
Play Area Replacement	1,730.59	3,000.00			4,730.59
Benches & Noticeboards	407.20	1,000.00			1,407.20
Parish Room Maintenance		2,800.00	394.68		2,405.32
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	23.50				23.50
Revaluation of Buildings	275.00				275.00
Climate Action Plan	614.50	1,419.80			2,034.30
Rights of Way	1,663.46	841.15	776.30		1,728.31
Development of Sustainable Tra	3,783.31				3,783.31
Supporting the High St	7,450.97				7,450.97
Conservation Area Character Ar					0.00
Book Exchange					0.00
Insurance					0.00
Tree Survey	500.00	250.00			750.00
PR & Publicity					0.00
Subscriptions					0.00
The Bridewell	14,551.06				14,551.06
Community Grants	-100.00	1,280.00			1,180.00
Platinum Jubilee					0.00

Odiham Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Public toilets R&M	3,754.02		1,404.28		2,349.74
Floral displays					0.00
Professional Costs	240.00				240.00
RAF gifts	280.00	1,250.00			1,530.00
Crownfields car park managem	5,000.00				5,000.00
Village Gateway	4,000.00				4,000.00
Bus Shelter		220.00			220.00
Armed Forces Day		500.00	174.83		325.17
Total Earmarked	65,854.12	12,575.95	2,750.09		75,679.98
TOTAL RESERVE	69,476.62	12,575.95	2,750.09		79,302.48
GENERAL FUND					242,200.09
TOTAL FUNDS					321,502.57

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

1000 - General Account

Code Title		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1005	Staff Salaries			71,600.00	69,117.46					76,500.00	36,409.97	38,250.00	74,659.97		
1010	Employers' NI			5,700.00	5,772.55					6,750.00	3,251.48	3,375.00	6,626.48		
1015	Pension Contribution			15,300.00	14,657.39					16,750.00	8,757.20	8,374.98	17,132.18		
1020	Travel		60.96	500.00	255.04					500.00	299.30	250.02	549.32		
1025	Training			1,000.00	2,031.15					1,500.00	304.68	1,195.00	1,499.68		
1030	Office Rental														
1035	Rates			5,650.00	5,737.25					5,800.00	4,417.99	1,893.00	6,310.99		
1040	Telephone and interne			2,100.00	2,353.38					2,400.00	1,272.83	1,012.50	2,285.33		
1045	Office Equipment			1,000.00	949.80		157.10		157.10	1,000.00	528.98	499.98	1,028.96		
1050	IT Support and Back u	116.00	134.40	5,000.00	5,613.89	116.00		58.02	58.02	5,000.00	2,367.82	2,500.02	4,867.84		
1055	Postage and consuma		10.00	1,000.00	667.74					1,000.00	320.93	499.98	820.91		
1060	Accounts Package			1,325.00	1,396.80					1,400.00		1,400.00	1,400.00		
1065	Bank Charges			400.00	192.45					400.00	102.60	75.00	177.60		
1070	Audit Fees			1,500.00	1,380.00					1,500.00	1,690.00		1,690.00		
1075	Professional Costs		347.64	4,000.00	3,559.33					8,000.00	518.08		518.08		
1080	Subscriptions		89.00	2,500.00	2,267.94					2,500.00	2,225.73		2,225.73		
1085	Insurance			7,000.00	12,884.75					7,000.00	2,889.00	6,600.00	9,489.00		
1090	Election Expenses			1,500.00	88.40										
1095	Civic Hospitality			350.00	198.89					1,000.00	298.82	700.00	998.82		
1100	Caretaking Equipment			500.00	232.61					500.00	182.68	250.02	432.70		
1105	Room hire						56.66		56.66	250.00		250.00	250.00		
1500	Precept	212,071.00	212,071.00			224,259.00	224,259.00		224,259.00						
1505	VAT														
1510	Bank Interest	3,400.00	6,340.21			6,000.00	3,720.59	4,550.00	8,270.59						
1515	S106 Income		14,261.33												
1525	Other Income		5,055.00												
8051	Room hire		80.00		152.00										

Odiham Parish Council

8 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

SUB TOTAL	215,587.00	238,449.54	127,925.00	129,508.82	230,375.00	228,193.35	4,608.02	232,801.37	139,750.00	65,838.09	67,125.50	132,963.59
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2000 - Amenity Areas

Code	Title	Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
2005	Chamberlain Gardens			3,500.00	2,711.60					3,500.00	1,234.96	1,750.02	2,984.98		
2010	Cemetery Maintenan			16,635.00	16,264.74					20,000.00	7,260.98	10,000.02	17,261.00		
2015	Cemetery rates and w			3,900.00	2,308.40					2,500.00	1,507.04	820.00	2,327.04		
2020	Cemetery electricity			400.00	604.49					400.00	355.80	199.98	555.78		
2030	Memorial testing														
2035	Other amenity areas n			6,000.00	5,833.50					6,500.00	2,840.12	3,250.02	6,090.14		
2040	Play Areas		2,950.00	7,000.00	12,591.26					10,000.00	4,157.96	4,999.98	9,157.94		
2050	Allotments - maintenai			800.00	794.35					1,400.00	485.00	700.02	1,185.02		
2055	Allotments - Water			250.00	390.33					500.00	373.98	373.98	747.96		
2065	Tree works			4,500.00	2,890.00					5,000.00	2,350.00	2,500.02	4,850.02		
2070	Bin emptying			6,000.00	4,293.00					6,000.00	2,367.40	3,000.00	5,367.40		
2075	Benches and Noticebc			500.00	580.00					500.00		500.00	500.00		
2080	Basingstoke Canal			4,100.00	4,036.00					4,100.00		4,036.00	4,036.00		
2085	Broad Oak Maintenanc			500.00	500.00					500.00		500.00	500.00		
2090	Commons Ranger			1,000.00	1,000.00					1,000.00		1,000.00	1,000.00		
2095	Toilets - Maintenance				32.45										
2100	Toilets - Power and rat			1,200.00	898.63					1,000.00	1,016.73	480.00	1,496.73		
2105	Toilets - cleaning			5,300.00	5,723.18					5,900.00	2,814.90	2,950.02	5,764.92		
2110	Parish Room - power :														
2115	Parish room - mainten			500.00						500.00					
2120	Chapel Cottage Maintn		182.40	500.00	4,327.43					500.00	713.50	250.02	963.52		
2125	Estate Agent Fees			1,687.00	1,601.63					1,800.00	894.90	900.00	1,794.90		
2135	Tree Survey			250.00						250.00		250.00	250.00		
2140	Bus Shelter Maintenan			250.00	30.00					250.00	15.00	235.00	250.00		

Odiham Parish Council

8 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

2150	The Bridewell - set up												
2155	The Bridewell - electric		4,000.00	4,059.48				4,400.00	1,776.47	2,200.02	3,976.49		
2160	The Bridewell - gas		4,100.00	2,851.02				4,510.00	3,362.62	2,254.98	5,617.60		
2165	The Bridewell - water		200.00	156.36				220.00	196.22	109.98	306.20		
2170	The Bridewell - cleanir		6,500.00	6,340.34				6,800.00	4,134.41	3,400.02	7,534.43		
2175	The Bridewell - waste		900.00	1,125.39				900.00	530.24	1,600.00	2,130.24		
2180	The Bridewell - H&S c		1,450.00	2,653.38				2,000.00	254.27		254.27		
2185	The Bridewell - mainte	5,790.51	2,500.00	9,944.68				3,500.00	1,771.74	1,750.02	3,521.76		
2500	Chapel Cottage rent	17,940.00	13,741.91	542.94	18,840.00	9,420.00	9,420.00	18,840.00					
2505	Burial fees	12,000.00	9,209.50	150.00	12,000.00	6,429.50	6,000.00	12,429.50					
2510	Allotment rents	1,100.00	1,170.00		1,100.00	1,280.50	181.50	1,462.00					
2515	Allotment Deposits												
2520	Other income	100.00	11.00		100.00	6.00		6.00					
2525	The Bridewell - tenant	13,000.00	13,640.25		14,065.00		3,689.19	3,689.19					
2530	The Bridewell - genera	3,000.00	1,803.00	223.27	3,000.00	767.21	1,500.00	2,267.21					
SUB TOTAL		47,140.00	48,498.57	84,422.00	95,457.85	49,105.00	17,903.21	20,790.69	38,693.90	94,430.00	40,414.24	50,010.10	90,424.34

3000 -

Community

Code	Title	Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3005	Annual Parish Assem			250.00	17.30					250.00	80.06		80.06		
3010	PR & Pub inc newslett			3,500.00	3,500.00		40.00		40.00	3,500.00	773.00	2,000.00	2,773.00		
3015	Community Grants			5,000.00	3,719.83					3,000.00	2,170.00	830.00	3,000.00		
3016	G Rothery Grant				802.28										
3025	Citizens Advice			1,500.00	1,500.00					1,500.00	1,500.00		1,500.00		
3026	Community Awards									250.00	49.48		49.48		
3030	Christmas Evening			2,500.00	2,500.00					2,500.00	2,500.00		2,500.00		
3035	Christmas Trees and L			900.00	895.20					900.00		900.00	900.00		
3040	Carols in Bury														

Odiham Parish Council

8 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

3045	RAF Christmas Gifts		1,250.00					1,250.00		1,250.00	1,250.00	
3050	Bi annual box cart race											
3055	Armed Forces Day		500.00									
3060	D-Day							1,000.00	1,038.56		1,038.56	
3065	Remembrance		1,250.00	1,695.00				2,000.00		300.00	300.00	
3070	Promotion of village		1,500.00	1,459.83				1,000.00	270.69	499.98	770.67	
3075	Survey Subscriptions		330.00									
3080	Odiham Book Exchange											
3085	Bands in the Bury		1,000.00	1,000.00				1,000.00	1,000.00		1,000.00	
3090	Food Fayre		1,000.00	1,000.00				1,000.00	1,000.00		1,000.00	
3095	Hanging Baskets											
3100	Spooktakula	1,000.00	1,000.00	2,000.00				1,500.00				
3105	Queen's Platinum Jub											
3110	Coronation	6,570.62	5,000.00	13,629.39								
3115	Flags							500.00		500.00	500.00	
3500	Community Income		100.00									
3505	Event Sponsorship Inc	1,000.00	850.00		100.00							
SUB TOTAL		1,000.00	8,520.62	26,480.00	33,718.83	100.00	40.00	40.00	21,150.00	10,381.79	6,279.98	16,661.77

		Last Year 2023-2024				Current Year 2024-2025				Next Year	
		Receipts		Payments		Receipts		Payments		Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget
4010	NH Plan										
4015	NW and Odiham CAA										
4020	Neighbourhood Plan L		10,000.00	2,500.00	13,460.00					1,000.00	8,671.67
SUB TOTAL			10,000.00	2,500.00	13,460.00					1,000.00	8,671.67

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

5000 - Traffic and Transport

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5000	Lighting - Maint and ac			4,300.00	4,746.85					5,000.00	2,447.34	2,500.00	4,947.34		
5005	Lighting - energy costs			3,700.00	4,190.78					4,500.00	1,792.89	1,900.00	3,692.89		
5015	Sustainable Transport				1,275.00										
5020	Village Gateway														
5025	Rights of Way		4,766.84		3,925.69					250.00	16.10		16.10		
5030	Speed Indicator Devic									1,500.00	340.00	1,655.00	1,995.00		
SUB TOTAL			4,766.84	8,000.00	14,138.32					11,250.00	4,596.33	6,055.00	10,651.33		

7000 - Earmarked

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7005	Office Rental														
7010	IT Support/Upgrade				772.36										
7015	Election Expenses														
7020	Website														
7025	Allotment Deposits		50.00		150.00						10.00		10.00		
7030	Chapel Cottage Depos														
7035	Cemetery Maintenanc														
7040	Amenity Equipment Re														
7045	Chapel Building Maint				1,958.06						1,670.00		1,670.00		
7050	Chapel Cottage Maint										1,180.00		1,180.00		
7055	War Memorial Mainte														
7060	Play Area Replacemer				2,125.00										
7065	Bufton Field Play Area														
7070	Benches & Noticeboar				1,058.20										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

7075	Parish Room Maintenance					394.68				394.68			
7080	Grounds Maintenance												
7085	Memorial Testing		412.50										
7090	Revaluation of Buildings		450.00										
7095	Rights of Way		336.54						776.30			776.30	
7100	Development of Sustans		886.69										
7105	G Rothery Bequest		2,762.00										
7110	Re-energising the High Street		275.00										
7115	Conservation Area Character												
7120	Increasing Biodiversity		1,160.60										
7125	Book Exchange												
7130	Insurance - EMR												
7135	Tree Survey - EMR												
7140	PR & Publicity - EMR												
7145	Subscriptions - EMR												
7150	The Bridewell		13,403.33						325.00			325.00	
7155	Community Grants		2,235.17										
7160	Platinum Jubilee												
7165	Public toilets R&M		1,245.98						1,404.28			1,404.28	
7170	Floral displays		800.00										
7175	Professional Costs		2,160.00										
7180	RAF gifts		1,020.00										
7185	Armed Forces Day								174.83			174.83	
SUB TOTAL			50.00		33,211.43				5,935.09			5,935.09	

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
8005	War Memorial									1,000.00		1,000.00	1,000.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

8010	Parish Room											
8015	Play Area Replacemer		3,000.00				2,000.00		2,000.00	2,000.00		
8020	Supporting High Stree											
8025	Climate, biodiversity &	48.00	2,000.00	628.20			2,000.00	535.00	1,465.00	2,000.00		
8030	Burial plot provision											
8035	Bridewell works	5,000.00	10,000.00	10,000.00	11,725.00	19,830.00	19,830.00	5,000.00	11,695.32	13,134.68	24,830.00	
8040	Benches		2,000.00	1,000.00			1,000.00		1,000.00	1,000.00		
8050	Area of reflection		3,000.00									
8055	The Firs						1,000.00		1,000.00	1,000.00		
SUB TOTAL		5,000.00	10,048.00	20,000.00	13,353.20	19,830.00	19,830.00	12,000.00	12,230.32	19,599.68	31,830.00	

Summary

TOTAL	268,727.00	320,333.57	269,327.00	332,848.45	279,580.00	265,966.56	25,398.71	291,365.27	279,580.00	148,067.53	149,070.26	297,137.79
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REPORT ON: Clerk's notes on the half year budget position and end of year forecast
WRITTEN BY: Parish Clerk
MEETING DATE: 15th October 2024
AGENDA ITEMS: 164/24iv

Income

- i. End of year income is forecasted to exceed budget by approx £11,785 but this is largely due to the Lottery grant of £19.8k. When this is deducted the net income forecast is approx £8,045 under budget which is explained by the estimated £10k loss of income from the former MP's office at The Bridewell. This needs to be discussed further by the Bridewell working group.
- ii. Bank interest is doing well and forecasted to exceed budget by £2,270. This is even without the budgeted 4.25% return (£2,358) on the Hampshire Trust Bank because the investment didn't take place until May so the next interest won't be paid until May 2025. We can afford to increase the interest income budget next year, assuming we don't spend all the earmarked reserves!
- iii. Burial and allotment income is forecasted to exceed budget but the amounts are minimal.
- iv. Chapel Cottage rent should be on budget but note there will be maintenance costs which are coded elsewhere.
- v. General Bridewell lettings income will be an estimated £1,500 to £2,000 under budget but there's opportunity to increase lettings and increase marketing now that the refurbishment works are almost complete.

Expenditure

- i. General account expenditure is forecasted to be underspent but this assumes there's no need to spend the professional fees budget (eg should a warehouse application be submitted or if The Bridewell working group want to spend for supporting the listed building application). It also assumes there are no pay awards this year (to be discussed by the Staffing Committee 09.10.24).
- ii. The Amenities budget doesn't look too bad but there are various quotes under consideration (on the full Council agenda 15.10.24) which will spend remaining budgets. If quotes are approved then the general level of reserves will decrease.
- iii. There will be some underspends in the community budget which gives flexibility to progress some of OPC's other priorities on the annual Action Plan eg spending to commemorate 100 years of flight at RAF Odiham.
- iv. The high overspend on the Neighbourhood Plan review was agreed by council resolution. Note expenditure comes from general reserves which decreases the amount held for contingency.
- v. Forecasted underspends on some of the budget codes assume remaining budgets will be moved to earmarked reserves at the end of the year eg project codes (8000's).

**IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - NO**

REPORT ON:
WRITTEN BY:
MEETING DATE:
AGENDA ITEM:

Bank Balances, reserves and investments
 Parish Clerk
 15th October 2024
 164/24v and 165/24

<u>Banks</u>	<u>Balances @ 30.09.24</u>	<u>Interest @ 30.09.24</u>	<u>Interest @ 31.06.24</u>	<u>Interest @ 31.03.24</u>	<u>Interest @ 31.12.23</u>
CCLA Public Sector Deposit Fund	136,254.96	4.9933%	5.1732%	5.0659%	5.2523%
Hampshire Trust Bank		4.25% (one year loyalty bond to mature)			
	52,414.50	09.05.24)	4.25%	3.75%	3.75%
Lloyds 30 day notice (G Rothery)	3.17	1.000%	1.300%	0.114%	0.114%
Unity Trust	125,772.48	0	0	0	0
Lloyds Treasurer's account	106.63	0	0	0	0
	314,551.74				
<u>Estimated net balance</u>					
Less Earmarked reserves @ 30.09.24	79,302.48				
Precept payments due	0.00				
Less 6 months estimated revenue expenditure (includes Lottery grant but not other project codes)	141,923.98				
Variance, ie general reserves	93,325.28				
Approx number of months running costs for 24-25 budget (not project codes)	4.19				

Clerk

Subject: FW: Parish Audits : External Auditor reports

From: Eleanor Greene <EleanorGreene@DoTheNumbers.uk>

Sent: 30 September 2024 11:35

To: ESG <EleanorGreene@theDunneFamily.co.uk>

Subject: Parish Audits : External Auditor reports

Good morning all

This message is going to all of the Parish and Town Councils in Hampshire and Dorset for whom I carried out the Internal Audit in 2024.

By now you should have all had the completed AGAR forms from BDO.

It would appear that every council subject to Intermediate Audit has received "other matters" particularly related to Internal Audit appointment - which is not actually covered in 'proper practices'.

This has not just covering my work, every IA is affected.

In some cases the comments put on the public form by BDO may not accurately reflect the reality.

If your council is in any way unhappy with the public comments made by BDO, please contact them to ask for the 'Review Partner' - Patrick Churchill - to reconsider their wording.

There is an Internal Audit Forum meeting later in the week at which consistency of External Audit will be discussed.

The more information we have from councils, the better.

Please feel free to copy me in to messages if you consider it useful.

For those I'm working with in 2025, diary filling will commence next week !

Cheers

Eleanor

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Odiham and North Warnborough Neighbourhood Development Plan Review

Independent Examiner's Note on the significance or substance of the modifications proposed to the Neighbourhood Plan

Context

This Note sets out my findings on the significance or substance of the modifications proposed by the Parish Council to the Odiham and North Warnborough Neighbourhood Plan.

The Note has been prepared in accordance with section 10 (3) of Schedule 1 of the Neighbourhood Planning Act 2017. An independent examiner is required to assess a proposed review of a neighbourhood plan on two matters. The first is the need or otherwise for the submitted Plan to be examined. The second is the need or otherwise for a referendum to take place if an examination is required.

My findings are set out in this Note. They need to be considered by Odiham Parish Council.

Findings

I have read the submitted review of the Neighbourhood Plan and compared it to the 'made' Plan. In addition, I have read the statements prepared by the Parish Council and the District Council on this matter and the representations received on the Plan.

Taking account of all the available information, I have concluded that the significance or substance of the modifications proposed to the Neighbourhood Plan by the Parish Council is such that both an examination and a referendum are required. In this context, I have concluded that the proposed modifications are so significant as to change the nature of the Plan.

I have reached this decision for two reasons. The first is that Policy 11 of the Plan proposes the designation of a package of additional Local Green Spaces. Such designations would have an important effect on the parcels of land concerned. The second is that Policy 2 Site (v) (Land at Dunleys Hill, Odiham) has been amended to clarify the requirement to secure and deliver the public open space at Policy 14 on 3.48 ha of adjoining land in the local gap to the north of the site alongside the proposed housing.

The Next Steps

Schedule 1 of the Neighbourhood Planning Act 2017 section 10 (4) requires the qualifying body (here Odiham Parish Council) to respond to this finding, and in particular:

- to advise whether it wishes to proceed with the proposal or withdraw it; and
- to notify the examiner and the local planning authority of that decision.

I would be grateful if the Parish Council would address the first matter and advise accordingly.

Other Comments

For clarity, this note relates only to the examination process. It does not address the extent to which the Plan meets the basic conditions.

Should the Parish Council wish to continue with its promotion of a review of the Plan, the examination would proceed in accordance paragraph 8 of Schedule 4B to the Planning and Compulsory Purchase Act 2004 (as applied by sections 38A (3) and 38C (5) of the Neighbourhood Planning Act 2017).

In practical terms, the examination would then follow the procedural guidance as set out in the Communities and Local Government/NPIERS Guidance for service users and examiners (April 2018). This is the traditional way in which a neighbourhood plan is now examined (and it is a refinement of the process which was applied for what is now the made Plan).

A link to the document is provided below for the convenience of the Parish Council.

[\[npiers-planning-guidance-to-service-users-and-examiners-rics.pdf\]\(#\)](#)

Andrew Ashcroft

Independent Examiner

Odiham and North Warnborough Neighbourhood Development Plan Review

30 September 2024



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Andrew Ashcroft
Independent Examiner

(Sent via Hart District Council)

15th October 2024

Dear Sir

We have received your note on the significance or substance of the modifications proposed and whether there is a need for the submitted Plan to be examined and, if it is, for a referendum to take place. We note your conclusion that both an examination and a referendum are required. We confirm that we do wish to go ahead with your examination and if found necessary a referendum.

Odiham Parish Council agrees that an examination is needed. However, it does not believe that a referendum is required. The statements on the significance of the modifications prepared by the Parish Council and the District Council addressed the issue, HDC's in more detail and by reference to the Planning Practice Guidance.

The proposal relating to Policy 2 (v) is to clarify the requirement to secure and deliver the public open space on adjoining land and, as such, does not change the nature of the plan. The public open space at Policy 14 serves as part of the SPA mitigation required to deliver Site 2v in conjunction with Site i Longwood and Site ii at 4 Western Lane. This was the case under the original Plan and it remains the case in this updated plan so should be addressed in policy 2v itself.

Equally, the made Plan already includes Local Green Spaces so the principle of designating additional spaces is not new and, similarly, does not change the nature of the plan.

In conclusion, we do not believe that a referendum is required. At the least, any decision on the matter should be left until the examination has taken place when you have identified changes you consider necessary.

Yours faithfully,

Yours sincerely

Cllr Angela McFarlane
Odiham Parish Council Chair

Clerk

Subject: FW: Proposed New Odiham Tennis Club Clubhouse
Attachments: Plan 1.pdf; 24-033-P-004 Site Layout.pdf

From: Clerk
Sent: 20 September 2024 12:12
To: X@hotmail.co.uk; X@hotmail.co.uk
Cc: Deputy Clerk <deputyclerk@odihamparishcouncil.gov.uk>
Subject: FW: Proposed New Odiham Tennis Club Clubhouse

Dear Neil

Thank you notifying Odiham Parish Council of your intentions to replace the current clubhouse, it looks like an exciting project.

In accordance with your lease, I will refer your plans to the next full Council meeting on 15th October and ask for a letter of authorisation. Odiham Parish Council is also a statutory consultee on planning applications too but this won't necessarily mean the Council will submit the same view to the final planning application.

A couple of initial observations which I'm sure you're already aware of:

- i. The tennis court area sits within Chamberlain Gardens which forms part of the Odiham Sports Centre Trust. This is a separate charity and Odiham Parish Council acts as sole trustee. I will need to check whether any decision also needs to be recorded on the charity's minutes. The charity AGM will take place before the end of the year so there's time to add it to the agenda if required.
- ii. The Chamberlain Gardens are within the Conservation Area so a full planning application and listed building consent will be required.
- iii. The current site layout forms part of your lease. I appreciate your project is in the early stages so there's plenty of time to look at revising the lease when the time comes. I just wanted to make you aware should the Council want to pass any legal costs back to the Tennis Club.

I will be in touch as soon as possible after the Council meeting. You are welcome to attend in person introduce your plans during the public session. The meeting will take in The Bridewell at 7.30pm and the agenda is normally published online on the Wednesday the week before the meeting.

Kind regards

Andrea Mann

2023 National Association of Local Councils (NALC) Clerk of the Year

Parish Clerk - Odiham Parish Council

clerk@odihamparishcouncil.gov.uk

01256 702716

ODIHAM PARISH COUNCIL - The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB

2023 "excellence in community engagement" award from the Hampshire Association of Local Councils "Village of the year".

2022 winner of the Hampshire Association of Local Councils "Village of the year".

2021 winner of the Hampshire Association of Local Councils "Council of the year".

The General Data Protection Regulation 2018 (GDPR) – your personal data will be processed as is necessary for OPC to perform its legal obligations, statutory powers and functions. In carrying out a “Public Task” OPC may share your personal data within the Council but not outside without your prior consent. OPC’s full Data Protection Policy can be viewed at <https://odihamparishcouncil.gov.uk/council/policies-and-publications>

From: X>

Sent: 20 September 2024 09:31

To: Clerk <clerk@odihamparishcouncil.gov.uk>; Deputy Clerk <deputyclerk@odihamparishcouncil.gov.uk>; X

Subject: Fw: Proposed New Odiham Tennis Club Clubhouse

Dear Andrea and Bridie.

I serve on the Odiham Tennis Club Committee that has been set up to explore details for a new replacement club house. The existing building is somewhat old and cold in winter and is rather small (its basically a large shed) and doesn't provide a suitable space for club members to gather before and after play.

So that Odiham Parish Council can envisage what we are hoping to achieve we have had some plans drawn up - please see attached. We appreciate that as the owners of the land OTC sits upon we require your permission to proceed with these plans so it would be appreciated if you could put this before the Parish Council please.

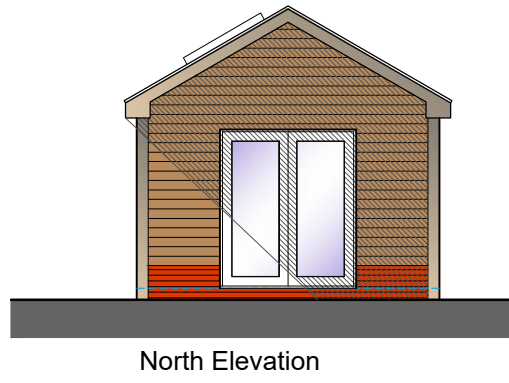
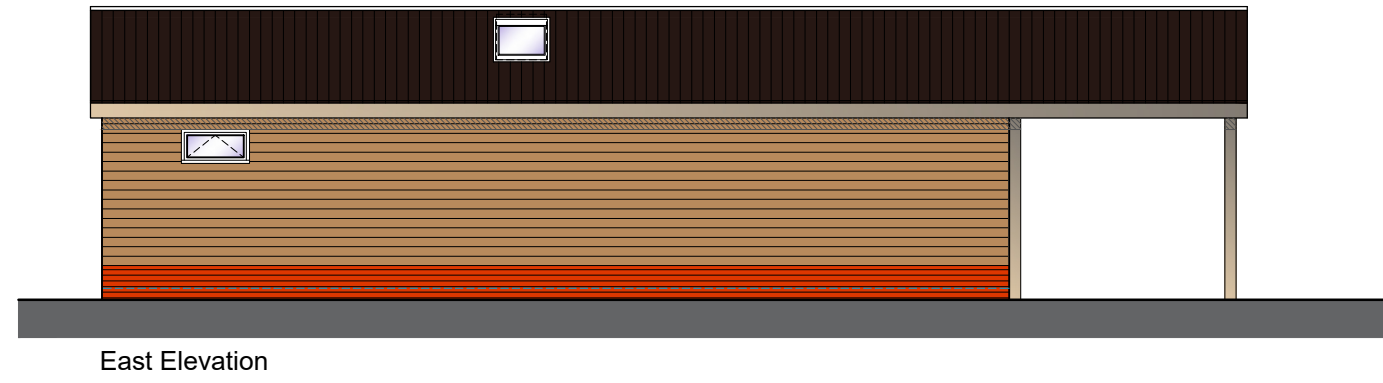
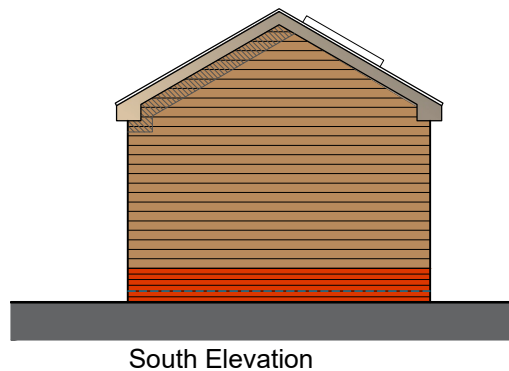
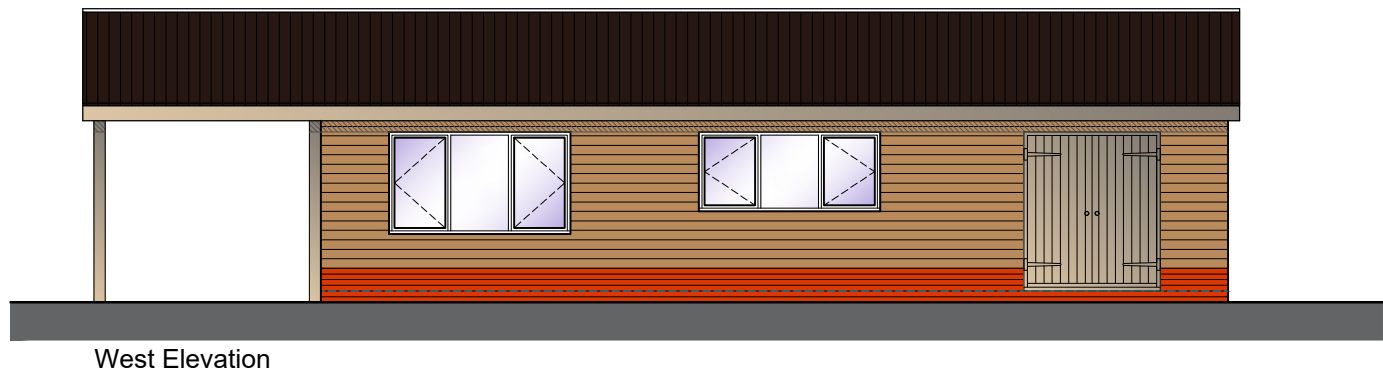
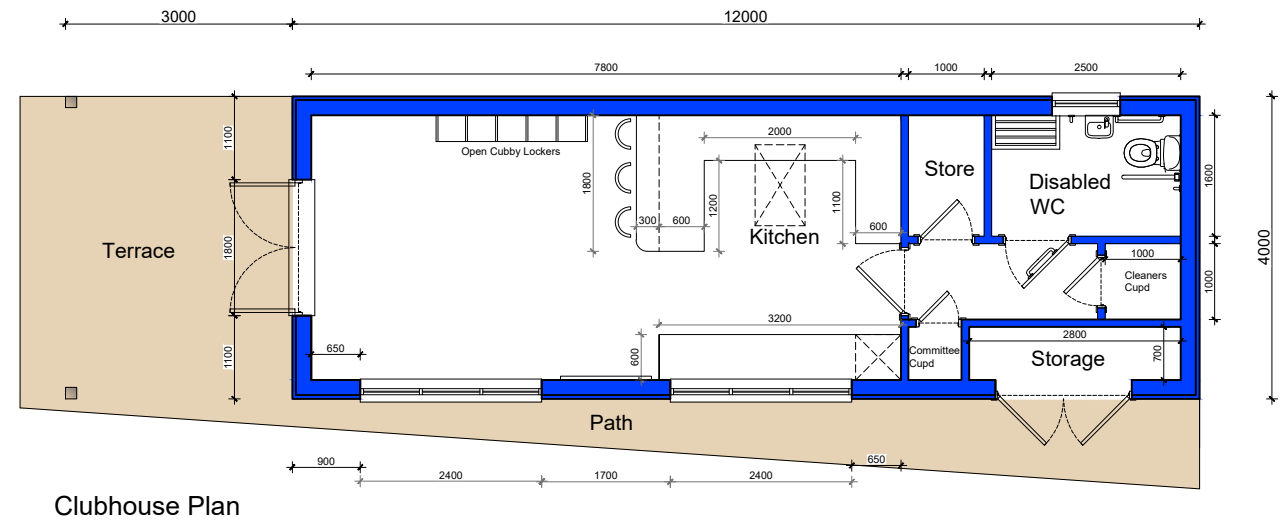
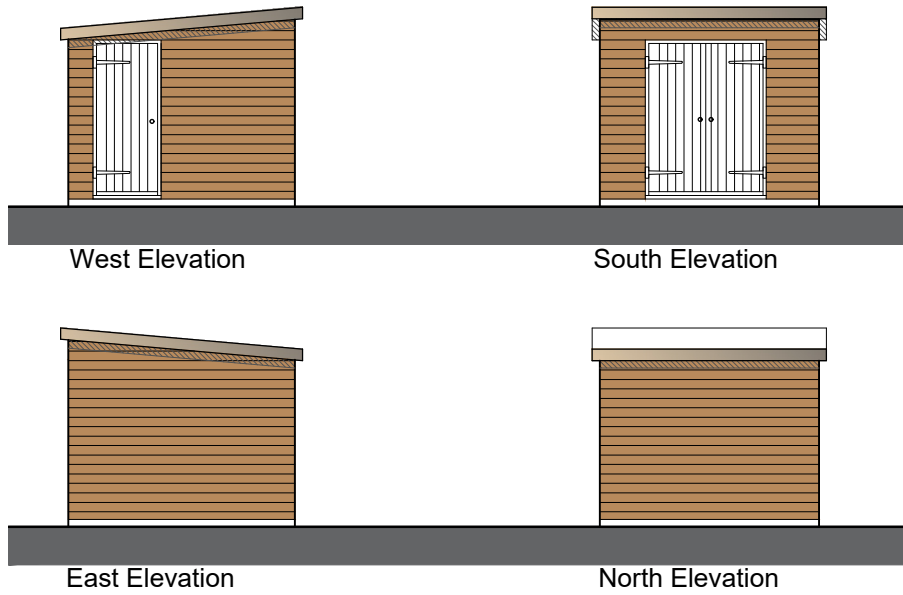
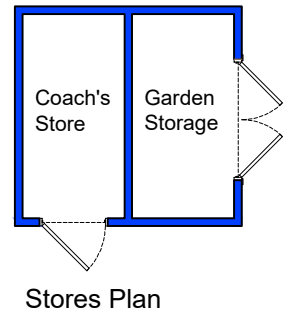
The new club house sits within the existing boundaries of the club and replaces the existing one but extends down the line of the current building. We also wish to replace the smaller shed that houses club equipment with a slightly larger one. We envisage no changes or interference with anything outside of the existing club boundaries - merely to replace what we have with a larger building that is more fit for purpose.

Our intention would be to submit a full planning application to Hart Council once you are satisfied that our plans meet any requirements OPC may have so it would be appreciated if you can proceed with this or advise me how we submit this formally?

Please feel free to contact me via email or on my mobile XX if you need anything. XX - our Club Chairpeeson is also in cc and is fully involved in our plans.

Warm Regards

XX



MATERIALS

- Brickwork Plinth
- Timber Cladding
- Roof Tiles
- Timber
- Glazing



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Status: **FEASIBILITY**

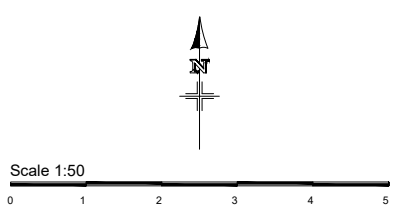
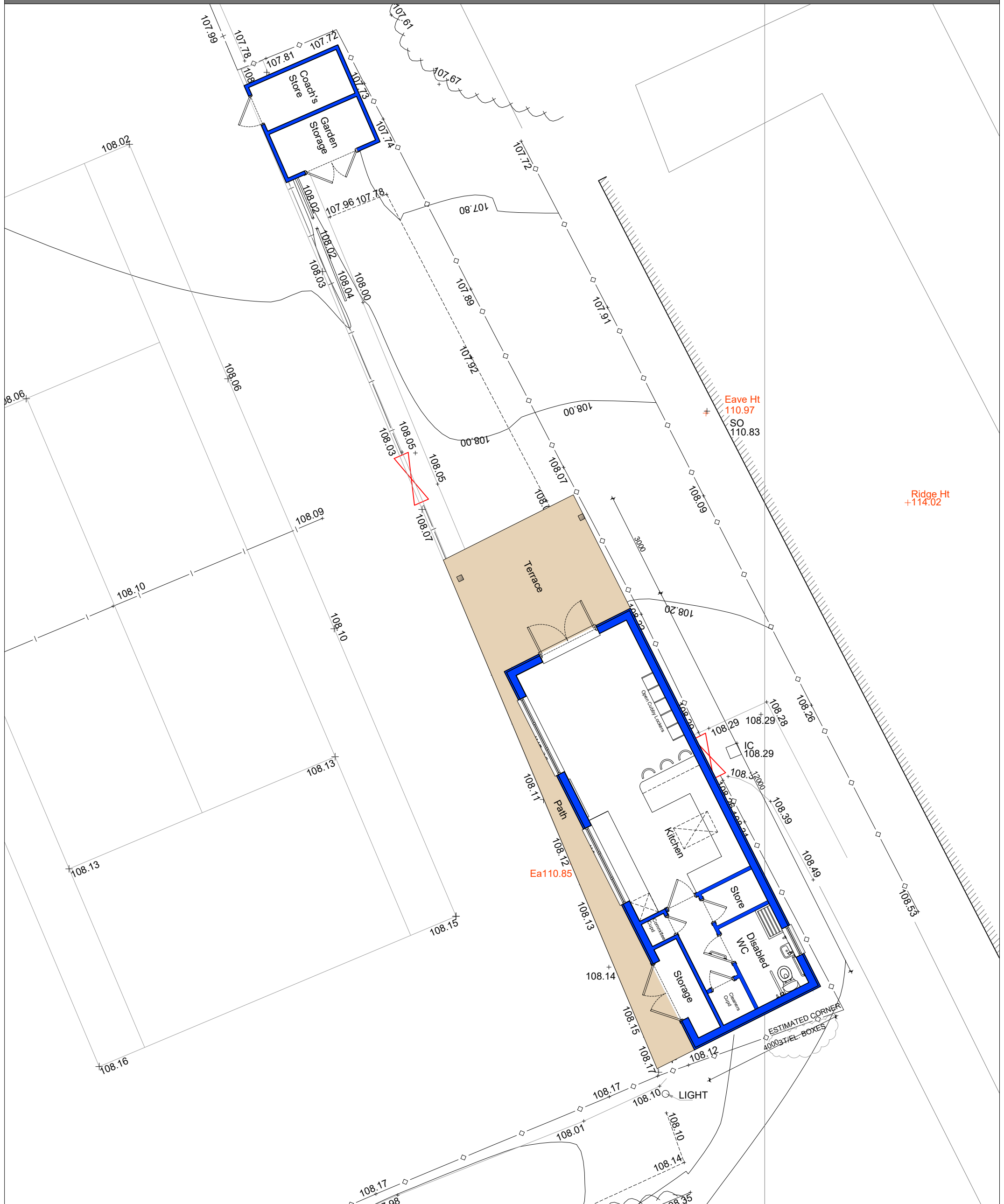
Client: Odiham Tennis Club	
Site Address: Chamberlain Gardens Odiham Hook RG29 1NE	Description: Proposed New Clubhouse and Stores
Drawing Number: 24-033/P/003	

Scale: 1:50 @ A1 / 1:100 @ A3
Date: Sept 24
Drawn: BSC
Checked:
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Odiham Tennis Club, Odiham, Hampshire



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Status: **FEASIBILITY**

Client: **Odiham Tennis Club**

Site Address: Chamberlain Gardens, Odiham, Hook, RG29 1NE

Description: Proposed New Clubhouse

Drawing Number: 24-033/P/004

Scale: 1:50 @ A1 / 1:100 @ A3

Date: Sept 24

Drawn: BSC

Checked:

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REPORT ON: Request for Section 106 (S106) developer's contributions from the Hook Rd Neighbourhood Plan development site
WRITTEN BY: Parish Clerk
MEETING DATE: 15th October 2024
AGENDA ITEMS: 171/24

In October 2023, OPC considered 2 applications for the above site which Hart is due to determine together because they relate to one development site. OPC has been asked to revisit and refine the request for S106 developers contributions and we understand the applications are now under consideration by Hart planning officers.

The applications are:

1. **23/02094/FUL**|Erection of 13 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping|Land East Of Hook Road North Warnborough Hook Hampshire <https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=consulteeComments&keyVal=S16SB9HZMNH00&consulteeCommentsPager.page=3>
2. **23/02095/FUL**|Erection of 9 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping|Land East Of Hook Road North Warnborough Hook Hampshire <https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=S16SD8HZMNJ00&activeTab=summary>

OPC submitted the following S106 requests with the application response:

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

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

As a reminder, S106 requests must demonstrate expenditure is:

1. Necessary to make the development acceptable in planning terms.
2. Directly related to the development.
3. Fairly and reasonably related in scale and kind to the development.

OPC publishes an agreed list of project requirements which meet these tests on its website at <https://odihamparishcouncil.gov.uk/council/planning/information-for-developers>

For discussion and decision

To consider HDC's advise that, in line with OPC's published list of projects which meet the required criteria, HDC puts forward a request on behalf of OPC for £4,000 x 22 properties for a Parish Leisure S106 contribution plus a contribution for a village gateway.

Feedback from a play equipment company has been provided to councillors separately to support this request.

**IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - NO**