



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

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

In attendance: Andrea Mann (Parish Clerk), Bridie Tate (Deputy Clerk), Hart DC Cllr Dorn and two members of the public.

1/24 Election of Chair

RESOLVED

Cllr McFarlane was elected as Chair of Odiham Parish Council for the ensuing year and signed the Declaration of Acceptance.

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

2/24 Apologies for absence

Received and accepted from Cllrs Bell and Tyler. Apologies were also noted from Hampshire CC Cllr Glen and Hart DC Cllrs Hale and Highley.

3/24 Declarations of interests and requests for dispensation relating to any item on the agenda

None.

4/24 Election of the Vice-Chair of the Council

RESOLVED

Cllr Verdon was elected as Vice Chair of Odiham Parish Council for the ensuing year.

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

5/24 Approval of minutes

The minutes of the Council Meetings held on 16th April 2024 (311-339/23) and 30th April (340-344/23) were approved as true records of the meetings and signed by the Chair.

(Proposed by Cllr McFarlane, seconded by Cllr Tate, 6 in favour).

6/24 Chair's announcements

None.

7/24 Public session

A resident explained the background to their concerns about the non-adoption of the public open space at Montford Place. They explained that the Section 106 agreement stated that the land would be offered to OPC then a management company would be set up to manage the land if OPC declined and questioned what would happen if the Parish Council ultimately refused to adopt the land?

It was agreed that the Montford Place agenda item 19/24 would be considered as the next business.

Councillor Reports

8/24 Meeting reports from councillors

- i) The Chair reported on correspondence with the lead of The Hampshire Youth Parliament including plans to meet its members in the Autumn.



- ii) The Chair reported from meetings with Buryfields, Robert Mays School and a U3A group regarding environment projects including tree planting and wildlife corridors.
- iii) The Chair had met with two councillors from Winchfield Parish Council who were starting The Greening Campaign project in their area.
- iv) The Chair reports from a meeting with the Odiham Book Exchange which included plans for a book festival in October.
- v) The Chair had met with two local residents to discuss the lack of accessible toilet provision in Odiham during the evenings and at weekends. This matter would be discussed in more detail by the Amenities Areas Committee.
- vi) Cllr Verdon reported from a Teams meeting with Action Hampshire regarding rural exceptions sites.

9/24

Reports from other councils

- i) Hart DC Cllr Dorn reported:
 - a. The recent elections had elected Cllr Stephen Highley to the third, vacant Odiham ward seat and the elections had resulted in a change to the political composition of Hart District Council.
 - b. At the recent Annual Council meeting, Cllr Dorn had been appointed as Vice-Chairman of the Council and a member of the Development Management Committee, Licensing Committee and Standards Committee.
 - c. Discussions had taken place between the Hart DC planning department and the developer of the proposed warehouse development at Junction 5 of the M3. Meeting notes would be published soon.
 - d. Various changes were proposed which aimed to streamline the Hart DC administration. This included looking at how Hart DC could work with communities and OPC was encouraged to look out for communication asking for feedback relating to traveller transit sites.
 - e. It was hoped that the new Local Plan would be adopted during the current administration, subject to assessment.
 - f. Reports had come to light that Veteran ID had been refused as an acceptable method of identification for voting at the recent elections. This had been escalated and it was hoped this form of ID would be accepted in time for the General Election.
- ii) Hampshire CC Cllr Glen had provided a written report prior to the meeting (Appendix 1). The Clerk was asked to check that the reporting contact details for county council matters were correct on OPC's website.

General

10/24

Meeting action points

Members reviewed and noted the list presented with the agenda and further noted:
336/23 – action to report back to RAF Odiham regarding OPC's representative on road related matters – completed.
305/23 – action to make enquiries with Action Hampshire for affordable housing – completed.

11/24

OPC's governance for the ensuing year

OPC's governance structure was reviewed, as presented with the agenda, and it was

RESOLVED

The structure shown in Appendix 2 was agreed.

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



12/24 Committee terms of reference

RESOLVED

Proposed revisions to the following committee terms of reference were agreed, as presented with the agenda and would be published on OPC's website:

- i) Amenity Areas Committee.
 - ii) Community Committee.
 - iii) Finance Committee.
 - iv) Planning & Development Committee.
 - v) There are no proposed changes to the Staffing Committee terms of reference.
- (Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).

13/24 Committee memberships

RESOLVED

Committee memberships, Chairs and Vice Chairs (where required) were agreed as follows:

- i) Amenities Areas Committee – Cllrs Sanger (Chair), Bell, McFarlane (Vice Chair), Seabrook, Tate and Verdon.
- ii) Community Committee – Cllrs McFarlane (Chair), Bell, Greensides, Sanger, Seabrook and Woods (Vice Chair).
- iii) Finance Committee – Cllrs Tyler (Chair), Cornall, Greensides (Vice Chair), McFarlane and Verdon.
- iv) Planning & Development Committee – Cllrs Verdon (Chair), Cornall (Vice Chair), Bell, Seabrook, Tate and Woods.
- v) Staffing Committee – Cllrs McFarlane (Chair), Sanger, Seabrook and Verdon (Vice Chair).

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

14/24 Working groups and terms of reference

Working groups, terms of reference and memberships were reviewed and it was

RESOLVED

- i) Armed Forces Day Working Group – review terms of reference and appoint membership later in year in preparation for a flag raising event in 2025.
- ii) Environment and Climate Change Working Group – review terms of reference later in year as part of overall review of its environment and climate change action plan.
- iii) Community Award Sub-Committee – no change.
- iv) Countryside Conservation Volunteers Working Group – review terms of reference later in year.
- v) Health and Safety Working Group – develop terms of reference for consideration by next meeting and focus on H&S work to be progressed.
- vi) Neighbourhood Plan Monitoring Group – review terms of reference once new Plan is adopted.
- vii) Neighbourhood Plan Review Group – disband when new Plan adopted by Hart DC.
- viii) Strategy Working Group – disband due to full Council determining strategy.
- ix) The Bridewell Working Group – no change.
- x) Tree Warden (position) – no change.
- xi) Village Centre Action Plan – disband due to full Council determining strategy.
- xii) War Memorial Working Group – develop terms of reference for consideration by next meeting.

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



15/24

Outside bodies

RESOLVED

The following appointments for representatives to outside bodies were agreed:

- i) Basingstoke Canal Society – Cllr McFarlane.
- ii) Environment Champion – Cllrs McFarlane and Sanger.
- iii) Flood Forum – Cllr McFarlane.
- iv) InOdiham – Cllr Bell.
- v) Leapfrogs – Cllr Cornall.
- vi) North Warnborough Village Hall – Cllr Cornall.
- vii) Odiham and Broad Oak Commons – Cllrs McFarlane and Sanger).
- viii) Odiham Consolidated Charities (Cllr Verdon was appointed as a trustee November 2023 and will hold the position for a 4 year term).
- ix) The Odiham Society – Cllr Seabrook.
- x) Tree Officer – Cllr Sanger.
- xi) RAF Odiham/B3349 road junction – the Clerk with support from Cllr Tate, Verdon or Woods.
- xii) Odiham Book Exchange – Cllr McFarlane.

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

16/24

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

- i) The Lottery grant award of £19,830 was noted and gratefully received. The grant would fund the installation of a new kitchenette, small meeting room, energy efficient lighting, re-decoration, furniture and meeting equipment. The Chair gave thanks to the Clerk for securing the grant.
- ii) **RESOLVED**
Delegated authority to the Clerk was agreed, in consultation with The Bridewell Working Group, to spend the grant in accordance with the grant conditions.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

17/24

Community Emergency Plan

The draft Plan prepared by Cllr Bell, previously circulated to members by email, was discussed and revisions made.

RESOLVED

- i) To adopt the Plan subject to the Clerk receiving consent from all persons listed in the Plan and confirming all GDPR requirements have been met.
- ii) To ask the community for local volunteers who have skills to support the delivery of the Plan should an emergency arise.

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

Cllr Greensides suggested running a drill of the Plan.

18/24

Future management of The Basingstoke Canal

Following discussion at previous meetings, a response to OPC's questions regarding the new arrangements for the future management of the Canal had been provided by HCC Cllr Glen and the Canal Strategic Manager.

The response was noted and members agreed to review OPC's financial contribution during the 2025/26 budget setting process.



19/24 **Montford Place Public Open Space**

Members reviewed the Council's position on adoption of the Montford Place public open following recent correspondence from two residents. A background paper dated 15th June 2021 and minute reference 36/21 was circulated prior to the meeting. The Chair further explained that the two years extension granted to the developer to improve the condition of the public open space in line with the planting scheme had now passed and the same was likely to occur again without a revised planting and management plan.

Following discussion and reference to a statement made by a resident at the start of the meeting, the Chair proposed that members consider whether OPC should be actively involved in current discussions and

RESOLVED

To continue dialogue with Hart, asking:

- i) For Hart DC to review the management plan and re-negotiate a new plan which is deliverable and achievable.
- ii) For Hart DC to negotiate a reasonable Section 106 commuted sum for future maintenance.

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

20/24 **Business Forum meeting 10th May**

Cllr McFarlane provided a verbal report from the recent Business Forum meeting hosted by OPC at The Bridewell:

"Possible closure of Odiham Post Office (PO)

Ranil Jayawardena MP had lobbied the relevant minister and the PO. They all see the importance of the PO in Odiham and are keen to keep the service running. It is one of the best revenue generators for its size. The PO have advertised for a new Postmaster/ Mistress (PM). There has been interest including from a local resident (LR) who attended the meeting. However there needs to be suitable premises and a viable business plan.

LR has also spoken to the PO, current licence holder and the landlord. The current licence holder will not renew the lease and the PO is likely to close in July. However the landlord is keen to keep the PO running.

There was some difference in intelligence gleaned from national level at the PO by Mr Jayawardena and at regional level by the LR. The regional response was more sympathetic to the PO re-opening in the current position using existing equipment.

The situation is complicated by the dual use of the premises (the current PM sublets to the barber- the barber is moving out). The LR is thinking of adding an 'old fashioned sweet shop' as well as the PO rather than a card and gift shop as we have those already. It seems the dual use is necessary to make a viable business plan.

Cllr Highley offered help with the business plan and the LR has extensive experience in retail. We all agreed to keep in touch. The best outcome is that the PO will close over the summer and re-open in its current premises. The second best is it reopens in another premises which will longer and cost more as it will involve a refit. The worst case is no one succeeds in winning the licence and/or suitable premises cannot be agreed.



On-street parking enforcement

There was also a request to chase parking enforcement on the High St and surrounds which seems to have ceased since HCC took over the contract. I have written to Cllr Glen and hope to have an update from him for our meeting.

Car park charges

Ranil Jayawardena MP is lobbying HDC for one hour free parking in The Bury and Deer Park car parks, however, it wasn't clear whether the MP was aware that other parishes subsidised this in their areas.

Hampshire Police

OPC was unaware that there was a dedicated neighbourhood Police Officer covering Odiham." The Clerk was asked to invite them to an introductory meeting and check whether the PCSO had the power to issue parking tickets."

21/24 Accountability in Public Life Review consultation

Members considered the request from HALC asking member councils to consider responding to the consultation.

RESOLVED

The response was delegated to the Clerk.

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

Community Committee

22/24 Grant Giving Policy

RESOLVED

The Grant Giving Policy was revised to remove reference to the G Rothey bequest grant. (Proposed by Cllr McFarlane, seconded by Cllr Greensides, all in favour).

23/24 Request from the Old School/Vine Church to revise grant award purpose

Members considered the request from the Old School/Vine Church to change the purpose of the grant award.

RESOLVED

It was agreed that whilst OPC is sympathetic to the request, the applicant should submit a new application in line with the normal grant application process.

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

Financial Matters

24/24 Annual internal audit report for 2023/24 and action plan to respond to the matters raised

RESOLVED

- i) The annual internal audit report for 2023/24 was noted.
- ii) The recommended action plan to respond to the matters raised was agreed. It was agreed that members of the public speaking as part of the public participation should be asked whether they agree to their name being published in the minutes.

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



- 25/24 2023/24 end of year Income and expenditure account and Balance Sheet**
RESOLVED
The 2023/24 end of year income and expenditure account and balance sheet were received and agreed.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).
- 26/24 Conflicts of interest with External Auditor, BDO LLP**
RESOLVED
The Conflicts of Interest Form was completed to show there were no conflicts of interest. The form would be submitted with the external audit submission.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 27/24 Annual Governance Statement for 2023/24**
RESOLVED
The meeting Chair read the declaration questions in the annual governance statement and the Statement for 2023/24 was completed. The Statement was approved and signed by the chair of the meeting and the Clerk (Appendix 3).
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).
- 28/24 Accounting statements for 2023/24**
RESOLVED
The Accounting Statements and external audit submission papers were approved and signed by the chair of the meeting.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 29/24 Exercise of Public Rights dates**
RESOLVED
The dates for the exercise of public rights were agreed as Tuesday 4th June to Monday 15th July. Councillors noted that the dates had been revised since agenda publication.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- 30/24 Members' Allowance**
The Clerk's report setting out the right for Members to claim an allowance was considered. Following discussion, it was

RESOLVED
Not to claim an allowance at the present time and to consider certain expenses as part of the 2025/26 budget setting process.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).
- 31/24 Payments Listing**
RESOLVED
The payments listing for the period 17th April – 20th May 2024 (Appendix 4) was agreed and Cllrs Cornall and Verdon were appointed to complete the payment approval process for outstanding payments.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

Planning Matters

- 32/24 Neighbourhood Plan review**
Cllr Verdon reported progress of the Neighbourhood Plan review. The review group had been busy with the work to identify further greenspaces, as requested by the Council. Thirteen new greenspaces had been identified and would be put forward. The final Plan



was likely to be ready to be submitted to Hart the second week in June and an extraordinary Odiham Parish Council meeting would be need to be called to consider the Plan prior to submission. Once submitted to Hart, the Plan would be subject to consultation and examination.

Traffic & Transport

- 33/24 Traffic & transport related correspondence and responses provided**
Correspondence relating to traffic and transport matters were noted. The Clerk was asked to provide a summary report to the next meeting detailing all recent traffic & transport related enquiries received by the Parish Office.
- 34/24 Date of next meeting - Tuesday 18th June 2024**
Cllrs McFarlane, Tate and Verdon submitted prior apologies for absence.

There being no further business the meeting closed at 8.55pm.


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


COUNTY MATTERS – JUNE 2024


COUNTY COUNCILLOR JONATHAN GLEN


Hampshire County Councillor for
Odiham, Hook & The Western Parishes
Email: jonathan.glen@hants.gov.uk


Different coloured markings on pavements and roads


 Residents often ask me about the markings on roads and pavements, often wondering what they mean.


Here's a quick guide to understanding this unique highway language! 


Across England over 50 utility companies utilise a vivid array of spray-painted symbols to communicate what lies beneath our feet. Each colour and symbol serves as a critical guide, ensuring safe and efficient urban maintenance. 


 ****Red****: A warning of electrical cables. Lines, numbers, and letters like 'L/V' (low voltage) or 'H/V' (high voltage) indicate the position and type of electrical hazards. Look out for 'SWA' to spot steel-wire armoured cables!

 ****White****: The all-rounder colour used for general instructions and notes by contractors. Whether it's marking previous road schemes or indicating utility cover issues, white is essential for communication on the ground.

 ****Blue****: This colour flags the presence of water mains. Often marked by specialized locating companies, these indicators help preemptively map out water infrastructure to prevent mishaps during digging.

 ****Yellow****: Not just for parking lines! On pavements, yellow highlights gas lines, detailing pressure levels (LP, MP, HP) and other pertinent info like bends in the pipes.

 ****Green****: Increasingly used to denote cable communications and networks such as CCTV and cable TV lines. It's a digital world under there!

 ****Others****: Sometimes, you might come across markings that seem like a cryptic code or even resemble hieroglyphs! These could indicate anything from future street furniture like lamp posts to specific utility needs.

However, if there isn't a white line around a pothole or road defect for example it doesn't mean it's not being fixed. Much of the reporting process for work to fix problems is now carried out digitally - so imagine a virtual white line being painted around the pothole which has been photographed and geolocated so they repair team know exactly what they are doing.


COUNTY MATTERS – JUNE 2024

COUNTY COUNCILLOR JONATHAN GLEN

Hampshire County Councillor for Odiham, Hook & The Western Parishes

Email: jonathan.glen@hants.gov.uk

Remember, these colours and symbols are not dictated by law but by convention. They represent a critical language spoken by those who maintain and engineer our county's infrastructure, ensuring safety and continuity in our daily lives.

Next time you're walking around, take a moment to spot these colourful clues to what's hidden beneath your path! 

[#UtilityMarkings](#)

Winter Salting Route Test Runs

Don't be surprised if you catch sight of one of our salting lorries out in the next few weeks. In preparation for next winter, our highways teams are testing some spreading equipment and doing this now before the gritters are parked up for summer.

If you do come across 'Snow Patroller' or 'Grittindor' on your travels, please be patient and give them the space they need to operate and remember these vehicles are limited to a maximum speed of 30mph for everyone's safety.

Reporting Highway Problems

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

COUNTY MATTERS – JUNE 2024
COUNTY COUNCILLOR JONATHAN GLEN
Hampshire County Councillor for
Odiham, Hook & The Western Parishes
Email: jonathan.glen@hants.gov.uk

When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow this up for you then do please forward that message to me and I will chase for you. Please include your written permission to forward your comments to the relevant officers as this will speed up everything.

Do you know anyone who may qualify for free childcare?

Do you need 30 hours funded childcare? If you are a working parent or carer with a three or four year-old, then you might be eligible for Government funded childcare.

You may be able to access the funding if you (and your partner) meet the working and income eligibility criteria.

Check your family's eligibility for the 30 Hours Childcare and other help with childcare costs, by using the childcare calculator <https://www.gov.uk/childcare-calculator>

For more information and apply online, see <https://www.childcarechoices.gov.uk> or call 0300 1234097.



Childcare
Choices

Not sure what support
you could get with
childcare costs? Go to
[childcarechoices.gov.uk](https://www.childcarechoices.gov.uk)



Supporting Hampshire's farmers

My Hampshire County Councillor colleague [Cllr Russell Oppenheimer](#) has written an excellent Op-Ed piece for the [Hampshire Chronicle](#) about how we can all help Hampshire's farmers.

I recommend it to you, it's here: <https://www.hampshirechronicle.co.uk/.../24233542.../>

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COUNTY MATTERS – JUNE 2024

COUNTY COUNCILLOR JONATHAN GLEN

**Hampshire County Councillor for
Odiham, Hook & The Western Parishes**

Email: jonathan.glen@hants.gov.uk

Councillor Jonathan Glen

Hampshire County Councillor for Odiham, Hook & The Western Parishes

Email: jonathan.glen@hants.gov.uk

Odiham Sports
Centre Trust

COUNCIL

Meets monthly, 3rd Tuesday at 7.30pm

Planning & Development Committee

Currently meets informally by Zoom. Comments are submitted to Hart under Clerk's delegated authority and ratified at next full Council meeting.

Amenity Areas Committee

Meets quarterly after full Council meeting.

Community Committee

Meets quarterly after full Council meeting. Event organisation managed by working groups.

Finance Committee

Meets quarterly after full Council meeting, generally after the end of a financial quarter.

Staffing Committee

Meets twice a year during daytime. Other meetings on demand should a vacancy or other staff related matter arise.

Neighbourhood Plan Monitoring Group

Appeal Panels

Panel to be formed when necessary.

Agreed May 2024



Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

***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:

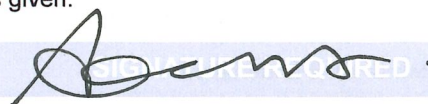
20/05/2024

and recorded as minute reference:

MIN 27/24 REFERENCE

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

Chair



Clerk



odihamparishcouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Odiham Parish Council

14 May 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Climate, biodiversity & environ	08/05/2024		Unity Trust	38	Energy Audits	Reduce Energy Ltd	Z	390.00		390.00
39	Toilets - Power and rates	08/05/2024		Unity Trust	39	King St Toilets electricity	nPower	L	46.68	2.33	49.01
40	IT Support and Back up	08/05/2024		Unity Trust	40	Office 365 x 4 accounts	Microsoft Ireland	Z	50.85		50.85
41	IT Support and Back up	08/05/2024		Unity Trust	41	IT Support May	BV Computer Solutions Ltd	Z	135.00		135.00
42	Travel	08/05/2024		Unity Trust	42	Travel to brushcutter training.	Cllr Bell expenses	Z	29.70		29.70
43	Lighting - Maint and admin	08/05/2024		Unity Trust	43	Street lighting	HCC	S	2,447.34	489.46	2,936.80
43	Lighting - energy costs	08/05/2024		Unity Trust	43	Street lighting	HCC	S	1,792.89	358.58	2,151.47
44	Audit Fees	08/05/2024		Unity Trust	44	2023/24 Internal Audit	Do The Numbers Ltd	Z	850.00		850.00
45	Neighbourhood Plan Update	08/05/2024		Unity Trust		Odiham & North Warnborough	Troy Hayes Planning Ltd	S	3,685.00	737.00	4,422.00
46	The Bridewell - maintenance	08/05/2024		Unity Trust	46	Lights in MP's office	DTE Electrical & Property	Z	720.00		720.00
47	The Bridewell - maintenance	08/05/2024		Unity Trust	47	New socket Library Room	DTE Electrical & Property	Z	109.46		109.46
48	PR & Pub inc newsletter	08/05/2024		Unity Trust	48	Newsletter extra copies	IC Printing Services	Z	208.00		208.00
49	The Bridewell - water	08/05/2024		Unity Trust	49	The Bridewell water	Business Stream	Z	76.56		76.56
50	Subscriptions	08/05/2024		Unity Trust	50	Clerks membership	SLCC	Z	412.00		412.00
51	Footpaths Improvements	08/05/2024		Unity Trust	51	Brushcutters course x 2	Windsor Forest Colleges Gr	Z	225.00		225.00
52	Other amenity areas maintenar	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	254.24	50.85	305.09
52	Play Areas	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	479.16	95.83	574.99
52	Chamberlain Gardens (SC Trust)	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	199.16	39.83	238.99
52	Cemetery Maintenance	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	1,207.08	241.42	1,448.50
52	Allotments - maintenance	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	60.00	12.00	72.00
52	Bin emptying	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	392.90	78.58	471.48
52	Promotion of village	08/05/2024		Unity Trust	52	Grounds maintenance - April 21	Larkstel Ltd	S	25.00	5.00	30.00
53	PR & Pub inc newsletter	08/05/2024		Unity Trust	53	Noticeboard headers	Signrite Digital Ltd	S	175.00	35.00	210.00
54	Play Areas	08/05/2024		Unity Trust	54	Barriers and Bridewell other	Keith Dodd	Z	40.00		40.00
54	The Bridewell - maintenance	08/05/2024		Unity Trust	54	Barriers and Bridewell other	Keith Dodd	Z	45.00		45.00
55	Annual Parish Assembly	08/05/2024		Unity Trust	55	Hall hire for APA	Vine Church	Z	68.00		68.00
56	Public toilets R&M	08/05/2024		Unity Trust	56	King St public toilets	Astral PMS Ltd	S	1,249.28	249.86	1,499.14
57	Telephone and internet	08/05/2024		Unity Trust	57	Phones & broadband	BT	S	211.69	42.34	254.03
58	Travel	08/05/2024		Unity Trust	58	Travel to hedgecutter course	Cllr Bell expenses	Z	29.70		29.70
59	Postage and consumables	08/05/2024		Unity Trust	59	Photocopier rental/copies	Ricoh	S	59.62	11.92	71.54
59	Subscriptions	08/05/2024		Unity Trust	59	Photocopier rental/copies	Ricoh	S	104.83	20.97	125.80
60	Toilets - Maintenance	08/05/2024		Unity Trust	60	Check power supply public toile	DTE Electrical & Property	Z	90.00		90.00
61	D-Day	08/05/2024		Unity Trust	61	D-Day banners	Printed Today	Z	90.11		90.11
62	Office Equipment	18/04/2024		Unity Trust	62	Photocopier rental copies	Ricoh	S	157.10	31.42	188.52

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63	Community Grants	18/04/2024		Unity Trust		Grant for prostate screening	Hook and Odiham Lions	Z	500.00		500.00
64	Chapel Cottage Maintenance	19/04/2024		Unity Trust		Fridge for Cottage	C L Wilson	Z	229.50		229.50
65	Subscriptions	19/04/2024		Unity Trust	65	Membership	Institute of Cemetery and	Z	100.00		100.00
66	Toilets - Power and rates	17/04/2024		Unity Trust	66	Electricity - King St Toilets	nPower	L	51.10	2.56	53.66
67	Toilets - Power and rates	17/04/2024		Unity Trust	67	Electricity - King St Toilets	nPower	L	55.72	2.79	58.51
68	Estate Agent Fees	29/04/2024		Unity Trust	68	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
71	The Bridewell - electricity	18/04/2024		Unity Trust	71	Bridewell electricity (Mar)	nPower	S	256.69	51.34	308.03
73	Toilets - cleaning	18/04/2024		Unity Trust	73	Bridewell cleaning (duplicate)	YBC	S	509.63	101.93	611.56
74	Rates	20/05/2024		Unity Trust	74	Bridewell rates	Hart DC	Z	398.00		398.00
75	Cemetery rates and water	20/05/2024		Unity Trust	75	Cemetery rates	Hart DC	Z	200.00		200.00
76	Rates	20/05/2024		Unity Trust	76	Parish Room Floor Refurbishme	Hart DC	Z	233.00		233.00
77	The Bridewell - water	20/05/2024		Unity Trust	77	King St Toilets - water	Castle water	Z	77.80		77.80
78	Allotments - Water	20/05/2024		Unity Trust	78	Water - allotments	Castle water	S	177.84	35.56	213.40
79	Allotments - Water	20/05/2024		Unity Trust	79	Allotments - water	Castle water	S	196.14	39.23	235.37
80	Toilets - cleaning	20/05/2024		Unity Trust	80	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
81	Speed Indicator Devices	20/05/2024		Unity Trust	81	Mounting of SID's	Larkstel Ltd	S	190.00	38.00	228.00
81	Speed Indicator Devices	20/05/2024		Unity Trust	81	Mounting of SID's	Larkstel Ltd	S	150.00	30.00	180.00
82	Other amenity areas maintenar	20/05/2024		Unity Trust	82	defibrillator instillation	DTE Electrical & Property	Z	510.00		510.00
83	VAT	20/05/2024		Unity Trust	83	VAT element of invoice	GopherOwen Services	S		24.00	24.00
84	The Bridewell - cleaning & mat	20/05/2024		Unity Trust	84	Toilet/cleaning supplies	Viking	S	126.77	25.35	152.12
85	Postage and consumables	20/05/2024		Unity Trust	85	Paper & 1st Aid Kit	Viking	S	49.18	9.84	59.02
86	Caretaking Equipment	20/05/2024		Unity Trust	86	Office supplies & equip	Viking	S	17.44	3.49	20.93
87	Staff Salaries	20/05/2024		Unity Trust	87	May '24 staff salaries	May '24 salaries	Z	4,840.70		4,840.70
88	Staff Salaries	20/05/2024		Unity Trust		Employee pension cont May '24	Hampshire Pension Fund	Z	387.01		387.01
89	Staff Salaries	20/05/2024		Unity Trust	89	Employee PAYE & NI May '24	HMRC	Z	900.79		900.79
90	Employers' NI	20/05/2024		Unity Trust	90	Employer NI May '24	HMRC	Z	531.92		531.92
91	Pension Contribution	20/05/2024		Unity Trust	91	Employers Pension May '24	Hampshire Pension Fund	Z	1,311.50		1,311.50
Total									28,742.60	2,991.57	31,734.17