



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 15th APRIL 2025 COMMENCING AT 7.30pm**

Present: Cllrs A McFarlane (Chair), S Bell, L Cornall, C Greensides, C Seabrook, M Tate, H Tyler and P Verdon.

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk), Hampshire County Council (HCC) Cllr Glen and Hart District Council (HDC) Cllr Highley.

315/24 Apologies for absence

Received and accepted from Cllrs Sanger and Woods.
Apologies were also noted from HDC Cllr Dorn.

316/24 Declarations of interests and requests for dispensation relating to any item on the agenda

Cllr McFarlane declared an interest in agenda item 335/24, as a director of the Community Interest Company, and Cllrs Greensides, McFarlane, Seabrook, Tyler and Verdon declared an interest in planning application 25/00540/LBC.

317/24 To receive apologies for absence

RESOLVED

The minutes of the following Council meetings were approved and signed by the Chair as a true record of the meetings:

- i) 18th March 2025 (287-310/24).
 - ii) Extraordinary Council meeting on 18th March 2025 (311-314/24).
- (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

318/24 Chair's announcements

None.

319/24 Public session

None.

Councillor Reports

320/24 Meeting reports from councillors

Cllr McFarlane reported from the recent Hart District Association of Parish and Town Councils (HDAPTC) annual general meeting which included an update from the HDC Chief Executive on Local Government Re-organisation (LGR) in Hampshire. The minutes of the meeting had been circulated to members separately.

321/24 Reports from other councils

HCC Cllr Glen reported:

- i) Congratulations to OPC for an excellent annual parish assembly the previous week. Cllr Glen reported that residents had raised several matters with him following the meeting which were being followed up.
- ii) A HCC committee was looking into ways of bringing back the HCC councillors' devolved budgets.
- iii) The HCC Chief Executive had tendered their notice and it was hoped the position would be appointed by September.



- iv) A new company had taken over Calf Lane quarry and a liaison panel, previously set up to respond to local concerns, would be resurrected if needed.

HDC Cllr Highley reported:

- i) Several emails from residents regarding traffic speeds and safe crossing points on the Alton Road which had been shared with Cllr Glen.
- ii) A request to look into providing dropped curbs next to the disabled parking bays on the High Street. The Chair responded to say that OPC could pass this request on to HCC as part of current enquiries with HCC about disabled bays on the High Street.
- iii) Mr Daryl Philips would be retiring as Chief Executive to HDC and continuing to work part-time for the time being. Graeme Clark and Kirsty Jenkins would both be stepping up as joint-Chief Executive.
- iv) Cllr Highley had suggested to HDC that HDC hold a briefing session as a reminder of planning application timescales, in response to correspondence from applicants showing concerns for the time taken to determine applications.

General

322/24 Meeting action points

Progress on the meeting action points was noted, as reported with the agenda.

323/24 Policies

- i) The schedule of policies and recommendations was reviewed, as presented with the agenda. It was noted that a meeting of the Communications Working Group was required.
- ii) **RESOLVED**
Further revisions were made to the Memorial Benches and Trees Policy presented with the agenda then agreed.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

324/24 Community Governance Review consultation

<https://www.hart.gov.uk/voting-and-elections/community-governance-review>

RESOLVED

- i) To check with HDC whether the consultation deadline would be extended, as suggested by the HDC Chief Executive at the recent HDAPTC meeting.
- iii) Subject to the response, to either to refer this agenda item to the next meeting or respond as follows, in order to meet the consultation deadline:

Existing Parishes

The Community Governance Review must make recommendations for each of the existing parishes under review including:

- 1. Whether those parishes should or should not be abolished*
- 2. Whether the area of the existing parishes should be altered, such as being grouped together, possibly due to recent developments*

Do you think that any existing parishes should be altered or abolished?

Yes, possibly

If following reorganisation of parish councils more responsibility is passed down to them some of the smaller village parishes should be amalgamated in order to enable them to effectively manage their increased responsibilities.



IF YES:

The name of the parish or parishes:

Smaller village parishes with population less than 250 residents.

Please provide further details of your proposal. You should consider how your proposal will:

- reflect the identities and interests of the community in that area*
- be effective and convenient to the local community*

The amalgamation should be agreed by neighbouring parishes with the governance agreed

Council Size

Council size describes the number of councillors to be elected to the whole council. The Local Government Act 1972 confirms that each parish council must have at least five councillors, while there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

The National Association of Local Councils published guidelines (Circular 1126) suggests that the minimum number of councillors for any parish council should be seven with a maximum of 25.

The council size should be considered on its own merits, taking into account its population, geography and the pattern of communities.

Consideration should be given to the difficulty of attracting sufficient candidates to stand for election. In some parishes, this has led to repeated uncontested elections and/or a need to co-opt members in order to fill vacancies. A parish council's budget and planned, or actual, level of service provision may also be important factors in reaching conclusions on council size.

Should the number of councillors on an existing council be changed?

YES

IF YES:

What is the name of the council?

Odiham Parish Council

How many councillors should there be?

12

Why are you proposing this number of councillors?

Due to the increasing work load and village engagement and the fact that many of our councillors work full time with young families.

Do you have any further comments on stage 1 of the Community Governance Review?

No

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



325/24 Hampshire County Council Future Services consultation – Spring 2025
<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation-spring-2025>

RESOLVED

That it would be difficult to respond to the consultation with one response from OPC. It was agreed that members should be encouraged to respond as individual residents and OPC would promote the consultation to residents online.

326/24 Request for bench on Hart District Council land at Salisbury Close

RESOLVED

OPC agreed to the principle of taking responsibility of a new bench on Salisbury Close public open space, to be donated by a resident, subject to agreement from HDC as the responsible land owner.

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

Financial Matters

327/24 Insurance

i) It was noted that the 2025-26 annual policy from Zurich in the value of £6,804.05 had been renewed, as agreed at the previous meeting.

RESOLVED

ii) To pay the additional premium of £227.86 to Zurich following requested changes to the Policy Schedule.

iii) To renew the policy with Access in the value of £2,890 to provide cover for the north and south cemetery chapels which are classified as unoccupied buildings.

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

Members requested a full review of both policies in October 2025 to allow time to review options for 2026 and the review should include accurate re-build costs.

328/24 Freedom event budget

RESOLVED

The proposed event budget estimated in the value of £3,448 was approved.

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

329/24 Payments Listing (to follow)

RESOLVED

The payments listing for the period 19th March-15th April 2025 (Appendix 1) was agreed and Cllrs Greensides and Cornall were appointed to complete the payment approval process for outstanding payments.

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

Planning Matters

330/24 Ratification of Planning & Development Committee decisions

RESOLVED

The decisions of the recent Planning & Development Committee 01.04.25 and submitted to Hart under delegated authority were ratified.

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



331/24

Planning applications

RESOLVED

Decisions on the following applications received, due for determination before the next Planning & Development Committee, were agreed as follows:

OPC Ref	Hart Ref	Address	Details	Decision
109/24	25/00475/LBC	Strutt & Parker 82 High Street Odiham Hook Hampshire RG29 1LP	Internal alterations comprising of removal of stud partition wall, removal of a further partition wall, re-configuration of wc /sink area, installation of a kitchenette, installation of wash sink area, alterations to sink location, repainting of external windows and door frames and repainting of interior walls, ceilings and windows, installation of new lintels above ground floor windows, formation of new half wall stud partitions and installation of new timber flooring.	No objection, subject to the decision of the Hart Conservation Officer.
110/24	25/00527/FUL	100 High Street Odiham Hook Hampshire RG29 1LP	Proposed EV charging stations including point of sale and point of connection	No objection.
111/24	25/00479/ADV	Strutt & Parker 82 High Street Odiham Hook Hampshire RG29 1LP	Display of one non-illuminated fascia advertisement and one non-illuminated projecting advertisement. (Amended description of development)	Neutral, subject to the decision of the Hart Conservation Officer.
112/24	25/00582/CON	The Cat Hook Road North Warnborough Hook Hampshire RG29 1EU	Details pursuant to condition 3 (doors and stud work) of Planning Permission 24/00384/LBC Internal alterations to snug, kitchen, new gas main, new drainage and replacement of back door	No objection, subject to the decision of the Hart Conservation Officer.
113/24	25/00540/LBC	The Bell Ph The Bury Odiham Hook Hampshire RG29 1LY	isted building consent for the refurbishment and alterations comprising of installation of new oak posts between bays 1 and 2, blocking up of a fireplace in Bay 1, removal and insertion of replacement bars in Bay 2 and 3, removal of fire box and installation of a wood burning stove in the fireplace of bay 3 including the installation of flue, cowl and air bricks. Works to chimney bay including erection of new brickwork to east side of chimney and removal of two door frames, removal of wall panelling in bays 1 and 2 (consent is sought post removal), insertion of various new wall coverings in bay 1, 2 and 3 and 5; including panelling, insulation and lime plaster finish. Insertion of stud walling in bay 5. Various works to flooring including sanding of floorboards, infilling of flooring with limecrete, installation of new tile and vinyl flooring, replacement joists, removal of timber ceiling battens in bay 2 and partial new ceilings. Installation of new steps above existing between bay 4 and 5. Installation of kitchen extract duct/lining within chimney stack, new chimney cap, works to windows including secondary glazing to windows W1 and W9, removal and repointing of mortar on chimney stacks, new guttering, alterations to existing SVPs, rainwater goods and	



OPC Ref	Hart Ref	Address	Details	Decision
			infilling of vents. Opening up works to facilitate the oak frame and building structure involving repair to posts and beams, installation of stainless steel dowels and resin, works to timber joists, installation of steel straps to purlins, installation of ties and stabilising brickwork panels, installation of drainage to courtyard, installation of surface water drainage adjacent to the front elevation and alterations to waste drainage for bar and kitchen, installation of ventilation roof tiles and eaves ventilation and installation of an electrical cable. Raising of sub-floor vents to front elevation and, install lead cover flashing to hatch on west elevation.	Not considered. There were insufficient members without a disclosable pecuniary interest.
114/24	25/00593/FUL	Ground Floor 90 - 98 Barley Row High Street Odiham Hook Hampshire RG29 1LP	Change of use of the ground floor to Class C3 (dwellinghouse)	No objection.
115/24	Duplicate application			
116/24	25/00592/CON	Ennis Cottage Rye Common Odiham Hook Hampshire RG29 1HT	Details pursuant to condition 4 (drainage) of Planning Permission 24/02267/LBC Creation of bathroom at ground floor and landing at first floor Open for comment icon	No objection, subject to the decision of the Hart Conservation Officer.
36/T	25/00644/CA	Queensmead 140 High Street Odiham Hook Hampshire RG29 1LT	T1 - laburnum - Fell	No objection.

332/24 Date of next meeting - Tuesday 20th May 2025 (Annual Council Meeting)

Cllrs Bell and McFarlane gave their apologies.

Confidential Matters

333/24 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

RESOLVED

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

334/24 Verbal report from the Chair following an update on local government re-organisation at the Hart District Association of Parish and Town Councils meeting

Noted.

335/24 Annual review of the Friends of Odiham Book Exchange Licence following a meeting with the Chair on 2nd April

RESOLVED

Revisions to the licence discussed at the annual review meeting were approved.

(Proposed by Cllr Verdon, seconded by Cllr Tate, 7 in favour, 1 abstention).



336/24 Developer's financial offer to take over management of public open space

RESOLVED

- i) To respond to HDC showing interest.
- ii) Meet with a contractor to establish accurate year 1 maintenance costs before calculating affordability.

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

There being no further business the meeting closed at 9.18pm.

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

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4	IT Support and Back up	15/04/2025		Unity Trust	4	Monthly IT Support	BV Computer Solutions Ltd	Z	135.00		135.00
5	PR & Pub inc newsletter	15/04/2025		Unity Trust	5	Newsletter delivery	The Extra Mile Leaflet Distr	Z	198.75		198.75
6	PR & Pub inc newsletter	15/04/2025		Unity Trust	6	Newsletter Printing	IC Printing Services	Z	876.00		876.00
8	Cemetery rates and water	15/04/2025		Unity Trust	8	Cemetery rates 2	Hart DC	Z	200.00		200.00
9	Rates	15/04/2025		Unity Trust	9	Parish Office Rates 2	Hart DC	Z	240.00		240.00
10	Rates	15/04/2025		Unity Trust	10	Bridewell Rates 1	Hart DC	Z	435.30		435.30
11	Rates	15/04/2025		Unity Trust	11	Bridewell Rates 2	Hart DC	Z	434.00		434.00
12	Subscriptions	15/04/2025		Unity Trust	12	Clerks membership	SLCC	Z	415.00		415.00
13	The Bridewell - water	15/04/2025		Unity Trust	13	Bridewell water	Business Stream	Z	11.48		11.48
14	Chamberlain Gardens (SC Trus	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	199.16	39.83	238.99
14	Cemetery Maintenance	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	1,193.58	238.72	1,432.30
14	Other amenity areas maintenar	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	254.24	50.85	305.09
14	Play Areas	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	479.16	95.83	574.99
14	Allotments - maintenance	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	60.00	12.00	72.00
14	Bin emptying	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	392.90	78.58	471.48
14	Speed Indicator Devices	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	79.16	15.83	94.99
14	Climate Action Plan	15/04/2025		Unity Trust	14	Grounds maintenance - March	Larkstel Ltd	S	125.00	25.00	150.00
15	Play Areas	15/04/2025		Unity Trust	15	Zip wire Recreation Ground	Premier Grounds & Garden	S	825.00	165.00	990.00
16	The Bridewell - cleaning & mat	15/04/2025		Unity Trust	16	Bridewell cleaning (Mar)	YBC	S	559.58	111.92	671.50
17	Cemetery Maintenance	15/04/2025		Unity Trust	17	Cemetery works	Scandor Landscape contrax	S	1,248.00	249.60	1,497.60
18	Toilets - cleaning	15/04/2025		Unity Trust	18	King St Toilets cleaning	CJH Cleaning Services Ltd	S	491.37	98.27	589.64
19	Insurance	15/04/2025		Unity Trust	19	Insurance adjustment premiur	Zurich Municipal	Z	227.86		227.86
20	The Bridewell - waste disposal	15/04/2025		Unity Trust	20	Bridewell waste collection	Suez	S	81.43	16.29	97.72
21	Subscriptions	15/04/2025		Unity Trust	21	Annual Subscription	Institute of Cemetery and t	Z	105.00		105.00
22	Promotion of village	15/04/2025		Unity Trust	22	Printing Welcome to Odiham	IC Printing Services	Z	137.00		137.00
23	The Bridewell - water	15/04/2025		Unity Trust	23	King St Toilets - water	Castle water	Z	90.64		90.64
24	Cemetery rates and water	15/04/2025		Unity Trust	24	Cemetery water	Castle water	S	27.95	5.59	33.54
25	Telephone and internet	15/04/2025		Unity Trust	25	Phones & broadband	BT	S	237.43	47.49	284.92
26	Training	15/04/2025		Unity Trust	26	Art of comms training (Clerk)	NALC	S	35.00	7.00	42.00
27	Training	15/04/2025		Unity Trust	27	Beyond the precept training (C	NALC	S	35.00	7.00	42.00
28	Training	15/04/2025		Unity Trust	28	Art of comms training (Deputy	NALC	S	35.00	7.00	42.00
29	Postage and consumables	15/04/2025		Unity Trust	29	Archive boxes, files & paper	Viking	S	88.43	17.69	106.12
30	The Bridewell - gas	15/04/2025		Unity Trust	30	Bridewell gas (Feb)	Total Energies Gas & Powe	S	447.57	89.51	537.08
31	The Bridewell - gas	15/04/2025		Unity Trust	31	Bridewell gas (Mar)	Total Energies Gas & Powe	S	435.14	87.03	522.17

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Annual Parish Assembly	15/04/2025		Unity Trust	32	Room Hire - APA	North warnborough Village	Z	110.00		110.00
33	PR & Pub inc newsletter	15/04/2025		Unity Trust	33	Printing Spring newsletter	THEMPC Ltd	Z	876.00		876.00
34	Toilets - Power and rates	15/04/2025		Unity Trust	34	King St Toilets electricity	nPower	L	66.17	3.31	69.48
35	Staff Salaries	15/04/2025		Unity Trust	35	Staff Salaries - April 2025	Staff Salaries - April 2025	Z	5,016.57		5,016.57
36	Staff Salaries	15/04/2025		Unity Trust	36	Staff PAYE & NI - April 2025	HMRC	Z	1,076.89		1,076.89
37	Staff Salaries	15/04/2025		Unity Trust	37	Staff pension Cont - April 2025	Hampshire Pension Fund	Z	417.11		417.11
38	Employers' NI	15/04/2025		Unity Trust	38	Employer NI - April 2025	HMRC	Z	788.93		788.93
39	Pension Contribution	15/04/2025		Unity Trust	39	Employers Pension - April 2025	Hampshire Pension Fund	Z	1,393.26		1,393.26
Total									20,581.06	1,469.34	22,050.40