



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD  
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON TUESDAY 17<sup>th</sup> FEBRUARY 2026, COMMENCING AT 7.30pm**

Present: Odiham Parish Council (OPC) Cllrs A McFarlane (chair), S Bell, A Cooper, L Cornall, C Greensides, C Seabrook, H Tyler, P Verdon and H Woods.

In attendance: A Mann (Clerk) and S Hobbs (Amenity Officer).  
Hart District Council (HDC) Cllr Dorn.

**244/25 Apologies for absence**

Received and accepted from Cllrs Tate.

Apologies were also noted from Hampshire County Council (HCC) Cllr Glen and HDC Cllrs Hale and Highley.

**245/25 Declarations of interests and requests for dispensation**

Cllr Cornall declared an interest in agenda item 268/25ii.

**246/25 Approval of minutes**

RESOLVED

The minutes of the Council meeting held on 20<sup>th</sup> January 2026 (218-243/25) were approved as a true record of the meeting and signed by the meeting Chair.

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

**247/25 Chair's announcements - None.**

**248/25 Public session – None.**

***Councillor Reports***

**249/25 Meeting reports from councillors**

- i) The Chair reported from a meeting with local representatives who expressed an interest in nominating the Galleon Marine (Odiham boatyard) as an Asset of Community Value. The Chair updated everyone present on the Council's position that the nomination was on hold until the implications of the national planning reforms were understood. Research had suggested the nomination stood a better chance of success under the new system.
- ii) The Chair had held a project inception meeting with representatives of the Hook & Odiham Rotary Club and HDC to discuss the improvements project for The Firs. Funding had already been secured and the project paperwork was in progress.
- iii) The Chair, Cllr Bell and the Clerk had met representatives from InOdiham the previous day which agreed processes for streamlining communications between the two organisations.
- iv) The Chair had attended the opening of The Bell public house on behalf of OPC. The event was a great success and the team were congratulated.
- v) The Chair had attended a Mayhill School assembly and presented a prize for the winning anti-engine idling campaign poster. Further details were provided later in the meeting.
- vi) Cllr Verdon reported from the recent Hart District Association of Parish & Town Councils (HDAPTC) meeting which included an update from the HDC Chief Executive on elections and Local Government Re-organisation. It was reported that discussions would commence in September should there be interest in local assets but no parish or town council would be expected to take on devolved assets - any asset generating an income would be transferred to the new unitary authority. Cllr Verdon also reported that the HDC Call for Sites was in progress and an update was expected later in the year.



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**250/25 Reports from other councils**

HDC Cllr Dorn reported:

- i) The HCC elections were due to be held May 2026 and urged everyone who had previously signed up for postal votes to check this was still the case as many postal votes had expired.
- ii) There were a lot of ongoing roadworks currently and Cllr Dorn was pleased that King Street was now open. Councillors at all levels were fully aware of the number of potholes and frustrations from drivers. Cllr Dorn re-iterated the message to everyone was to keep reporting potholes to HCC and HCC Cllr Glen was able to expedite requests for the highest priority reports.
- iii) Cllr Dorn referred to two licensing applications which OPC had already been informed of.
- iv) Cllr Dorn had been informed of Vivid Homes's plan to rebuild a terrace of properties at King Johns Road. It was agreed that Cllr Dorn would be invited to join a meeting with Vivid Homes and OPC.
- v) An Armed Forces Covenant workshop was scheduled on 10<sup>th</sup> March in Aldershot.

**General**

**250/25 Meeting action points**

Noted, as presented with the agenda. The Chair suggested that the next Staffing Committee be brought forward to respond to an outstanding action. No further comments were recorded.

**251/25 Policy review**

The schedule of policies was noted. There were no policies for review.

**252/25 2026-27 meeting calendar**

Following comment and discussion on the proposed meeting dates, it was agreed to defer agreement until June, following the annual review of committees in May. Preference was shown for more regular, shorter meetings over listing too much business on the full Council agenda.

The next full Council meetings were noted as 17<sup>th</sup> March, 21<sup>st</sup> April and 19<sup>th</sup> May with the Finance Committee on 21<sup>st</sup> April and Amenity Areas Committee on 19<sup>th</sup> May.

Several prior-apologies were noted: Cllr Greensides until June, Cllrs Bell and Cooper for the next meeting on 17<sup>th</sup> March, Cllr McFarlane for the May and July Council meeting, and Cllr Verdon for the May and June Council meetings.

**253/25 Appointments to committees**

RESOLVED

Cllr Cooper was appointed to the Community Committee and Finance Committee.  
(Proposed by Cllr McFarlane, seconded by Cllr Greensides, all in favour).

**Amenity Areas Matters**

**254/25 Call for Bids for Potential S106 Local Parish Leisure Projects**

RESOLVED

The draft response presented with the agenda and previously provided to HDC to meet their deadline was approved.

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



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**255/25**

**Odiham Tennis Club**

RESOLVED

- i) As requested at the previous meeting, further information on the proposed signage was presented. Consent was granted for signage up to 4 x 1m but not 6 x 2m, as this was considered to be too intrusive.  
(Proposed by Cllr McFarlane, seconded by Cllr Woods, 7 in favour, 2 abstention).
- ii) A draft lease agreement with an extended term was presented for decision and approved, subject to confirming the registered office address was correct.  
(Proposed by Cllr McFarlane, seconded by Cllr Greensides, all in favour).

**256/25**

**Grant award to upgrade LED lighting at Bridewell**

- i) Members noted the grant award of £4,500 from Hart District Council's Climate Change grant scheme to upgrade to LED lighting in communal spaces at The Bridewell.
- ii) RESOLVED  
The lighting contract for upgrading lights to LED lights at The Bridewell was awarded to DTE Ltd in the value of £5,095. The contract included an adjacent office which would be funded from OPC's Bridewell budget.  
(Proposed by Cllr McFarlane, seconded by Cllr Tyler, all in favour).

**257/25**

**Cemetery Fees**

RESOLVED

The annual review of cemetery fees took place and the new fees applicable from 1<sup>st</sup> April 2026 were agreed (Appendix 1). The decision was informed by the growing gap between costs to maintain the cemetery and income.  
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

**258/25**

**Allotment Fee**

RESOLVED

The annual review of allotment fees took place and it was agreed to increase the annual fee to £75 from 1<sup>st</sup> April 2026, moving towards a position where income covered site management costs.  
(Proposed by Cllr McFarlane, seconded by Cllr Bell, all in favour).

**259/25**

**Chamberlain Gardens playground**

In response to a resolution made the previous year, two quotes had been sourced to replace some of the play equipment at Chamberlain Gardens. The quotes included the highest priority equipment and one also included fencing. The quotes suggested that the cost would be higher than first estimated and currently unaffordable. Members were asked to suggest a course of action.

It was agreed that further options should be researched for:

- i) Replacing the identified equipment with a budget up to £20,000.
- ii) Not to upgrade fencing at the current time.
- iii) Not to include safety surfacing so long as this complied with safety standards.

**260/25**

**Chapel Pond playground**

Members noted the recent failure of play equipment at the Chapel Pond play area and, in consideration of the anticipated Section 106 developers' contributions to build a new play area, it was



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RESOLVED

That the site had been made safe and the equipment would not be replaced at the current time.

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

***Community Matters***

**261/25 Event grants**

Introduced by Cllr Bell and in response to agenda item 232/25ii, further information had been provided by InOdiham to support three event grants in 2026.

RESOLVED

To award grants from the 2025/26 budget, as follows: £2,500 for Bands in The Bury, £1,000 for Odiham Food Fayre and £1,000 for Extravaganza.

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

**262/25 Anti-engine idling campaign**

The Chair updated members on a local project to deter engine-idling outside schools. The Chair and Deputy Clerk had attended an assembly at Mayhill School to present an award for the winning poster design. Six signs had been produced and would soon be installed around Mayhill School and Buryfields.

**263/25 New defibrillator at The Bridewell**

RESOLVED

The Clerk's decision taken under the Clerk's delegated authority, in consultation with councillors by email, was ratified. The contract included a defibrillator and cabinet from London Hearts @ 50% discount amounting to £966 plus £275 fitting.

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

***Finance Matters***

**264/25 Asset Register**

RESOLVED

The annual review of the Asset Register took place and additions and deletions were agreed, as presented with the agenda.

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

**265/25 Payments Listing**

RESOLVED

The payments listing for the period 21<sup>st</sup> January-17<sup>th</sup> February 2026 (Appendix 2) was approved and Cllrs Cornall and McFarlane were appointed to complete the payment approval process for outstanding payments.

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

***Planning Matters***

**266/25 Ratification of Planning & Development Committee decisions**

RESOLVED

The decisions agreed by the Planning & Development Committee held on Zoom on 03.02.26 and submitted to Hart under delegated authority were ratified.

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



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**267/25**

**Planning Reforms**

- i) The Clerk's meeting notes from a HALC planning reforms webinar were noted. The Chair took this opportunity to thank Cllr Verdon for leading on the recent Neighbourhood Plan update.
- ii) Members considered whether to respond to the Government's consultation on the national planning policy framework proposed reforms and  
**RESOLVED**  
That it would be difficult to respond to the entire consultation and that Cllr Verdon would ask Hart District Council and a key volunteer from the Neighbourhood Plan working group for their professional advice.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**268/25**

**Planning and licensing applications**

- i) 26/00162/EIA - Request for screening opinion for the refurbishment and extension of an existing aircraft hanger (Building 157) at RAF Odiham, RG29 1QT  
Decision: No objection.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- i) New premises licence application - Wine Bar, 78 High Street, Odiham, RG29 1LN  
Decision: No objection.  
(Proposed by Cllr McFarlane, seconded by Cllr Tyler, 6 in favour, 3 abstentions).

***Traffic and Transport***

**269/25**

**Traffic calming**

The Chair gave an update on the traffic calming research. A draft report comprising of research and draft proposals had been produced and would be discussed with a representative from HCC highways the following week, to seek technical advice and start discussions on the feasibility of each scheme.

Findings would be reported back to the working group and a meeting was requested as soon as possible following the meeting with HCC, before presenting proposals to the Annual Parish Assembly on 28<sup>th</sup> April.

**270/25**

**Date of next meeting**

Tuesday 17<sup>th</sup> March 2026 at 7.30pm.

Prior apologies were received from Cllrs Bell, Cooper and Greensides.

***Confidential Matters***

**271/25**

**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 Verdon, all in favour).

**272/25**

**Chapel Cottage**

The Amenity Officer presented four market valuations with fee proposals for the marketing of Chapel Cottage for sale, offering their professional advice on the current market conditions and experience of marketing of a council owned property.



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Further to questions, it was

**RESOLVED**

- i) To appoint MacKenzie Smith Estate Agents to market the property for sale.
- ii) To market the property for £625,000.
- iii) To notify viewers that the following conditions would be added to the Land Registry Title on completion of a sale:
  1. Owners permissions - A right of way on foot and by vehicle access from King Street to the property.
  2. Owners restrictions -
    - a) The property is only to be used as a residential dwelling house.
    - b) The property should not be used as a business premises.
    - c) No lorries, vans, caravans or boats to be parked on the premises.
    - d) No parking within the cemetery grounds, other than the private driveway.
- iv) Not to formally accept any formal offers before the next Council meeting then decide whether a smaller group of councillors should be granted delegated authority to accept an offer.

(Proposed by Cllr Tyler, seconded by Cllr McFarlane, 8 in favour, 1 abstention).

**273/25 Request for burial plot**

Not considered. A prior request for a new burial plot in an older section of the cemetery had already been approved on the basis that the plot was under a tree which had been planted by the deceased many years ago. Permission was granted on the condition that a plaque be added to the tree stating who planted it and the link to the adjacent new grave.

There being no further business the meeting closed at 9.05pm.

**Signed**..... **Date**.....

# ODIHAM CEMETERY FEES

## From 1st April 2026

APPENDIX 1

**Fee from  
1st April 2026**

### Interments:

#### **First burial in any grave space**

Registered elector	1,000.00
Exclusive rights of 50 years – to include headstone approval	

#### Non registered elector

Exclusive rights of 50 years – to include headstone approval	2,500.00
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#### Subsequent burial in any grave space including ashes

Registered elector – to include permission to change inscription	255.00
Non registered elector - to include permission to change inscription	610.00

#### **Interment of ashes in the new garden of remembrance**

##### Registered elector

Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	670.00
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##### Non registered elector

Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1,500.00
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#### **Subsequent interment of ashes in the new garden of remembrance**

Registered elector - to include permission to change inscription	180.00
Non registered elector - to include permission to change inscription	500.00
Subsequent additional inscription to a memorial for an interment which took place before 31 March 2010 and approval of renovations or repairs to existing memorials	60.00

#### **Bird bath memorial**

Memorial plaque, including inscription and installation by Haven Memorials	
Memorial plaque administration fee (payayable to OPC)	60.00
Plus fee payable to Haven Memorials	210.00

#### **Transfer of Exclusive Rights**

90.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
509	Accounts Package	21/01/2026		Unity Trust	509	Annual Subscription	Scribe	S	1,567.20	313.44	1,880.64
510	The Bridewell - maintenance	21/01/2026		Unity Trust	510	Lighting for Parish Office	DTE Electrical & Property	S	725.00	145.00	870.00
511	The Bridewell - H&S checks	21/01/2026		Unity Trust	511	Emergency light repair	DTE Electrical & Property	S	670.00	134.00	804.00
512	Cemetery Maintenance	21/01/2026		Unity Trust	512	Cemetery maintenance	Scandor Landscape contrar	S	1,040.53	208.11	1,248.64
513	Chapel Cottage Maintenance	26/01/2026		Unity Trust	513	Rectify EICR faults	Pinnacle Electrics	S	1,430.00	286.00	1,716.00
514	The Bridewell - general lettings	26/01/2026		Unity Trust	514	Stripe Transaction Fee	Stripe	X	0.39		0.39
515	Community Grants	02/02/2026		Unity Trust	515	defibrillator and cabinet ( The I	London Hearts	S	966.00	193.20	1,159.20
516	Bank Charges	31/01/2026		Unity Trust	516	Bank charges	Unity Trust	Z	11.55		11.55
517	The Bridewell - general lettings	12/02/2026		Unity Trust	517	Stripe Transaction Fee	Stripe	X	0.35		0.35
518	The Bridewell - general lettings	29/01/2026		Unity Trust	518	Stripe Transaction Fee	Stripe	X	0.35		0.35
519	The Bridewell - general lettings	29/01/2026		Unity Trust	519	Stripe Transaction Fee	Stripe	X	0.35		0.35
520	Toilets - Power and rates	15/02/2026		Unity Trust	520	Electricity - King St Toilets	nPower	L	51.77	2.59	54.36
521	IT Support and Back up	17/02/2026		Unity Trust	521	Office 365	Microsoft Ireland	Z	48.00		48.00
522	The Bridewell - gas	12/02/2026		Unity Trust	522	The Bridewell gas	Total Energies Gas & Powe	L	193.09	9.66	202.75
522	The Bridewell - gas	12/02/2026		Unity Trust	522	The Bridewell gas	Total Energies Gas & Powe	L	868.29	43.42	911.71
523	Cemetery Maintenance	17/02/2026		Unity Trust	523	Extra cemetery maintenance w	Scandor Landscape contrar	S	1,152.00	230.40	1,382.40
524	The Bridewell - maintenance	17/02/2026		Unity Trust	524	Bridewell painting	FS Cleaning & Maintenance	Z	457.49		457.49
525	Toilets - cleaning	17/02/2026		Unity Trust	525	Cleaning King Street Toilets	CJH Cleaning Services Ltd	S	566.37	113.27	679.64
526	Cemetery Maintenance	17/02/2026		Unity Trust	526	Boundry fence and hedge plac	Scandor Landscape contrar	S	4,530.00	906.00	5,436.00
527	Chapel Cottage Maintenance	12/02/2026		Unity Trust	527	Chapel Cottage alarm repair	Crime Detection Systems	S	493.20	98.64	591.84
528	The Bridewell - waste disposal	17/02/2026		Unity Trust	528	Bridewell waste collection	Suez	S	89.51	17.90	107.41
529	Postage and consumables	17/02/2026		Unity Trust	529	Office stationery	Viking	S	17.87	3.55	21.42
530	The Bridewell - water	17/02/2026		Unity Trust	530	Bridewell water	Business Stream	Z	15.62		15.62
531	The Bridewell - maintenance	17/02/2026		Unity Trust	531	Extra key fob for ILOQ system	Croma Locksmiths	S	92.11	18.42	110.53
532	Postage and consumables	17/02/2026		Unity Trust	532	Bathroom supplies & stationery	Viking	S	10.99	2.20	13.19
532	The Bridewell - cleaning & mat	17/02/2026		Unity Trust	532	Bathroom supplies & stationery	Viking	S	74.92	14.99	89.91
533	IT Support and Back up	17/02/2026		Unity Trust	533	IT support	BV Computer Solutions Ltd	Z	135.00		135.00
534	Office Equipment	17/02/2026		Unity Trust	534	Photocopier rental/copies	Ricoh	S	104.83	20.97	125.80
534	Postage and consumables	17/02/2026		Unity Trust	534	Photocopier rental/copies	Ricoh	S	40.42	8.08	48.50
535	Cemetery rates and water	17/02/2026		Unity Trust	535	Cemeter water	Castle water	S	32.91	6.59	39.50
536	Toilets - Power and rates	17/02/2026		Unity Trust	536	King St Toilets - water	Castle water	Z	36.79		36.79
537	Office Equipment	17/02/2026		Unity Trust	537	Office heaters, poppies, defib p	Argos	Z	200.00		200.00
537	Postage and consumables	17/02/2026		Unity Trust	537	Office heaters, poppies, defib p	Argos	Z	11.55		11.55
537	Bank Charges	17/02/2026		Unity Trust	537	Office heaters, poppies, defib p	Argos	Z	3.00		3.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
537	Other amenity areas maintenar	17/02/2026		Unity Trust	537	Office heaters, poppies, defib p	Argos	S	68.00	13.60	81.60
537	Remembrance	17/02/2026		Unity Trust	537	Office heaters, poppies, defib p	Argos	Z	150.00		150.00
538	Toilets - Maintenance	17/02/2026		Unity Trust	538	King St toilet plumbing repair	SR Hall Ltd	S	171.58	34.32	205.90
539	Subscriptions	17/02/2026		Unity Trust	539	Parish News Subscription	P Dudgeon	Z	10.00		10.00
540	Civic Hospitality	17/02/2026		Unity Trust	540	Keyring prizes Mayhill	B Tate expenses	S	8.23	1.65	9.88
541	Chamberlain Gardens (SC Trus	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	645.00	129.00	774.00
541	Other amenity areas maintenar	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	803.33	160.67	964.00
541	Play Areas	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	1,220.83	244.17	1,465.00
541	Allotments - maintenance	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	66.67	13.33	80.00
541	Bin emptying	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	476.67	95.33	572.00
541	Speed Indicator Devices	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	158.32	31.66	189.98
541	Christmas Trees and Lights	17/02/2026		Unity Trust	541	Grounds maintenance Dec-Jan	Larkstel Ltd	S	75.00	15.00	90.00
542	Other amenity areas maintenar	17/02/2026		Unity Trust	542	New bin- Tennis club	Larkstel Ltd	S	500.00	100.00	600.00
543	Other amenity areas maintenar	17/02/2026		Unity Trust	543	Goal posts recreation ground	Larkstel Ltd	S	1,850.00	370.00	2,220.00
543	Other amenity areas maintenar	17/02/2026		Unity Trust	543	Goal posts recreation ground	Larkstel Ltd	S	100.00	20.00	120.00
544	Staff Salaries	17/02/2026		Unity Trust	544	Staff salaries - February 2026	Staff Salaries - February 20	Z	5,420.35		5,420.35
545	Staff Salaries	17/02/2026		Unity Trust	545	Staff PAYE & NI - February 202	HMRC	Z	1,140.90		1,140.90
546	Staff Salaries	17/02/2026		Unity Trust	546	Staff Pension Cont - February 2	Hampshire Pension Fund	Z	445.28		445.28
547	Employers' NI	17/02/2026		Unity Trust	547	Employer NI - February 2026	HMRC	Z	863.32		863.32
548	Pension Contribution	17/02/2026		Unity Trust	548	Employer Pension - February 2	Hampshire Pension Fund	Z	1,499.40		1,499.40
549	The Bridewell - cleaning & mat	17/02/2026		Unity Trust	549	Bridewell cleaning	FS Cleaning & Maintenance	Z	500.00		500.00
<b>Total</b>									<b>31,810.33</b>	<b>4,005.16</b>	<b>35,815.49</b>