



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 21st JULY 2026, COMMENCING AT 7.30pm**

Present: Odiham Parish Council (OPC) Cllrs P Verdon (Vice-chair and meeting Chair),
A Cooper, L Cornall, C Greensides, M Tate, H Tyler and H Woods.

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk) and HCC/HDC Cllr Dorn.
One resident observed the meeting online, up to agenda item 73/26.

68/26 Apologies for absence

Received and accepted from Cllrs Bell due to overseas deployment and McFarlane due to a holiday.

69/26 Declarations of interests and requests for dispensation relating to any item on the agenda

Cllr Verdon declared a personal interest in agenda item 80/26, as a member of the club, and members agreed this was not a disclosable pecuniary interest.

Cllr Tyler declared a disclosable pecuniary interest in agenda item 80/26, as a director of The Bell CIC.

70/26 Approval of minutes

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

- i) The full Council Meeting held on 16th June 2026 (35-61/26).
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- ii) The extraordinary full council meeting held on 1st July 2026 (62-67/26).
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).

71/26 Chair's announcements

None.

72/26 Public session

A resident spoke as a member of the residents' association relating to public open space land at Montfort Place (agenda item 90/26). Cllr Verdon explained that the matter was due to be discussed in an exempt session and the Clerk promised to update them with any non-exempt information after the meeting.

73/26 Councillor co-option

There was one nomination for the vacant position for the Odiham Ward.

RESOLVED

Liz Wilmot-Sitwell was duly co-opted as a councillor to the Odiham ward.

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

Councillor Reports

74/26 Meeting reports from councillors

None.

75/26 Reports from other councils

Cllr Dorn reported on behalf of HCC and HDC:

- i) A new written report had been circulated earlier in the day. This would be Cllr Dorn's new report format from now on.
- ii) HDC were pleased to be awarded the gold status in the Armed Forces Covenant Employer Recognition Scheme. Cllr Dorn praised everyone involved for their work.



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- iii) The HCC councillor grants scheme was now open. Cllr Dorn advised that there may be adjustments to the scheme relating to parish councils.
- iv) Work on the local government re-organisation (LGR) continued and HCC was also continuing with its judicial review, including Portsmouth.
- v) Various roadworks were scheduled over the summer including the M3 southbound.
- vi) The HDC community grant scheme was now open.
- vii) HDC had approved a community asset transfer (CAT) policy on 2nd July. Cllr Verdon suggested Salisbury Green public open space.
- viii) A hosepipe ban was due to come into force for the area, starting on 25th July.

General

76/26 Meeting action points

Progress was noted, as presented with the agenda.

175/25 – New flagpoles on the High Street - Members noted the lack of progress and the Clerk explained the challenges and associated costs of obtaining listed building consent. It was suggested that the allocated budget should be utilised elsewhere.

213/25 – Bartley Heath path improvements - The Clerk was asked to report back to the HCC Countryside Services officer asking how long the works would take, the works specification, required equipment, and the best time of year to carry out the works?

77/26 Policies

Members reviewed the schedule of policies and noted all reviews were up to date.

78/26 Letter of appreciation

RESOLVED

To send a letter of appreciation to the outgoing RAF Odiham Station Commander Gp Capt Moorehead. Cllr McFarlane was asked to write the letter on behalf of OPC. (Proposed by Cllr Verdon, seconded by Cllr Cooper, all in favour).

Amenity Areas Matters

79/26 Odiham Tennis Club

Members reviewed a request from the Tennis Club to support a planning application to improve club facilities including supporting documents.

RESOLVED

To support the club's planning application, as landowner, for the erection of two buildings forming clubhouse and storage shed with associated hard surfacing, following demolition of existing buildings. New buildings would serve the use of the Odiham Tennis Club. (Proposed by Cllr Woods, seconded by Cllr Tate, all in favour).

Community Committee Matters

80/26 Community Grants

Members considered applications, as set out in the Deputy Clerk's report, and

RESOLVED to award:

- i) £500 to RMD Adventure Learning CIC for a new weekly youth club in Odiham for children in school years 4-7 or 8-12.



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- ii) £300 to Odiham Raft Race to support the running costs of the 2026 event, particularly for the hire of accessible and non-accessible toilets.
 - iv) £500 to the Hook and Odiham Lions towards a 2026 prostate cancer screening program.
 - v) £735 to The Bell, funded from OPC's PR and comms budget, to fund the print run of the first 100 copies of a local visitors' guide, targeted at overseas tourists, visitors and history enthusiasts. The Deputy Clerk confirmed that it was a condition of the grant to include the OPC logo on the first print run.
- (Proposed by Cllr Verdon, seconded by Cllr Greensides, 6 in favour. Cllr Tyler abstained from the discussion and vote).

Financial Matters

81/26 Payments Listing

RESOLVED

The payments listing for the period 17th June-21st July 2026 was approved and Cllrs Greensides and Verdon were appointed to complete the payment approval process for outstanding payments.

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

82/26 Proposed process for receiving, allocating and investing proceeds from the sale of Chapel Cottage

The Clerk presented a proposed governance plan and process for receiving, allocating and investing proceeds of the sale of Chapel Cottage. The plan was intended to set out a clear and transparent process for: spending of funds in line with OPC's strategic priorities, reporting to residents, and a clear handover to the new Council in May 2027.

Members agreed with Cllr Tyler's view that the first stage should define a list of principles for investing and spending which the process would align and follow and these principles should be approved by full Council. The draft process was then agreed in principle.

Planning Matters

83/26 Planning & Development Committee responses to applications

RESOLVED

The following decisions, previously submitted to HDC under delegated authority, were ratified:

- i) The decisions of the Planning & Development Committee meeting held on 30th June. (Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- ii) Application 18/26 - 26/01069/HOU - 20 Buffins Road Odiham Hampshire RG29 1PA - Erection of side/rear single and two storey extensions - NO OBJECTION. (Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).



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84/26

Planning & Development applications

RESOLVED

Responses to the following planning applications were agreed.

OPC Ref	Hart Ref	Address	Details	Decision
19/26	26/01095/HOU	5 West Street Odiham Hampshire RG29 1NR	Replace all windows and doors with new wooden windows and doors	No objection,
20/26	26/01096/LBC	5 West Street Odiham Hampshire RG29 1NR	Replace all windows and doors with new wooden windows and doors	No objection subject to the decision of the Hart Conservation Officer..
21/26	26/01142/CON	Swan Inn Ph Hook Road North Warnborough Hook RG29 1EX	Approval of Condition 3 - Written Scheme of Investigation (WSI) for a programme of building recording and analysis and Condition 4a - Structural report on the building and any structural works identified pursuant to 25/00816/LBC - Internal/external restoration and repair of the Listed Building and construction of part single part two storey rear extension, changes to ground levels and provision of hard and soft landscaping works (following the removal of rear and side extensions), all associated with the conversion of the listed building into two 3 bedroom homes and the construction of a 3 bedroom home.	No objection.
22/26	26/01124/LBC	68 High Street Odiham Hampshire RG29 1LN	Installation of wood burning stove (less than 5Kw)	No objection.
23/26	26/00996/HOU	Heathfield House Dunleys Hill Odiham Hook RG29 1DU	Demolition of garage and erection of a rear garden room	No objection.
24/26	26/01155/CON	Land East of Hook Road North Warnborough	Details pursuant to conditions 9 (Archaeology WSI) and 10 (Archaeological Reporting) of Planning Permission 23/02094/FUL Erection of 13 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping.	No objection.
I	26/01145/ PREAPP	Chapel Cottage King Street Odiham Hook RG29 1NH	1. Courtyard infill for kitchen 2. New windows 3. Removal of nuisance tree and uplift crown of other trees 4. Change of use of bedroom to ensuite and wardrobe 5. Removal of saplings in woodland area	No comment.



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OPC Ref	Hart Ref	Address	Details	Decision
ii	26/01002/ PREAPP	Westfield Dunleys Hill North Warnborough Hook RG29 1DZ	Repairs to roof and external wall, construction of a single storey rear extension to kitchen incorporating external changes to the house, and insertion of window to laundry room with conversion of space to home office.	No objection.
	26/00777/ PREAPP	Laurel Cottage The Street North Warnborough Hook RG29 1BG	Erection of ground floor rear extension, works to existing outrigger including part demolition, restoration of existing outbuilding to habitable standard, and landscaping to rear garden.	No objection.

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

85/26 Proposed diversion of part of Odiham Footpath No 22

RESOLVED

No objection to the proposed diversion of part of Odiham Footpath No 22.

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

86/26 Date of next meetings

Full Council - 18th August 2026 at 7.30pm. Cllr Cooper submitted apologies for the meeting.

Confidential Matters

87/26 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

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

88/26 Request for a memorial design not in accordance with cemetery rules

RESOLVED

Permission was granted. Refer to exempt file note.

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

89/26 Chapel Cottage

i) The Clerk reported on the progress of the sale.

ii) Members considered new boundaries to be included with the sale which will be registered with the Land Registry as part of the sale process. The boundaries had been discussed with the buyers during a site visit, checked against the Land Registry Titles and surveyed by a mapping consultant.

RESOLVED

New boundaries were agreed (Appendix 2).

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

90/26 Montfort Place Public Open Space

Members reviewed an email from Cllr Highley relating to the commuted sum value for the management of open space.



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RESOLVED

To respond asking the landowner to get in touch. Refer to exempt file note.
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).

There being no further business the meeting closed at 8.35pm.

signed..... **Date**.....

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
129	Chapel Cottage Maintenance	21/07/2026		Unity Trust	129	Chapel Cottage council tax July	Hart DC	Z	264.96		264.96
140	The Bridewell - gas	17/06/2026		Unity Trust	140	Bridewell gas April to May 26	Total Energies Gas & Powe	L	667.88	33.39	701.27
143	The Bridewell - cleaning & mat	17/06/2026		Unity Trust	143	Bridewell cleaning	FS Cleaning & Maintenance	Z	500.00		500.00
144	The Bridewell - electricity	17/06/2026		Unity Trust	144	Bridewell Electricity	nPower	S	346.08	69.22	415.30
145	Toilets - Power and rates	17/06/2026		Unity Trust	145	King street toilets electricity	nPower	L	66.16	3.31	69.47
147	Bank Charges	30/06/2026		Unity Trust	147	Manual handling charge	Unity Trust	Z	0.40		0.40
148	Bank Charges	30/06/2026		Unity Trust	148	service Charge	Unity Trust	Z	13.30		13.30
149	The Bridewell - general lettings	14/07/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	0.39		0.39
151	Play Areas	17/07/2026		Unity Trust	151	Annual play equipment inspecti	Seagrave Inspection Servic	S	640.00	128.00	768.00
152	IT Support and Back up	17/07/2026		Unity Trust	152	.gov.uk domain renewal	Somerset Web Services Ltr	S	60.00	12.00	72.00
153	Development of Sustainable Tr.	17/07/2026		Unity Trust	153	Anti-engine idling signs	Alphabet Signs	S	177.00	35.40	212.40
154	Cemetery rates and water	21/07/2026		Unity Trust	154	Cemetery business rates Aug	Hart DC	Z	203.00		203.00
155	Rates	21/07/2026		Unity Trust	155	Parish Office business rates Au	Hart DC	Z	251.00		251.00
156	Rates	21/07/2026		Unity Trust	156	Bridewell GF LHS rates Aug	Hart DC	Z	141.00		141.00
157	Rates	21/07/2026		Unity Trust	157	Library rates Aug	Hart DC	Z	456.00		456.00
158	Chapel Cottage Maintenance	21/07/2026		Unity Trust	158	Chapel Cottage council tax Aug	Hart DC	Z	266.00		266.00
159	Staff Salaries	21/07/2026		Unity Trust	159	Staff salaries - August 2026	Staff Salaries - August 202	Z	5,344.75		5,344.75
160	Staff Salaries	21/07/2026		Unity Trust	160	Staff PAYE & NI - August 2026	HMRC	Z	1,140.90		1,140.90
161	Staff Salaries	21/07/2026		Unity Trust	161	Staff Pension Cont - August 20	Hampshire Pension Fund	Z	440.88		440.88
162	Pension Contribution	21/07/2026		Unity Trust	162	Employer NI - August 2026	HMRC	Z	851.32		851.32
163	Pension Contribution	21/07/2026		Unity Trust	163	Employer Pension Cont - July 2	Hampshire Pension Fund	Z	1,343.75		1,343.75
164	The Bridewell - waste disposal	21/07/2026		Unity Trust	164	Bridewell waste collection	Suez	S	106.64	21.33	127.97
165	Toilets - cleaning	21/07/2026		Unity Trust	165	King Street toilet cleaning	CJH Cleaning Services Ltd	S	515.18	103.04	618.22
166	Training	21/07/2026		Unity Trust	166	Cllr Cooper - Councillor Essenti	HALC	S	120.00	24.00	144.00
167	Cemetery Maintenance	21/07/2026		Unity Trust	167	Cemetery maintenance	Scandor Landscape contrac	S	1,066.55	213.31	1,279.86
168	IT Support and Back up	21/07/2026		Unity Trust	168	IT support - July	BV Computer Solutions Ltd	Z	135.00		135.00
169	IT Support and Back up	21/07/2026		Unity Trust	169	Office 365	Microsoft Ireland	Z	48.00		48.00
170	Postage and consumables	21/07/2026		Unity Trust	170	Bathroom supplies, stationery &	Viking	S	48.12	9.62	57.74
170	The Bridewell - cleaning & mat	21/07/2026		Unity Trust	170	Bathroom supplies, stationery &	Viking	S	28.90	5.78	34.68
171	Allotments - Water	17/07/2026		Unity Trust	171	Allotment water	Castle water	S	5.73	1.14	6.87
172	Cemetery rates and water	21/07/2026		Unity Trust	172	Cemetery water	Castle water	S	9.50	1.90	11.40
173	Toilets - Power and rates	21/07/2026		Unity Trust	173	King St toilets water	Castle water	Z	34.39		34.39
174	Bands in the Bury	21/07/2026		Unity Trust	174	Bands in the Bury grant	InOdiham	Z	2,500.00		2,500.00
175	Food Fayre	21/07/2026		Unity Trust	175	Food Fayre grant	InOdiham	Z	1,000.00		1,000.00

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
176	The Bridewell	21/07/2026		Unity Trust	176	The Bridewell lighting phase 2	DTE Electrical & Property	S	1,850.00	370.00	2,220.00
177	Travel	21/07/2026		Unity Trust	177	Mileage to HALC course	Cllr Cooper	Z	46.20		46.20
178	The Bridewell - cleaning & mat	21/07/2026		Unity Trust	178	Bridewell cleaning	FS Cleaning & Maintenance	Z	500.00		500.00
179	The Bridewell - maintenance	21/07/2026		Unity Trust	179	Bridewell gardening, drain clea	FS Cleaning & Maintenance	Z	187.50		187.50
180	Civic Hospitality	21/07/2026		Unity Trust	180	Amazon Voucher for RMS Firs	Cllr McFarlane	Z	50.00		50.00
181	The Bridewell - electricity	21/07/2026		Unity Trust	181	Bridewell Electricity	nPower	S	322.90	64.58	387.48
182	Travel	21/07/2026		Unity Trust	181	Mileage 2 HALC LGR events, fle	A Mann Expenses	Z	47.85		47.85
182	Civic Hospitality	21/07/2026		Unity Trust	181	Mileage 2 HALC LGR events, fle	A Mann Expenses	Z	13.48		13.48
183	Chamberlain Gardens (SC Trus	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	322.50	64.50	387.00
183	Other amenity areas maintenar	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	401.67	80.33	482.00
183	Play Areas	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	585.42	117.08	702.50
183	Allotments - maintenance	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	33.33	6.67	40.00
183	Bin emptying	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	238.33	47.67	286.00
183	Speed Indicator Devices	21/07/2026		Unity Trust	183	Grounds Maintenance June	Larkstel Ltd	S	79.16	15.83	94.99
184	Postage and consumables	21/07/2026		Unity Trust	184	Office/meeting supplies	Co-op	Z	10.20		10.20
185	Training	21/07/2026		Unity Trust	185	Legionella course Amenity Offic	SLCC	S	87.75	17.55	105.30
186	Flags	21/07/2026		Unity Trust	186	AFD flags	www.flagly.co.uk	S	17.50	3.49	20.99
187	Flags	21/07/2026		Unity Trust	187	AFD flags	Flag and Bunting store	S	26.88	5.37	32.25
188	Caretaking Equipment	21/07/2026		Unity Trust	188	Teak oil	Wickes	S	7.92	1.58	9.50
189	Civic Hospitality	21/07/2026		Unity Trust	189	Water and biscuits for flag raisi	Sainsburys	Z	19.30		19.30
190	Subscriptions	21/07/2026		Unity Trust	190	monthly subscription	Canva	S	10.83	2.17	13.00
191	The Bridewell - H&S checks	21/07/2026		Unity Trust	191	Annual checks of fire extinguis	KBO Fire & Security	S	104.75	20.95	125.70
192	IT Support and Back up	21/07/2026		Unity Trust	192	IT support - August	BV Computer Solutions Ltd	Z	135.00		135.00
193	Bank Charges	21/07/2026		Unity Trust	193	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
194	Toilets - Power and rates	21/07/2026		Unity Trust	194	King St Toilets electricity	nPower	L	62.86	3.14	66.00
195	The Bridewell - water	21/07/2026		Unity Trust	195	Bridewell water	Business Stream	Z	36.18		36.18
196	PR & Pub inc newsletter	23/07/2026		Unity Trust	196	Welcome to Odiham Leaf;et	IC Printing Services	Z	194.00		194.00
197	Telephone and internet	23/07/2026		Unity Trust	197	Phones and broadband	BT	S	280.54	56.11	336.65
198	Office Equipment	23/07/2026		Unity Trust	198	Archive boxes	Viking	S	72.01	14.40	86.41
199	IT Support and Back up	23/07/2026		Unity Trust	199	Office 365 annual charge	Microsoft Ireland	Z	558.00		558.00
200	IT Support and Back up	23/07/2026		Unity Trust	200	Office 365 accounts	Microsoft Ireland	Z	48.00		48.00
201	The Bridewell - maintenance	23/07/2026		Unity Trust	201	ILOQ annual licence	Croma Locksmiths	S	266.55	53.31	319.86
202	Chapel Cottage Maintenance	23/07/2026		Unity Trust	202	Chapel Cottage electricity and	Octopus Energy Ltd	L	98.92	4.95	103.87
203	The Bridewell - maintenance	23/07/2026		Unity Trust	203	Bridewell waste collection	ALS Waste Clearance & Re	Z	100.00		100.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
								Total	25,611.31	1,611.12	27,222.43