



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 18th AUGUST 2026, COMMENCING AT 7.30pm**

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

In attendance: A Mann (Parish Clerk) and B Tate (Deputy Clerk).
Two members of the public.

91/26 Apologies for absence

Received and accepted from Cllrs Cooper, McFarlane and Wilmot-Sitwell.
Apologies were also noted from HCC Cllr Dorn.

92/26 Declarations of interests and requests for dispensation relating to any item on the agenda

Cllr Verdon stated that she did not have a disclosable pecuniary interest (DPI) or personal interest in the two neighbourhood plan development sites east of the Hook Road, despite a resident claiming that she did. Cllr Verdon said that her only interest was as a councillor to ensure that affordable homes for local people were provided as part of the developments.

Cllr Verdon further reported that the chair of the council, who was not present, had always declared an interest in the same applications and had not voted on any applications relating to the two sites. The Clerk added that the Monitoring Officer had advised that simply living close to or adjoining a development site does not automatically create a DPI or prevent a councillor from participating in the discussion of a planning matter.

93/26 Approval of minutes

The minutes of the meeting held on 21st July 2026 (68-90/26) were approved as a true record of the meeting and signed by the chair.
(Proposed by Cllr Verdon, seconded by Cllr Greensides, all in favour).

94/26 Chair's announcements

None.

95/26 Public session

A member of the public handed out a chronological report of their account of the Council's decisions and statements relating to the two neighbourhood plan development sites east of the Hook Road. The resident read a statement which included questions relating to comments submitted by OPC, for Conditions 5 and 7, and asked the Council to consider the following before ratifying the submitted comments:

1. Whether the Ecology Officer's 7 August response was available to councillors when the matter was considered on 11 August which identified outstanding matters including the 5m ditch buffer and planting requirements.
2. Whether that response was considered when the Parish Council formulated its response; and
3. Whether the Council has considered the position regarding councillors who may have a relevant personal or property interest in these applications.

The Clerk had spoken to the Hart Planning Case Officer who had confirmed that the Ecology Officer's response had been added to the public portal approximately mid-day on the day prior to the Planning meeting. They had also confirmed that the missing information identified by the Ecology Officer had already been requested from the developer. The two councillors who had been present at the Planning meeting both confirmed they had not seen the Ecology Officer's comment prior to the Planning meeting as they had prepared for the meeting before the comment was available.



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The Clerk stated that OPC had no legal remit to consider any questions relating to an individual councillor's actions and the formal complaint process was through Hart's Monitoring Officer.

A resident asked where to report concerns a recent occurrence of water backing up close to their property. Questions were asked about the location and potential source of the water. The Basingstoke Canal Authority, SE Water and Thames Water were all suggested as possible authorities to report the matter to but it was concluded that OPC could not offer any help directly.

Councillor Reports

96/26 Meeting reports from councillors

- i) Cllr Tyler and the Clerk had hosted the Hampshire Association of Local Council's judges for the 2026 Hampshire Village of the Year competition. Thanks was given to Mr Mooney who had presented on behalf of RAF Odiham and Mr Green, on behalf of the U3A.
- ii) Cllr Verdon reported that several members of OPC had attended the former RAF Odiham Station Commander's leaving drinks where Cllr Verdon had presented a gift to Gp Capt Moorehead. Gp Capt Jim Wedgewood Doyle Benn had since taken over the role.

97/26 Reports from other councils

None.

General

98/26 Meeting action points

Progress was noted, as presented with the agenda. No further comments were recorded.

99/26 Proposed measuring criteria for allocating proceeds from Chapel Cottage

Proposed measuring criteria for the allocation of proceeds from Chapel Cottage were presented for consideration, as requested at the previous meeting. Further to debate on the proposed criteria and possible weighting, it was

RESOLVED

That following a) feasibility assessment and b) confidence on transparency of spending public funds, the following criteria would be used to assess capital project expenditure:

- Priority 1 Social impact – measured by the number of residents benefitting and/or whether the project targets an underserved group eg improving accessibility.
- Priority 2 Economic value – measured by whether the level of spend is commensurate with the level of benefit.
- Priority 3 Longevity – measured by the length of impact of the project.
- Priority 4 Sustainability – measured by the environmental sustainability and future management costs.

The outcome of each project should align with OPC's Business and Action Plans, however, the Council reserves the right to use discretion in order to maximise benefit from new opportunities.

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



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100/26 Odiham Consolidated Charities Trustee

Members were asked to suggest someone with a background in the medical or caring profession who might be interested in becoming a charity trustee. No suggestions were made at the meeting and members were encouraged to email any suggestions they had after the meeting to the Clerk.

101/26 HDC's Community Asset Transfer (CAT) Policy

HDC's recently adopted CAT policy was presented for consideration alongside maps of the HDC owned assets in the Parish. Members noted that the maps incorrectly showed the Chapel Pond play area as a Hart owned site. Further to comments on the potential benefit of each site, it was

RESOLVED

To express an interest in:

- i) Salisbury Green open space.
- ii) Highway verge opposite North Warnborough Village Hall.
- iii) Car parks, on the understanding that the car parks were unlikely to be included in the CAT policy and to seek clarification from Hart.

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

Financial Matters

102/26 Payments Listing

RESOLVED

The payments listing for the period 22nd July-18th August 2026 (Appendix 1) 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 Greensides, all in favour).

103/26 2026/27 Internal Auditor appointment

Three quotes were presented for consideration.

RESOLVED

Do the Numbers Ltd was appointed as OPC's Internal Auditor for the 2026/27 financial year, as per the terms of engagement (Appendix 2).

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

104/26 2026/27 Digital AGAR

Notification from the Smaller Authorities' Audit Appointments Ltd (SAAA) of a new digital AGAR has been presented with the agenda. The Clerk had attended a webinar on the subject and updated members that it was advisable to move to the new system. Other clerks suggested it was an administrative decision which didn't require a Council resolution and, as such, members noted that the Clerk would aim to submit the 2026/27 AGAR and financial papers on the new system.

Planning Matters

105/26 Planning & Development Committee responses to applications

RESOLVED

- i) The comment submitted to application "Approval of Condition 5 - biodiversity enhancement measures - Condition 7 - landscaping - Condition 8 - drainage maintenance and Condition 18 - external materials pursuant to 23/02094/FUL" was



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revised to "OPC objects to the proposed biodiversity enhancement measures and agrees with the concerns raised by Surrey Wildlife Trust".

- ii) All other decisions of the Planning & Development Committee meetings held on 11th August which were submitted to Hart under the Clerk's delegated authority were ratified.

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

106/26 Date of next meetings

Full Council - 15th September 2026 at 7.30pm.

Confidential Matters

107/26 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

RESOLVED

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

108/26 Chapel Cottage

The Clerk reported that the sale was progressing as expected. OPC's solicitor has issued the contract of sale for consideration and the septic tank survey was scheduled the following day. The estimated timescale for completion was end of September/early October. There were no matters raised requiring a decision.

109/26 The Bridewell office tenants

Current arrangements were noted, as set out in the Clerk's agenda report, and further requests were agreed as follows:

RESOLVED

- i) A new lease offer to RMD Adventure Learning CIC.
- ii) Terms of a new user licence to DS Freight Services Ltd, should a firm intention to stay at The Bridewell be expressed.
- iii) Members noted that space on the ground floor was currently being used for storage and that storage somewhere in the building would be required to support OPC's activities.

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

There being no further business the meeting closed at 8.26pm.

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

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
204	The Bridewell - general lettings	29/07/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	0.39		0.39
205	The Bridewell - general lettings	30/07/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	0.35		0.35
207	Bank Charges	31/07/2026		Unity Trust	207	Bank charges	Unity Trust	Z	14.80		14.80
210	Postage and consumables	24/07/2026		Unity Trust	210	Overpayment - to be offset on	Viking	Z	2.00		2.00
211	Travel	18/08/2026		Unity Trust	211	Mileage - AO site inspections	S Hobbs	Z	25.85		25.85
212	Toilets - Power and rates	18/08/2026		Unity Trust	212	King St Toilets - water	Castle water	Z	67.16		67.16
213	Cemetery rates and water	18/08/2026		Unity Trust	213	Cemetery water	Castle water	S	17.07	3.42	20.49
214	Allotments - Water	18/08/2026		Unity Trust	214	Allotments water	Castle water	S	92.81	18.56	111.37
215	Office Equipment	18/08/2026		Unity Trust	215	Photocopier rental copies	Ricoh	S	104.83	20.97	125.80
215	Postage and consumables	18/08/2026		Unity Trust	215	Photocopier rental copies	Ricoh	S	68.32	13.66	81.98
216	Promotion of village	14/08/2026		Unity Trust	216	Leaflet holders for HOD	Viking	S	70.91	14.18	85.09
217	Toilets - cleaning	18/08/2026		Unity Trust	217	King St Toilets cleaning	CJH Cleaning Services Ltd	S	515.18	103.04	618.22
218	Other amenity areas maintenar	18/08/2026		Unity Trust	218	Motorbike shackle replacement	Broxap Ltd	S	542.50	108.50	651.00
219	Toilets - Maintenance	18/08/2026		Unity Trust	219	Plumbing repair - King St toilet	SR Hall Ltd	S	130.00	26.00	156.00
220	The Bridewell - cleaning & mat	18/08/2026		Unity Trust	220	Bridewell cleaning	FS Cleaning & Maintenance	Z	500.00		500.00
221	The Bridewell - maintenance	18/08/2026		Hampshire Trust Bar	221	Bridewell/cemetery/King St toil	FS Cleaning & Maintenance	Z	75.00		75.00
221	Cemetery Maintenance	18/08/2026		Hampshire Trust Bar	221	Bridewell/cemetery/King St toil	FS Cleaning & Maintenance	Z	75.00		75.00
221	Toilets - Maintenance	18/08/2026		Hampshire Trust Bar	221	Bridewell/cemetery/King St toil	FS Cleaning & Maintenance	Z	25.00		25.00
222	The Bridewell - waste disposal	18/08/2026		Unity Trust	222	Bridewell waste collection	Suez	S	99.91	19.98	119.89
223	Chapel Cottage Maintenance	18/08/2026		Unity Trust	223	Service Chapel Cottage alarm	Crime Detection Systems	S	99.00	19.80	118.80
224	The Bridewell - water	18/08/2026		Unity Trust	224	Bridewell water	Business Stream	Z	31.92		31.92
225	Cemetery Maintenance	18/08/2026		Unity Trust	225	Cemetery maintenance	Scandor Landscape contrax	S	1,066.55	213.31	1,279.86
226	Chapel Cottage Maintenance	18/08/2026		Unity Trust	226	Chapel cottage council tax Sep	Hart DC	Z	266.00		266.00
227	Rates	18/08/2026		Unity Trust	227	Library Room rates	Hart DC	Z	456.00		456.00
228	Rates	18/08/2026		Unity Trust	228	Bridewell GF LHS rates	Hart DC	Z	141.00		141.00
229	Rates	18/08/2026		Unity Trust	229	Parish Office Rates	Hart DC	Z	251.00		251.00
230	Cemetery rates and water	18/08/2026		Unity Trust	230	Cemetery rates	Hart DC	Z	203.00		203.00
231	The Bridewell	03/08/2026		Unity Trust	231	Decorating Parish Officer	Daniel Paice	Z	3,000.00		3,000.00
232	Chamberlain Gardens (SC Trus	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	322.50	64.50	387.00
232	Other amenity areas maintenar	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	401.67	80.33	482.00
232	Play Areas	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	585.42	117.08	702.50
232	Bin emptying	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	238.33	47.67	286.00
232	Allotments - maintenance	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	33.33	6.67	40.00
232	Speed Indicator Devices	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	79.16	15.83	94.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
232	Flags	18/08/2026		Unity Trust	232	Grounds maintenance - July	Larkstel Ltd	S	125.00	25.00	150.00
233	Staff Salaries	18/08/2026		Unity Trust	233	Staff salaries - August 2026	Staff Salaries - August 202	Z	5,306.95		5,306.95
234	Staff Salaries	18/08/2026		Unity Trust	234	Staff PAYE & NI - August 2026	HMRC	Z	1,140.90		1,140.90
235	Staff Salaries	18/08/2026		Unity Trust	235	Staff Pension - August 2026	Hampshire Pension Fund	Z	438.68		438.68
236	Employers' NI	18/08/2026		Unity Trust	236	Employer NI - August 2026	HMRC	Z	1,174.82		1,174.82
237	Pension Contribution	18/08/2026		Unity Trust	237	Employer Pension Cont - August	Hampshire Pension Fund	Z	1,335.99		1,335.99
238	Community Grants	04/08/2026		Unity Trust	238	Grant	RMD Adventure Learning C	Z	500.00		500.00
239	Community Grants	04/08/2026		Unity Trust	239	Grant	Raft Race	Z	300.00		300.00
240	Community Grants	04/08/2026		Unity Trust	240	Grant	Hook and Odiham Lions	Z	500.00		500.00
241	PR & Pub inc newsletter	04/08/2026		Unity Trust	241	Grant	The Bell CIC	Z	735.00		735.00
242	Subscriptions	18/08/2026		Unity Trust	242	LR Titles and Plans	Land Registry	Z	21.00		21.00
243	Office Equipment	18/08/2026		Unity Trust	243	3 x storage units	Amazon	S	112.48	22.49	134.97
244	Caretaking Equipment	18/08/2026		Unity Trust	244	Dust sheets	Screwfix	S	15.11	3.02	18.13
245	Subscriptions	18/08/2026		Unity Trust	245	Canva subscription	Canva	S	10.83	2.17	13.00
246	Postage and consumables	18/08/2026		Unity Trust	246	Milk	Co-op	Z	1.90		1.90
247	Bank Charges	18/08/2026		Unity Trust	247	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
Total									21,323.62	946.18	22,269.80

Do the Numbers Ltd

Internal Audit Information 2025/26

Who are Do the Numbers Ltd?

- A company led by Eleanor Greene BSc Hons ICPA who has been auditing Parish Councils since 1997.
- Qualified with ACCA in Practice and then worked for the Audit Commission.
- Following ten years as Company Secretary of Hampshire ALC, Eleanor was for three years Secretary of the Hampshire SLCC as an Associate member and is a founder member of the [Internal Audit Forum](#) , so is fully up to date with sector developments.
- Eleanor Greene acts as a trainer for CALCs and Sector software providers covering the theory and practice of governance, budgeting and financial controls.
- The company is in regular communication with the External Auditors (PKF, BDO and before them District Audit and the Audit Commission), SLCC, NALC, SAPPP and SAAA
- The company holds £150,000 of Professional Indemnity Insurance linked to the practising certificate.
- When not dealing with local Councils, Eleanor acts as the independent examiner for several charities and has a tax practice covering individuals, partnerships and small companies.
- Therefore the company understands HMRC systems and compliance and the differences between Parish, Charity and Company law.

What does the Internal Audit process comprise ?

Every council will get a visit to their office / the Clerk's place of work between the 31st March year end and late June to review the controls and systems and to sign the AGAR (annual return) in good time for the 30th June submission deadline.

Larger councils – whose operations and systems are more complex – get extra visits spread through the year between October and March, to allow a thorough review of all activities to take place.

Every council, no matter how large or small has unlimited email support throughout the year.

Communication is primarily with the proper officer, but sometimes also with the Chairman. There is no such thing as a 'stupid' question the first time it is asked – it is always better to ask during the year so that matters are handled correctly in the first instance.

Fees

The Internal Audit Fee scale for 2025/26 is set on the same basis as that for external audit – bandings based around total income or expenditure - as a proxy for the complexity of the council.

There is a fee of £100 for any aborted visit or for any visit cancelled at less than one week notice. It is likely that no council will ever have to pay this as our systems include a clear schedule of documentation and actions to have been completed prior to the visit. The issue of notice periods primarily applies to small councils where we are keeping your fees down by visiting more than one parish in a day.

When your quote is provided, your likely fee will be confirmed in writing. Quotes come with no obligations.

All engagements are on a “good till cancelled” basis. Councils are not locked in to more than one year.

Audit Calendar

Showing what main audit related actions the council should have undertaken during the year;

April Complete Cash book for prior year, ensure bank reconciliation to 31 March complete and approved by council.
Prepare draft annual return figures.

Do the Numbers Ltd : Internal Audit Information

May	Internal Audit visit – approve IA report at full council including action to be taken. Ensure all RTI submissions complete for year – take a copy of annual summary.
June	Complete AGAR and submit with all required paperwork to External Auditor
July	Review Standing orders and Financial Regulations
August	Review all policies, especially Data Protection, schedule update approvals
September	Review Risk Assessment as per guidance in Practitioners Guide
October	Receive completed external audit, report to full council and act on any points raised
November	Start preparing the budget through monitoring of expenditure and requirements
December	Finalise budget and complete approval of updated policies
January	Submit Precept request. Include final budget in signed minutes and clearly minute the Precept amount.
February	Review fixed asset register to bring up to date, review Transparency Code
March	Review supporting statement to year end accounts – debtors, tenancies, leases, contingent liabilities.

Paperwork / electronic document schedule

This is the list of information that the Internal Auditor will need to check to assure themselves of the tests listed on the Internal Audit Statement on the [AGAR](#).

Some of the items may not be applicable to very small parishes but all are part of a good internal control environment.

All items marked “T” should be published on the council website under the [Transparency codes](#).

- Minute book – master copy including agenda papers, committees and confidential (T)
- All invoices and receipts to 31 March (*electronic PDF files are permitted*)
- Bank statements for all accounts including loans and investments – to 31 March
- Bank reconciliation for all accounts as at 31 March (T)
- Cheque book stubs / Paying in books
- Petty cash records and reconciliation
- Insurance Schedule – including vehicles
- Wages – evidence of RTI and Pension submissions, P60 for all staff, P45 for leavers
- VAT reclaim or return to 31 March
- Burial register, memorials register – the physical document
- Last year's Internal and external auditor reports and annual return (T)
- Register of Members' interests (*link to Monitoring officer page is best*) (T)
- Financial regulations / Standing Orders / Risk Assessment – as reviewed in year (T)
- Budget for the following year – as approved in year (T)
- Review of variances between cash book and budget for the current year. (T)
- Review of leases, tenancies, contingencies and other agreements
- Income & Expenditure (R&P for small councils) to 31 March, showing comparatives (T)
- Balance sheet at 31 March – showing comparatives (T)
- Fixed asset register as at 31 March, checked against the Insurance schedule (T)
- Trade Debtors and prepayments listing
- Trade Creditors and Accruals listing
- Analytical review of variances for section 2 of Annual return (T)
- AGAR forms – all pages – for the last five years (T)

The list looks very long written out like that but every organised clerk is actually already doing all of this – they just may not think of it in those terms.



Eleanor Greene ICPA
for Do the Numbers Ltd