



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 12th February 2018
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Les Fryer Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller Cllr. Ginny Wright
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Paul Miller Julia Johnston (Asst. Clerk)

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. Andy Clarke.

2. To sign as a correct record the minutes of the Full Council Meeting held on 8 January 201.

The minutes of the Full Parish Council meeting held on 8 January 2018 were signed as a correct record.

3. To receive declarations of interest relevant to items on the agenda.

No declarations of interest were received.

4. Public session.

The member of the public present did not wish to speak.

5. To receive reports from:

Borough Councillor Joyce Bowyer

Cllr. Joyce Bowyer advised members that yellow lines have been put on Cufaude Lane as a 6 month temporary measure as part of a safety audit. Cllr. Bowyer also advised members that work is in progress around Sherfield Park prior to the adoption of the development from Croudace e.g. some trees are being replaced. She also referred to the major tailbacks whilst the works are underway on the A33.

County and Borough Councillor Elaine Still

Cllr. Elaine Still also referred to the complaints that she has received about the A33 roadworks. Cllr. Still provided members with an update on the Community Orchard project informing them that Hampshire County Council has raised concerns about the on-going maintenance of the orchard. The Assistant Clerk was asked to forward any emails sent to the Officer at the Borough Council. Cllr. Still referred to a query

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 Chairman

raised by Cllr. Adams over lighting on one of the footpaths close to the Scout Hall and confirmed that she will look into this. She also referred to a complaint made by a resident of Mulberry Way about continued speeding on Hanmore Road and requested that she be updated on any decisions made during agenda item 7.

Borough Councillor Paul Miller

Cllr. Paul Miller also referred to the number of complaints that he is receiving whilst works are undertaken on the A33 especially at the Binfields Roundabout. He acknowledged that the 30mph speed limit through the road works is being ignored by motorists and has passed his concerns on to an Officer at the Borough Council. Cllr. Miller advised members that communication is key with local residents and suggested that the Parish Council website is a central source of information for them. Cllr. Miller advised members that he had received a lot of complaints about the Virgin Media works and had met with the new Community Liaison Officer who had advised that the works are scheduled to be completed in May.

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer advised members that there was nothing to report. Cllr. Paul Miller informed him that the tables had been dirty and the lights left on when the Planning Committee had arrived at the Community Rooms and Cllr. Fryer agreed to report this.

6. To consider the concerns raised by Cllr. Wright about pedestrian crossing on Thornhill Way and if appropriate to agree any next steps.

Cllr. Ginny Wright advised members of her concerns about pedestrians crossing on Thornhill Way outside the Village Hall. She highlighted that pedestrians cross at the refuge (at the cycle path) and not at the designated pedestrian crossing and that the whole area in front of the Village Hall is messy and confusing with the various zig zag lines, refuges, crossings, railings, lights etc. Following a discussion it was acknowledged that the cycle path down Cufaude Lane is part of the designated national cycle network and so needs to be retained. It was further acknowledged that no action could be taken by the Parish Council.

(Cllrs. Bowyer and Still left the meeting).

7. To consider a two week deployment at Hanmore Road of the Speed Limit Reminder sign from Basingstoke & Deane Borough Council.

Following a discussion it was agreed to take up the Borough Council's offer of a two week deployment of the Speed Limit Reminder (SLR) sign on Hanmore Road. It was acknowledged that the Borough Council is in the process of purchasing a Speed Indicator Sign (SID) for hire by Parish Councils and it was agreed to put an item on the next agenda to consider the hire of this equipment going forward. It was further acknowledged that Cllr. Kirsty Giles would indicate which lamp post would be the most suitable to fix the SLR sign to and the Clerk was also asked to request that the sign faces both ways during the two week deployment.

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ACTION POINT: CLERK TO PUT ITEM ON MARCH AGENDA/CLLR. GILES TO PROVIDE LAMP POST NUMBER

8. To note the minutes of the Recreation Committee Meeting held on 25 January 2018.

The minutes of the Recreation Committee Meeting held on 25 January 2018 were noted.

9. To receive an update from the Chair of the Recreation Committee.

Cllr. Sue Fuller provided members with the following update: CAT has requested that the Parish Council judges their 'best allotment' competition this year and all Councillors are invited to join the Recreation Committee (judging date tbc but will be late June or early July), the CAT BBQ will be on 15th July, two vacant allotment plots have now been assigned and a third one is being shown to a possible new plot holder tomorrow, there is nothing new to report on S106 projects since the Recreation Meeting.

10. To agree that plot holders can continue to use the incinerators on the allotment site for a four week period from 13 February 2018 to 13 March 2018.

Cllr. Sue Fuller proposed and Cllr. Marian Adams seconded the motion and it was unanimously agreed that plot holders can continue to use the incinerators on the allotment site for a four week period from 13 February to 13 March 2018.

ACTION POINT: ASST. CLERK TO ADVISE PLOT HOLDERS

11. To agree that the rental charges for plots at the allotment site remain unchanged for the period 1 April 2018 to 31 March 2019.

Following a discussion about the surplus level in the allotment account, Cllr. Sue Fuller proposed and Cllr. Paul Miller seconded the motion and it was unanimously agreed that the rental charges for plots at the allotment site remain unchanged for the period 1 April 2018 to 31 March 2019 (this includes a 25% discount for qualifying CAT members).

(The Asst. Clerk left the meeting).

12. To note the current financial situation.

The current financial situation was noted (Appendix B).

13. To authorise any requests for payment.

Cllr. Les Fryer proposed and Cllr. Marian Adams seconded the motion and it was unanimously agreed that the items for payment shown on the list below be authorised for payment, such sums to be debited to the account of the Parish Council. Cllr. Fryer requested that the Clerk include the salary costs in the list.

Payment Requests February 2018		
FROM	ITEM	AMOUNT £
Staff	Mileage - January	£7.20

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Chairman

Staff	Mileage - January	£2.43
Staff	Expenses – Land Registry Search	£3.00
Staff	Expenses – replacement laptop battery Asst. Clerk	£33.98
DM Payroll Services Ltd	Payroll services – 2 nd half year 2017/18	£61.50
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – February	£28.59
K. Evans	Refund of allotment deposit/2x key – plot 18	£70.00
Basingstoke Locksmiths Ltd	Repair padlock – allotment site	£69.00
J.L. Markey	Maintenance – allotment site	£200.00
Staff	Total salary costs for 3 members of staff	£1744.18
HMRC	Tax/NI - February	£141.86

14. To note the third quarter accounts.

Cllr. Les Fryer presented the accounts to members and referred to the possibility that the new External Auditors may query the level of reserves during the upcoming audit. Cllr. Paul Miller suggested that the Parish Council is being prudent and that this could be conveyed to the Auditors. Cllr. Fryer also highlighted the drop in income with the various grants from Basingstoke & Deane Borough Council being phased out.

15. To agree the appointment of an Internal Auditor and to agree the scope of their work.

Cllr. Les Fryer proposed and Cllr. Sue Fuller seconded the motion and it was unanimously agreed that Mr John Chamberlain be appointed as the Parish Council's Internal Auditor for the year ended 31 March 2018 and the scope of his work, as outlined in his engagement letter, was also agreed.

ACTION POINT: CLERK TO SEND ENGAGEMENT LETTER

16. To note the minutes of the Planning Committee Meetings held on 8 and 22 January 2018.

The minutes of the Planning Committee Meetings held on 8 and 22 January 2018 were noted.

17. To receive an update from the Chair of the Planning Committee.

Cllr. David Thornton advised members that there were no further updates.

18. To receive any updates on the preparations for the Annual Parish Assembly – 19 April 2018.

The Clerk confirmed that there were no further updates.

ACTION POINT: CLLR. MILLER TO CONTACT MAJOR ROBERTS

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Chairman

19. To confirm the date of the next meeting of Chineham Parish Council – 12 March 2018.

The next Full Council Meeting will be held at 7.45pm on Monday 12 March 2018.

(The member of the public present left the meeting).

20. To receive an update on the pension provision for staff.

The entry in the minutes relating to this agenda item is confidential.

The meeting closed at 9 pm.

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Chairman

Appendix A

January 2018 RRW monthly summary

- Trolleys: 11 (8) (reported to Trolleywise).
- Litter: plastic drinks bottles and bags in evidence along the main thoroughfares, Thornhill Way, Hanmore Road & Mattock Way.
- Litter bin: the litter bin in Tollhouse Meadow was on its side and about 4 feet from its usual spot (RRW put back in position).
- Fly-tipping: green waste on Reading Road at the junction with Lovegroves (reported to BDBC).
- Flooding: Binfields roundabout flooded on the north east side (reported to HCC – Highways).
- Tree: a buddleia tree came down on Thornhill Way between Stockbridge Close and Longstock Close that was sticking into the road by about half a metre, moved on to verge. Blown back onto carriageway (reported to BDBC – Grounds Maintenance). Overhanging tree on footpath from Thornhill Way down to Tollhouse Meadow (Skate Park side) (reported to BDBC – Grounds Maintenance/referred to Savills acting as Land Agent for Thames Water).
- Footpaths: Cufaude Lane footpath at junction with Cibbons Road & Four Lanes Close, overhanging tree (reported to HCC – Highways/referred to School).
- Petty's Brook: there are a number of trees overhanging the brook along the footpath from Guinea Copse and along Petty's Brook Road. These have been there a while but there are one or two (close to the Cufaude Lane end of the path) now hanging so low that at some point they are likely to impede the flow of water when it's at a high level (reported to BDBC – Grounds Maintenance).
- Verges: lots of muddy verges due to on-going Virgin Media & roundabout works.
- Fence: this is down close to Ajax Close (assume this is linked to Virgin Media works).
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 January 2018			£141,164.38	
Interest			£10.48	
			<u>£141,174.86</u>	
	DD	Aviva	Employer Pension Charge	£33.00
	103201	Staff	Mileage - December	£4.05
	103202	Staff	Mileage - December	£5.04
	103202	Staff	Expenses - Land Registry Search	£3.00
	103202	Staff	Expenses - incinerators x2 (allotment site)	£39.98
	103203	HMRC	Tax/NI - January	£142.36
	DD	Aviva	Pension contributions - January	£28.59
	SO	Staff	Salary - January	£791.62
	SO	Staff	Salary - January	£854.86
	SO	Staff	Salary - January	£97.70
				<u>£2,000.20</u>
Balance at 31 January 2018			<u>£139,174.66</u>	
Business Money Manager A/C			£136,164.95	
Community A/C			£3,009.71	

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Chairman