



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 11th June 2018
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Andy Clarke Cllr. David Thornton (Chairman)
 Cllr. Les Fryer Cllr. Ginny Wright
 Cllr. Sue Fuller Sally Jackson (Clerk)
 Cllr. Kirsty Giles

The Chairman advised those present of the procedures for evacuation.

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. Paul Miller and from County & Borough Councillor Elaine Still and the Assistant Clerk.

2. To sign as a correct record the minutes of the Annual General Meeting and Full Council Meeting held on 14 May 2018.

The minutes of the Annual General Meeting and Full Parish Council meeting held on 14 May 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 during the public session.

5. To agree to the recommendation from Cllr. Thornton that Helen Davies becomes a second Tree Warden for Chineham.

Cllr. David Thornton welcomed Helen to the meeting and introduced her to Councillors. Following a few questions, Cllr. David Thornton proposed and Cllr. Steve Oakley seconded a motion and it was unanimously agreed that Helen Davies becomes a second Tree Warden for Chineham.

ACTION POINT: CLERK TO ADVISE BDBC

(Cllr. Marian Adams arrived during this item and Helen Davies left after the item finished).

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 Chairman

6. To receive reports from:

Borough Councillor Joyce Bowyer

No report received.

County and Borough Councillor Elaine Still

No report received.

Borough Councillor Paul Miller

No report received.

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer advised that there were no updates.

7. To receive an update on the recent traffic surveys undertaken on Thornhill Way and Hanmore Road and to agree any next steps.

Following a discussion, Cllr. Steve Oakley proposed and Cllr. Marian Adams seconded a motion and the following next steps were unanimously agreed:

- Circulate previous traffic survey data so that comparisons can be made.
- Collate some headline data for use at the Four Lanes School Fayre and for inclusion in a Chineham Chat article.
- Contact BDBC to request that the Speed Indicator Device (SID) is used (if available) rather than the Speed Limit Reminder (SLR) sign for the next rental period – scheduled for July. Deploy it at the same location as the traffic survey.
- Send traffic survey data to County Cllr. Elaine Still for information.
- Include an agenda item at the July meeting to agree further traffic surveys at Reading Road, Bowman Road and Mattock Way.

ACTION POINT: CLERK TO CIRCULATE & COLLATE DATA, CONTACT BDBC & CLLR. STILL & INCLUDE AGENDA ITEM

8. To note the current financial situation.

The current financial situation was noted (Appendix B).

9. To authorise any requests for payment.

Cllr. Les Fryer proposed and Cllr. Steve Oakley 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.

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Chairman

Payment Requests June 2018		
FROM	ITEM	AMOUNT £
Staff	Mileage - May	£3.60
Staff	Mileage - May	£9.90
Staff	Expenses – bicarbonate of soda/allotment site	£21.99
Staff	Expenses – engraving on allotment trophy	£12.00
BT	Phone/Broadband – Clerks/Parish Office	£399.12
Staff	Correction on April salary	£4.15
J.A. Chamberlain	Internal Audit Fee – 31 March 2018	£125.00
BDBC	Traffic speed/volume surveys	£500.00
Staff	Printing reimbursement – RRW	£54.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – June	£69.87
Staff	Total salary costs for 3 members of staff	£1728.41
HMRC	Tax/NI – April	£133.41

10. To review the effectiveness of the Parish Council's system of internal control.

Cllr. Les Fryer and the Clerk briefed members and it was agreed that the Parish Council's system of internal control is effective.

11. To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2018.

It was noted that no recommendations were made in the internal audit report for the year ended 31 March 2018 and that the Parish Council's affairs had been found to be in good order. Cllr. David Thornton formally thanked the Finance Committee and the Responsible Financial Officer for all their work and this was endorsed by all the members.

12. To approve the Annual Governance Statement (Section 1) on the Annual Governance and Accountability Return for the year ended 31 March 2018 and to authorise the Chairman to sign the return on behalf of the Parish Council.

Cllr. Les Fryer and the Clerk briefed members on the annual governance statement on the Return for the year ended 31 March 2018. Cllr. Marian Adams proposed and Cllr. Sue Fuller seconded a motion and the

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Chairman

Governance Statement was unanimously approved and it was agreed that Cllr. David Thornton should sign the statement on behalf of the Parish Council.

13. To approve the Accounting Statements (Section 2) on the Annual Governance and Accountability Return for the year ended 31 March 2018 and to authorise the Chairman to sign the return on behalf of the Parish Council.

Cllr. Les Fryer briefed members on the accounting statements on the Return for the year ended 31 March 2018. Cllr. Steve Oakley proposed and Cllr. Andy Clarke seconded a motion and the Accounting Statements were unanimously approved and it was agreed that Cllr. David Thornton should sign the return on behalf of the Parish Council.

14. To note the minutes of the Recreation Committee Meeting held on 24 May 2018.

The minutes of the Recreation Committee Meeting held on 24 May 2018 were noted.

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

Cllr. Sue Fuller advised members that there were no further updates on the Hanmore Road playground project and the replacement bridge on Tollhouse Meadow. The next Recreation Committee meeting is scheduled for 19 July 2018.

16. To agree to the recommendation from the Recreation Committee to a change in the criteria for Chineham Allotment Team members to qualify for a discount off their annual rent.

Following a discussion where the criteria for qualifying for the discount were confirmed, Cllr. Sue Fuller proposed and Cllr. Ginny Wright seconded a motion and it was unanimously agreed to a change in the criteria for Chineham Allotment Team members to qualify for a discount off their annual rent. The criteria are as follows: CAT members should attend a minimum of five of the seven meetings (six meetings plus June inspection) during the year. CAT members should be active on site and in maintaining contact with plot holders throughout the year. It should be recorded in the minutes of each CAT meeting what activities have been undertaken in the previous two months and by whom. CAT should hold a review at their March meeting each year and agree which members should qualify for the discount and this will be ratified at the March Recreation Committee meeting before the annual invoices are issued. The maximum number of CAT members should be eight.

17. To agree to the recommendation from the Recreation Committee to accept the quote to install the commemorative seat on Thornhill Way and to agree a revised budget for the project.

Following a discussion, Cllr. Les Fryer proposed and Cllr. Marian Adams seconded a motion and it was unanimously agreed to accept the quote to install the commemorative seat on Thornhill Way and to revise the budget for the project from £2,500 to £3,000.

A further discussion took place on the proposed suggestions for an inscription on the commemorative seat and Cllr. Sue Fuller agreed to collate all the suggestions and circulate these to Councillors prior to the July Parish Council meeting so that agreement can be reached. Cllr. Marian Adams suggested that an inscription is not required as the seat already has the words "Lest we Forget" on it. Cllr. Adams also expressed concerns about where an inscription plaque could be placed on the seat.

ACTION POINT: CLLR. FULLER TO CIRCULATE SUGGESTIONS, CLERK TO PUT ITEM ON JULY AGENDA

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Chairman

18. To agree to the recommendation from the Recreation Committee to purchase £60 of Wyevale vouchers to be used as “best allotment” prizes.

Cllr. Sue Fuller proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed to purchase £60 of Wyevale vouchers to be used as “best allotment” prizes. It was acknowledged that agreement is not necessary from the Parish Council going forward for the purchase of these vouchers. Cllr. Fuller advised members that the judging will take place on 3 July 2018 with the prizes awarded at the BBQ.

19. To note the minutes of the Planning Committee Meeting held on 29 May 2018.

The minutes of the Planning Committee Meeting held on 29 May 2018 were noted.

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

Cllr. David Thornton advised members that the number of planning applications has tailed off recently. Cllr. Les Fryer asked whether permitted development rights have decreased the number of applications and Cllr. Thornton responded that in the experience of the Planning Committee, residents are still submitting planning applications.

21. To agree any final updates on the Friends of Four Lanes School Fayre – 23 June 2018.

Cllr. David Thornton advised that contingency plans should be made in case Cllr. Miller is not available to attend the School Fayre.

ACTION POINT: CLERK TO CONTACT CLLR. MILLER RE: DISPLAY STANDS FROM BDBC

22. To agree the purchase of a new projector for use in the Community Room at Parish Council Meetings.

Following a discussion, Cllr. Steve Oakley proposed and Cllr. Marian Adams seconded a motion and it was unanimously agreed to purchase and install a new projector for use in the Community Room up to a cost of £3,500.

ACTION POINT: CLERK TO OBTAIN QUOTES

23. To confirm the date of the next meeting of Chineham Parish Council – 9 July 2018.

The Full Council Meeting will take place on 9 July 2018 at 7.45 pm.

The meeting closed at 9pm.

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Chairman

Appendix A**May 2018 RRW monthly summary**

- Trolleys: 12 (16) (reported to Trolleywise).
- Litter: usual cans and sweet wrappers along Hanmore Road, Mattock Way & a little on Thornhill Way.
- Broken glass: cleared near the Guinea Copse play area & in Belvedere Gardens. Also by the moat & on Cufaude Lane.
- Footpath: the area along the footpath leading from the back of Renown Way towards the Scout Hall has been cut back very significantly and neatly.
- Virgin Media: works have started on the permanent reinstatement of the tarmac.
- Grass cutting: this has started (1/5/18).
- Bench: overgrown bench by the brook/scout hall – RRW cut back the grass.
- Roads: the areas near the village hall are still marked up ready for works. RRW picked up a diversion sign in the road at the roundabout at Guinea Court. The pothole along Thornhill Way, near Tollway has been filled.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 May 2018			£152,208.91	
Allotment rent - plot 27			£80.00	
Allotment rent/deposits - plot 28			£95.00	
Allotment rent - plot 38			£40.00	
Interest - May			£10.68	
			<u>£152,434.59</u>	
	DD	Aviva	Employer pension charge	£33.00
	103227	Staff	Expenses - mileage/April	£2.70
	103228	Staff	Expenses - mileage/April	£30.14
	103229	Vision ICT Ltd	Back-up/July 2018 - June 2019	£144.00
	103230	L. Cornforth	Refund of allotment deposits - plot 28	£60.00
	103231	HMRC	Tax/NI - May	£133.81
	DD	Aviva	Pension contributions - May	£69.87
	SO	Staff	Salary - May	£782.13
	SO	Staff	Salary - May	£844.23
	SO	Staff	Salary - May	£101.85
				<u>£2,201.73</u>
Balance at 31 May 2018			<u>£150,232.86</u>	
Business Money Manager A/C			£147,645.09	
Community A/C			£2,587.77	

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Chairman