



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 14th May 2018
 Time: 8pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Paul Miller
 Cllr. Andy Clarke Cllr. David Thornton (Chairman)
 Cllr. Les Fryer Cllr. Ginny Wright
 Cllr. Sue Fuller Sally Jackson (Clerk)
 Cllr. Kirsty Giles Julia Johnston (Asst. Clerk)

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. Steve Oakley and from County & Borough Councillor Elaine Still.

2. To sign as a correct record the minutes of the Full Council Meeting held on 9 April 2018 and the Annual Parish Assembly held on 19 April 2018.

The minutes of the Full Parish Council meeting held on 9 April 2018 and the Annual Parish Assembly held on 19 April 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 public session opened at 8.05pm and the Chairman invited the resident to address Parish Councillors.

The resident reported his safety concerns about parking on the footpaths around Chineham. He told Parish Councillors that more action needed to be taken to resolve this issue. He also suggested that dropped kerbs could be installed to alleviate the parking issue.

Cllr. David Thornton advised the resident that the Parish Council would report his concerns of parking on the footpaths to the parking enforcement team at Basingstoke & Deane Borough Council. He also agreed to meet with the resident to look at the suggestion of dropped kerbs and advised that if this suggestion was taken further, it would be made to Hampshire Highways and would require the input of County Councillor Elaine Still.

The public session closed at 8.10pm.

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 Chairman

5. To receive reports from:

Borough Councillor Joyce Bowyer

No report received.

County and Borough Councillor Elaine Still

Cllr. Elaine Still had provided the Clerk with the following report: on Friday at the full County Council Meeting I take on the role of Chair. I have been in contact with a resident of Reading Road about her altercation with a workman last week. Hampshire County Council is looking into it. I was hoping to have news on the proposed Orchard but I haven't received any update. I will chase this up again. There is a meeting on 23rd of May with a County Officer to talk to us about future school placements in our area.

Borough Councillor Paul Miller

Cllr. Paul Miller had provided the following report prior to the meeting: the elections are over and I have been given the support to have been re-elected for a further term as one of your Ward Councillors for one year. Next year will see all the seats in the BDBC up for an 'all out' election for the reduced total number of Borough Councillors of 54 with redrawn Ward boundaries. Once again, I will serve this year as the Chairman of the BDBC Development Control Committee and, with several major applications in the pipeline, will have a busy time ahead. The Borough Council is undertaking the task of collating evidence from Councillors and Parish Councils in the District on the disruption experienced by the illegal encampments that have appeared over the last couple of years. This information, that includes inputs received from local residents that will be rendered anonymous, will be used to build up a trend of the incursions and quantify the scale of the issues. We report these occurrences as quickly as possible however, the legal process does take time. Cllr. David Thornton congratulated Cllr. Miller on his re-election on behalf of the Parish Council.

RRW

The report was received and noted (Appendix A). Cllr. Paul Miller and the resident in attendance referred to the recent Chineham litter pick. Cllr. Marian Adams requested that a formal note of thanks should be included in the minutes to those who organised and took part in the event.

CVHMC

Cllr. Les Fryer advised members that the Club is going ahead with the event to mark the "Battle's Over – a Nation's Tribute." He advised that this will include military vehicles and a firework display. He suggested that the Parish Council's commemorative seat could be incorporated into the event in some way.

Speedwatch Co-ordinator

The report was received and noted.

6. To receive an update on the General Data Protection Regulation coming into force with effect from 25 May 2018 and to agree the relevant privacy notices, the revised Parish Council Data Protection Policy and the revised Parish Council Document Retention Policy.

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Chairman

Following a discussion, Cllr. Les Fryer proposed and Cllr. Paul Miller seconded a motion and the privacy notices (subject to one minor amendment in the general notice), the revised Parish Council Data Protection Policy and the revised Parish Council Document Retention Policy were unanimously agreed.

ACTION POINT: CLERK TO MAKE MINOR AMENDMENT & ISSUE PRIVACY NOTICES VIA THE PARISH COUNCIL WEBSITE & TO STAFF AS APPROPRIATE

7. To note the current financial situation.

The current financial situation was noted (Appendix B).

8. To authorise any requests for payment.

Cllr. Paul Miller 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.

| Payment Requests May 2018 | | |
|----------------------------------|---|---------------------|
| FROM | ITEM | AMOUNT £ |
| Staff | Mileage - April | £2.70 |
| Staff | Mileage - April | £27.14 |
| Staff | Expenses – parking charge | £3.00 |
| Vision ICT Ltd | Data back-up July 2018 – June 2019 | £144.00 |
| Aviva | Employer Pension Charge | £33.00 |
| L. Cornforth | Refund of allotment deposits – plot 28 | £60.00 |
| Aviva | Pension contributions –May | £69.87 |
| Staff | Total salary costs for 3 members of staff | £1728.41 |
| HMRC | Tax/NI – April | £133.81 |

9. To note the unaudited accounts for the year ended 31 March 2018.

Cllr. Les Fryer informed members that two minor amendments had been made to the unaudited accounts that had been presented at the Annual Parish Assembly. The accounts being noted would now be used for the Internal Audit taking place on 22 May 2018 and for the submission of the Annual Governance and Accountability Return (AGAR) to the External Auditor by the 18 June 2018.

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Chairman

10. To review the Parish Council's phone/broadband service.

Cllr. Les Fryer ran through the three quotes for the provision of the Parish Council's phone/broadband service. Following a discussion, Cllr. Les Fryer proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed to remain with BT for the provision of the services. It was further agreed to request an upgrade on the router in the Parish Office.

ACTION POINT: CLERK TO CONTACT BT

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

Cllr. Sue Fuller advised members that the next meeting was scheduled for 24 May 2018. She advised that there were no further updates on the Hanmore Road play area and replacement Tollhouse Meadow bridge projects. Cllr. Fuller agreed that it was a good idea to incorporate the Parish Council's commemorative seat into the Village Club's event in November. She confirmed that the Assistant Clerk had now contacted six groundworks contractors with regard to the installation of the commemorative seat and had received only one quote. It was acknowledged that there was one contractor still outstanding and that the situation would be discussed at the next Recreation Committee meeting with a proposal coming to the next Full Council Meeting. Cllr. Fuller informed members that the Committee is still trying to ascertain what license is required for the planting of the proposed Community Orchard and that Cllr. David Thornton has been asked for his advice on dwarf fruit trees. Cllr. Fuller also advised that a further allotment plot had been handed back but had already been reassigned and that all but one plot-holder had paid their invoice for 2018-19.

12. To note the minutes of the Planning Committee Meetings held on 9 and 23 April 2018.

The minutes of the Planning Committee Meetings held on 9 and 23 April 2018 were noted.

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

Cllr. David Thornton advised that there were no further updates and that the Planning Committee had not held their scheduled meeting this evening because there were no new planning applications to comment on. Cllr. Thornton informed members that the planning application for the East of Basingstoke development is still outstanding and Cllr. Miller confirmed that the access arrangements had still not been agreed.

14. To agree the Parish Council's revised Standing Orders.

Following a discussion, Cllr. Les Fryer proposed and Cllr. Marian Adams seconded a motion and the Parish Council's revised Standing Orders were unanimously agreed.

15. To agree the flyer and associated printing costs and to receive any updates on the Friends of Four Lanes School Fayre – 23 June 2018.

Following a discussion on the merits of the flyer samples circulated at the meeting, Cllr. Marian Adams proposed and Cllr. Sue Fuller seconded a motion and it was unanimously agreed to order 100 of the lighter weight flyers.

ACTION POINT: ASST. CLERK TO ARRANGE PRINTING

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Chairman

16. To confirm the date of the next meeting of Chineham Parish Council – 11 June 2018.

The Full Council Meeting will take place on 11 June 2018 at 7.45 pm.

The meeting closed at 9pm.

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Chairman

Appendix A**April 2018 RRW monthly summary**

- Trolleys: 16 (7) (reported to Trolleywise).
- Litter: plenty of plastic bottles, food wrappers and a few cans along Hanmore Road, Thornhill Way and Mattock Way (reported to BDBC – Street Cleansing Team).
- Hanmore Road: concrete bollards have replaced the previous fencing (similar to that outside the Village Hall) close to Ajax Close (requested update from BDBC – Grounds Maintenance Team).
- Roads: Virgin Media trenches/potholes (requested an update from Virgin Media – Community Liaison Officer).
- Nature board: vandalised (burnt) nature board in Binfields Woods (reported to BDBC – Operations Team).
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

| | |
|-------------------------------------|--------------------|
| Balance at 1 April 2018 | £135,156.69 |
| Allotment rent - plot 29a | £40.00 |
| Allotment rent - plot 12 | £40.00 |
| Allotment rent - plot 26 | £60.00 |
| Allotment rent - plot 2 | £80.00 |
| Allotment rent - plot 36 | £80.00 |
| Allotment rent - plot 37 | £60.00 |
| Allotment rent - plot 23 | £40.00 |
| Allotment rent - plot 5 | £40.00 |
| Allotment rent - plot 14 | £40.00 |
| Allotment rent - plot 8 | £40.00 |
| Allotment rent - plot 30 | £60.00 |
| Allotment rent - plot 6 | £40.00 |
| Allotment rent - plot 16 | £40.00 |
| Allotment deposits - plot 1a | £60.00 |
| Allotment rent - plot 17 | £30.00 |
| Allotment rent & deposits - plot 15 | £100.00 |
| Allotment rent - plot 35 | £80.00 |
| Allotment deposits - plot 7 | £60.00 |
| Interest - April | £10.18 |
| BDBC - 50% of precept | £18,500.00 |
| BDBC - CTS grant | £510.00 |
| BDBC - funding/grass cutting at CVH | £615.00 |
| Allotment rent - plot 3 | £40.00 |
| Allotment rent - plot 31 | £80.00 |
| | <u>£155,901.87</u> |

DD Aviva
103218 Staff
103218 Staff

Employer pension charge £33.00
Mileage - March £3.60
Expenses - McAfee renewal £59.99

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Chairman

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|--------|-----------------------------------|--|--------------------|
| 103219 | Staff | Mileage - March | £12.92 |
| 103219 | Staff | Expenses - membrane/seed spreader - allotment site | £76.99 |
| 103220 | C. Larsen | Refund of allotment deposits - plot 15 | £60.00 |
| 103221 | H. Cousins | Refund of allotment deposits - plot 1a | £60.00 |
| 103222 | H. Haider | Refund of allotment deposits - plot 11 | £60.00 |
| 103223 | The Friends of Four Lanes Schools | Pitch fee - Summer Fete | £12.00 |
| 103224 | HALC | HALC affiliation fees 2018/19 incl. NALC levy | £1,187.00 |
| 103225 | HALC | HR Consultancy Service Fee | £180.00 |
| 103226 | HMRC | Tax/NI - April | £133.41 |
| | SO Staff | Salary - April | £791.62 |
| | SO Staff | Salary - April | £854.86 |
| | SO Staff | Salary - April | £97.70 |
| | DD Aviva | Pension contributions - April | £69.87 |
| | | | <u>£3,692.96</u> |
| | | | <u>£152,208.91</u> |
| | Balance at 30 April 2018 | | |
| | Business Money Manager A/C | | £147,419.41 |
| | Community A/C | | £4,789.50 |

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Chairman