



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 8th October 2018
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Andy Clarke Cllr. Paul Miller
 Cllr. Les Fryer Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller Cllr. Ginny Wright
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Julia Johnston (Asst. Clerk)

The Chairman advised those present of the procedures for evacuation.

1. To receive and accept apologies for absence.

No apologies were received.

2. To sign as a correct record the minutes of the Full Council Meeting held on 10 September 2018.

The minutes of the Full Council meeting held on 10 September 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 7.48pm and closed at 7.55pm.

The Chairman invited those present to address Councillors.

A resident of Puttenham Road informed Councillors of the issues surrounding an overflowing drain outside the One Stop shop at Guinea Court. He confirmed that he had reported it to the Environmental Health team at Basingstoke & Deane Borough Council who had advised that they could do nothing about it. He had then escalated it to County Councillor Elaine Still who advised that whilst she was progressing the issue, it had been resolved. The resident confirmed that it is now overflowing again and that the One Stop shop has put a barrier around the drain now. He confirmed that the contaminated water is going across the path and into the storm drains. County Cllr. Still confirmed that she will arrange for the Environmental Health Team to come out and assess the situation. The Chairman also confirmed that the Parish Council will report the matter to the Environmental Health Team to advise that complaints are being made.

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 Chairman

ACTION POINT: CLERK TO CONTACT BDBC

(A resident left the meeting).

5. To receive reports from:**Borough Councillor Joyce Bowyer**

No report received.

County and Borough Councillor Elaine Still

Cllr. Elaine Still advised that she had spoken to Tellon Capital (Developers of the Chineham District Centre) about the proposed parking. Cllr. Still asked if the Parish Council had any comments to make at this stage about the proposed development and the Chairman confirmed that Parish Councillors had been invited to attend the two exhibitions and had given their initial personal comments/queries direct to the development team. He confirmed that a formal view will be given when the planning application is received. Cllr. Still informed members that she is very excited to have been asked to unveil the commemorative seat.

It was unanimously agreed that agenda item 16 should be dealt with at this stage in the meeting to allow Cllr. Still to comment.

16. To discuss the arrangements for the unveiling of the commemorative seat.

Following a discussion it was agreed that Cllr. Elaine Still should be asked to formally cut a ribbon on the seat and that The Gazette should be asked to cover the event. A number of dates were discussed with Saturday 10th November 2018 (am) being the preferred date and the Assistant Clerk confirmed that she will circulate an email to confirm this.

ACTION POINT: ASST. CLERK TO CONFIRM DATE VIA EMAIL**Borough Councillor Paul Miller**

Cllr. Paul Miller advised members that he had a meeting scheduled with Tellon Capital and the Portfolio Holder for Regeneration at the Borough Council to discuss the proposals for the Chineham District Centre. He advised that he had heard the comments about potential parking charges at the Centre and had advised the developers that a "free parking for four hours" scenario would be preferable. Cllr. Miller informed members of the confusing nature of the vertical signage coming down Popley Way towards the A33. He confirmed that he had spoken to the Officer at the Borough Council who advised that it was in accordance with the National Guidance. Cllr. Les Fryer commented on the need for increased security if the Centre is developed and Cllr. Miller confirmed that this was on his list of discussion points for his meeting. Cllr. Fryer also commented on the proposed locations of the bus stops within the Centre and Cllr. Miller advised that the layout of the internal roads are still subject to discussion. Cllr. David Thornton advised members that the planning application for the proposed development will come before the full Parish Council for comment.

RRW

The report was received and noted (Appendix A).

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Chairman

CVHMC

Cllr. Les Fryer advised that there were no matters to raise.

6. To agree a response (if any) to the Consultation from the North Wessex Downs Area of Outstanding Natural Beauty (AONB) on their updated Management Plan – deadline for responses 23 November 2018.

Cllr. David Thornton advised members that in his opinion as the AONB did not border Chineham, a response to the Consultation was not required. Cllr. Paul Miller informed members that as Vice-Chair of the group who produced the Management Plan, they would appreciate it if Parish Councils acknowledged receipt and thanked them for the opportunity to respond. This was unanimously agreed.

ACTION POINT: CLERK TO ACKNOWLEDGE RECEIPT OF CONSULTATION

(Cllr. Still left the meeting).

7. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Les Fryer acknowledged that the 2nd instalment of the precept had now been received. Cllr. Paul Miller queried the payment to BT and Cllr. Fryer confirmed that the Parish Council's phone/broadband provision had been reviewed recently. Cllr. Fryer informed members that preliminary budget discussions had taken place in the Finance Committee Meeting prior to this Parish Council Meeting and that the recommendation of the Committee is that the precept request is not increased for 2019/20. This is subject to further analysis of proposed expenditure. Cllr. Fryer requested that Committees forward any items of proposed expenditure as soon as possible and it was acknowledged that the budget would be formally agreed at the December meeting (the next Recreation Committee meeting is scheduled for 22/11/18) with an opportunity to finalise it if necessary at the January meeting. Cllr. Ginny Wright queried whether the purchase of the commemorative bench should be advised to Came & Co. for insurance purposes.

ACTION POINT: CLERK TO ADVISE CAME & CO.

8. To authorise any requests for payment.

Cllr. Paul Miller 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.

Payment Requests October 2018		
FROM	ITEM	AMOUNT
		£
Staff	Mileage - September	£3.60
Staff	Mileage - September	£4.37

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Chairman

Staff	Expenses – key lock box for Parish Office	£21.77
PFK Littlejohn LLP	External Audit fee – 31/3/18	£240.00
Four Lanes Community Junior School (Community Centre)	S.137 grant – refurbishment of kitchen	£5500.00
CPRE	Annual membership	£36.00
Pacific Computers Ltd	Installation of new projector/screen in Community Rooms	£2331.84
Mr I. Francis	Refund of allotment deposits – plot 11	£60.00
Mr A. Jackson	Refund of allotment deposits – plot 3	£60.00
Vision ICT Ltd	Website hosting/support – Dec. 2018 – Nov. 2019	£276.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – October	£69.87
Staff	Total salary costs for 3 members of staff	£1728.21
HMRC	Tax/NI – October	£133.81

9. To note the Parish Council's half year accounts (1.4.18 – 30.9.18).

The Parish Council's half year accounts were noted. It was acknowledged that the Parish Council needs to be careful on any extra revenue items as income and expenditure is fairly balanced. It was further acknowledged that the allotment accounts are looking fairly healthy although it was noted that the water bill for the summer has not yet been received as well as the invoice for various annual maintenance work.

10. To note that the second quarter bank reconciliations and original bank statements have been signed and verified.

It was noted that Cllr. Steve Oakley had signed and verified the second quarter bank reconciliations and original bank statements.

11. To note the External Auditor's report on the Annual Governance & Accountability Return for the year ended 31 March 2018.

It was noted that the External Auditors had made no comment on the Annual Governance & Accountability Return for the year ended 31 March 2018. Cllr. David Thornton thanked the Clerk and members of the Finance Committee for all their hard work.

12. To note the minutes of the Recreation Committee Meeting held on 20 September 2018.

The minutes of the Recreation Committee Meeting held on 20 September 2018 were noted.

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Chairman

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

Cllr. Sue Fuller advised members of the following:

- Commemorative seat: this has been installed and looks great. It appears that the contractors have done a good job and there has been a very positive reaction on the Chineham Community Facebook page so far. The photo editor of the Chineham Chat has been approached about featuring a photo of the seat on the front cover of the November issue and he is going to take a look.
- Hanmore Road play area: all Councillors will have seen the email from the Assistant Clerk with the design brief which is going out to contractors to tender for the design and installation of the project. The Parish Council has already requested an additional stipulation for the equipment to be inclusive for children with disabilities. Cllr. Fuller mentioned the need for adequate seating. The Project Manager at Basingstoke & Deane Borough Council is liaising with the Property and Legal teams to understand if there are still outstanding issues with the water ingress from the Car Wash. The project is currently on course to be completed in the current financial year.
- Tollhouse Meadow replacement footbridge: we have been advised that the contractor has been tied up installing a Peace Garden in the War Memorial Park and now has a backlog of other jobs. The soonest they could schedule in the job is the end of November but this is subject to the weather. If it doesn't go ahead at the end of November, it will be scheduled for the spring.
- Allotment site: the plot-holders have been given the go ahead to start using the incinerators a month early i.e. October rather than November. This will be reviewed if any complaints are received from neighbours in Ajax Close. The timing of when the incinerators can be used will be looked at formally when the allotment rules are reviewed in January. Two plots have recently been handed back and the Assistant Clerk is currently in the process of installing new plot-holders from the waiting list.

14. To note the minutes of the Planning Committee Meetings held on 10 and 24 September 2018.

The minutes of the Planning Committee Meetings held on 10 and 24 September 2018 were noted.

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

Cllr. David Thornton advised that recent planning applications had all been routine. He advised members that subject to time restrictions, the planning application for the proposed development of the Chineham District Centre will be reviewed by the Planning Committee and then any recommendations/comments will be brought before the full Parish Council for discussion and agreement. Cllr. Paul Miller advised members that a meeting is being held in the first week of November to discuss the proposals for the Thornhill Way junction on to the A33 and he asked if the Parish Council wished to be involved in this. Cllr. Thornton indicated that would be useful and so Cllr. Miller will advise of the date and time.

17. To confirm the date of the next meeting of Chineham Parish Council – 12 November 2018.

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

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

18. To agree the staff salaries.

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Chairman

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

The meeting closed at 9.10pm.

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Chairman

Appendix A**September 2018 RRW monthly summary**

- Trolleys: 4 (11) (reported to Trolleywise/1 trolley reported direct to The Range). Litter: some paper wrappers and cans along Thornhill Way & Hanmore Road.
- Vandalism: spray painting in various areas - crossing to Tesco from Binfields Woods, the board awaiting a new notice and cover & the fence close by, obscene graffiti on Cufaude Lane walking from Thornhill Way north on the cycle path, approx. 100m from the road (reported to BDBC & Community Safety Patrol Officer).
- Dog-fouling: there are plenty of bags and notices on the footpath leading from St. Leonards Avenue towards Warbleton Road.
- Footpath: the areas around Simon's Road and Upper Stroud Close are looking much better after the undergrowth has been cut back. The footpath/cycle path close to the A33 traffic lights where it has been traversed, the tarmac has sunk by approximately 2.5 inches (reported to HCC). Steps: the steps are damaged on the footpath leading from Thornhill Way to Petty's Copse (between Belvedere Gardens & Fennel Close) (reported to HCC). Crossing outside Village Hall: belisha beacon not working on left hand side as you enter Chineham (reported to HCC).
- Overgrowth: BDBC has been out and about grass cutting and hedge cutting so things are looking much better around the parish.
- Resurfacing: the area between Tollway and the roundabout still has many areas marked up.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 September 2018			£141,806.56
BDBC - 50% of precept			£18,500
Interest - September			£26.21
			<u>£160,332.77</u>
	DD	BT	Phone/Broadband - Clerks/Parish Office
			£383.64
	DD	Aviva	Employer pension charge
			£33.00
	103249	Staff	Expenses - mileage/August
			£1.80
	103250	Staff	Expenses - mileage/August
			£7.11
	103251	Came & Co.	Insurance premium 1/10/18 - 30/9/19
			£1,741.49
	103252	HMRC	Tax/NI - September
			£133.41
	DD	Aviva	Pension contributions - September
			£69.87
	SO	Staff	Salary - September
			£782.13
	SO	Staff	Salary - September
			£844.23
	SO	Staff	Salary - September
			£101.85
			<u>£4,098.53</u>
Balance at 30 September 2018			<u>£156,234.24</u>
Business Money Manager A/C			£153,202.32
Community A/C			£3,031.92

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Chairman