



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 10th September 2018
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Andy Clarke Cllr. Paul Miller (Chairman)
 Cllr. Les Fryer Cllr. Ginny Wright
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Steve Oakley

The Chairman advised those present of the procedures for evacuation.

1. To receive and accept apologies for absence.

Apologies were received and accepted from Councillors Marian Adams, Sue Fuller and David Thornton, Borough Councillor Joyce Bowyer, Borough & County Councillor Elaine Still and the Assistant Clerk.

2. To sign as a correct record the minutes of the Full Council Meeting held on 9 July 2018.

The minutes of the Full Council meeting held on 9 July 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 8pm.

The Chairman invited the two residents of Reading Road to address Councillors.

The residents wished to advise members of their frustrations over the general build-up of traffic using Reading Road and also the specific issue of traffic being diverted along Reading Road due to the current road works. In particular they were concerned about the speed of HGV's. They also expressed their concerns about the raised table in the road and the noise and vibrations this creates for them living close to it. They suggested that speed limit reminder signs should be deployed during the diversions and speeds monitored. One of the residents circulated a document that she had prepared outlining the issues.

Cllr. Paul Miller advised them that where the Parish Council is given advance notice of road works and any diversions, the details are included on the Parish Council website. He also informed them that at the very start of the current road works, Borough Councillors requested that HGV's should not be diverted down

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 Chairman

Reading Road. He confirmed that both he and County Councillor Elaine Still had advised their contacts at Basingstoke & Deane Borough Council (BDBC) and Hampshire County Council (HCC) that the diversion signage needed to be sorted out to control the traffic and had been assured that something would be done. He acknowledged that this had not happened and that he and the Clerk would pass on the residents' concerns to BDBC. Cllr. Miller also acknowledged that construction vehicles accessing the various housing developments should not be using Reading Road and should be going via the Business Park

ACTION POINT: CLLR. MILLER/CLERK TO PASS ON CONCERNS TO BDBC

(The two residents left the meeting).

5. To receive reports from:

Borough Councillor Joyce Bowyer

It was noted that Cllr. Joyce Bowyer had sent a reminder about the Croudace public exhibition regarding the proposed Upper Cufaude Farm development.

Borough Councillor Paul Miller

Cllr. Paul Miller advised members that he and Cllr. Elaine Still had been attempting to get the signage sorted out for the A33 diversion caused by the current road works. He confirmed that August had been a quiet month at the Borough Council. He mentioned two recent events involving the Police over the weekend. The first at the Sherfield Park Community Centre concerning a Public Order Offence and the second at the Chineham District Centre. The Police were dealing with the incident at the Community Centre. However, despite repeated telephone calls to the 101 number, local Police had not been available to attend the incident involving a large number of vehicles in the District Centre's car parks. He had been advised that an armed response vehicle that happened to be in the Basingstoke area had attended and dealt with the matter. It was acknowledged that this is perhaps indicative of the current situation regarding local Policing.

County and Borough Councillor Elaine Still

No report received.

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer advised that no meeting had been held during August.

Speedwatch Co-ordinator

The report was received and noted. Cllr. Steve Oakley noted that the volunteers are now reporting when motorists are seen using a mobile phone.

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Chairman

6. To agree a response to the Government's 2019/20 Local Government Finance Settlement Technical Consultation – deadline for responses 18 September 2018.

Following a discussion where it was acknowledged that for Parish Councils, the Government is minded to continue to defer to set referendum principles for 2019/20, it was agreed that no response was required.

7. To agree a response to the National Highway & Transport Public Satisfaction Survey – deadline for responses 28 September 2018.

Following a discussion, it was agreed that Cllr. Steve Oakley as the Parish Council's Transport Representative should complete the survey on behalf of the Parish Council.

ACTION POINT: CLLR. OAKLEY TO COMPLETE SURVEY

8. To agree a response to the Local Government Boundary Commission for England Consultation on their Draft Recommendations for Council Ward Boundaries for Basingstoke & Deane – deadline for responses 15 October 2018.

Following a discussion where it was acknowledged that the Ward boundaries for Chineham will remain the same, it was agreed that no response was required.

9. To receive an update on the recent traffic surveys undertaken on Reading Road, Mattock Way and Bowman Road and to agree any next steps.

The recent traffic surveys were noted. Following a discussion, Cllr. Steve Oakley proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed that the next steps should be as follows:

- Contact Hampshire County Council - Highways to request that traffic calming measures be considered for Hanmore Road.
- Contact the Traffic Police to request that a speed camera be mobilised on Hanmore Road as a priority and occasionally on Bowman Road.
- Put the traffic survey data on the Parish Council website for information.

ACTION POINT: CLERK TO DEAL WITH THESE NEXT STEPS

10. To agree that the Parish Lengthsman should be approached to undertake the repairs of those seats identified by the Rapid Response Warden as being in poor condition.

Following a discussion where Cllr. Les Fryer queried the liability of the Parish Council arranging for the repairs of seats that belong to the Borough Council, Cllr. Andy Clarke proposed and Cllr. Steve Oakley seconded a motion and it was unanimously agreed that the Parish Lengthsman should be approached to undertake these repairs up to a cost of £500. It was further agreed that if the quote for the works exceeded this amount then it should be included as an agenda item at the next meeting.

ACTION POINT: CLERK TO CONTACT LENGTHSMAN

11. To note the financial situation for the end of June, July and August 2018.

The financial situation for June, July and August 2018 were noted (Appendix B).

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Chairman

12. 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.

Payment Requests August 2018		
FROM	ITEM	AMOUNT
		£
Staff	Mileage - July	£2.43
Staff	Mileage - July	£5.09
Staff	Expenses – Wyevale vouchers/allotment site	£60.00
Staff	Expenses – portable hard drive/Asst. Clerk	£39.99
BDBC	Traffic surveys – Bowman Road, Reading Road & Mattock Way	£375.00
Water Choice	Water bill – allotment site (Feb. 18 – June 18)	£51.10
David Ogilvie Engineering Ltd	Commemorative seat	£967.80
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – August	£69.87
Staff	Total salary costs for 3 members of staff	£1728.21
HMRC	Tax/NI – August	£133.81

Payment Requests September 2018		
FROM	ITEM	AMOUNT
		£
Staff	Mileage - August	£1.80
Staff	Mileage - August	£7.11
Came & Co.	Insurance premium – 1/10/18 – 30/9/19	£1741.49
BT	Phone/Broadband – Clerks/Parish Office	£383.64
Aviva	Employer Pension Charge	£33.00

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Chairman

Aviva	Pension contributions – September	£69.87
Staff	Total salary costs for 3 members of staff	£1728.21
HMRC	Tax/NI – September	£133.41

13. To note the Parish Council's first quarter accounts (1.4.18 – 30.6.18).

The Parish Council's first quarter accounts were noted.

14. To note that the first quarter bank reconciliations and original bank statements have been signed and verified.

It was noted that Cllr. Les Fryer had signed and verified the first quarter bank reconciliations and original bank statements.

15. To acknowledge the Parish Council's insurance arrangements.

It was acknowledged that the Parish Council had entered into a long term agreement with Aviva which expires on 30 September 2020.

16. 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 Parish Council had not yet received the External Auditor's report from PFK Littlejohn and the Clerk informed members that Chineham Parish Council was not alone in this. It was acknowledged that Parish Councils are required to display the Annual Governance & Accountability Return together with the Notice of the Completion of the Audit by 30 September 2018.

17. To note the minutes of the Recreation Committee Meeting held on 19 July 2018.

The minutes of the Recreation Committee Meeting held on 19 July 2018 were noted.

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

Cllr. Andy Clarke (Vice- Chair) provided the following update:

- The new commemorative seat has been delivered and we are awaiting an installation date.
- There is a proposed redevelopment of the moat area to create a park with seating and planting.
- The project manager at Basingstoke & Deane Borough Council is liaising with the contractor to schedule a date for the installation of the replacement bridge on Tollhouse Meadow.
- The playground refurbishment off Hanmore Road (next to the Nursery) will require a tendering process and the project manager at Basingstoke & Deane Borough Council will start this process and also liaise with their legal team about the water discharge.

19. To note the minutes of the Planning Committee Meetings held on 9 July and on 13 and 28 August 2018.

The minutes of the Planning Committee Meetings held on 9 July and on 13 and 28 August 2018 were noted.

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Chairman

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

Cllr. Paul Miller (Vice- Chair) advised members that recent planning applications had been routine. He referred to the changes to the National Planning Policy Framework (NPPF) and advised that he and his colleagues were receiving a briefing on this at the Borough Council this week. He will ensure that Parish Councils also receive this information.

21. To agree to replace the key safe in the Parish Office.

The Clerk advised members of the two alternatives to replace the key safe in the Parish Office. Cllr. Paul Miller proposed and Cllr. Andy Clarke seconded a motion and it was unanimously agreed that up to £50 should be spent to replace the key safe.

ACTION POINT: CLERK TO ARRANGE**22. To receive an update on the projector in the Community Rooms.**

The Clerk advised that works to install the new projector and screen in the Community Rooms were scheduled for Tuesday 18th September 2018.

23. To confirm the date of the next meeting of Chineham Parish Council – 8 October 2018.

The next Full Council Meeting will be held at 7.45pm on Monday 8 October 2018.

24. Staff appraisals.

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

The meeting closed at 9.15pm.

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Chairman

Appendix A

July 2018 RRW monthly summary

- Trolleys: 6 (8) (reported to Trolleywise).
- Litter: drinks bottles and coffee cups along Thornhill Way and Hanmore Road. Responded to two areas highlighted by Cllr. Adams.
- Footpath: some undergrowth has been cut back e.g. access to Skate Park & from Tollhouse Meadow through to Lovegroves. The hot weather is opening up cracks in the footpaths.
- Allotment site: taken water meter reading.
- Water leak: noted in Simon's Close (already marked up for attention). Road markings: several areas around the Parish have been done including near the Village Hall, pub & school.
- Resurfacing: Cufaude Lane cycle route has been resurfaced from the Village Hall up into Sherfield Park.
- Broken glass: cleared glass along Thornhill Way between Mattock Way and the Reading Road roundabout. Also cleared from near the bus stop close to Belvedere Gardens.
- Noticeboards: these have been updated as requested.

August 2018 RRW monthly summary

- Trolleys: 11 (6) (reported to Trolleywise).
- Litter: black bin liner/shopping basket at Lillymill Chine (cycle path junction) (reported to BDBC – Street Cleaning Team).
- Footpath: overhanging brambles leading down from the first bench at Petty's Copse & low hanging branches on the Long Copse footpath (reported to BDBC – Grounds Maintenance Team). Overgrown footpaths from Thornhill Way leading down to the brook & from Mattock Way leading up by the brook towards the play area (reported to BDBC – Grounds Maintenance Team).
- Bollards: these have been removed in St. Joseph's Crescent & placed under neighbouring trees – seats/play things (reported to BDBC – Grounds Maintenance Team).
- Benches: reviewed those highlighted as "poor" from previous review & passed findings to the Clerks.
- Resurfacing: the area between Tollway and the roundabout has many areas marked up.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 June 2018			£150,232.86	
VAT reclaim			£292.35	
Interest - June			£11.04	
			<u>£150,536.25</u>	
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/Broadband - Clerks/Parish Office	£399.12
	103232	Staff	Expenses - May mileage	£3.60
	103233	Staff	Expenses - May mileage	£9.90
	103233	Staff	Expenses - Bicarbonate of soda/allotment site	£21.99
	103233	Staff	Expenses - trophy engraved/allotment site	£12.00
	103234	Staff	Underpayment of RRW salary in April	£4.15
	103235	J.A. Chamberlain	Internal audit fee - 31 March 2018	£125.00
	103236	Staff	Expenses - printing costs RRW	£54.00
	103237	HMRC	Tax/NI - June	£133.41
	103238	BDBC	Traffic speed/volume surveys	£500.00
	DD	Aviva	Pension contributions - June	£69.87
	SO	Staff	Salary - June	£782.13
	SO	Staff	Salary - June	£844.23
	SO	Staff	Salary - June	£101.85
				<u>£3,094.25</u>
Balance at 30 June 2018			<u>£147,442.00</u>	
Business Money Manager A/C			£142,656.13	
Community A/C			£4,785.87	

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Chairman

Balance at 1 July 2018			£147,442.00	
Interest - July			<u>£10.71</u>	
			<u>£147,452.71</u>	
	DD	Aviva	Employer pension charge	£33.00
	103239	Staff	Expenses - Mileage/June	£7.83
	103240	Staff	Expenses - Mileage/June	£1.40
	103240	Staff	Expenses - printing/leaflets for Fayre	£50.00
	103240	Staff	Expenses - HCC application fee for cultivation licence	£125.00
	103241	Cllr. L. Fryer	Reimbursement - ICO Registration fee	£40.00
	103242	HMRC	Tax/NI - July	£133.81
	DD	Aviva	Pension contributions - July	£69.87
	SO	Staff	Salary - July	£782.13
	SO	Staff	Salary - July	£844.23
	SO	Staff	Salary - July	£101.85
			<u>£2,189.12</u>	
Balance at 31 July 2018			<u>£145,263.59</u>	
Business Money Manager A/C			£2,596.75	
Community A/C			£142,666.84	

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Chairman

Balance at 1 August 2018			£145,263.59	
Interest - August			£9.27	
			<u>£145,272.86</u>	
	DD	Aviva	Employer pension charge	£33.00
	103243	Staff	Expenses: mileage/July	£2.43
	103244	Staff	Expenses: mileage/July	£5.09
	103244	Staff	Expenses: wyevale vouchers/allotment site	£60.00
	103244	Staff	Expenses: portable hard drive/Asst. Clerk	£39.99
	103245	Water Choice	Water bill - allotment site (27/2/18-30/6/18)	£51.10
	103246	BDBC	Traffic surveys: Bowman Road, Reading Road & Mattock Way	£375.00
	103247	HMRC	Tax/NI - August	£133.81
	103248	David Ogilvie Engineering Ltd	Commemorative seat	£967.80
	DD	Aviva	Pension contributions - August	£69.87
	SO	Staff	Salary - August	£782.13
	SO	Staff	Salary - August	£844.23
	SO	Staff	Salary - August	£101.85
				<u>£3,466.30</u>
Balance at 31 August 2018			<u>£141,806.56</u>	
Business Money Manager A/C			£139,676.11	
Community A/C			£2,130.45	

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Chairman