



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 10th April 2017
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Andy Clarke Cllr. Laura Romney
 Cllr. Les Fryer Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller Cllr. Ginny Wright
 Cllr. Paul Miller Sally Jackson (Clerk)
 Julia Johnston (Asst. Clerk)

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 13 March 2017.

Cllr. Marian Adams queried Borough Councillor Paul Miller's report and it was agreed to clarify that "Chineham" referred to "Chineham Medical Practice." Following this correction, the minutes of the Full Parish Council meeting held on 13 March 2017 were signed as a correct record.

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

Cllrs. Steve Oakley and Paul Miller declared a non-pecuniary interest in agenda item 8 as a Governor and member of the Joint Management Committee (JMC) respectively.

4. Public session.

No members of the public were present.

5. To receive reports from:

County and Borough Councillor Elaine Still

Cllr. Elaine Still informed members that now the Winchester Road roundabout works have been completed, the proposed works on the A33 roundabouts are out for tender. Cllr. Still envisages the works starting in the summer following the completion of the tender process. Cllr. Still advised that the Traffic Regulation Order (TRO) for the proposed parking restrictions on Hanmore Road is being made and the Parish Council will be sent a copy when it is available. It includes yellow lines in certain areas whilst a drop-off area is still available outside the School. She advised that if it becomes necessary to do so, the detail of the TRO can be amended immediately.

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 Chairman

Borough Councillor Paul Miller

Cllr. Paul Miller informed members that contractors have carried out test bore holes at the A33/Thornhill Way traffic lights prior to the proposed works at this intersection. Cllr. Miller advised members that there will be a “meet the contractor” briefing once the tender process has been completed and suggested that representatives from the Parish Council attend. He referred to the works on the Taylor’s Farm roundabout relating to the access road to the Redland’s development and commented that these works may be out of sync with the works on the other A33 roundabouts. Cllr. Miller referred to the gridlocked traffic on the Daneshill roundabout with vehicles trying to access the waste recycling centre and suggested that members avoid the area if possible. Cllr. Miller informed members that he had attended another briefing at the Borough Council regarding the Manydown development and that the plans come before the Basingstoke & Deane Borough Council Development Control Committee in September 2017.

Borough Councillor Joyce Bowyer

No report received.

(Cllr. Elaine Still left the meeting).

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer informed members that the Village Club is progressing the WWI Nation’s Tribute event.

6. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Les Fryer also showed members the draft final accounts for the year ended 31 March 2017.

7. 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 April 2017		
FROM	ITEM	AMOUNT £
Staff	Mileage - March	£4.50
Staff	Mileage - March	£31.23
Staff	Expenses – McAfee LiveSafe renewal/Clerk’s laptop	£49.99

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Chairman

Staff	Expenses – postage/allotment invoicing	£26.25
Staff	Expenses – car park ticket for HALC update	£4.40
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – March (already paid)	£28.30
Aviva	Pension contributions - April	£28.30
Victim Support	S.137 Grant	£200.00
Viking	Printer/Clerk (already paid)	£214.54
South East Water	Water bill – allotment site (9/16-3/17)	£23.41
Hampshire County Council	Contribution to bund on corner of Thornhill Way/Reading Road (already paid)	£2622.00
HALC	HR Consultancy fee – 2017/18	£180.00
HALC	Affiliation fee including NALC levy – 2017/18	£1148.00

8. To consider the grant application from Four Lanes Community Junior School (Community Centre).

Following a discussion, it was acknowledged that Councillors still required further information on the breakdown of costs for the project. It was agreed that Cllr. Paul Miller should contact the Community Centre Manager and that a decision on the grant application should be deferred until the May Parish Council Meeting.

ACTION POINT: CLLR. MILLER TO CONTACT COMMUNITY CENTRE MANAGER

9. To note the minutes of the Recreation Committee Meeting held on 24 March 2017.

The minutes of the Recreation Committee Meeting held on 24 March 2017 were noted.

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

Cllr. Andy Clarke advised members that following the departure of the Community Design and Regeneration Manager at Basingstoke & Deane Borough Council (BDBC), the costs associated with the maintenance of the proposed new play area at Hanmore Road needed to be reviewed with BDBC.

11. To agree the purchase of £60 of Wyevale vouchers to be used as prizes for the annual “best allotment” competition.

Cllr. Les Fryer proposed and Cllr. Steve Oakley seconded a motion and it was unanimously agreed that the Parish Council should purchase £60 of Wyevale vouchers to be used as prizes for the annual “best allotment” competition.

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Chairman

ACTION POINT: CLERKS TO PURCHASE VOUCHERS

- 12. To agree to the recommendation from the Recreation Committee to proceed with the horizontal mid rail style of bridge across Petty's Brook in Tollhouse Meadow and to agree a budget from S.106 funds.**

Cllr. Steve Oakley proposed and Cllr. Paul Miller seconded a motion and it was unanimously agreed to proceed with the horizontal mid rail style of bridge across Petty's Brook in Tollhouse Meadow and to recommend that up to £15,000 of S.106 funds should be assigned to the project.

- 13. To agree to the recommendation from the Recreation Committee to allocate a budget of up to £150 to buy wild flower plug plants for the new bund.**

Cllr. Paul Miller proposed and Cllr. Steve Oakley seconded a motion and it was unanimously agreed to allocate a budget of up to £150 to buy wild flower plug plants for the new bund.

- 14. To note the minutes of the Planning Committee Meeting held on 27 March 2017.**

The minutes of the Planning Committee Meeting held on 27 March 2017 were noted.

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

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

- 16. To discuss the arrangement for the APA (18 May 2017).**

It was acknowledged that the community room had been booked for Thursday 18th May 2017 for a 7pm start. The Chairman advised that a speaker from the Basingstoke Citizen's Advice Bureau had confirmed his attendance to speak at the meeting. It was suggested that PC Neil Piper be invited to speak as well at the meeting. A draft running order in line with previous years was agreed and it was agreed to provide refreshments.

ACTION POINT: CLERK TO INVITE PC PIPER & ARRANGE REFRESHMENTS

- 17. To discuss the arrangements for the FFLS fete (24 June 2017).**

It was acknowledged that some Councillors were available to attend the fete. It was suggested that displays should include the proposed layout of works on the A33 roundabouts/proposed play area at Hanmore Road/proposed new bridge on Tollhouse Meadow.

ACTION POINT: CLLRS TO CONSIDER ANY OTHER IDEAS FOR DISPLAY & TO ADVISE THE CLERKS/CLLR. MILLER TO BORROW DISPLAY BOARDS FROM BDBC

- 18. To consider the proposal from Cllr. Adams regarding a local directory and to agree any next steps.**

Cllr. Laura Romney advised members that the Chineham Chat would not welcome an extra insert because of the weight and cost implications and would also have reservations about including any commercial entries in a directory. Cllr. Romney suggested that a page within the magazine dedicated to useful contact numbers of local organisations would be received more favourably. In principle, Councillors were in favour of producing a directory of useful contact numbers and Cllr. Marian Adams agreed to produce a second draft in line with these suggestions.

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Chairman

ACTION POINT: CLLR. ADAMS TO PRODUCE DRAFT/CLERK TO INCLUDE ITEM ON MAY AGENDA**19. To agree a Parish Council Data Protection Policy.**

Cllr. Steve Oakley proposed and Cllr. Sue Fuller seconded a motion and the Parish Council Data Protection Policy was unanimously agreed.

20. To agree a Parish Council Document Retention Policy.

Following a discussion it was agreed that the Clerk should clarify the following and that agreement of a Document Retention Policy should be deferred until the May Parish Council Meeting:

- Are “years” calendar years or financial years?
- Is the cloud provided by the Parish Council’s website host secure enough?

ACTION POINT: CLERK TO CLARIFY OUTSTANDING POINTS/AMEND PREFACE TO POLICY TO INCLUDE A REFERENCE TO CLOUD STORAGE/INCLUDE ITEM ON MAY AGENDA**21. To agree the purchase of a Parish Council cross cut shredder.**

Following a discussion, it was agreed that the Clerk should investigate the available models further and bring a specific recommendation to the May Parish Council Meeting.

ACTION POINT: CLERK TO RESEARCH CROSS CUT SHREDDERS/INCLUDE ITEM ON MAY AGENDA**22. To confirm the date of the next meeting of Chineham Parish Council – 8 May 2017.**

The Annual General Meeting will take place on 8 May 2017 at 7.45 pm and the Full Council Meeting will take place at 8 pm (or as soon after as is convenient).

The meeting closed at 9.20 pm.

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Chairman

Appendix A**Rapid Response Warden Monthly Report – March 2017**

- Trolleys: 10 (7) (reported to Trolleywise).
- Litter: at bus stop on Thornhill Way/Guinea Court roundabout (reported to Street Cleaning Team at BDBC).
- Fly-tipping: behind houses in Birchwood (reported to Street Cleaning Team at BDBC).
- Pothole: most have been filled and there are various areas of footpath marked for works.
- Footpaths: hedge cutters have been out around the parish.
- Bus shelter: broken seating in shelter on Thornhill Way (Longstock Close) (reported to Maintenance contractor).
- Highways: update - potholes previously reported on Thornhill Way between Juniper Close & Woodlands do not meet the necessary safety criteria & so will not be dealt with at this time.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 March 2017	£130,796.57
Allotment rent/deposits - plot 1a	£100.00
Interest - March	£3.24
Allotment deposit - plot 19	£50.00
Allotment - replacement key/plot 27	£10.00
Allotment rental - plot 21	£60.00
Allotment rental - plot 4	£60.00
Allotment rental - plot 18	£40.00
Allotment rental - plot 28a	£40.00
Allotment rental - plot 19	£40.00
Allotment rental - plot 25	£40.00
Allotment rental - plot 22	£40.00
Allotment rental - plot 29	£40.00
Allotment rental - plot 1b	£40.00
Allotment rental - plot 32	£80.00
	<u>£131,439.81</u>

DD Aviva	Employer Pension Charge	£33.00
DD BT	Phone/broadband - Clerks/Office	£374.05
103096 Staff	Expenses - mileage/February	£5.40
103097 Staff	Expenses - mileage/February	£5.45
103098 FFLS	Advert - fete programme	£25.00
103099 Four Lanes Community Junior School	S.137 grant	£400.00
103100 Four Lanes Community Junior School	S.137 grant	£467.56
103101 Mr Whittaker	Refund of allotment deposits - plot & 1x keys - plot 24	£60.00
103102 HALC	Clerks' update training	£96.00
103103 J. Markey	Allotment maintenance	£200.00
DD Aviva	Pension Contributions - February	£28.30
103104 Staff	Expenses - petty cash tin/allotments	£10.00
103105 Viking	Stationery	£99.52

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Chairman

103106	Staff	Salary - March	£784.11
103107	Staff	Salary - March	£846.74
103108	Staff	Salary - March	£72.00
103109	HMRC	Tax/NI - March	£124.13
103110	Viking	Stationery - printer/Clerk	£214.54
		Contribution to bund - corner of Thornhill	
103111	Hampshire County Council	Way/Reading Road	£2,622.00
DD	Aviva	Pension Contributions - March	£28.30
			<u>£6,496.10</u>

Balance at 31 March 2017

£124,943.71

Business Money Manager A/C
Community A/C

£121,630.01
£3,313.70

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Chairman