



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 12<sup>th</sup> June 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. Ginny Wright  
             Cllr. Sue Fuller                             Sally Jackson (Clerk)  
             Cllr. Paul Miller (Chair)                Julia Johnston (Asst. Clerk)

**1. To receive and accept apologies for absence.**

Apologies were received and accepted from Cllr. David Thornton.

**2. To sign as a correct record the minutes of the Annual General Meeting and Full Council Meeting held on 8 May 2017 and the Annual Parish Assembly held on 18 May 2017.**

The minutes of the Annual General Meeting and the Full Parish Council meeting held on 8 May 2017 and the Annual Parish Assembly held on 18 May 2017 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.**

No members of the public were present.

**5. To receive reports from:**

**County and Borough Councillor Elaine Still**

Cllr. Elaine Still confirmed to members that she is still pushing for the installation of the new lighting at the zebra crossing on Thornhill Way. Cllr. Still informed members that she had also been advised of the items to consider when installing a camera (agenda item 6) as outlined by PC Neil Piper and circulated to Councillors for information and confirmed that she had also spoken to County Council officers. Cllr. Still informed members that she had also asked about changing the current zebra crossing to a light controlled crossing and that County Council officers will undertake a feasibility study. She will provide an update in due course. Cllr. Still referred to the proposed roundabout works following a question from Cllr. Marian Adams and suggested that works will start end of July/beginning of August. Cllr. Still hopes that these

.....  
 Chairman

works won't start until the current works on the M3 have finished although Highways England are dealing with the motorway works.

**Borough Councillor Paul Miller**

Cllr. Paul Miller informed Councillors that there is a Members' Briefing at the Borough Council on Wednesday regarding the proposed roundabout works which he will be attending. Cllr. Miller confirmed that the Traffic Regulation Order (TRO) is a legal vehicle for the notification of works and the date referred to in that document is not the start date for the works. Cllr. Miller referred to the "meet the contractors" meeting to be held in due course and commented that he hoped that the Chairman and Clerks would also attend this meeting. He informed members that he will be attending a site visit on Friday for one of the contractors for the Manydown development. Cllr. Miller referred to the concerns of residents of Lillymill Chine about the emergency access (may include buses) to the East of Basingstoke site. He informed members that the masterplan for the East of Basingstoke site will go before Cabinet on the 11 July and Full Council on the 27 July. He has queried the plan as it does not provide a solution for the access to the site. He informed members that he had received a report last Saturday from a concerned resident about horses and traps tied up outside the Chineham Arms pub. On investigation of the situation he received verbal abuse and reported it to the Police via 101. He suggested that any further reports should be given straight to the Police via 101. Following a question from Cllr. Marian Adams, Cllr. Miller informed members that Borough Council officers are liaising with the Environment Agency over the banks of Petty's Brook.

**Borough Councillor Joyce Bowyer**

No report received.

**RRW**

The report was received and noted (Appendix A). It was acknowledged that the Rapid Response Warden is doing a very good job and the Chair gave her a vote of thanks on behalf of the Parish Council.

**CVHMC**

Cllr. Les Fryer informed members that the Village Club is still proceeding with plans to celebrate the WWI commemoration event and are trying to put together a display of military vehicles.

**6. To consider the information obtained by Cllr. Steve Oakley on the possible installation of a camera at the pedestrian crossing on Thornhill Way and to agree any next steps.**

Prior to this item being discussed, the Chairman suggested that an extract from the Highway Code be displayed on the screen showing the rules for pedestrians at a zebra crossing.

<http://www.highwaycodeuk.co.uk/rules-for-pedestrians-crossings.html>

Cllr. Steve Oakley suggested that the costs of a single camera would be in the region of £3000 and indicated that two cameras may be required or a 360 degree camera. He suggested that the objective of the camera would be to get evidence of what actually happens at the zebra crossing. Cllr. Paul Miller referred to the comments circulated by the Police prior to the meeting relating to the Regulation of Investigatory Powers Act 2000 (RIPA), Data Storage Policies, relevant signage and an appropriate media campaign. Following a discussion, it was agreed to:

.....  
Chairman

- Include Highway Code extract in the July Chineham Chat to educate pedestrians/see whether this reduces the number of reports of inconsiderate driver behaviour.
- Maintain pressure (with the assistance of County Cllr. Elaine Still) to get additional lighting installed at the zebra crossing.
- Wait to hear back from the feasibility study on a light controlled crossing.
- Consider installing a camera if evidence is required.

**ACTION POINT: CLERK TO INCLUDE EXTRACT IN CC ARTICLE**

(Cllr. Still left the meeting).

**7. To note the current financial situation.**

The current financial situation was noted (Appendix B).

**8. 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 June 2017		
FROM	ITEM	AMOUNT £
Staff	Mileage - May	£7.20
Staff	Mileage - May	£7.11
Staff	Expenses – refreshments/APA	£5.18
Staff	Expenses – vouchers for allotment competition	£60.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – June	£28.59
J. A. Chamberlain	Internal Audit fee	£125.00
BT	Phone/Broadband – Clerks/Office	£396.85
Viking	Stationery – shredder, printer cartridge	£380.39
Basingstoke & Deane Borough Council	Grass cutting – Chineham Village Hall 2017-18	£792.91
Alpha Graphics	10 tri-sign fixings – Speedwatch signs	£58.68

.....  
Chairman

**9. To review the effectiveness of the system of internal control.**

Cllr. Les Fryer briefed members on the systems of internal control.

**10. To approve the governance statement on the Annual Return for the year ended 31 March 2017 and to authorise the Chairman to sign the return on behalf of the Parish Council.**

Cllr. Les Fryer briefed members on the annual governance statement on the Annual Return for the year ended 31 March 2017. Cllr. Les Fryer proposed and Cllr. Marian Adams seconded a motion and the Governance Statement was unanimously approved and it was agreed that Cllr. Paul Miller should sign the return on behalf of the Parish Council.

**11. To approve the accounting statements on the Annual Return for the year ended 31 March 2017 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 Annual Return for the year ended 31 March 2017. Cllr. Andy Clarke proposed and Cllr. Marian Adams seconded a motion and the Accounting Statements were unanimously approved and it was agreed that Cllr. Paul Miller should sign the return on behalf of the Parish Council.

**12. To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2017.**

It was noted that no recommendations were made in the internal audit report for the year ended 31 March 2017 and that the Parish Council's affairs had been found to be in good order.

**13. To consider the grant application from the Chineham Conservation Group (a branch of Natural Basingstoke).**

It was noted that a grant application had been received from the Chineham Conservation Group for £334. Following a recommendation from the Finance Committee, Cllr. Steve Oakley proposed and Cllr. Ginny Wright seconded the motion that a grant of £334 be made to the Chineham Conservation Group and this was unanimously agreed. It was therefore agreed that in accordance with its powers under S.137 of the Local Government Act 1972, the Council approve a grant of £334 to the Chineham Conservation Group. It was agreed to confirm with the Conservation Group that the sleepers would be treated appropriately to prevent algae.

**14. To consider the arrangements for the provision of phone and broadband services with BT.**

Following a recommendation from the Finance Committee, it was agreed that Cloud Technology was not necessary for the Parish Council. It was further agreed that a 60 month contract term was too long and that a shorter term should be negotiated. If this was not available, it was suggested that the Parish Council should stay on the terms of their current arrangement with BT with a view to considering arrangements with a new provider in the future.

**ACTION POINT: CLERK TO REPORT BACK TO NEXT MEETING**

**15. To note the minutes of the Recreation Committee Meeting held on 25 May 2017.**

The minutes of the Recreation Committee Meeting held on 25 May 2017 were noted.

.....  
Chairman

**16. To receive an update from the Chair of the Recreation Committee.**

Cllr. Sue Fuller informed members that the maintenance costs associated with the proposed new playground on Hanmore Road are currently prohibitive and that a dialogue is on-going to try and get them reduced. The proposed new bridge on Tollhouse Meadow is progressing via s.106 funding. Cllr. Fuller informed members that the Chineham Allotment Team (CAT) annual BBQ is taking place on 23 July at 12pm and advised that if any Councillors were interested in attending to let her or the Assistant Clerk know. Cllr. Fuller advised that a plot inspection at the allotment site was taking place on Wednesday with one plot already highlighted for possible termination of their tenancy.

**17. To note the minutes of the Planning Committee Meetings held on 8 and 22 May 2017.**

The minutes of the Planning Committee Meetings held on 8 and 22 May 2017 were noted.

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

Cllr. Paul Miller informed members that the Committee had looked at the Neighbourhood Plan for Old Basing and Lychpit but were not going to make any comments as there was no impact on Chineham.

**19. To discuss the final arrangement for the FFLS fete (24 June 2017).**

Cllr. Paul Miller advised members that he would phone the fete organisers to request a pitch on the grass. He also confirmed that he would borrow the display boards from the Borough Council and already had sand bags, tables and chairs. Following a discussion it was agreed to prepare the following new posters for this year's display:

- Highway Code extract relating to the zebra crossing.
- Proposed works at roundabouts.
- Map of Chineham to allow residents to highlight issues.
- Photo of works at Petty's Brook.

It was also agreed to look at the feedback/suggestions from last year's event and provide an update.

**ACTION POINT: CLERKS TO PREPARE/ORGANISE DISPLAY MATERIALS****20. To confirm the date of the next meeting of Chineham Parish Council – 10 July 2017.**

The next Full Council Meeting will be held at 7.45pm on Monday 10 July 2017.

The meeting closed at 9pm.

.....  
Chairman

**Appendix A****May 2017 RRW monthly summary**

- Trolleys: 22 (8) (reported to Trolleywise).
- Litter: some cans and plastic drinks bottles along Hanmore Road and Thornhill Way but not too bad.
- Footpaths: RRW has done some cutting back on the footpath alongside Petty's Brook. Broken slabs on steps on the footpath linking Petty's Copse to Guinea Copse crossing Thornhill Way near the bus stop (reported to BDBC Grounds Maintenance team). Many of the main footpath thoroughfares such as Cufaude Lane have been swept and are looking nice and tidy. The big dip near the play area behind Martins Wood has been filled at last.
- Highways: a number of potholes have been filled in, there are ones on Thornhill Way (opposite entrance to Belvedere Gardens) (reported to Highways via Hantsweb).
- Petty's Brook: noted that works have been started by BDBC.
- Fly-tipping: mattress left on footpath leading from Reading Road to Simons Road (reported to BDBC Street Cleaning team).
- Lengthsman: suggested footpaths given to Clerk for the list when the Lengthsman is asked to cut back undergrowth encroaching on the paths.
- Noticeboards: these have been updated as requested.

.....  
Chairman

**Appendix B**

Balance at 1 May 2017			£122,641.24	
Precept - 50%			£18,500.00	
CTS grant			£1,019.00	
Parish funding - grass cutting			£609.00	
Allotment rental - plot 16			£40.00	
VAT repayment			£2,496.63	
Allotment deposits - plot 13			£60.00	
Interest - May			£3.89	
			<u>£145,369.76</u>	
	103122	Staff	Expenses - mileage	£2.70
	103123	Staff	Expenses - mileage	£8.10
	103123	Staff	Expenses - treatment/allotment site	£17.49
	103123	Staff	Expenses - land registry search	£6.00
	103124	Vision ICT Ltd	Vision backup renewal - 2017/18	£144.00
	DD	Aviva	Employer pension charge	£33.00
	103125	Information Commissioner	Data Protection Registration	£35.00
	103126	Staff	Salary - May	£791.62
	103127	Staff	Salary - May	£854.86
	103128	Staff	Salary - May	£97.30
	103129	HMRC	Tax/NI - May	£142.36
	103130	Mrs Barbara Dobson	Refund of allotment/key deposit - plot 13	£60.00
	DD	Aviva	Pension contributions - May	£28.59
				<u>£2,221.02</u>
Balance at 31 May 2017			<u>£143,148.74</u>	
Business Money Manager A/C			£137,534.94	
Community A/C			£5,613.80	

.....  
Chairman