CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date:	Monday 13th March 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 February 2017.

The minutes of the Full Parish Council meeting held on 13 February 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 advised members that she will contact the Officer at Hampshire County Council again about the additional lighting at the pedestrian crossing outside the Village Hall. Cllr. Still informed members that AFL (contractors for Virgin Media) are working in Old Basing and Lychpit and that complaints had been received about the standard of work which had necessitated a site visit. Cllr. Still advised that she would send the Clerk the information she'd received on the responsibilities and powers of the Highway Authority (HCC) with regard to utility company road works. Cllr. Still advised members that she had recently visited the Chineham Library and that it was doing very well and had a lot of different groups using the facilities. Cllr. Still informed members that following the recent parking issues on Hanmore Road by users of the Business Park, when the works start on the A33 roundabouts temporary yellow lines will be installed and that the parking restrictions will be enforced by the local Police. She has

.....
Chairman

received the plans from Hampshire County Council Officers and is waiting for the plans from Basingstoke & Deane Borough Council who raised some queries. Councillors suggested that Cllr. Still investigate with Officers the various restrictions associated with yellow lines. Cllr. Still invited a member of the Parish Council to accompany her on a site visit in due course.

Borough Councillor Paul Miller

Cllr. Paul Miller informed those present that he would support the introduction of temporary yellow lines on Hanmore Road during the works on the A33 roundabouts. Cllr. Miller advised that there were many comments on social media about the works undertaken by AFL on behalf of Virgin Media and that he is speaking to a Hampshire Highways Officer about this. Cllr. Miller informed members that the outline planning application had been made for Manydown and that he will keep members updated. Cllr. Miller also referred to the Clinical Commissioning Group (CCG) who is responsible for the provision of primary care and noted that Chineham Medical Practice has been identified as a vulnerable area in terms of provision.

Borough Councillor Joyce Bowyer

No report received.

RRW

The report was received and noted (Appendix A).

CVHMC

Cllr. Les Fryer informed members that the Village Club is enthusiastic about holding a beacon event for the "Battle's Over – A Nation's Tribute." He also advised members that an asbestos certificate had been required prior to some works on the piping.

Speedwatch Co-ordinator

The report was received and noted. Cllr. Steve Oakley informed members that Bramley Parish Council is considering a speedwatch initiative and that he had offered to go and speak to them. It was acknowledged that these speedwatch reports provide statistical evidence.

6. To consider the invitation to join the Parish Lengthsman Scheme (deadline to advise Hampshire County Council – 31 March 2017).

Following a discussion, Cllr. Steve Oakley proposed and Cllr. Marian Adams seconded a motion and it was unanimously agreed to accept the invitation to join the Parish Lengthsman Scheme.

ACTION POINT: CLERK TO ADVICE HCC

7. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Les Fryer asked Cllr. Elaine Still if the invoice for the bund installation was available. Cllr. Still suggested that the Clerk contact the Officer at Hampshire Highways.

.....

Chairman

ACTION POINT: CLERK TO CONTACT STEVE PELLATT AT HCC

8. To authorise any requests for payment.

Cllr. Les Fryer proposed and Cllr. Andy Clarke 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 March 2017		
FROM	**ITEM**	**AMOUNT £**
Staff	Mileage - February	£5.40
Staff	Mileage - February	£5.45
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions	£28.30
FFLS	Half page advert for fete programme	£25.00
Four Lanes Community Junior School	S.137 grant	£400.00
Four Lanes Community Junior School	S.137 grant	£467.56
BT	Phone/Broadband – Clerks/Parish Office	£374.05
Mr A. Whittaker	Refund of allotment/key deposits – plot 24	£60.00
HALC	Clerk's update training	£96.00
J. Markey	Allotment maintenance	£200.00
Staff	Expenses – petty cash	£10.00
Viking	Stationery order	£99.52

It was acknowledged that the grant paid to Four Lanes Community Junior School had been reduced by £80 following a donation to the School from John Lewis.

9. To consider the grant application from Victim Support.

Following a recommendation from the Finance Committee, Cllr. Les Fryer proposed and Cllr. Marian Adams seconded a motion and the grant application from Victim Support 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 £200 to Victim Support.

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

.....
Chairman

Following a recommendation from the Finance Committee, Cllr. Ginny Wright proposed and Cllr. Paul Miller seconded a motion and it was unanimously agreed that consideration of the grant application from Four Lanes Community Junior School (Community Centre) be deferred whilst further information is requested.

ACTION POINT: CLERK TO REQUEST A BREAKDOWN OF THE QUOTE/CLARIFICATION OF TENDER PROCESS/DETAILS OF ACCOUNTS

11. To agree the renewal of the payroll service.

Following a recommendation from the Finance Committee, Cllr. Paul Miller proposed and Cllr. Sue Fuller seconded a motion and it was unanimously agreed to renew the payroll service.

ACTION POINT: CLERK TO ADVISE PAYROLL ADMINISTRATOR

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

Cllr. Andy Clarke acknowledged that the bulbs that had been planted around the parish were now in bloom and thanked Cllr Ginny Wright for all her efforts.

13. To note the minutes of the Planning Committee Meetings held on 13 and 27 February 2017.

The minutes of the Planning Committee Meetings held on 13 and 27 February 2017 were noted.

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

Cllr. David Thornton advised that a concern had been raised with Basingstoke & Deane Borough Council about a possible unauthorised construction on public open space.

15. To receive an update on the "Battle's Over – A Nation's Tribute" and to agree any next steps.

It was acknowledged that Cllr. Fryer had reported that the Village Club were enthusiastic about holding a beacon event. It was further acknowledged that they could approach the Parish Council for a grant for the event. Cllr. Steve Oakley informed members that he had contacted Sherfield-on-Loddon Parish Council, Sherfield Park Parish Council and Old Basing & Lychpit Parish Council to see if they were holding any events and would follow up on that. Cllr. Ginny Wright suggested that the Parish Council might consider installing a memorial bench.

16. To consider the arrangements for the AGM and APA.

It was agreed that the Annual General Meeting should be held between the scheduled Planning Committee and Full Parish Council Meetings on Monday 8 May 2017. It was further agreed that the Annual Parish Assembly should be held on Thursday 18 May 2017 at 7pm and that a speaker from the Citizen's Advice Bureau should be invited to attend.

ACTION POINT: CLERK TO BOOK COMMUNITY ROOM/INVITE SPEAKER

17. To agree the wording for the advert in the FFLS fete programme.

Following a discussion where several amendments were suggested, it was agreed that the Clerk would circulate the amended wording for agreement via email.

.....

Chairman

ACTION POINT: CLERK TO CIRCULATE/CLLRS TO RESPOND BY THE END OF THE WEEK

18. To agree the attendance of Cllr. Fuller at a Councillor Development course at HALC.

Cllr. Fuller advised members that she would like to attend the Chairing Skills course on 5 July 2017. Cllr. Ginny Wright proposed and Cllr. Steve Oakley seconded a motion and it was unanimously agreed that Cllr. Fuller should attend the course.

ACTION POINT: CLERK TO BOOK VIA HALC

(Cllr. Still left the meeting).

19. To confirm the date of the next meeting of Chineham Parish Council – 10 April 2017.

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

20. To agree the staff salaries.

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

21. To agree to appoint a contractor to carry out the resurfacing of the track through the allotment site following the revised specification for the works.

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

The meeting closed at 9.25pm.

.....

Chairman

Appendix A

Rapid Response Warden Monthly Report – February 2017

- Trolleys: 7 (22) (reported to Trolleywise).
- Litter: a bit of litter in the woods under/around the northern side of the footbridge crossing the A33. Litter on the side of A33 (reported via Hantsweb).
- Pothole: 3 potholes on Thornhill Way between Juniper Close & Woodlands (reported via Hantsweb).
- Highways: overhanging branch still on Thornhill Way close to roundabout with Bowman Road (reported via Hantsweb/Update: tree has now been removed), abandoned triangular Flood warning sign still on footpath close to A33 traffic lights (reported via Hantsweb), traffic light at pedestrian crossing on A33 off centre (reported via Hantsweb/Update: now fixed).
- Noticeboards: these have been updated as requested.

.....

Chairman

Appendix B

Balance at 1 February 2017			£132,897.97
Interest - February			£3.89
			£132,901.86
DD	Aviva	Employer Pension Charge	£33.00
103087	Staff	Expenses - mileage/January	£5.85
103087	Staff	Expenses - allotment postage	£26.00
103088	Staff	Expenses - mileage/January	£3.02
103089	Mr N. Stanswood	Refund of allotment deposits - plot & 2x keys - plot 38	£70.00
103090	Diane Malley	Payroll Services	£55.00
103091	The Friends of Four Lanes Schools	Pitch fee for summer fete	£18.00
103092	Staff	Salary - February	£785.61
103093	Staff	Salary - February	£848.38
103094	Staff	Salary - February	£93.60
103095	HMRC	Tax/NI - February	£138.53
DD	Aviva	Pension Contributions - January	£28.30
			£2,105.29
Balance at 28 February 2017			£130,796.57
Business Money Manager A/C			£129,186.77
Community A/C			£1,609.80

.....

Chairman