



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 13<sup>th</sup> November 2017  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.  
 Present : Cllr. Marian Adams                      Cllr. David Thornton (Chairman)  
               Cllr. Andy Clarke                        Cllr. Ginny Wright  
               Cllr. Les Fryer  
               Cllr. Sue Fuller                            Sally Jackson (Clerk)  
               Cllr. Paul Miller                         Julia Johnson (Asst. Clerk)

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

Apologies were received and accepted from Cllr. Steve Oakley.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 9 October 2017.**

The minutes of the Full Parish Council meeting held on 9 October 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.**

The two members of the public present did not wish to speak.

**5. To receive reports from:**

**Borough Councillor Joyce Bowyer**

No report received.

**County and Borough Councillor Elaine Still**

Cllr. Elaine Still referred to the email that had been circulated prior to the meeting relating to Hampshire County Council's policy on 20mph speed limits (this was in relation to Cllr. Clarke's request for Minden Close). Cllr. Still informed members that there will be no day-time lane closures in the A33 roadworks during the Christmas/New Year period (1/12/17 – 4/1/18). Whilst night-time lane closures are permissible, the contractor has confirmed that they have no plans to do so. Cllr. Still referred to the recent site visit with Cllr. Thornton to the pedestrian crossing on the A33 at the junction with Lillymill Chine to discuss proposed changes with Officers.

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 Chairman

Cllr. Sue Fuller requested that Cllr. Still look into the Parish Council's request for the land behind the bund to be used for a Community Orchard which has been blocked by Hampshire Highways.

#### **Borough Councillor Paul Miller**

Cllr. Paul Miller advised members about an informative discussion with Dr. Ollerhead at the Chineham Medical Practice regarding an initiative to create local medical practice clusters, thereby allowing patients greater access to medical staff. This is being actively pursued as a solution for the current situation. Cllr. Miller will provide a further update when it is available.

#### **RRW**

The report was received and noted (Appendix A). Cllr. Marian Adams referred to the amount of litter that she had seen on various routes around the parish. The roles of the RRW and the Borough Council's litter warden were discussed. The Clerk was asked to confirm with Basingstoke & Deane Borough Council the number of hours allocated to Chineham for the litter warden. Cllr. Adams also reported a trench around the brick pillars at the entrance to Chineham on Hanmore Road and the Clerk was asked to report this to Croudace.

#### **ACTION POINT: CLERK TO CONTACT BDBC/CROUDACE**

#### **CVHMC**

Cllr. Les Fryer advised members of the recent problems experienced by the Village Hall during a party that had been booked on the premises. He informed members that the hirer had been successfully sued for the costs incurred by the Hall.

#### **Speedwatch Co-ordinator**

The report was received and noted.

#### **6. To consider and determine the application for the vacancy of a Councillor to be filled by co-option.**

Cllr. David Thornton advised members that he and the Clerk had met with the applicant to confirm her eligibility to become a Parish Councillor and to run through a person specification. It was acknowledged that the eligibility criteria had been satisfied and Cllr. Thornton invited the applicant to address the meeting and for members to ask any questions. Cllr. Sue Fuller proposed and Cllr. Paul Miller seconded a motion that Kirsty Giles be co-opted to fill the vacancy of a Councillor and this was unanimously agreed. Kirsty then read and signed her declaration of acceptance of office.

(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.**

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Chairman

Cllr. Les Fryer proposed and Cllr. Paul Miller 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.

<b>Payment Requests November 2017</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Mileage - October	£6.08
Staff	Mileage - October	£1.98
Staff	Expenses - postage	£6.45
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – November	£28.59
HALC	Clerk's update course	£48.00
Viking	Stationery – 12x litter picking equipment	£40.18
DM Payroll Services Ltd	Payroll – first half year 2017/18	£61.50
AVSS Ltd	Replacement filters for projector x2	£90.00

**9. To consider and agree the 2018/19 budget.**

Cllr. Les Fryer informed members that the Finance Committee had discussed the following items:

- £3k included in the budget for the commemorative seat but need to include £1k for the proposed community orchard so Recreation spend should be adjusted to £4k.
- It was acknowledged that employer pension contributions increase from 1% to 2% for the 2018/19 period so this item requires amendment.
- Cllr. Les Fryer noted that other line items had been increased by 1-2% to cover increases in costs.
- It was acknowledged that there is likely to be a deficit in the budget if the precept is maintained at its current level, but it was further acknowledged that any shortfall could be covered by the accumulated fund brought forward.

Cllr. Paul Miller asked the Finance Committee whether any efficiencies could be made in the Parish Council expenditure and it was acknowledged that the phone/broadband service would be under review. PO Boxes were also discussed and it was acknowledged that the Assistant Clerk may no longer need a PO Box as planning documentation is now sent electronically.

Following these discussions, Cllr. Les Fryer proposed and Cllr. Paul Miller seconded a motion and the 2018/19 budget was unanimously agreed.

**ACTION POINT: CLERK TO CHECK PO BOX**

**10. To agree the Parish Council's Risk Assessment document.**

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Chairman

Following a discussion, Cllr. Les Fryer proposed and Cllr. Andy Clarke seconded a motion and the Parish Council's Risk Assessment document was agreed (Cllr. Marian Adams abstained).

**11. To consider any grant applications received prior to the meeting.**

No grant applications were received.

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

Cllr. Sue Fuller advised members that there had been no Recreation Committee meeting during October. Cllr. Fuller referred to the issue of an eviction letter to a plot holder at the allotment site and it was acknowledged that the deadline for handing back the key was 16 November. Cllr. Fuller advised members that there may be a proposed change to the allotment rules and this will be brought to Full Council for agreement in due course. Cllr. Fuller advised that the next Committee Meeting is scheduled for 30 November.

**13. To note the minutes of the Planning Committee Meetings held on 9 and 23 October 2017.**

The minutes of the Planning Committee Meetings held on 9 and 23 October 2017 were noted.

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

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

**15. To agree the 2018 calendar of Parish Council Meetings.**

Cllr. Andy Clarke proposed and Cllr. Sue Fuller seconded a motion and the 2018 calendar of Parish Council Meetings was unanimously agreed.

**16. To agree a date for the 2018 Annual Parish Assembly.**

The Clerk suggested that the Annual Parish Assembly be scheduled for Thursday 19<sup>th</sup> April 2018 as the Community Rooms were available and that date fitted into the calendar of Parish Council Meetings. There was a preliminary discussion around the possible format of the meeting. The following suggestions were made: a speaker from the Armed Forces regarding Bramley Camp, a performance from a local School Choir and a speaker from the Chineham Chat (possibly the Editor).

**ACTION POINT: CLLR. MILLER TO MAKE EXPLORATORY ENQUIRIES TO THE ARMY ABOUT A SPEAKER ON THE BRAMLEY CAMP/CLLR. OAKLEY (AS A SCHOOL GOVERNOR AT FOUR LANES SCHOOL) TO ENQUIRE ABOUT A CHOIR**

**17. To confirm the date of the next meeting of Chineham Parish Council – 11 December 2017.**

The next Full Council Meeting will be held at 7.45pm on Monday 11 December 2017.

The meeting closed at 9pm.

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Chairman

**Appendix A****October 2017 RRW monthly summary**

- Trolleys: 2 (4) (reported to Trolleywise).
- Litter: some plastic bottles/cans along Hanmore Road & Mattock Way.
- Litter bin: an overturned bin on the footpath between the cycle route and the school, just at the kink of the footpath edge of Tangway (RRW put it back together).
- Tollhouse Meadow: metal, slate, concrete, bricks etc. left, scattered in a number of piles some of which have been burnt (forwarded to BDBC Street Cleaning Team/redirected to Savills/looking after Thames Water property).
- Fly-tipping: shelves leaning against a lamppost in Coppice Pale (reported to BDBC Street Cleaning team).
- Street lights: cleared up broken glass around nos. 15, 32 & 34.
- Works: near Minden Close/Railway Bridge - Dyer and Butler have been working there, looks like they are clearing a new access way.
- Overgrown footpaths: many of the areas previously highlighted have been cut back, including Thornhill Way near the substation and many areas through the woods.
- Wall: brick wall replaced near Thornhill Way Bus stop between Belvedere Gardens and Thyme Close (retaining wall for the property has been gradually leaning towards where people wait at the bus stop).
- Noticeboards: these have been updated as requested.

**Appendix B**

Balance at 1 October 2017			£148,414.69	
Interest - October			£4.05	
			<u>£148,418.74</u>	
	DD	Aviva	Employer pension charge	£33.00
	103172	Staff	Mileage - September	£9.00
	103173	Staff	Mileage - September	£4.95
	103174	South East Water	Water supply/allotment site (March - Sept. 17)	£161.91
	103175	CPRE	Annual membership	£36.00
	103176	Alpha Graphics	Tri-sign fixings x10 - Speedwatch signs	£58.68
	103177	Vision ICT Limited	Website hosting/support (Dec. 17 - Nov. 18)	£276.00
	103178	Staff	Salary - October	£791.62
	103179	Staff	Salary - October	£854.86
	103180	Staff	Salary - October	£97.70
	103181	HMRC	Tax/NI - October	£141.96
	DD	Aviva	Pension contributions	£28.59
				<u>£2,494.27</u>
Balance at 31 October 2017			<u>£145,924.47</u>	
Business Money Manager A/C			£141,142.10	
Community A/C			£4,782.37	

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Chairman