



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 11<sup>th</sup> September 2017  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.  
 Present : Cllr. Marian Adams                      Cllr. Steve Oakley  
             Cllr. Andy Clarke                        Cllr. David Thornton (Chairman)  
             Cllr. Les Fryer                              Cllr. Ginny Wright  
             Cllr. Sue Fuller                             Sally Jackson (Clerk)  
             Cllr. Paul Miller

Those present were advised of the fire exits and procedures for evacuation.

**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 10 July 2017.**

The minutes of the Full Parish Council meeting held on 10 July 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 a briefing from the Community Liaison Officer at Virgin Media regarding their works.**

Mr Byron Jervis outlined Virgin Media's plans for bringing superfast broadband to Chineham. He referred to the recent Community Engagement event held at Christ Church which approximately 90 residents attended. He confirmed that they will be holding some more events whilst works are on-going in Chineham. He indicated that works are likely to finish by the end of the year. Mr Paul Hartley, Senior Project Manager, confirmed that Options are the build contractor and that there will be up to six gangs working across Chineham. The spoil from the works will be collected every couple of days. He confirmed that unadopted roads/shared driveways/private roads have been identified via the Land Registry and homeowners will be contacted.

Cllr. Ginny Wright referred to the daffodil bulbs on Hanmore Road that have been disturbed during the works and Mr Hartley confirmed that these will be dealt with.

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Cllr. Marian Adams referred to the WI crocus bulb display that has also been disturbed outside the Village Hall and the Chairman confirmed that the WI are liaising directly with Virgin Media.

Cllr. Joyce Bowyer referred to recent works on Hanmore Road taking place on both sides with no traffic management and asked that the contractor be mindful of this going forward.

Cllr. Elaine Still informed members that Mr Jervis had been extremely helpful during the works in Old Basing and Lychpit and should be congratulated.

(Messrs. Jervis and Hartley left the meeting).

## **6. To receive reports from:**

### **Borough Councillor Joyce Bowyer**

Cllr. Joyce Bowyer advised members that Sherfield Park Parish Council has taken over responsibility for the bus shelters from Croudace. She confirmed that the development is also getting superfast broadband from BT and not Virgin Media. The Parish Council is arranging a talk from RAF Odiham and an invitation will be extended to Chineham Parish Council to attend in due course. Cllr. Bowyer referred to the serious accident that took place on the A33 by the Wellington statue last week and confirmed that she had written to the Cabinet Member at Hampshire County Council requesting the introduction of a no right turn onto the A33 from Hartley Wintney. Cllr. Bowyer confirmed that following a vacancy for a Parish Councillor, Sherfield Park Parish Council is interviewing this week to fill the post. She informed members that there are to be overnight road closures by the Taylor's Farm roundabout starting next week.

### **Borough Councillor Paul Miller**

Cllr. Paul Miller informed members that there will be Centenary Celebrations for the formation of the RAF to be held in Basingstoke and RAF Odiham in Spring 2018. He advised members that he had attended a meeting at the Borough Council with officers now responsible for S106 funds and confirmed that they will be looking for a list of possible projects in due course. He referred to the planning sessions currently taking place at the Borough Council and confirmed that the Clerks and Cllrs. Fuller and Thornton were due to attend in the next couple of weeks. These sessions cover the current planning legislation and procedural changes in the planning department at the Borough Council. Cllr. Miller referred to the proposed diversion down Reading Road when road closures are in place along the A33 and expressed his concerns about this road being suitable for large vehicles.

### **County and Borough Councillor Elaine Still**

Cllr. Elaine Still asked whether the Parish Council had any comments about the current planning application for two containers to be installed at the Veolia site off Whitmarsh Lane. Cllr. David Thornton, as Chairman of the Planning Committee, confirmed that the Parish Council would only be concerned with any impact on Chineham. Cllr. Still referred to a number of emails she has received from residents about the lack of work starting on the A33 despite the signage for road works being in place. She has had confirmation that there has been a slight delay due to the holiday season and works should start in earnest soon. She has been advised that works will start on the Binfields roundabout in November

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because of utility company issues. She advised members that she is submitting an article in the October edition of the Chineham Chat explaining the jurisdiction that utility companies have on the highways.

Cllr. Andy Clarke reminded Cllr. Still about the proposed 20 is plenty signage for Minden Close and agreed to email her about it.

(Cllrs. Bowyer and Still left the meeting).

#### **RRW**

The report was received and noted (Appendix A).

#### **CVHMC**

Cllr. Les Fryer informed members that there had been no meeting in August.

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

The report was received and noted.

**7. To consider a proposal by Cllr. Marian Adams that Chineham Parish Council should contribute to the funding for the Lengthsman.**

Following a discussion, Cllr. Marian Adams proposed that Chineham Parish Council should contribute £1,000 to the funding for the Lengthsman (this is to be in addition to the £1000 funding provided by Hampshire County Council for the scheme). Cllr. Paul Miller seconded the proposal and it was unanimously agreed.

**ACTION POINT: CLERK TO INFORM LEAD CLUSTER/FIND OUT DETAILS OF RESOURCES**

**8. To agree a response to the consultation from Basingstoke & Deane Borough Council on their draft Revised Street Trading Consent Policy – deadline for responses 10 October 2017.**

Following a discussion, it was agreed that no response was required.

**9. To agree a response to the National Highway & Transport (NHT) Satisfaction Survey for Parish Councils from Hampshire County Council – deadline for responses 20 October 2017.**

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

**ACTION POINT: CLLR. OAKLEY TO COMPLETE SURVEY**

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

The current financial situation was noted (Appendix B).

**11. To authorise any requests for payment.**

Cllr. Les Fryer proposed and Cllr. Paul Miller seconded the motion and it was unanimously agreed that the items for payment shown on the lists overleaf for August and September (with the exception of the

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insurance renewal payment) be authorised for payment, such sums to be debited to the account of the Parish Council.

<b>Payment Requests August 2017</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Mileage - July	£3.60
Staff	Mileage - July	£5.85
Staff	Expenses – toner cartridge (Asst. Clerk)	£18.98
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – August	£28.59
HALC	Training: Chairing skills	£108.00
Viking	Toner cartridges x4 colour (Clerk)	£148.80
NALC	LCR renewal	£17.00
Castle Water Ltd	Waste service – allotment site (1/10/16-30/9/17)	£66.18

<b>Payment Requests September 2017</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Mileage - August	£5.40
Staff	Mileage - August	£2.97
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions - September	£28.59
BT	Phone/Broadband – Clerks/Office	£382.42
Came & Company	Insurance renewal (£1546.45 if 3 year long-term agreement)	£1627.84
BDO LLP	External audit fee – 31 March 2017	£240.00

**12. To consider the grant application from the Chineham Tiger's Football Club.**

It was noted that a grant application had been received from Chineham Tiger's Football Club for £5000. Following a recommendation from the Finance Committee, Cllr. Les Fryer proposed and Cllr. Andy Clarke

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seconded the motion that a grant of £250 be made to Chineham Tiger's Football Club and this was unanimously agreed. It was acknowledged that the application related to unknown set-up costs for a newly formed team and that the accounts showed reserves of over £13,000. It was further acknowledged that the Club could submit another application when the actual costs were known and could also apply to Sherfield Park Parish Council for a grant. 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 £250 to Chineham Tiger's Football Club.

**13. To consider the Parish Council's insurance arrangements.**

Following a recommendation from the Finance Committee, it was acknowledged that further information was required from Came & Co. before a decision could be made on the Parish Council's insurance arrangements.

**ACTION POINT: CLERK TO CONTACT CAME & CO. FOR FURTHER INFORMATION.**

**14. To note the External Auditor's report on the Annual Return for the year ending 31 March 2017.**

It was noted that the External Auditor had signed the Annual Return for the year ending 31 March 2017 and that there were no comments. It was acknowledged that BDO LLP would no longer act as the External Auditor for the year ending 31 March 2018 and that PFK Littlejohn LLP had been appointed as the county wide auditor by the Smaller Authorities' Audit Appointments (SAAA).

**15. To note the minutes of the Recreation Committee Meeting held on 20 July 2017.**

The minutes of the Recreation Committee Meeting held on 20 July 2017 were noted.

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

Cllr. Sue Fuller provided the following update:

- A successful CAT BBQ was held on 20 July with the trophy for the best allotment being awarded by the Chairman.
- The next CAT inspection will take place on 13 September and there are a couple of plots on the watch list.
- S.106 project – it is hoped that the funding for the replacement bridge in Tollhouse Meadow will be agreed shortly by BDBC with the works probably taking place now in spring 2018.
- The RRW has updated the bench/seat survey around Chineham with defects being reported to BDBC for action.
- The Chairman and Asst. Clerk visited a mobile saw mill whilst it was in Chineham and it is hoped that some local wood could be used for local seating. Cllr. Oakley asked whether the wood is properly treated.
- An invite has been extended to the Chineham Conservation Group to attend the next Recreation Committee meeting on 21 September to understand their plans for enrichment on the Tollhouse Meadow and to share ideas. Cllr. Thornton referred to previous conversations about the mowing regime and the disposal of arisings on the meadow.

**17. To agree the recommendation from the Recreation Committee that the Hanmore Road playground project proceed subject to a maximum spend of £60k out of S.106 funds.**

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Following an update on the project, Cllr. Sue Fuller proposed and Cllr. Andy Clarke seconded a proposal that the Hanmore Road playground project should proceed subject to a maximum spend of £60k out of S.106 funds and this was unanimously agreed. Cllr. Paul Miller suggested that Hampshire Highways should install playground road signs at this location, particularly in light of recent reports by the Community Speedwatch Team of speeding vehicles along Hanmore Road.

**18. To agree a budget of £1000 for the planting of fruit trees behind the bund on the corner of Thornhill Way and Reading Road.**

Cllr. Sue Fuller briefed members on the plans for the Community Orchard and confirmed that a member of the Incredible Edible group had recommended the planting of dwarf fruit trees. Cllr. Sue Fuller proposed and Cllr. Steve Oakley seconded a proposal and a budget of £1000 was unanimously agreed for this project.

**19. To note the minutes of the Planning Committee Meetings held on 10 and 24 July and 14 and 29 August 2017.**

The minutes of the Planning Committee Meetings held on 10 and 24 July and 14 and 29 August 2017 were noted.

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

Cllr. David Thornton advised members that even during the months of July and August which are traditionally quiet, the Planning Committee has looked at 10 tree applications, 2 retrospective applications, 4 household applications and 1 set of reserved matters.

**21. To acknowledge the resignation of Cllr. Laura Romney and to receive an update on the procedure to fill the casual vacancy.**

Cllr. David Thornton requested that the Parish Council's thanks to Cllr. Laura Romney for her enthusiasm as a valued member of the Parish Council should be minuted. It was acknowledged that the Electoral Services Team at Basingstoke & Deane Borough Council had confirmed that the Returning Officer had not received a request for an election following the casual vacancy and that Chineham Parish Council could now move to co-opt to fill the vacancy. The Clerk confirmed that an article would be submitted in the October edition of the Chineham Chat inviting applications from those interested in becoming a Parish Councillor and that details would also be included on the Parish Council's website and noticeboards. An initial deadline for applications of 31 October 2017 was agreed.

**ACTION POINT: CLERK TO ADVERTISE FOR APPLICANTS**

**22. To confirm the date of the next meeting of Chineham Parish Council – 9 October 2017.**

The next Full Council Meeting will be held at 7.45pm on Monday 9 October 2017.

The meeting closed at 9.20pm.

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**Appendix A****July 2017 RRW monthly summary**

- Trolleys: 11 (9) (reported to Trolleywise).
- Trees: responded to a request from the Clerk to take a look at footpaths behind Gibbons Road following a report of overgrown trees (no action taken by Clerk).
- Litter: plastic drinks bottles and cans along main link roads but not too bad on the whole. Some litter at the Skate Park. Smashed glass at the entrance to Thyme Close (cleared by RRW).
- Footpaths: broken bollard by dropped kerb on Hanmore Road outside Four Lanes School (reported to HCC Highways via Hantsweb). Responded to report from Cllr. Adams about 3 concrete covers starting to sink on Thornhill Way (close to road bridge over Petty's Brook & the fitness trail) (reported to HCC Highways via Hantsweb).
- Overgrown footpaths: Lovegroves, towards the Tollhouse Copse, almost impassable now/footpath from skate park towards Tollhouse Copse, very overgrown (reported multiple times to BDBC – Grounds Maintenance/now contacted Ward Cllrs). Thornhill Way south side of the footpath between Stockbridge Close and Belvedere Gardens near the electricity substation - eye level spiky branches. Near Summerfields, the footpath from the brook bridge towards Tollhouse Meadow, about 5 metres away from the bridge there is a low branch at head height (reported to BDBC – Grounds Maintenance team). Update – footpaths from Lovegroves to Tollhouse Meadow cut back & between Stockbridge & Belvedere.
- Guinea Court Shops: loose pavias in car park area (reported to Lloyds Pharmacy – if they want to alert the Landlord).
- Chineham Shopping Centre: tarmac being repaired & improvements to bins.
- Highways: Puttenham Road resurfacing works seem to have been completed.
- Noticeboards: these have been updated as requested.

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**August 2017 RRW monthly summary**

- Trolleys: 11 (11) (reported to Trolleywise).
- Litter: responded to a report from Cllr. Adams about bin emptying/perhaps a one-off as all looked fine. Responded to a report from Cllr. Adams about litter at the bus stop close to the pub/black sack & bottles on the path by brook – BDBC litter warden must have already cleared them. Some plastic bottles/cans along Hanmore Road.
- Footpaths: broken slabs on steps on footpath leading up to Petty’s Copse between Fennel Close & Belvedere Gardens (re-reported to BDBC – Grounds Maintenance team). Uneven footpath on corner of Thornhill Way (Thyme Close side) & Hanmore Road (reported to HCC – Highways).
- Overgrown footpaths: The path from the skate park leading down to the brook towards the A33 & Thornhill Way, between Stockbridge Close and Belvedere Gardens (reported to BDBC – Grounds Maintenance team).
- Highways: flattened sign on Thornhill Way outside Village Hall (reported to HCC – Highways). Flood sign still on A33 close to traffic lights.
- Royal Mail: mail box store on Thornhill Way pushed over (reported to Royal Mail).
- Benches: survey updated for the Recreation Committee.

Noticeboards: these have been updated as requested.

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**Appendix B**

Balance at 1 July 2017			£139,453.57	
Allotment deposits - plot 1a			£60.00	
Interest - July			£5.40	
			<u>£139,518.97</u>	
	DD	Aviva	Employer pension charge	£33.00
	103142	Staff	Expenses - mileage	£9.90
	103143	Staff	Expenses - mileage	£1.31
	103144	Natural Basingstoke	S.137 grant to Chineham Conservation Group	£334.00
	103145	Mr M. Wheeler	Refund of allotment deposits - plot 1a	£60.00
	103146	Vision ICT Ltd	Biennial fee for gov.uk domain name	£66.00
	103147	Royal Mail	PO Box renewal - Asst. Clerk	£318.00
	103148	Staff	Salary - July	£791.62
	103149	Staff	Salary - July	£854.86
	103150	Staff	Salary - July	£97.30
	103151	HMRC	Tax/NI - July	£142.36
	DD	Aviva	Pension contributions - July	£28.59
				<u>£2,736.94</u>
Balance at 31 July 2017			<u>£136,782.03</u>	
Business Money Manager A/C			£132,626.22	
Community A/C			£4,155.81	

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Balance at 1 August 2017			£136,782.03	
Interest - August			<u>£5.81</u>	
			<u>£136,787.84</u>	
	DD	Aviva	Employer pension charge	£33.00
	103152	Staff	Expenses - mileage	£3.60
	103153	Staff	Expenses - mileage	£5.85
	103153	Staff	Expenses - toner cartridge (Asst. Clerk)	£18.98
	103154	HALC	Training	£108.00
	103155	Viking	Stationery - toner cartridge x4 (Clerk)	£148.80
	103156	NALC	LCR subscription renewal	£17.00
	103157	Staff	Salary - August	£791.62
	103158	Staff	Salary - August	£854.86
	103159	Staff	Salary - August	£97.70
	103160	HMRC	Tax/NI - August	£141.96
	103161	Castle Water Ltd	Waste service - allotment site (1/10/16 - 30/9/17)	£66.18
	DD	Aviva	Pension contributions - August	<u>£28.59</u>
				<u>£2,316.14</u>
Balance at 31 August 2017			<u>£134,471.70</u>	
Business Money Manager A/C			£132,632.03	
Community A/C			£1,839.67	

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