



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 10th June 2019
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller Cllr. Ginny Wright
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Paul Miller Julia Johnston (Asst. Clerk)
 Cllr. Steve Oakley

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllrs. Andy Clarke and Les Fryer.

2. To sign as a correct record the minutes of the Annual General Meeting and Full Council Meeting held on 13 May 2019.

The minutes of the Annual General Meeting and Full Council meeting held on 13 May 2019 were signed as a correct record.

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

No declarations of interest were received.

(To allow PC Blackwell to respond to anything raised during the Borough Councillor reports, the Chairman suggested that the reports should be noted before the public session.)

4. To receive reports from:

Borough Councillor Laura Edwards

The Chairman congratulated Cllr. Edwards on her election and invited her to address the meeting. Cllr. Edwards informed members that she would like to raise a number of queries from residents:

Question/comment:	Response/Action point:
Parking spaces at the Skate Park on Thornhill Way.	Cllr. Thornton confirmed that extensive discussions had taken place when the skate park had been installed. The Borough Council's position was not to include dedicated parking for a local facility for local residents. The location on the bend of

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	Thornhill Way also prevents parking.
Upgrades required on play equipment in the local parks.	Cllr. Thornton advised that all the play areas (apart from the Village Hall) are owned and maintained by the Borough Council. The Borough Council maintain them and it would be their responsibility to improve/upgrade the equipment should funding be available. Cllr. Thornton advised that a new play area is scheduled for Hanmore Road (next to the Busy Bees nursery).
Play area at Hanmore Road/Cufaude Lane – possible drug taking/dealing.	Instances of this should be reported to the local Police. Cllr. Edwards should liaise with PC Blackwell.
Concerns over car break-ins in Chineham and Sherfield Park.	PC Blackwell advised that increases in car break-ins are only up by 3.48% on last year. It is a priority for the local Police in the East beat which covers Chineham, Sherfield Park, Old Basing and Lychpit. Cllr. Still advised that she has received some concerns from residents that the street lights being switched off between 1-4 am is having an impact on crime. PC Blackwell commented that it doesn't appear to be having a direct impact on levels of crime.
Odours produced by the Sewage Treatment Works.	The Clerk advised that previous complaints of odours (December 2018) had been attributed to the Sewage Treatment Works and that contact had been made with a local Liaison Officer for Thames Water at that time. The Clerk suggested that dates and times would be needed if further complaints were to be forwarded to Thames Water. Cllr. Edwards provided the Clerk with updated contact details for Thames Water.

County and Borough Councillor Elaine Still

Cllr. Still advised that the improvements to the Binfields roundabout have been generally welcomed. However, there have been concerns expressed regarding the dangerous obstructions to northbound A33 traffic caused by vehicles turning to visit the shopping centre. A second problem, is the lack of lane markings for Lychpit and Chineham, not only causing hazardous lane changes but also contributing to the clogging of the roundabout. Hampshire County Council Highways Officers are aware of these problems and have a proposed solution which is currently under review by the Traffic Signals Team to ensure there are no knock-on effects. The changes will be implemented as soon as possible. Cllr. Still also advised that

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Chairman

changes have recently come into force at the Wade Road Waste Recycling Centre. Residents can use a van, pick-up or trailer longer than 1.8m to transport their own household waste for disposal. Use of the site for commercial purposes requires a permit. The permit will cost £15 for 12 months or 12 visits. To apply for a permit please visit www.hants.gov.uk/wasteandrecycling/recyclingcentres/wastepermits There is an accessible parking bay for blue badge holders, but a permit will be required if they wish to use a larger commercial-type vehicle for their household waste.

Borough Councillor Paul Miller

Cllr. Miller advised members that he had met with Mark Lambert (Design Environment & Infrastructure Manager at the Borough Council) who had confirmed that the Borough Council briefing scheduled for 20 June 2019 would now cover the Binfields and Crockford Lane Roundabouts rather than the Brighton Hill Roundabout. The sequencing of the lights as well as the lane markings would be highlighted. (PC Blackwell suggested that he could add these roundabouts to his local patrols as a number of instances of ignoring red traffic lights were discussed). Cllr. Miller also reminded members of the public meeting on 12 June 2019 at the Hampshire Court Hotel regarding the future of healthcare in the community.

(Post-meeting update: the Borough Council briefing scheduled for 20 June 2019 has now been cancelled).

CVHMC

No report received.

5. Public session.

Cllr. Thornton invited PC Blackwell to address members on any further matters.

PC Blackwell introduced himself to members as the local Beat Officer for Chineham, Sherfield Park, Old Basing and Lychpit. He advised that the East Beat is the safest area within Basingstoke. He confirmed that he and colleagues are working hard to deliver Hampshire alerts and to undertake crime prevention works with regards to theft from motor vehicles and shed/garage break-ins. He advised that any issues should be forwarded to him.

Cllr. Thornton thanked PC Blackwell for his time and for attending the Parish Council meeting.

Cllr. Sue Fuller asked if the local Police would be attending the Friends of Four Lanes Schools Summer Fayre on the 22 June. PC Blackwell acknowledged that due to staff rotas he would be unable to attend but would see if the PCSO was available. Cllr. Fuller suggested that any officer able to attend could join with either the Neighbourhood Watch or Parish Council stands.

6. To note the current financial situation.

The current financial situation was noted (Appendix A).

7. To authorise any requests for payment.

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Chairman

Cllr. Steve Oakley proposed and Cllr. Marian Adams 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 2019		
FROM	ITEM	AMOUNT
		£
Staff	Mileage - May	£3.60
Staff	Mileage - May	£6.03
Staff	Expenses – renewal of virus protection/Asst. Clerk’s laptop	£21.00
BT	Phone/broadband – Clerks/Parish Office	£363.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – June	£118.49
Staff	Total salary costs for 3 members of staff	£1800.24
HMRC	Tax/NI – June	£154.89

8. To review the effectiveness of the Parish Council’s system of internal control.

The Clerk briefed members on the Parish Council’s system of internal controls which includes: Standing Orders, Financial Regulations, cheques signed by two members, invoices initialled, payment requests agreed at Parish Council meetings, monthly finances noted, quarterly original bank statements and bank reconciliations verified, proper Payroll and payments of PAYE/NIC, half yearly VAT reclaims, a Responsible Financial Officer, Asset Registers and Risk Assessments with adequate insurance in place. It was acknowledged that the Parish Council’s system of internal control is effective.

9. To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2019.

It was acknowledged that the Internal Audit report had been circulated prior to the meeting and that the Parish Council’s affairs had been found to be in good order. Cllr. Marian Adams proposed and Cllr. Steve Oakley seconded a motion and the recommendation by the Internal Auditor to amend the Asset Register was unanimously agreed.

ACTION POINT: CLERK TO AMEND ASSET REGISTER IN LINE WITH RECOMMENDATIONS

10. To approve the Annual Governance Statement (Section 1) on the Annual Governance and Accountability Return for the year ended 31 March 2019 and to authorise the Chairman to sign the return on behalf of the Parish Council.

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Cllr. Sue Fuller proposed and Cllr. Paul Miller seconded a motion and the Annual Governance Statement for the year ended 31 March 2019 was unanimously agreed and the Chairman was authorised to sign the return on behalf of the Parish Council.

- 11. To approve the Accounting Statement (Section 2) on the Annual Governance and Accountability Return for the year ended 31 March 2019 and to authorise the Chairman to sign the return on behalf of the Parish Council.**

Cllr. Steve Oakley proposed and Cllr. Paul Miller seconded a motion and the Accounting Statement for the year ended 31 March 2019 was unanimously agreed and the Chairman was authorised to sign the return on behalf of the Parish Council.

ACTION POINT: CLERK TO SUBMIT THE AGAR TO THE EXTERNAL AUDITOR BY 1 JULY 2019

The Chairman thanked the RFO and the Finance Committee for all their hard work.

- 12. To note the minutes of the Recreation Committee Meeting held on 23 May 2019.**

The minutes of the Recreation Committee Meeting held on 23 May 2019 were noted.

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

Cllr. Sue Fuller advised the following:

- The project to replace the footbridge over the brook on Tollhouse Meadow has been completed.
- Hanmore Road play area – no further updates.
- Petty's Brook seating – no further updates.
- Moat Park – no further updates.

ACTION POINT: CLLR. MILLER TO CONFIRM WITH BDBC WHETHER ANY WORKS HAVE BEEN SCHEDULED TO REMOVE SAPLINGS

- Community Orchard – all the trees are looking ok at the moment, it may be necessary to organise a watering rota when the weather improves.
- FFLS Fayre – display materials have been reviewed and some new posters will be printed.
- Allotments – a plot inspection was carried out on 5 June and two plots required a letter advising them of their cultivation responsibilities. A number of jobs were highlighted for the maintenance contractor. The judging of the plots will be undertaken by the Parish Council on 2 July at 7pm.

- 14. To agree the recommendation from the Recreation Committee to purchase a replacement BBQ for CAT events from allotment funds.**

Following a discussion, Cllr. Sue Fuller proposed and Cllr. Ginny Wright seconded a motion and it was unanimously agreed that up to £150 should be spent from allotment funds on a replacement BBQ and cover for CAT events.

ACTION POINT: ASST. CLERK TO REVIEW OPTIONS AND ARRANGE THE PURCHASE

(PC Blackwell left the meeting).

- 15. To note the minutes of the Planning Committee Meetings held on 13 and 28 May 2019.**

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The minutes of the Planning Committee Meetings held on 13 and 28 May 2019 were noted.

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

Cllr. David Thornton advised that the Planning Committee has received the outline planning applications for the Upper Cufaude Farm development and that concerns surrounding the impact on Chineham's infrastructure have been submitted. Cllr. Thornton also referred to the Dixon Road traveller's site appeal that has been allowed.

17. To receive any final updates on the preparations for the Friends of Four Lanes School Fayre including agreement to purchase a new vertical "feather" style flag - 22 June 2019.

Cllr. Steve Oakley proposed and Cllr. Marian Adams seconded a motion and it was unanimously agreed that the Parish Council should purchase a new vertical "feather" style flag for events. The Clerk advised that the Community Speedwatch volunteers have the date in their schedule and that some volunteers may be able to attend the Fayre. Cllr. Thornton advised that he would be unable to attend the Fayre.

ACTION POINT: ASST. CLERK TO ARRANGE THE PURCHASE OF THE FLAG

18. To confirm the date of the next meeting of Chineham Parish Council – 8 July 2019.

The Full Council Meeting will be held on 8 July 2019 at 7.45pm. Cllr. Oakley gave his apologies for the meeting.

The meeting closed at 8.40pm.

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Chairman

Appendix A

Balance at 1 May 2019			£148,269.92	
Allotment rent - plot 4			£40.00	
Allotment rent - plot 3			£40.00	
VAT reclaim			£1,118.70	
Allotment rent - plot 27			£80.00	
Allotment rent - plot 2			£80.00	
Interest - May			£22.73	
			<u>£149,651.35</u>	
	DD	Aviva	Employer pension charge	£33.00
	103304	Staff	Expenses - mileage/April	£5.40
	103304	Staff	Expenses - APA refreshments	£5.73
	103305	Staff	Expenses - mileage/April	£12.20
	103305	Staff	Expenses - paint/brush - allotment toilet	£12.28
	103306	J. Chamberlain	Internal Audit Fee - year ended 31/3/19	£130.00
	103307	Vision ICT Ltd	Data back-up/July 2019-June 2020	£144.00
	103308	HALC	HR Consultancy Fee 2019/20	£180.00
	103309	Information Commissioner	Data Protection Renewal 2019/20	£40.00
	103310	HMRC	Tax/NI - May	£84.09
	103311	The Friends of Four Lanes Schools	Pitch & advert fees - School Fayre	£33.30
	DD	Aviva	Pension contributions - May	£118.49
	SO	Staff	Salary - May	£814.12
	SO	Staff	Salary - May	£879.03
			<u>£2,491.64</u>	
Balance at 31 May 2019			<u>£147,159.71</u>	
Business Money Manager A/C			£141,427.07	
Community A/C			£5,732.64	

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