



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 11<sup>th</sup> November 2019  
 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. Kirsty Giles                          Julia Johnston (Asst. Clerk)  
             Cllr. Paul Miller

The Chairman advised those present of the procedures for evacuation.

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

Apologies were received and accepted from County & Borough Cllr. Still.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 14 October 2019.**

The minutes of the Full Council meeting held on 14 October 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.

**4. Public session.**

No members of the public were present.

**5. To receive a presentation from Age Concern regarding the Village Agent.**

Sharon Knapp (Co-ordinator for Age Concern Hampshire) introduced herself and Honor Burnett (Village Agent for Chineham). She advised members of the information service available from Age Concern and that the role of a Village Agent is part of this. The volunteers in this role act as an information point and there is lots of help available for those that need it. The Village Agent is a face to face service offering valuable tailored information. The scheme is partly funded by Hampshire County Council. Sharon advised that the service is actually available for all adults and not just the elderly.

Honor informed members that she is a new volunteer, living locally in Chineham. She described herself as an "human signpost" and can give advice on areas such as benefits and local contractors (approved by the Hampshire Trading Standards). She has leaflets available describing her role which has a contact mobile

.....  
 Chairman

number and these have been left in the library, Dr's surgery, local chemist, Village Hall, Church and Four Lanes Junior School. She circulated some to members for their information. She has also started putting details of the role in the Chineham Chat and on the Chineham Community FB page. She advised members that she is aiming to visit some local groups to make them aware of her role.

Sharon agreed to let the Clerk have the relevant literature in a pdf format for the Parish Council's website and will also provide some small posters for the Parish Council's noticeboards.

Cllr. Thornton thanked Sharon and Honor for their presentation and they left the meeting.

## 6. To receive reports from:

### **Borough Councillor Laura Edwards**

Cllr. Edwards advised members that she had contacted Thames Water about Petty's Brook and that she has received an acknowledgement of her email. She also advised members that she had visited the Serco depot off Wade Road. The situation with regard to the bin collection service appears to be getting better. The Borough Council pays for a kerbside collection service only. Someone goes around after the collection to check up on things. She was told that if any residents have any queries to please approach the operatives.

### **Borough Councillor Paul Miller**

Cllr. Miller advised members that the bin trucks have cameras fitted and that Serco are taking the service seriously. These cameras can provide proof if needed if any incidents occur and this should give residents confidence in the service. He also informed members that he had attended an event with Veterans and Year 6 school children arranged by the Tesco Community Manager. He was very impressed with the school children's approach to their WW2 tasks and the scrapbooks and poems. The adults attending the event were then asked to recount their own experiences of their military service. Cllr. Miller also advised that he had attended the Borough Council's Remembrance Sunday/Day events.

Cllr. Thornton asked the Ward Councillors if there had been any changes to the dedicated litter-picker service for Chineham as she had not been seen for a while. Cllr. Edwards advised that litter operatives now work from vans so this may be why she's not so visible.

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

No report received.

### **RRW**

The report was received and noted (Appendix A).

### **CVHMC**

Cllr. Fryer advised members that funds had been received from both County Cllr. Still and Sun Life of Canada towards the provision of play equipment at the Village Hall playing field for those children with special needs. An order will now be placed for this equipment.

### **Speedwatch co-ordinator**

The report was received and noted.

.....  
Chairman

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

The current financial situation was noted (Appendix B). Cllr. Fryer advised members that there is still five months left until the year-end. The money budgeted for the Recreation projects (seating alongside Petty's Brook, the "moat park" and the information board at the Community Orchard) has not been spent yet. He suggested that the Parish Council may have a surplus of £3,000-4,000 at the year-end.

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

Cllr. Miller proposed and Cllr. 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.

<b>Payment Requests November 2019</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Mileage – October	£4.28
Staff	Mileage – October	£5.27
Staff	Expenses – bulbs/Asst. Clerk	£218.34
S. Logan	Refund of allotment plot deposit & 1 x key – plot 29	£60.00
S. Dodds	Refund of key deposit – plot 29	£10.00
J. Markey	Bulb planting	£400.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – November	£118.49
Staff	Total salary costs for 3 members of staff	£1871.04

**9. To note that the re-declaration of compliance regarding the Parish Council's pension scheme has been completed.**

Cllr. Fryer advised members that this item had been considered during the Finance Committee Meeting prior to this meeting. The Parish Council has a legal duty every three years to re-enrol eligible staff into a pension scheme and to re-declare that they have complied with this duty. The earliest re-declaration date is 1 October 2019 (three years from the Parish Council's enrolment date) and the deadline for the re-declaration is 1 June 2020. The Clerk had produced the compliance checklist that she had completed and confirmed that the re-declaration was done on-line (a summary of the details was also produced). These documents were reviewed by the Finance Committee and they had agreed that the Clerk should proceed with submitting the Parish Council's on-line declaration.

.....  
Chairman

**ACTION POINT: CLERK TO SUBMIT ON-LINE DECLARATION****10. To consider and agree the Parish Council's preliminary 2020/21 budget.**

Cllr. Fryer advised members that this item had been considered during the Finance Committee Meeting prior to this meeting. The Committee had looked at some preliminary budget figures produced by the Clerk and the Chair of the Committee. He reminded members that it had previously been agreed to increase the precept request by £900 annually for the next three years. He advised members that at the recent HALC AGM, Hampshire County Council had advised that they needed to save approximately £60 million in 2020/21. They are considering halving the budget for the Parish Lengthsman scheme. The Parish Council may therefore have a reduced allocation within this scheme. It was suggested that an extra £1,000 be moved to the Parish Council's Reserves to cover any additional funding for works undertaken by the Lengthsman. He also advised that the three year Long Term Agreement (LTA) for the Parish Council's insurance ends on 30 September 2020 and so a new policy will be required. He requested that the Recreation Committee consider any new projects and the associated budget requirements at their next meeting scheduled for 21 November 2019. These figures can then be incorporated into a final budget proposal. It was acknowledged that the money budgeted during 2019/20 for the Recreation projects relating to seating alongside Petty's Brook, the "moat park" and the information board at the Community Orchard has not been spent yet and it was agreed that this money could be carried forward in reserves if necessary. Cllr. Fryer suggested that subject to any S.137 grants paid out during 2020/21 and any new Recreation projects, there may be a small surplus on the preliminary budget. Given the preliminary nature of these discussions, it was decided that no formal agreement was required on this item. It was acknowledged that a final budget for 2020/21 would be presented to the Parish Council for agreement at the December meeting scheduled for 9 December 2019.

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

Cllr. Fuller advised the following:

**Hanmore Road playground refurbishment**

Work has started on the playground refurbishment and is progressing well. However a further water ingress problem has been identified by the contractor which BDBC's Legal and Environmental Health departments are dealing with. It may delay the completion of the project whilst it is being sorted out. We are aware that there have been some concerns raised about road safety around the site on Hanmore Road. The Recreation Committee requested at the design stage that safety rails were installed on the road edge outside of the two gates into the playground and Hampshire Highways has given permission for these to be installed.

**Bulb Planting**

The grounds maintenance contractor has planted 1200 daffodil bulbs around the Parish. There were some spares left over so these have been planted in the bund beside the Community Orchard.

**Community Orchard**

Hortus Loci will be planting the replacement tree and carrying out some tidying up around the trees. The date for this work is still to be advised.

**Moat Park project and installation of new seats along Petty's Brook**

No further progress to report on either project which are both awaiting input from BDBC officers.

.....  
Chairman

**Allotments**

There is a CAT Meeting this week. We have been advised that two long standing CAT members are giving up their shared plot with immediate effect. We would like to thank both Sue Logan and Sally Dodd for their hard work on the CAT team over the years.

**12. To note the minutes of the Planning Committee Meetings held on 14 and 28 October 2019.**

The minutes of the Planning Committee Meetings held on 14 and 28 October 2019 were noted.

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

Cllr. Thornton advised that the Planning Committee had responded to the amended plans for the Chineham District Centre. The revised plans do not address any of the concerns raised in the Parish Council's original feedback (December 2018). Concerns were also raised regarding the tree removal and retention plan. He also advised that the Committee looked at the reserved matters application for the Redlands site at tonight's Planning Committee Meeting.

Cllr. Fryer asked whether the Planning Committee had received a tree application for a property in Hartswood. The Asst. Clerk confirmed that they had not. Cllr. Miller advised that he had called this application in to the tree panel at the Borough Council.

(Borough Cllr. Edwards left the meeting).

**14. To agree the 2020 calendar of Parish Council Meetings.**

The Asst. Clerk advised members that the April Parish Council Meeting was scheduled for Tuesday 14 April 2020 as the second Monday of that month falls on Easter Monday. Cllr. Fryer advised that the Clerks should liaise with the Booking Clerk for the Village Hall particularly with regard to the availability on a Thursday for the Recreation Committee Meetings as they had a number of new hirers. The Asst. Clerk confirmed that she would be doing so.

**ACTION POINT: ASST. CLERK TO LIAISE WITH BOOKING CLERK AT VILLAGE HALL****15. To confirm the date of the next meeting of Chineham Parish Council – 9 December 2019.**

The next Full Council Meeting will be held on 9 December 2019 at 7.45pm.

The meeting closed at 8.32pm.

.....  
Chairman

**Appendix A****October 2019 RRW monthly summary**

- Trolleys: 14 (4) (reported to Trolleywise).
- Litter: reported in the ditch along Reading Road between the mini roundabout at Thornhill Way & Christ Church (reported to BDBC – street cleaning team). Also reported near the moat, on the link road from Guinea Court to Farm View Drive there are cans & bottles in a boggy area (reported to BDBC – street cleaning team).
- Litter bin: overflowing litter bin on Elvetham Rise next to the Parish Council noticeboard (reported to BDBC – street cleaning team).
- Brambles: reported hanging down over Cufaude Lane between Bowman Road & Thornhill Way (reported to BDBC – Grounds Maintenance team).
- Footbridge: rotten planks on footbridge near to Richard's Fields (re-reported to BDBC – Grounds Maintenance team & then forwarded to HCC – not the responsibility of the Rights of Way Team, now passed to the Estates Team).
- Protruding cable: in the Lillymill Chine vicinity (re-reported to BDBC – Grounds Maintenance team).
- Grit bins: these have been refilled by HCC. Will check that they have all been done.
- Noticeboards: these have been updated as requested.

.....  
Chairman

## Appendix B

Balance at 1 October 2019			£153,712.91	
VAT reclaim			£406.12	
Interest - October			£25.58	
			<u>£154,144.61</u>	
	DD	Aviva	Employer pension charge	£33.00
	103329	St. Michael's Hospice (North Hampshire)	S.137 grant	£900.00
	103330	Staff	Expenses - mileage August & September	£4.50
	103331	Staff	Expenses - mileage August & September	£5.54
	103331	Staff	Expenses - replacement laptop battery/Asst. Clerk	£36.97
	103332	CPRE	Membership renewal	£36.00
	103333	HALC	Planning training - Cllr. Adams	£72.00
	103334	Vision ICT Ltd	Website hosting/support - 12/19-11/20	£279.60
	103335	Spacemaster Ltd	Bus shelter repairs/replacement polycarbonate	£306.00
	103336	Staff	Salary - October	£388.00
	DD	Aviva	Pension contributions - October	£118.49
	SO	Staff	Salary - October	£814.12
	SO	Staff	Salary - October	£879.03
	SO	Staff	Salary - October	£107.09
				<u>£3,980.34</u>
Balance at 31 October 2019			<u>£150,164.27</u>	
Business Money Manager A/C			£145,504.20	
Community A/C			£4,660.07	

.....  
Chairman