



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 8th April 2019
Time: 7.45pm
Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
Present : Cllr. Andy Clarke Cllr. Steve Oakley
 Cllr. Les Fryer Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Paul Miller Julia Johnston (Asst. Clerk)

1. To receive and accept apologies for absence.

Apologies were received and accepted from Councillors Marian Adams and Ginny Wright and from County and Borough Councillor Elaine Still.

2. To sign as a correct record the minutes of the Full Council Meeting held on 11 March 2019.

The minutes of the Full Council meeting held on 11 March 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.

The member of the public present did not wish to address the meeting.

5. To receive reports from:

Borough Councillor Joyce Bowyer

No report received.

County and Borough Councillor Elaine Still

No report received.

Borough Councillor Paul Miller

Cllr. Paul Miller advised that he had attended a site visit with the Clerk of Sherfield Park Parish Council, a Grounds Maintenance Officer from Basingstoke & Deane Borough Council and a Landscape Officer from Croudace about the pathway up through Petty's Copse to Sherfield Park. It is hoped that some improvements will be made and this may also involve works to the path and vegetation within the

.....
Chairman

Chineham Parish boundary. Cllr. Miller also advised that he had corresponded with Mark Lambert (Design Environment & Infrastructure Manager at Basingstoke & Deane Borough Council) about the inadequacies of the Crockford Lane and Binfields Roundabouts and that a Ward Councillor for Popley had also done the same. These had been forwarded to Hampshire Highways and Cllr. Miller had received a response from the Client Project Manager involved. Cllr. Miller advised members that he will be refuting everything that this Officer has said and that he will copy the Parish Council in to his response.

RRW

The report was received and noted (Appendix A). Cllr. Sue Fuller advised the Clerk that there are two trolleys in Longacre Rise.

ACTION POINT: CLERK TO ADVISE TROLLEYWISE

CVHMC

Cllr. Les Fryer advised that at the last meeting, three local residents were interested in becoming lay-members of the Committee and were keen that activities taking place at the Village Hall should be shared on the Chineham Community Facebook page. It was suggested that a link to the Chineham Village Hall website could be shared on the page.

6. To note the current financial situation.

The current financial situation was noted (Appendix B).

7. To authorise any requests for payment.

Cllr. Paul Miller 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 April 2019		
FROM	ITEM	AMOUNT £
Staff	Mileage - March	£3.02
Staff	Mileage - March	£6.98
Staff	Expenses – waste toner tank/Clerk’s printer	£17.86
Staff	Expenses – 38 x 2 nd class stamps/allotment invoicing	£30.02
Staff	Expenses – McAfee LiveSafe renewal/Clerk’s laptop	£64.99
Staff	Expenses – grass seed/allotment site	£12.99

.....
Chairman

Viking	Stationery – new file inserts, envelopes, stamps	£85.53
Wel Medical Limited	Replacement pads/Defibrillator	£81.42
Victim Support Ltd	S.137 grant	£200.00
V. Hartnoll	Refund of allotment rental – plot 30	£60.00
Niall Catlin Plumbing & Heating Ltd	Repairs to toilet/sink – allotment site	£458.40
HALC	Affiliation fee 2019/20	£1266.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – April	£118.49
Staff	Total salary costs for 3 members of staff	£1742.45
HMRC	Tax/NI – April	£116.89

8. To agree the on-going maintenance contract with Basingstoke & Deane Borough Council for grass cutting at the Village Hall.

Cllr. Paul Miller proposed and Cllr. Steve Oakley seconded the motion and the on-going maintenance contract with Basingstoke & Deane Borough Council for grass cutting at the Village Hall was unanimously agreed.

ACTION POINT: CLERK TO ADVISE BDBC

9. To note the Parish Council's final quarter accounts (1.1.19 – 31.3.19).

It was acknowledged that these were now the unaudited year end accounts and would be presented to local residents at the Annual Parish Assembly scheduled for 25 April 2019 and also used for the submission of the Annual Governance and Accountability Return (AGAR) to the External Auditor by the 1 July 2019. Cllr. Les Fryer informed members that there was a small surplus for the year of £1300. During discussions it was further acknowledged that £1500 would be allocated from reserves to the signage for the Community Orchard.

10. To note that the final quarter bank reconciliations and original bank statements have been signed and verified.

It was noted that the final quarter bank reconciliations and original bank statements had been signed and verified by Cllr. Steve Oakley.

11. To note the minutes of the Recreation Committee Meeting held on 21 March 2019.

The minutes of the Recreation Committee Meeting held on 21 March 2019 were noted.

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

.....
Chairman

Cllr. Sue Fuller advised the following:

Busy Bees playground refurbishment

Basingstoke & Deane Borough Council have now cleared the rear of the site which included some trees which were actually on neighbouring property which they had to consult and seek permission on. Now they have resolved the issues in relation to the water ingress and land ownership and boundaries they are now finalising the tender details for the new play area. This will include the erection of a secure boundary across the rear of the site, the protection of the veteran oak tree, and new access points, as part of the design requirements. They are aiming to have works on site during the summer which is obviously a slip in the previously advised timescale but this has been a problematic site and the delays have been unavoidable.

ACTION POINT: CLERK TO INCLUDE SOME WORDS IN THE CHINEHAM CHAT ARTICLE

Replacement bridge over Petty's Brook

The contractor is still waiting for a delivery date for the replacement bridge before they can schedule the works.

New seats

The Recreation Committee had a site visit before the Recreation Committee meeting last month to look at a number of sites suggested by Cllr. David Thornton for the four new seats along Petty's Brook. They narrowed the list down to five or six possible locations and a map showing the suggested locations has been submitted to BDBC for feedback (this was shown to members). So far no feedback has been received.

ACTION POINT: CLLR. MILLER TO REQUEST THAT CLERKS HAVE ACCESS TO BDBC MAPPING SYSTEM

Moat Park

No further update.

Allotments

Invoices have been issued and there are 12 still outstanding – the Clerk will chase for payment on these next week. There was a recent CAT plot inspection and whilst some were highlighted for attention next time, none required a letter from the Parish Council this time round. Most plot holders have made a good start to the season. The CAT BBQ is scheduled for 21 July 2019 with the judging of the best plot taking place prior to this.

13. To note the minutes of the Planning Committee Meetings held on 11 and 25 March 2019.

The minutes of the Planning Committee Meetings held on 11 and 25 March 2019 were noted.

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

Cllr. David Thornton advised that the Planning Committee had been dealing with routine planning applications and there was nothing new to report that was Chineham-specific. Cllr. Les Fryer asked whether a separate Planning Committee was still required and Cllr. Thornton confirmed that as the time limit of 21 days for any responses is still in place with the Planning Authority, then it would be impossible

.....
Chairman

to look at planning applications in the monthly Parish Council Meetings. Cllr. Paul Miller advised that the Planning Committee also comment on Planning Administration matters such as reviews of the Local Plan and Supplementary Planning Documents.

15. To receive any updates on the preparations for the 2019 Annual Parish Assembly – 25 April 2019.

The Clerk confirmed that a number of invitations had been sent out and that two replies had so far been received – neither Christ Church nor Great Binfields School were able to send a representative. Cllr. Les Fryer advised that if required, the Village Hall Club has a free-standing projector screen.

16. To agree the Parish Council’s attendance at the Friends of Four Lanes School Fayre – 22 June 2019.

Cllr. Steve Oakley proposed and Cllr. Paul Miller seconded a motion and it was unanimously agreed that the Parish Council should attend the Friends of Four Lanes School Fayre and also take an “advert” in the programme. The Clerk advised that no information had been supplied on the costs of taking a stall or advertising in the programme for this year. Cllr. Sue Fuller requested that the same pitch be requested as last year.

17. To confirm the date of the next meeting of Chineham Parish Council – 13 May 2019.

The Annual General Meeting will be held at 7.30pm (subject to the number of planning applications to be reviewed at the preceding Planning Committee Meeting) and the Full Council Meeting will be held at 7.45pm (or as soon after as is convenient).

The meeting closed at 8.50pm.

.....
Chairman

Appendix A**March 2019 RRW monthly summary**

- Trolleys: 12 (8) (reported to Trolleywise).
- Trees: felling works being undertaken in Binfields Woods. Branch down on Thornhill Way near to Stockbridge Close (reported to BDBC – Grounds Maintenance Team).
- Allotments: switched on water & taken meter reading.
- Fencing: broken fence in Simon’s Close by grass area (reported to BDBC – Grounds Maintenance Team).
- Litter: collected a number of plastic bags blown in the wind along Hanmore Road & Thornhill Way.
- Footpath: large pothole adjacent to a manhole cover on the footpath running from Maynard’s Wood west to Long Copse (reported to Highways initially & then BDBC Grounds Maintenance Team).
- Noticeboards: these have been updated as requested.

.....
Chairman

Appendix B

Balance at 1 March 2019	£133,843.04
Allotment deposit - plot 29a	£60.00
Allotment rent - plot 25	£40.00
Allotment rent - plot 34	£80.00
Allotment rent - plot 1a	£40.00
Allotment rent - plot 21	£60.00
Interest - March	£19.48
Allotment rent - plot 28a	£40.00
Allotment rent - plot 11	£40.00
Allotment rent - plot 6	£40.00
Allotment deposit - plot 31	£60.00
Allotment rent - plot 15	£40.00
Allotment rent - plot 14	£40.00
Allotment rent - plot 32	£80.00
Allotment rent - plot 13	£40.00
Allotment rent - plot 22	£40.00
Allotment rent - plot 24	£60.00
Allotment rent - plot 28a	£40.00
Allotment rent - plot 29	£30.00
Allotment rent - plot 19	£40.00
Allotment rent - plot 18	£40.00
Allotment rent - plot 37	£60.00
	<u>£134,832.52</u>

DD	Aviva	Employer pension charge	£33.00
103289	Staff	Expenses - mileage/February	£2.70
103290	Staff	Expenses - mileage/February	£3.24
103291	S. Dodd	Refund of allotment plot deposit - plot 30	£50.00
103292	DM Payroll Services Ltd	Payroll services - 2nd half year	£61.50
DD	BT	Phone/broadband - Clerks/Parish Office	£369.60

.....
Chairman

103293	HMRC	Tax/NI - March	£147.75
103294	J.L. Markey	Allotment maintenance	£250.00
	DD Aviva	Pension contributions - March	£72.32
	SO Staff	Salary - March	£804.84
	SO Staff	Salary - March	£869.09
	SO Staff	Salary - March	£101.85
			<u>£2,765.89</u>
			<u>£132,066.63</u>
	Balance at 31 March 2019		
	Business Money Manager A/C		£126,063.01
	Community A/C		£6,003.62

.....
Chairman