



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 9<sup>th</sup> December 2019  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.  
 Present : Cllr. Marian Adams                      Cllr. David Thornton (Chairman)  
               Cllr. Les Fryer                              Cllr. Ginny Wright  
               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 Cllr. Andy Clarke.

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

The minutes of the Full Council meeting held on 11 November 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 speak.

**5. To receive reports from:**

**Borough Councillor Laura Edwards**

Cllr. Edwards advised members that Thames Water has confirmed that they are responsible for maintaining the pipework feeding in to the Petty's Brook watercourse and that they will need permission from the Environment Agency before any works are undertaken. Cllr. Edwards will seek further clarification from them. Cllr. Edwards also advised members that she has raised the issue of the lack of cash point facilities at the Chineham District Centre with Tellon and their response is that they are currently promoting the use of cash back facilities in some of the shops. They have also indicated that when the planning application for the redevelopment goes through, they will endeavour to get a cash machine installed within the centre but at the moment are struggling to find anyone to do so. Cllr. Edwards is also waiting for an update on a new Post Office for the Centre.

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 Chairman

**Borough Councillor Paul Miller**

Cllr. Miller advised members that the Manydown planning application will be presented for determination by the Development Control Committee early in 2020 and will kick off the implementation of one of the largest development projects in Hampshire. One of the reasons the project has taken a long time to arrive at this stage is that Hampshire County Council (HCC) and Basingstoke & Deane Borough Council have to ensure that all the challenges that the Manydown project presents have been correctly addressed in particular, highways and biodiversity issues that will impact the whole Borough. He also advised that the Ward Councillors are still pursuing the difficult problems all drivers are facing on the local roads from the poor and at times dangerous layouts of the roundabouts, 'red light runners' and speeding drivers. The Ward Councillors will continue their pressure on the HCC Highways authority to address these. The final details for the redevelopment of the Chineham District Centre have been agreed and we should see this project proceeding in spring 2020 and it is planned to include a return of a Post Office, cash machines and new health facilities. Cllr. Miller advised members that he had heard today that he will be appointed Deputy Mayor in 2020 and the Chairman congratulated him on behalf of the Parish Council on this appointment.

**County and Borough Councillor Elaine Still**

No report received.

**RRW**

The report was received and noted (Appendix A).

**CVHMC**

Cllr. Fryer advised members that there had been a Committee Meeting discussing internal issues relating to the hall. He also informed members that the installation of solar panels on the roof of the Village Hall was now contributing £2000 to their funds.

**6. To agree a response to Basingstoke & Deane Borough Council's consultation on their 2020/2024 Council Plan and their 2020-2021 budget (deadline for responses 1 January 2020).**

Following a discussion, it was agreed to respond to the Consultation thanking the Borough Council for the opportunity and confirming that the Parish Council has no comments to make.

**ACTION POINT: CLERK TO RESPOND TO BDBC**

**7. To review the rights of way vegetation priority cutting list from Hampshire County Council (deadline for suggestions 15 January 2020).**

It was agreed that all three rights of way through the Parish should be recommended for Hampshire County Council's priority cutting list.

**ACTION POINT: CLERK TO RESPOND TO HCC.**

**8. To agree a response to Basingstoke & Deane Borough Council's consultation on their Housing & Homelessness Strategy 2020-2024 (deadline for responses 17 January 2020).**

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Chairman

Cllr. Thornton advised members that he had attended a recent briefing at the Borough Council on their Housing and Homelessness Strategy and had been impressed with the work being carried out. Following a discussion, it was agreed to respond to the Consultation thanking the Borough Council for the opportunity and confirming that whilst the Parish Council had no specific comments to make it would like to acknowledge the work being undertaken by the Borough Council and further acknowledging that the provision of affordable housing is dependent on the Borough Council's Local Plan.

**ACTION POINT: CLERK TO RESPOND TO BDBC**

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

The current financial situation was noted (Appendix B). Cllr. Fryer acknowledged that the figures included the £16,000 budget for Recreation projects which has not yet been used. The Assistant Clerk updated members on the position with regard to the proposed seating along Petty's Brook and confirmed that the Parish Council is waiting for feedback from the Borough Council.

**ACTION POINT: CLLR. MILLER TO CONTACT THE PARKS & STREETSCENE MANAGER AT BDBC**

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

Cllr. Fryer proposed and Cllr. Fuller 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 December 2019</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Mileage – November	£3.60
Staff	Mileage – November	£4.14
Staff	Expenses – Planning application fee/community orchard board	£91.00
Staff	Expenses – Fee for map for application/community orchard board	£12.00
Viking	Stationery	£104.42
BT	Phone/Broadband – Clerks & Parish Office	£371.70
Royal Mail Group Ltd	PO Box renewal	£342.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – December	£118.49
Staff	Total salary costs for 3 members of staff	£1871.04

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**11. To consider and agree the Parish Council's 2020/21 budget.**

Cllr. Fryer advised members that the proposed projects submitted by the Recreation Committee had been incorporated into the budget and that annual costs had been increased by 3% (in line with increases made by the Borough Council). He confirmed that some additional budget had been included for a salary review during 2020 and that the Parish Council's insurance arrangements would be re-negotiated in autumn 2020. He also confirmed that some budget had been included for the new accessibility requirements for the Parish Council's website. He acknowledged that expenditure may exceed income by approximately £3,500 and that the Parish Council can't know what requests may be received for S.137 grants. Cllr. Miller proposed and Cllr. Adams seconded a motion and the Parish Council's 2020/21 budget (Appendix C) was unanimously agreed. It was acknowledged that the Precept Request application would be completed at the January 2020 Parish Council Meeting once the tax base figures were available from the Borough Council.

**12. To note the minutes of the Recreation Committee Meeting held on 21 November 2019.**

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

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

Cllr. Fuller advised the following:

**Hanmore Road playground refurbishment**

The installation work is at an advanced stage. However the water ingress problem remains unresolved and work continues to try to identify the source, whilst at the same time exploring options for additional drainage at the back of the site. It has delayed the completion of the project and the site will stay closed until the waterlogging issues are sorted out.

**Community Orchard**

Hortus Loci carried out their maintenance work on Friday (6/12) and also planted the replacement tree for the one that snapped in the summer. The new tree is a 'Beauty of Bath'. The Assistant Clerk will prepare a new label for it. A planning application has been submitted to Basingstoke & Deane Borough Council for the interpretation board for the orchard. It was included on the agenda for tonight's planning committee meeting. The planning committee's response was that this is an application submitted by the Parish Council therefore it would not be appropriate for us to comment. The application is due to be determined by the end of January.

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

No further progress to report on the installation of new seats along Petty's Brook as the Parish Council is awaiting input from Borough Council Officers. Receipt of the "expression of interest" form for Local Infrastructure Funding (LIF) for the "moat park" project has been acknowledged by the Borough Council and arrangements will be made in the New Year for a meeting to discuss the project further with them.

**Allotments**

A new plot holder has been signed up for plot 29. The Parish Council has two plots on final notice with a deadline of 12th December to make improvements. The Chairman of the Recreation Committee and the Clerks will inspect the plots after this date and agree next steps - the most likely will be the termination of their tenancy if no improvements have been made.

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Chairman

**14. To note the minutes of the Planning Committee Meeting held on 11 November 2019.**

The minutes of the Planning Committee Meeting held on 11 November 2019 were noted.

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

Cllr. Thornton advised that the Planning Committee had looked at the application for the interpretation board at the Community Orchard but had not thought it appropriate to comment on the Parish Council's own application. He also referred members to Cllr. Miller's comments on the update to the application for the redevelopment of the Chineham District Centre. There was a discussion surrounding the further potential consultation on changes to the bus route at the Centre and Cllr. Thornton advised members that he would anticipate that a member of the Parish Council would attend and speak at any Development Control Committee Meeting at the Borough Council with regard to this application. Cllr. Adams queried whether there was a time limit to approve this application and Cllr. Miller confirmed that all parties had agreed to try and get the application right and so there were no time limits.

**16. To confirm the date of the next meeting of Chineham Parish Council – 13 January 2020.**

The next Full Council Meeting will be held on 13 January 2020 at 7.45pm.

(Cllrs. Edwards and Vaux left the meeting)

**17. To discuss staff annual leave.**

The entry in the minutes relating to this agenda item is confidential.

The meeting closed at 8.40 pm.

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Chairman

**Appendix A****November 2019 RRW monthly summary**

- Trolleys: 11 (14) (reported to Trolleywise).
- Litter: plastic bottles & cans along Hanmore Road.
- Wooden bridge: in the Lillymill Chine/Richard's Field area - the rotten planks have deteriorated further (re-reported to HCC).
- Grit bins: checked & de-crusted where necessary.
- Noticeboards: these have been updated as requested.

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Chairman

**Appendix B**

Balance at 1 November 2019				£150,164.27
Allotment deposits - plot 29				£60.00
Interest - November				£24.94
				<u>£150,249.21</u>
	DD	Aviva	Employer pension charge	£33.00
	103337	Staff	Expenses - mileage/October	£4.28
	103338	Staff	Expenses - mileage/October	£5.27
	103338	Staff	Expenses - bulb order	£218.34
	103339	Staff	Salary/November	£70.80
	103340	S. Logan	Refund of allotment plot deposit + 1 key - plot 29	£60.00
	103341	S. Dodds	Refund of key deposit - plot 29	£10.00
	103342	J. Markey	Bulb planting	£400.00
	DD	Aviva	Pension contributions - November	£118.49
	SO	Staff	Salary/November	£814.12
	SO	Staff	Salary/November	£879.03
	SO	Staff	Salary/November	£107.09
				<u>£2,720.42</u>
Balance at 30 November 2019				<u>£147,528.79</u>
Business Money Manager A/C				£142,529.14
Community A/C				£4,999.65

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Chairman

## Appendix C

CHINEHAM PARISH COUNCIL  
Detailed Profit & Loss account  
for the 6 mths to 30September  
2019

**Excludes Allotments**

	<b>Actual 30.09.19</b>	<b>Estimated 31.03.20</b>	<b>Budget 31.03.21</b>	
<b>Income</b>				
Precept	18950.00	37900	38800	Increase of £900 as agreed
BDBC Grant	621.00	621	627	
Allotment rents				
Interest receivable	144.61	288	180	
Misc income				
BDBC CTS Grant				
<b>Total Income</b>	<b>19715.61</b>	<b>38809</b>	<b>39607</b>	
<b>Expenditure</b>				
Staff Cost	11448.30	22950	24500	Salary review
Employers Pension costs	908.94	2000	2000	
<b>Administration Costs:</b>				
Audit Fee	330.00	330	350	
Payroll Service	61.50	123	135	
Insurance Aviva	1816.00	1816	1950	New agreement required
HALC Subscription	1266.00	1266	1292	
Other Subscriptions	180.00	180	250	
Grass Cutting		700	700	
Postage Stationery Photocopy	100.30	200	300	
Telephone (including broadband)	612.50	1250	1400	
Training & Seminars			200	
Office Equipment/Software	85.99	200	250	

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PO Boxes			165		165	
Allotment Expenditure						
Sundries	<u>92.58</u>	4544.87	<u>250</u>	6480	<u>308</u>	7300
IT Web Site Maintenance		175.00		175		250
<b>Other Expenditure</b>						
Section 137 grants			900		2000	
Bus Shelter Cleaning/Lengthsman					2000	
Speedwatch			100		100	
Four Lanes Fete	186.10		186		100	
Rec spending					17500	
School signage					1500	
Upgrade of Website	<u>          </u>	186.10	<u>          </u>	1186	<u>1945</u>	25145
						Accessibility requirement
Transfer from Reserves						-16000
Transfer to reserves:				16000		
<b>Total Expenditure</b>	<u>          </u>	<u><b>17263.21</b></u>	<u>          </u>	<u><b>48791</b></u>	<u>          </u>	<u>43195</u>
Balance of Expenditure over income		2452.40		-9982		-3588

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Chairman