



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 9th September 2019
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
 Present : Cllr. Marian Adams Cllr. Paul Miller (Chairman)
 Cllr. Andy Clarke Cllr. Ginny Wright
 Cllr. Les Fryer
 Cllr. Sue Fuller Sally Jackson (Clerk)
 Cllr. Kirsty Giles Julia Johnston (Asst. Clerk)

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllrs. Oakley and Thornton.

2. To sign as a correct record the minutes of the Full Council Meeting held on 8 July 2019.

The minutes of the Full Council meeting held on 8 July 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 public session opened and the Chairman invited those present to address the meeting. A resident advised that he was there for agenda item 19 regarding the maintenance of Petty's Brook. The public session closed.

5. To receive reports from:

Borough Councillor Laura Edwards

Cllr. Edwards informed members that it has been quiet during the month of August. Cllr. Edwards advised that she had been involved in discussions with local residents of Catkin Close about the planning application for 54B Reading Road. Cllr. Edwards informed members that she along with Cllr. Still and Maria Miller MP are launching a petition regarding the reinstatement of the Post Office at the Chineham District Centre following the recent closure. She advised that the new bin collection service should be settling down now that the drivers know the routes. Cllr. Edwards informed members that a room is being dedicated to David Livesey at the Sherfield Park Community Centre and that everyone is welcome to attend.

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 Chairman

County and Borough Councillor Elaine Still

No report received.

Borough Councillor Paul Miller

Cllr. Miller advised members that the outline planning application for the redevelopment of the Chineham District Centre is still on-going. All parties are actively pursuing the issues surrounding the bus routes.

RRW

The reports were received and noted (Appendix A).

CVHMC

Cllr. Fryer advised members that there had been no meeting during August. Cllr. Fryer informed members that the licensing application for the fish and chip van had been turned down and so it will no longer be coming to the Village Hall car park. He also informed members that a pollinator patch has been prepared at the end of the Village Hall playing field and that Maria Miller MP will be attending later in the month to help plant it up. He advised members that the light in the Community Room is waiting to be repaired.

Speedwatch co-ordinator

The report was received and noted.

(Cllr. Miller suggested that agenda item 19 should be dealt with so that the member of the public in attendance could participate and then leave the meeting. All members were in agreement.)

19. To consider an article that appeared in the August edition of the Chineham Chat regarding the maintenance of Petty's Brook and to agree any next steps.

Cllr. Miller referred to the briefing paper prepared by the Clerk summarising the actions taken by the Parish Council since 2014 regarding the maintenance of Petty's Brook. He concluded by confirming that all comments or complaints are currently passed on to Basingstoke & Deane Borough Council (Grounds Maintenance) unless they relate to the balancing ponds in which case they are forwarded to Thames Water. It was acknowledged that the Environment Agency only has permissive powers to undertake works to reduce flood risks. Cllr. Adams referred to the historical issues with the brook when it flooded in 2007 and to the reports produced by a local resident at that time. She also suggested that the brook and the associated flooding risks can impact on household insurance as she has had experience of this.

The resident in attendance was invited to address members. He referred to the engineering reports that he produced and the interviews he conducted with local residents following a flash flood in 2007 and also that a "brook watch" email address had been set up at the time to log any comments (now closed). He advised that there were accountability issues even then and that in 2005 Thames Water and the Borough Council agreed to cease dredging and removing the debris. He acknowledged that the situation had changed since then with the balancing pond. He also advised that any development between the Park Pale ditch and the incinerator will require adequate drainage. Cllr. Miller thanked him for his time.

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Chairman

Following these discussions, it was agreed that Cllr. Edwards would confirm again with Thames Water the extent of their responsibilities regarding the watercourse, that the Parish Council would write to the three Ward Councillors requesting that they progress the maintenance of the brook with the Borough Council's Grounds Maintenance Team and that the Clerk would make some changes to the Parish Council's website with regard to including a "contact us" link in the section relating to the brook so that residents can forward on any comments or complaints.

ACTION POINT: CLERK TO CONTACT THE WARD CLLRS./AMEND THE PARISH COUNCIL WEBSITE

(One resident left the meeting).

- 6. To consider a suggestion to turn the current school signage on Thornhill Way by the Village Hall into school advisory 20mph signs and to agree any next steps.**

Following a discussion, Cllr. Wright proposed and Cllr. Clarke seconded a motion and it was unanimously agreed that initial contact should be made with the Traffic Management Team at Hampshire Highways referencing this enquiry.

ACTION POINT: CLERK TO CONTACT TRAFFIC MANAGEMENT TEAM AT HCC

- 7. To agree the removal of graffiti on the brick built bus shelter on Reading Road.**

Following a discussion, Cllr. Fryer proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that a request be made to the Borough Council to remove the graffiti on the brick built bus shelter on Reading Road (as it is offensive) or alternatively it should be removed by the Parish Council's contractor at a cost of up to £350 (to include anti-graffiti coating if available).

ACTION POINT: CLERK TO CONTACT BDBC OR CONTRACTOR

- 8. To note the financial situation at the end of July and August 2019.**

The financial situation at the end of July and August 2019 was noted (Appendix B).

- 9. To authorise any requests for payment.**

Cllr. Adams proposed and Cllr. Wright 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 August 2019		
(Please note that these items have already been paid)		
FROM	ITEM	AMOUNT
		£
Staff	Mileage - July	£4.50

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Chairman

Staff	Expenses – batteries for projector screen control	£3.38
Staff	Mileage - July	£7.07
Staff	Expenses – garden centre vouchers for allotment prizes	£60.00
Staff	Expenses – allotment trophy engraving	£24.00
J.L. Markey	Allotment maintenance	£265.00
Rocon Contractors Ltd	Repairs to allotment barrier	£438.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – August	£118.49
Staff	Total salary costs for 3 members of staff	£1800.24
HMRC	Tax/NI – August	£155.29

Cllr. Clarke proposed and Cllr. 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 September 2019		
FROM	ITEM	AMOUNT
		£
BT	Phone/broadband – Clerks/Parish Office	£372.00
Came & Co.	Insurance renewal (1.10.19 - 30.9.20)	£1816.00
DM Payroll Services Ltd	Payroll services 2019/20 – first half year	£61.50
PKF Littlejohn LLP	External Audit fee for year ended 31 March 2019	£240.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – September	£118.49
Staff	Total salary costs for 3 members of staff	£1800.24
HMRC	Tax/NI – September	£155.29

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Chairman

10. To consider the grant application from St. Michael's Hospice.

Following a discussion, Cllr. Miller proposed and Cllr. Wright seconded a motion and the grant application from St. Michael's Hospice was unanimously agreed. It was therefore agreed that in accordance with its powers under S.137 of the Local Government Act 1972, the Parish Council approve a grant of £900 to St. Michael's Hospice.

ACTION POINT: CLERK TO ADVISE HOSPICE/MAKE PAYMENT

11. To consider the grant application from Sherfield Park Community Association.

Following a discussion, Cllr. Adams proposed a motion but this was not seconded. It was therefore acknowledged that the grant application from Sherfield Park Community Association would not be considered.

ACTION POINT: CLERK TO ADVISE SPCA

12. To acknowledge the Parish Council's insurance arrangements.

It was acknowledged that the Parish Council had entered into a long term agreement with Aviva which expires on 30 September 2020.

13. To note the External Auditor's report on the Annual Governance & Accountability Return for the year ended 31 March 2019.

It was noted that the External Auditors had made no comment on the Annual Governance & Accountability Return for the year ended 31 March 2019 and that in their opinion the information contained within the Return is in accordance with proper practices. It was acknowledged that the Clerk would complete the necessary arrangements regarding the conclusion of the audit in accordance with The Accounts and Audit Regulations 2015 by the deadline of 30 September 2019.

ACTION POINT: CLERK TO DEAL WITH CONCLUSION OF AUDIT

14. To note the minutes of the Recreation Committee Meeting held on 25 July 2019.

The minutes of the Recreation Committee Meeting held on 25 July 2019 were noted.

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

Cllr. Fuller advised the following:

Hanmore Road play area: the tender process is complete and a design for the new playground has been decided. Cllrs. received copies of the plans by email from the Asst. Clerk for information. No firm timescale has been given but there is a six week lead in for the equipment to be manufactured and works on site will take five weeks. Confirmation has been sought from the Borough Council Senior Landscape Architect that it's OK to share the plans and then they'll be added to the website/residents will be advised in a Chineham Chat article.

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Chairman

Moat Park: Cllr. Thornton and the Asst. Clerk had a site meeting with Borough Council representatives about the clearance work on the area behind the moat and Cllr. Thornton has reported that since the meeting good progress has been made and the site is looking much better. There is another agenda item about the funding for the two replacement bridges but discussions with the Borough Council representatives about possible LIF (local infrastructure fund) funding were positive. The Clerk will progress this with them.

Community Orchard: apart from one snapped tree which the nursery will be replacing, the other trees have survived well through the summer months thanks to regular watering sessions. Many have produced decent sized apples which look like they may have been picked as there are none to be found around the base of the trees. The next step is to install a lectern style notice board to show the planting plan and to give some pointers for picking the apples. Quotes for the noticeboards and installation have been received and will be discussed at the next Recreation Committee meeting. The Asst. Clerk is still awaiting a response from the contact the Parish Council dealt with at Highways about what permissions might be required. There had also been a discussion at the last Recreation meeting about the possibility of planting some wild flower turf on the bund. However during the moat park site visit this was discussed with Borough Council officers and their advice was not to do it as it wouldn't work.

New seats: there is no progress to report on this project. The Borough Council officer who has been asked for his feedback about the potential locations for the seats has been off sick. He acknowledged at the moat park site visit that it is on his to do list.

Bulb planting: there will be some more bulb planting around the Parish in late October. The final sites are to be agreed between Cllr. Wright and the contractor who will be doing the planting. If the budget allows, it is hoped that up to 2000 daffodil bulbs will be planted. Cllr. Wright suggested that an increase in budget might be required.

16. To receive an update on the plans to create a more useable space behind the ancient moat.

It was acknowledged that some remedial works have been undertaken by the Borough Council to clear the site. Cllr. Fuller referred to a briefing paper that had been circulated by the Clerk prior to the meeting (Appendix C). The Clerk advised that it has been suggested that the Local Infrastructure Fund (LIF) may be a source of funding for the project and that the next step is to complete an expression of interest form and submit this to the Borough Council.

ACTION POINT: CLERK TO SUBMIT EXPRESSION OF INTEREST FORM TO BDBC/CLLR. MILLER TO LOOK INTO LOCAL HERITAGE FUNDING

17. To note the minutes of the Planning Committee Meetings held on 8 and 22 July and 27 August 2019.

The minutes of the Planning Committee Meetings held on 8 and 22 July and 27 August 2019 were noted.

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

Cllr. Fuller (Vice-Chair) advised members that there was one Planning Committee meeting in August - all routine applications. There's a current outline planning application to build three houses in the garden of 54B Reading Road behind the dentist with access from Catkin Close which has caused some concern amongst residents in Catkin Close and eight attended the Planning Committee meeting tonight. The Planning Committee's feedback to the Borough Council is to object to the application. The application will

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Chairman

automatically be called into the Borough's Development Control Committee if the Planning Officer is minded to approve it because of the numbers of objections received by residents, although he can refuse the application under his delegated powers. The Planning Committee has also requested that Cllr. Edwards call the application into the Borough's Development Control Committee.

20. To confirm the date of the next meeting of Chineham Parish Council – 14 October 2019.

The next Full Council Meeting will be held on 14 October 2019 at 7.45pm. Cllr. Adams gave her apologies for the meeting

(The remaining two visitors left the meeting).

21. Staff appraisals.

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

The meeting closed at 9.17pm.

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Chairman

Appendix A**July 2019 RRW monthly summary**

- Trolleys: 17 (13) (reported to Trolleywise).
- Litter: some crisp wrappers and drinks bottles around Hanmore Road and Mattock Way.
- Litter bin: upturned bin in Tollhouse meadow on the footpath to footbridge over brook - I have righted it.
- Bin near to School entrance: cut back brambles.
- Bench: overgrown grass cut back at the bench at the Mattock Way/Hanmore Road junction. Overgrown brambles cut back around bench on Thornhill Way opposite the Village Hall.
- Footpaths: cleared some brambles on the path from Tollhouse Copse towards Warbleton Road.
- Glass: removed small amount of glass at lamp post #21. Removed some broken glass from the entrance to Puttenham Road.
- Broken fence: at Simon's Close (reported to BDBC – Grounds Maintenance Team).
- Noticeboards: these have been updated as requested.

August 2019 RRW monthly summary

- Trolleys: 37 (17) (reported to Trolleywise).
- Footpath: overgrown path between Richard's Fields & Lillymill Chine (reported to BDBC Grounds Maintenance Team).
- Broken glass: attended Cufaude Lane (VH end) following a report from Cllr. Adams but the glass has already been removed.
- Graffiti: on phone box next to bus shelter on Reading Road (reported to BDBC Graffiti Service who forwarded direct to BT). Photo taken of graffiti on brick built bus shelter as requested by Clerk (to be dealt with by Parish Council contractor).
- Allotments: water reading taken as requested by Asst. Clerk.
- Noticeboards: these have been updated as requested.

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Chairman

Appendix B

Balance at 1 July 2019			£144,686.27	
Interest - July			£24.95	
Key deposit (2nd key) - plot 3			£10.00	
			<u>£144,721.22</u>	
	DD	Aviva	Employer pension charge	£33.00
	103315	Staff	Expenses - mileage/June	£3.60
	103316	Staff	Expenses - mileage/June	£4.64
	103316	Staff	Expenses - CAT BBQ/allotment site	£89.99
	103316	Staff	Expenses - flag/events	£138.00
	103316	Staff	Expenses - posters/events	£45.36
	103317	Vision ICT Ltd	Domain name renewal - biennial fee (Sept. 19 - Aug. 21)	£66.00
	103318	HMRC	Tax/NI - July	£155.29
	103319	Bye Pests	Spray & removal of wasp nest/allotment site	£48.00
	DD	Aviva	Pension contributions - July	£118.49
	103320	J. Markey	Maintenance - allotment site	£265.00
	SO	Staff	Salary - July	£814.12
	SO	Staff	Salary - July	£879.03
	SO	Staff	Salary - July	£107.09
				<u>£2,767.61</u>
Balance at 31 July 2019			<u>£141,953.61</u>	
Business Money Manager A/C			£136,478.83	
Community A/C			£5,474.78	

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Chairman

Balance at 1 August 2019			£141,953.61	
Interest - August			<u>£25.73</u>	
			<u>£141,979.34</u>	
	DD	Aviva	Employer pension charge	£33.00
	103321	Staff	Expenses - mileage/July	£4.50
	103321	Staff	Expenses - batteries/projector screen control	£3.38
	103322	Staff	Expenses - mileage/July	£7.07
	103322	Staff	Expenses - garden centre vouchers for prizes	£60.00
	103322	Staff	Expenses - engraving/allotment trophy	£24.00
	103323	HMRC	Tax/NI - August	£155.29
	103324	Rocon Contractors Ltd	Repairs to allotment barrier	£438.00
	DD	Aviva	Pension contributions - August	£118.49
	SO	Staff	Salary - August	£814.12
	SO	Staff	Salary - August	£879.03
	SO	Staff	Salary - August	<u>£107.09</u>
			<u>£2,643.97</u>	
Balance at 31 August 2019			<u>£139,335.37</u>	
Business Money Manager A/C			£136,504.56	
Community A/C			£2,830.81	

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Chairman

Appendix C

Briefing note – agenda item 16

To receive an update on the plans to create a more useable space behind the ancient moat.

The Parish Council identified a project to create a more useable space behind the ancient moat. This new “park” would enhance the natural area enclosed by the ancient moat between Farm View Drive and Thornhill Way in Chineham. This is a recently designated Site of Importance for Nature Conservation (SINC), it has very mature trees and ancient woodland ground flora. The two bridges giving access to the site need upgrading to allow access by those with reduced mobility & also for mowing machinery. The existing path has no surface treatment & is a mere desire line. It is proposed that some suitable surface is considered to allow better access. A management plan is needed regarding regular close mowing to maintain the open grass area & enhancing the area by cutting back invasive brambles & young trees around the boundary – care would be taken not to reduce the screening from surrounding properties & the mature trees would remain as a key feature of the site. Replacement seating on the sides of the grass area – both north & south to allow for seating in the sun & shade. Planting for the mown grass area to add to the visual amenity of the site e.g. small apple trees.

This project has been discussed within the Recreation Committee since the summer of 2018 with a site visit with Basingstoke & Deane Borough Council (BDBC) officers & also a meeting in February 2019 with the Parks & Streetscene Manager & various other BDBC officers. It was thought that S.106 funding may be available for the project but this is not the case. The Local Infrastructure Fund (LIF) has now been identified as a possible source of funding & further information can be found at <https://www.basingstoke.gov.uk/infrastructurefund> The Chairman & Assistant Clerk had a recent meeting with two BDBC officers on site & some minor works have been agreed to improve the site in the short term.

Following the recent site visit, the Parks & Streetscene Manager has contacted the Parish Council regarding the possibility of dredging the moat. He has expressed a number of concerns. It should be noted that the Parish Council has never requested that the moat is dredged, merely that items of rubbish should be removed when it is feasible to do so i.e. in drier weather.

In order to obtain the funding for the replacement bridges, pathway, seating etc. an “expression of interest” form is required prior to a LIF application. This contains details of the project, the costs, who will benefit, evidence of need etc. An application would also require the support of the Ward Councillors. There is also an expectation that whatever the cost of the project, 90% will be met by the LIF with the other 10% coming from partnership funding. The Clerk has already been in touch with the Senior Grant Officer at BDBC with some initial queries & the officer has suggested that the Parish Council submits an “expression of interest” & then a meeting can be arranged to discuss the proposal in more detail.

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Chairman