



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 11th May 2020
 Time: 7.30pm
 Place: Meeting held remotely via Zoom
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Andy Clarke 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)

The Chairman welcomed everyone to the remote meeting being held via Zoom and thanked the Clerks for facilitating this.

1. To receive and accept apologies for absence.

No apologies were received.

2. To sign as a correct record the minutes of the Full Council Meeting held on 9 March 2020 and to note that there are no minutes for a Full Council Meeting held on 14 April 2020 (cancelled due to Covid-19).

It was acknowledged that the minutes of the Full Council meeting held on 9 March 2020 would be signed by the Chairman as a correct record and that the meeting scheduled for 14 April 2020 had been cancelled due to Covid-19.

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

No declarations of interest were received.

4. Public session.

It was acknowledged that no members of the public had contacted the Clerks to attend the meeting via Zoom.

5. To receive reports from:

County and Borough Councillor Elaine Still

Cllr. Still said that she hoped that all Parish Councillors and staff were keeping well during the current pandemic. She advised that the Household Waste Recycling Centre (HWRC) on Wade Road had opened earlier today with guidelines in place and also confirmed that the local bin collections had been changed

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 Chairman

temporarily. Cllr. Still advised that her devolved budget had been increased this financial year and that if any Parish Councillors were aware of local community groups who required additional funding to help their efforts during the pandemic then to contact her. Cllr. Still confirmed that she would forward the details of the HWRC reopening to the Clerks for distribution to Cllrs.

Borough Councillor Laura Edwards

Cllr. Edwards confirmed that the HWRC had reopened on Wade Road and that bin collections had been temporarily changed. She also advised members that Borough Council meetings would also be taking place remotely via Zoom.

Borough Councillor Paul Miller

Cllr. Miller informed members that the Borough Council had distributed £97 million in funding to local businesses and were doing all that they could to keep them open. The Borough Council is monitoring local food banks in association with Basingstoke Voluntary Action (BVA). He confirmed that the Development Control (DC) Committee will be the first to hold their meetings remotely via Zoom at the Borough Council and that meetings were scheduled for the 20th and 27th May.

RRW

The report was noted (Appendix A).

CVHMC

Cllr. Fryer advised members that the Village Hall is being used as a Chineham “hub” and is assisting 20 people a day in terms of providing food and collecting prescriptions. This is being funded by the Borough Council and BVA. He confirmed that it costs £5,000 per month to run the Village Hall during lockdown and that as a charity they have been able to claim funding of £10,000.

6. To note the current financial situation.

The financial situation for March and April were noted (Appendix B).

7. To authorise any requests for payment.

Cllr. Fuller 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.

Payment Requests April 2020 (already paid)		
FROM	ITEM	AMOUNT £
Victim Support	S.137 grant	£200.00
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – April	£118.49

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Chairman

HMRC	Tax/NI - April	£62.99
Staff	Total salary costs for 3 members of staff	£1899.61

Payment Requests May 2020		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage March/April	£1.80
Staff	Expenses – McAfee virus protection renewal	£64.99
Staff	Expenses – Zoom Pro monthly subscription (20/4/20 – 20/5/20)	£14.39
C. Moore	Refund of allotment deposits – plot 4	£60.00
S. Goddard	Refund of allotment deposits – plot 13	£60.00
A. Tyler	Refund of allotment deposits – plot 29a	£60.00
HALC	Membership fee 2020/21	£1301.22
Vision ICT Ltd	Data backup subscription 2020-21	£144.00
Viking	Stationery order – 2 nd class stamps/envelopes for Moat Park letter drop/planning letters	£108.38
Viking	Stationery order – large 2 nd class stamps for allotment invoicing	£49.26
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – May	£118.49
HMRC	Tax/NI - May	£58.85
Staff	Total salary costs for 3 members of staff	£1902.18

8. To acknowledge that a grant application from Victim Support for £200 was agreed by Councillors via email.

It was acknowledged that a grant application from Victim Support for £200 was agreed by Councillors via email and therefore in accordance with its powers under S.137 of the Local Government Act 1972 the Parish Council had paid the grant.

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Chairman

9. To note the unaudited Parish Council accounts for the year ended 31 March 2020.

The Chairman advised that the deadline for the submission of the Annual Governance & Accounting Return (AGAR) had been extended until 31 August 2020. He also confirmed that the Clerk and Chairman of the Finance Committee are currently completing the return and will be arranging for the completion of the Internal Audit. The unaudited Parish Council accounts for the year ended 31 March 2020 were noted (Appendix C).

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

Cllr. Fuller advised the following:

Moat Park Project

So far the Parish Council has received 92 responses to the online Survey Monkey survey, the great majority of which are in favour of replacing the bridges and making the area more accessible. There has been some feedback about anti-social behaviour on the old benches which are hidden under the trees close to Thornhill Way which will need to be addressed regardless of the Local Infrastructure Fund (LIF) application. The Parish Council has had confirmation from the LIF co-ordinator at Basingstoke & Deane Borough Council (BDBC) that the application process is still going ahead this year despite the effects of Covid-19 on the Borough's finances. The closing date for applications is 12th June (5pm). It's unclear whether this will affect our chances of success with the application but we have had confirmation that we will have an opportunity to apply for the same scheme next year (assuming it continues in 2021) if we are unsuccessful this year. Last week the Assistant Clerk posted letters to 69 residents living closest to the Moat Park area in Farm View Drive, Four Lanes Close and Brookfield Close advising them of the ideas and asking for feedback. So far the Parish Council has had emails from eight residents who received a letter.

Community Orchard

Having been granted the first part of the licence to erect an interpretation board at the orchard, the Parish Council is now waiting until the right time post-lockdown to order a sign and engage with contractors about installing the board and applying for their part of the licence. The trees appear in good health and the blossom has just finished. The Parish Council now need to think about a watering schedule for the summer and may have to start this as soon as next week. A request to all Councillors to save their used plastic milk bottles for the Assistant Clerk who did not keep her supply from last summer.

Allotments

The allotment site has stayed open during lockdown and the Parish Council has not received any feedback from plot holders about social distancing or other rules being breached. The allotment toilet has been locked throughout. The Assistant Clerk has been liaising closely with the allotments officer at BDBC to make sure we are aligned with them as far as possible. We currently have five vacant plots and will decide whether it's now OK to start showing them to people on the waiting list following the Prime Minister's announcement to Parliament today. The Assistant Clerk has been in contact with the grounds maintenance contractor about doing some maintenance work on the site. The annual rent invoices were sent out last week with some additional wording to the covering letter to ask people to contact us if they were currently experiencing financial hardship and we will discuss deferring their payment. So far the Clerk hasn't heard back from anyone. CAT discounts were given to the four current CAT members.

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Chairman

- 11. To note the minutes (record of feedback) of the Planning Committee Meetings held on 9th March, 14th and 27th April 2020.**

The minutes/record of feedback of the Planning Committee Meetings held on 9th March, 14th and 27th April 2020 were noted.

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

Cllr. Thornton advised members that the Committee had looked at the application for temporary access to the Redlands site from the A33 and had opposed this in line with other local Parish Councils. It was acknowledged that the Parish Council would be requesting that Borough Cllr. Edwards call this application in to the Borough Council's Development Control Committee.

- 13. To note that the Annual Parish Council Meeting (AGM) will not be convened for 2020 in line with new legislation and that the current Chair and Vice-Chair could remain in office until May 2021 and that existing Committee membership could continue for a further twelve months.**

It was noted that the AGM will not be convened for 2020 in line with new legislation and that the current Chair & Vice-Chair could remain in office until May 2021 and that existing Committee membership could continue for a further twelve months.

- 14. To note that the 2020 Annual Parish Assembly scheduled for 14 May 2020 has been cancelled.**

It was noted that the 2020 Annual Parish Assembly scheduled for 14 May 2020 has been cancelled due to the current social distancing guidelines. The Chairman advised members that he would be putting together his Chairman's annual report and that this would go on the Parish Council website along with the draft unaudited accounts for the year ended 31 March 2020.

- 15. To agree that the Parish Council should enter into an agreement with the Lead Parish of the local cluster regarding the Parish Council Lengthsman Scheme and that the Clerk should sign the agreement on behalf of Chineham Parish Council.**

Cllr. Miller proposed and Cllr. Adams seconded a motion and it was unanimously agreed that the Parish Council should enter into an agreement with the lead Parish of the local cluster regarding the Parish Council Lengthsman Scheme and that the Clerk should sign the agreement on behalf of Chineham Parish Council.

ACTION POINT: CLERK TO SIGN AGREEMENT & RETURN TO LEAD PARISH

- 16. To receive an update regarding the accessibility of the Parish Council's website and to agree any next steps (deadline for compliance 23 September 2020).**

Cllr. Fryer advised members that the quote from the current website host included designing and building a brand new accessible website as well as providing an accessibility statement. Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed that the Parish Council should accept the website host's quote for the work.

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Chairman

ACTION POINT: CLERK TO CONTACT VISION ICT

- 17. To confirm the date of the next meeting of Chineham Parish Council – 8 June 2020 (expected to be held remotely).**

The next Full Council Meeting will be held on 8 June 2020.

The Chairman thanked everyone for attending the meeting via Zoom and confirmed that the Clerk would now close the meeting.

The meeting closed at 8.15pm.

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Chairman

Appendix A**April 2020 RRW monthly summary**

- Trolleys: 8 (5) (reported to Trolleywise).
- Petty's Brook: the section of wall running from Thornhill Way, near the Chineham Arms, towards the scout hut is damaged (to be reported when circumstances allow).
- Verges: the grass cutting has begun.

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Chairman

Appendix B

Balance at 1 March 2020			£140,512.92	
Interest - March			£22.54	
			<u>£140,535.46</u>	
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/Broadband - Clerks/Parish Office	£379.26
	103355	Staff	Mileage - February	£4.50
	103356	Staff	Mileage - February	£6.98
	103356	Staff	Expenses - HCC licence/orchard signage	£430.00
	103357	K. Wolfenden	Refund of allotment deposits - plot 21	£60.00
	103358	Staff	Salary - March	£136.84
	103359	HMRC	Tax/NI - March	£84.09
	103360	Staff	Expenses - community orchard signage illustration	£58.00
	103361	Viking	Stationery order	£28.57
	DD	Aviva	Pension contributions - March	£118.49
	SO	Staff	Salary - March	£814.12
	SO	Staff	Salary - March	£879.03
				<u>£3,032.88</u>
Balance at 31 March 2020			<u>£137,502.58</u>	
Business Money Manager A/C			£134,629.68	
Community A/C			£2,872.90	

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Chairman

Balance at 1 April 2020			£137,502.58	
BDBC - 50% Precept			£19,400.00	
BDBC - Grass cutting grant			£627.00	
Interest - April			£24.59	
			<u>£157,554.17</u>	
	DD	Aviva	Employer pension charge	£33.00
	103362	Victim Support	S.137 grant	£200.00
	103363	Staff	Salary - April	£8.76
	103364	Staff	Salary - April	£8.76
	103365	Staff	Salary - April	£188.94
	103366	HMRC	Tax/NI - April	£62.99
	DD	Aviva	Pension contributions - April	£118.49
	SO	Staff	Salary - April	£814.12
	SO	Staff	Salary - April	£879.03
			<u>£2,314.09</u>	
Balance at 30 April 2020			<u>£155,240.08</u>	
Business Money Manager A/C			£149,681.27	
Community A/C			£5,558.81	

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Chairman

Appendix C

CHINEHAM PARISH COUNCIL
Detailed Profit & Loss account
for the period to 31 March 2020

	Actual		Actual
	31.03.20		31.03.19
Income			
Precept	37900.00		37000.00
BDBC Grant	621.00		615.00
Allotment rents	1880.00		1890.00
Interest receivable	295.67		208.78
BDBC CTS Grant			510.00
Total Income	<u>40696.67</u>		<u>40223.78</u>
Expenditure			
Staff Cost	23055.93		23243.32
Employers Pension costs	1817.88		1263.80
Administration Costs:			
Audit Fee	330.00		325.00
Payroll Service	123.00		123.00
Insurance Cornhill	1816.00		1741.49
HAPTC Sub	1266.00		1187.00
Other Subscriptions	216.00		216.00
Grass Cutting	0.00		675.00
Postage Stationery Photocopy	82.48		370.38
Telephone (including broadband)	1238.30		1287.04
Training & Seminars	60.00		0.00
Office Equipment/Software	129.87		219.98
PO Boxes	285.00		275.00
Allotment Expenditure	1534.08		1613.28
Sundries	<u>142.36</u>	7223.09	<u>143.19</u> 8176.36
IT Web Site Maintenance		408.00	230.00
Other Expenditure			
Section 137 grants	900.00		200.00
Community Orchard	589.00		774.14
Orchard Boards			750.00
Bulb Planting	581.95		
Bus Shelter Cleaning	255.00		
Four Lanes Fete	186.10		62.00
Commemorative Seat			2676.50
Projector & Installation	<u>2512.05</u>	<u>1943.20</u>	6405.84

Transfer from Reserves

Transfer to reserves:

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 Chairman

Total Expenditure	<u>35016.95</u>	<u>39319.32</u>
Balance of Income over Expenditure	5333.80	627.74
Accumulated fund b/fwd.	22436.13	21808.39
Allotment surplus for year	345.92	276.72
Allotment Fund b/fwd.	<u>4801.81</u>	<u>4525.09</u>
Overall surplus	<u>32917.66</u>	<u>27237.94</u>

Chineham Parish Council

Balance Sheet

31.03.20

31.03.20

Cash at Bank	137502.58	
Petty Cash	50.00	
VAT recoverable	<u>340.64</u>	
	340.64	

Less

Allotment deposits/rent less Exp	2575.00	
Grant /accrual for tree board	1750.00	
Current Liabilities	<u>6145.00</u>	-10129.36

Net Assets

127423.22

Represented by

Surplus on General Account B/fwd.	22436.13	
Surplus/ loss for year Gen Account	5333.80	
Surplus on Allotment Account	4801.81	
Surplus Allotment Account for year	<u>345.92</u>	32917.66
Reserves		94505.56

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Chairman