



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 11<sup>th</sup> January 2021  
 Time: 7.45pm  
 Place: Meeting held remotely via Zoom  
 Present : Cllr. Marian Adams                      Cllr. Paul Miller (Chairman)  
             Cllr. Andy Clarke                         Cllr. Luke Williams  
             Cllr. Les Fryer                             Cllr. Ginny Wright  
             Cllr. Sue Fuller                             Sally Jackson (Clerk)  
             Cllr. Kirsty Giles                          Julia Johnston (Asst. Clerk)

The Chairman welcomed everyone to the remote meeting being held via Zoom and confirmed some general guidance on how the meeting would operate.

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

Apologies were received and accepted from Cllr. Thornton.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 14 December 2020.**

It was acknowledged that the minutes of the Full Council meeting held on 14 December 2020 would be signed by the Chairman 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.**

Cllr. Miller invited the member of the public present to address Cllrs. The member of the public suggested that Cllr. Miller could provide an update on an incidence of fly-tipping just off the A33 in a gateway by the traffic lights at the junction for the incinerator. Cllr. Miller advised members that the Borough Council had identified that the ownership of this area of land was unknown as it was not owned by Hampshire County Council. The Borough Council had therefore committed to clearing it themselves.

**5. To receive reports from:**

**Borough Councillor Laura Edwards**

Cllr. Edwards advised that dog fouling fines had recently increased from £50 to £100. She also confirmed that she had received some complaints of anti-social behaviour at the Great Binfields MUGA which she

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had passed on to the Police. She had been advised by the Police that any further issues can be reported via their on-line form.

**Borough Councillor Paul Miller**

Cllr. Miller advised members that a decision has been made not to publish the Chineham Chat (CC) for the next three months due to delivery issues during lockdown and also because of a reduction in advertising revenue. He suggested that the Parish Council's website could be utilised more for "parish news" such as the monthly nature notes. Cllr. Adams suggested that the Parish Council could support the CC whilst it gets back on its feet. It was also acknowledged that the CC has its own website and that perhaps articles can be published on-line there. Cllr. Miller also advised members of the temporary closure of Crockford Lane (at the bridge into the Business Park) whilst works were undertaken. He has advised the utility company that the proposed diversion signage is in the wrong place and that a diversion sign should be placed on the Taylor's Farm roundabout. He suggested that a formal amendment to the TTRO will be issued in due course.

**ACTION POINT: CLERK TO INCLUDE AGENDA ITEM FOR NEXT MONTH'S MEETING REGARDING THE CC**

**County and Borough Councillor Elaine Still**

No report received.

**CVHMC**

Cllr. Fryer advised members that the current lockdown means that the Village Hall has closed to all hirers. As Treasurer of the Management Committee he has been working on the accounts and there will be a substantial deficit due to lost income. They have been in receipt of some COVID-19 grants etc. via the Borough Council. He advised members that some of the recently allocated S.106 funding will be used later this month to install more solar panels at the Village Hall. Cllr. Miller advised that other local Village Halls are in the same position and that grants/funding is available to make up some of the shortfall in lost income.

**RRW**

The report was noted (Appendix A). The Clerk confirmed that she had spoken with the RRW and he was content at this time that his normal rounds could be conducted whilst taking his permitted daily exercise under the lockdown regulations. Cllr. Adams advised that various cones/barriers/signage from historic road works need to be collected. Cllr. Miller suggested that these should be referred to the Borough Council as it has the resources to collect them & remove them to the Wade Road depot.

**ACTION POINT: CLERK TO REFER THIS TO BDBC**

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

The current financial situation was noted (Appendix B).

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

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Chairman

Cllr. Fryer 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.

<b>Payment Requests January 2021</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Expenses – mileage December	£2.79
Staff	Expenses – Zoom Pro monthly subscription (20/12/20 – 19/01/21)	£14.39
Staff	Printing reimbursement – RRW	£9.00
Sherfield Park Community Association	S.137 grant – first quarterly payment	£559.85
CPRE	Annual subscription	£36.00
Aviva	Employer pension charge	£33.00
Aviva	Pension contributions – January	£122.05
HMRC	Tax/NI - January	£71.95
Staff	Total salary costs for 3 members of staff	£1944.19

**8. To agree the 2021/22 precept request (deadline 31 January 2021).**

Cllr. Fryer advised members that whilst a proposed precept of £38,800 had been included in the recently agreed budget, the Tax Base figures have now been released by Basingstoke & Deane Borough Council. The Finance Committee is therefore recommending a slightly reduced precept request of £38,450 which will equate to a contribution of approximately £12.38 per annum for a typical Band D property for 2021/22 keeping it in line with last year's contribution. Cllr. Fryer proposed and Cllr. Clarke seconded a motion and it was unanimously agreed to request a precept of £38,450 for 2021/22.

**ACTION POINT: CLERK TO SUBMIT PRECEPT REQUEST.**

**9. To note the Parish Council's third quarter accounts (1.4.20-31.12.20).**

The Parish Council's third quarter accounts were noted (Appendix C).

**10. To note that the third quarter bank reconciliations and original bank statements will be signed and verified.**

It was noted that the third quarter bank reconciliation and original bank statements (1.10.20-31.12.20) would be verified and signed in due course.

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Chairman

**11. To agree the appointment of an Internal Auditor and to agree the scope of their work for the year ended 31 March 2021.**

Cllr. Fryer outlined the role of the Internal Auditor and the scope of their work contained within the draft engagement letter circulated with the agenda. Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed that Mr J. Long be appointed as the Internal Auditor for the year ended 31 March 2021.

**ACTION POINT: CLERK TO SEND ENGAGEMENT LETTER TO INTERNAL AUDITOR.**

**12. To agree that the Parish Council sets a maximum limit of £1000 per S.137 grant application unless there are exceptional circumstances and unanimous agreement.**

Following a discussion, Cllr. Fryer withdrew the motion. It was acknowledged that the discussion had been useful and that going forward Cllrs. should consider any grant applications more rigourously.

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

Cllr. Fuller advised members that the Assistant Clerk had heard from the grounds maintenance contractor that he hopes to make a start on cutting back the overgrowing trees at the allotments in the next month or so. Names continue to be added to the allotment waiting list and this currently stands at 44. We will wait to see if anyone is minded to hand back their plot before the end of the current rental year. The new invoices going out usually prompt people to hand back their plots if they have been thinking of doing this. Last year only two plots were not worked for COVID-related reasons. The Parish Council kept in touch with the plot holders who both expressed a wish to keep on their plots. The next Recreation Committee meeting is on 28th January when we will be reviewing the allotment rules.

**14. To note the minutes of the Planning Committee Meeting held on 14 December 2020.**

The minutes of the Planning Committee Meeting held on 14 December 2020 were noted.

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

Cllr. Fuller advised members that the Planning Committee looked at 51 planning applications during the year. This compares to 58 applications in 2019. Most of these applications were looked at during Zoom meetings and there were probably more applicants and neighbours joining the meetings. The change to virtual meetings doesn't appear to have affected the process adversely. Cllr. Adams queried whether the Borough Council had been contacted regarding the appropriateness of some TPO's on trees in Minden Close as per the December Planning Minutes. Cllr. Miller advised that there has been an on-going tree survey in Chineham and that lots of tree works are being undertaken but he will follow this up again.

**16. To receive an update on the analysis of the Parish Council's Post Office survey.**

Cllr. Miller acknowledged that the analysis of the Parish Council's Post Office survey had been circulated with the agenda. The Assistant Clerk was asked to provide an overview for the member of the public attending the meeting and the Ward Cllr. in attendance. Following a discussion it was acknowledged that the analysis should be circulated to those already identified (the Post Office, Telson and Maria Miller MP)

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as well as to the resident who originally suggested the survey and the local Ward Councillors. It was further acknowledged that an “overview” of the survey should be attached to the analysis as this would be useful. The Chairman formally thanked the Clerks for their work on this survey.

**ACTION POINT: CLERKS TO CIRCULATE ANALYSIS**

- 17. To confirm the date of the next meeting of Chineham Parish Council – 8 February 2021 (expected to be held remotely).**

The next Full Council Meeting will be held on 8 February 2021. The Chairman took the opportunity to wish everyone in attendance a happy new year.

The meeting closed at 9pm.

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Chairman

**APPENDIX A**RRW Report – December 2020

- 14 (21) Abandoned shopping trolleys reported via Trolleywise or to Lidl Customer Services. Locations incl. footpaths through Binfields Woodland Park and the Village Hall and on St Joseph's Crescent, Reading Road, Hanmore Road and Coppice Pale.
- Cut branches on verges near entrance to Four Lanes School reported to B&DBC (again).
- Broken fence at Lillymill Chine reported to B&DBC. This has been referred to a contractor.
- Reported abandoned "house sold" sign on Thornhill Way to estate agent requesting collection.
- Reported abandoned safety fencing on Reading Rd to owner/Openreach requesting collection. This was acknowledged but has not yet been actioned. A reminder has been issued.
- Reported flood in Reading Road to HCC. This has been passed to a contractor.
- Reported overgrown shrubbery on footpath from Warbleton Rd to St Leonards Ave. This has been deferred for routine maintenance.
- Reported overgrown shrubbery on Reading Rd to HCC. This has been acknowledged as requiring action.
- Damaged shrubbery on Reading Rd link to Crockford Lane reported to B&DBC and Chineham Business Park.
- Reported excessive leaves on footpath from Cibbons Rd. This has been signed-off as completed.
- Updated noticeboards.

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Chairman

## Appendix B

Balance at 1 December 2020			£150,804.73	
Interest - December			£1.20	
			<u>£150,805.93</u>	
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/Broadband - Clerks/Parish Office	£410.28
	103418	Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103418	Staff	Expenses - mileage/November	£2.70
	103419	Staff	Expenses - Land Registry search	£3.00
	103419	Staff	Expenses - Survey Monkey annual subscription	£384.00
	103419	Staff	Expenses - mileage/November	£1.53
	103420	R.C. Saunders Ltd	Allotment fence repairs	£144.00
	103421	Spotlight UK	S.137 grant	£438.75
	103422		Cancelled	
	103423	HMRC	Tax/NI - December	£71.95
	103424	Viking	Stationery order	£171.96
	103425	Royal Mail Group Ltd	PO Box renewal	£360.00
	DD	Aviva	Pension contributions - December	£122.05
	SO	Staff	Salary - December	£844.21
	SO	Staff	Salary - December	£911.04
	SO	Staff	Salary - December	£188.94
				<u>£4,101.80</u>
Balance at 31 December 2020			<u>£146,704.13</u>	
Business Money Manager A/C			£142,605.87	
Community A/C			£4,098.26	

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## Appendix C

**Chineham Parish Council  
Balance Sheet**

		<b>31.12.20</b>	<b>31.12.20</b>	<b>31.03.20</b>
Cash at Bank			146704.13	137502.58
Petty Cash			50.00	50.00
VAT recoverable	543.83			340.64
		<u>543.83</u>		<u>340.64</u>
Less				
Allotment deposits/rent less Exp	3323.99			2575.00
Grant /accrual for tree board	1750.00			1750.00
2nd Half precept	9700.00			
Current Liabilities	5510.00	19740.16		6145.00
				<u>-10129.36</u>
			<u><b>127013.97</b></u>	<u><b>127423.22</b></u>

**Represented by**

Surplus on General Account B/fwd	27769.93			22436.13
Surplus/ loss for year Gen Account	-409.25			5333.80
Surplus on Allotment Account	5147.73			4801.81
Surplus Allotment Account for year		<u>32508.41</u>		<u>345.92</u>
				32917.66
Reserves		94505.56		94505.56
			<u>127013.97</u>	<u>127423.22</u>

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**CHINEHAM PARISH COUNCIL**  
**Detailed Profit & Loss account**  
**for the period to 31.12.20**

**Excluding Allotments**

	<b>31.12.20</b>	<b>31.12.20</b>	<b>Actual</b>	<b>31.03.20</b>
Income				
Precept		29100.00		37900.00
BDBC Grant		627.00		621.00
Allotment rents				1880.00
Interest receivable		59.19		295.67
BDBC CTS Grant				
Total Income		<u>29786.19</u>		<u>40696.67</u>
<b>Expenditure</b>				
Staff Cost		17699.66		23056.00
Employers Pension costs		1395.41		1817.88
<b>Administration Costs:</b>				
Audit Fee	340.00		330.00	
Payroll Service	61.50		123.00	
Insurance Cornhill	1311.50		1816.00	
HAPTC Sub	1301.22		1266.00	
Other Subscriptions	160.00		216.00	
Grass Cutting			0.00	
Postage Stationery Photocopy	273.15		82.48	
Telephone (including broadband)	1020.35		1238.30	
Training & Seminars			60.00	
Office Equipment/Software	208.08		129.87	
PO Boxes	300.00		285.00	
Allotment Expenditure			1534.08	
Sundries	<u>118.57</u>	5094.37	<u>142.36</u>	7223.09
I T Web Site Maintenance		233.00		408.00
<b>Other Expenditure</b>				
Section 137 grants	1637.75		900.00	
Community Orchard	1519.38		589.00	
Zoom Mtgs	95.92			
Bulb Planting			581.95	
Bus Shelter Cleaning	85.00		255.00	
Four Lanes Fete Survey monkey	320.00		186.10	
New Web site	1945.00			
De Fib Batteries	<u>169.95</u>	5773.00	<u></u>	2512.05
Transfer from Reserves				
Transfer to reserves:				
Total Expenditure		<u>30195.44</u>		<u>35017.02</u>
Balance of Income over Expenditure		-409.25		5679.65

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