



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 8<sup>th</sup> March 2021  
 Time: 7.45pm  
 Place: Meeting held remotely via Zoom  
 Present : Cllr. Marian Adams                      Cllr. David Thornton (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)  
               Cllr. Paul Miller

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.**

No apologies were received.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 8 February 2021.**

It was acknowledged that the minutes of the Full Council meeting held on 8 February 2021 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. Thornton invited the member of the public present to address Cllrs. but she confirmed that she was attending the remote meeting merely to observe.

**5. To receive reports from:**

**County and Borough Councillor Elaine Still**

Cllr. Still referred to the resident's concerns over the works about to take place along Hanmore Road. She provided an update from the Senior Engineer at Hampshire Highways which confirmed that the works are being undertaken under S.278 to improve the pedestrian facilities around the Chineham Business Park & surrounding roads. Unfortunately, due to a break down in communications, the Contractor has been

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asked to stop & remove the traffic management equipment until the relevant permits are in place. Cllr. Still suggested that any further queries are directed to her to deal with.

**Borough Councillor Laura Edwards**

Cllr. Edwards confirmed that bin collections will not be affected by the Easter bank holidays.

**Borough Councillor Paul Miller**

Cllr. Miller also referred to the resident's concerns over the works scheduled along Hanmore Road. He confirmed that he had spoken with the resident last Friday. He advised members that the works are being funded under S.278 by Croudace & the monies have mainly been contributed from the Razor's Farm development. Cllr. Miller also referred to the upcoming local elections and advised that postal voting is being encouraged. He asked Cllr. Fryer to confirm how the Village Hall will meet the COVID secure requirements as a Polling Station, suggesting that separate entrances will be required for entering & exiting the premises at the Village Hall, Christ Church and Sherfield Park Community Centre (the three local polling stations). Cllr. Miller also advised members of a potential new development north of the Redlands site which is concerning the Ward and other local Councillors.

**CVHMC**

Cllr. Fryer advised members that the Village Hall is currently open for pre-school children and some NHS services regarding health visitors. The Committee hope that the Hall can open more fully with the next easing of lockdown restrictions. He confirmed that the Village Hall can provide a separate entrance & exit and that hand sanitiser and floor markings for social distancing are already set up. Cllr. Fryer advised that the Village Hall's accounts are likely to be worse for 2021 than for 2020 as the Village Club is considering not re-opening until they can operate an inside service due to staff levels.

**RRW**

The report was noted (Appendix A).

**6. To receive an update on the on-going tree works around the Parish.**

Cllr. Thornton advised members that there have been a lot of concerns raised about the levels of recent tree works around the Parish. Both he and the Asst. Clerk had met with the Borough Council's Tree Officer to discuss the works. The trees that have been removed are considered by the Tree Officer to be a hazard either to other trees or to local residents and one of the issues has been Ash die-back. The tree works have also coincided with the overdue cutting back of hedges which has made the area seem even barer. Cllr. Thornton acknowledged that the Parish Council is bound by the expertise of the Tree Officer. He advised members that he was very pleased to note that there are works planned for Little Baker's Copse to remove the foreign Conifers to allow the woodland to grow back to an ancient coppice. Cllrs. and residents may have noticed a lot of blue crosses and these are the trees that will be removed to make room for the native species. The Tree Officer had confirmed that a felling licence was required from the Forestry Commission due to the extent of the works but as this hadn't been given yet, the works may be delayed until the Autumn because of the nesting season. The Asst. Clerk advised members that an Oak tree at the Allotment Site on Hanmore Road is also scheduled to be removed as it is impacting the plots at the site. She confirmed that there has not been much opposition from plot-holders and that when it is removed she has requested that logs and chippings are left at the site for those that have expressed an interest in using them.

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Cllr. Adams asked whether the Parish Council and the local Conservation Group could be involved in replanting trees but Cllr. Thornton and the Asst. Clerk confirmed that the Tree Officer has a planting plan and so it would be advisable to allow that to happen first. Cllr. Wright advised members that she has seen a new Beech tree on the corner of Mattock Way and Thornhill Way.

Cllr. Fryer asked whether Hampshire County Council (HCC) is going to remove the branches from the corner of Thornhill Way and Warbleton Road outside the Village Hall. Cllr. Still confirmed that she would send a reminder to HCC that this was still outstanding.

Cllr. Adams referred once again to the tree debris that she had reported by the play area on Tollhouse Meadow and the Asst. Clerk confirmed that this had been reported to the Borough Council after the last Parish Council Meeting.

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

The current financial situation was noted (Appendix B). Cllr. Fryer suggested to members that even with the March payments and the monies set aside for Recreation projects, the Parish Council will have a healthy balance at the year end in the region of £135,000.

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

Cllr. Fryer proposed and Cllr. Miller 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 March 2021</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Expenses – mileage February	£2.70
Staff	Expenses – Zoom Pro monthly subscription (20/2/21 – 19/03/21)	£14.39
BT	Phone/Broadband – Parish Office/Clerks	£408.48
Spotlight UK	S.137 grant application – second quarterly payment	£438.75
Aviva	Employer pension charge - March	£33.00
Aviva	Pension contributions – March	£122.05
HMRC	Tax/NI - March	£71.95
Staff	Total salary costs for 3 members of staff - March	£1944.19

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**9. To agree the renewal of the payroll service.**

Cllr. Fryer proposed and Cllr. Adams seconded a motion and it was unanimously agreed that the payroll service be renewed for 2021/22.

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

Cllr. Fuller advised members of the following:

**New Seats**

The Parish Council is still awaiting feedback from the Borough Council about the proposed locations of the new seats we want to install. As soon as we have the go-ahead and once restrictions are lifted, the next stage will be to consult with households close to the proposed locations.

**Replacement bridges across the moat**

The Parish Council is waiting for a timeline for the work to replace the bridges. It is expected that it will have to take place during summer months when the moat is dry.

**Local Green Space submission**

The Parish Council has submitted its application to designate Tollhouse Meadow as a Local Green Space. If successful, this will afford it special protection against future development.

**Bulbs**

The daffodils and crocuses are starting to show through around the Parish.

**Allotments**

The allotment invoices will be issued by email this year. The Clerk will start this process from the w/c 15th March. The Asst. Clerk has sent out advance notice to all plot holders and asked them to confirm their email address and also to advise us if they plan to hand back their plot at the end of the current rental year (31st March). All but one plot holder has responded to confirm their email address and none have indicated they plan to hand back their plot. There are currently 46 names on the waiting list. The allotment water will be turned on again towards the end of the month - probably to coincide with when the clocks change. For now, the toilet will remain locked.

**Skate Park**

The Parish Council has been approached about the possibility of hosting an event at the Skate Park as part of a nationwide Pathway Programme to identify talented skateboarders as well as encouraging greater participation in sport by young people and highlighting the use of local sports facilities. The Recreation Committee will be considering the proposal at their meeting on 25th March, with a recommendation being made to the full Parish Council if they agree it's worth pursuing further.

**11. To note the minutes of the Planning Committee Meetings held on 8 and 22 February 2021.**

The minutes of the Planning Committee Meetings held on 8 and 22 February 2021 were noted.

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

Cllr. Thornton referred members to Cllr. Miller’s previous comments on the potential new development north of the Redlands development off the A33. He also referred to a current planning application for 67 Reading Road which the Planning Committee had agreed that they had no objections to. However, the

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Chairman

Planning Committee had given those neighbours attending the meeting the details should they decide to request that this planning application is called into the Borough Council's Development Control Committee for determination.

**13. To consider the advice from the National Association of Local Councils to prepare for the return of face to face meetings from May 2021.**

Cllr. Thornton referred to the information circulated by the Clerk from NALC. During a discussion the following points were raised:

- Consider bringing forward the monthly Parish Council Meeting scheduled for 10<sup>th</sup> May so that it can be held remotely prior to the 7<sup>th</sup> May. This will allow more time for the easing of further restrictions, more vaccines being given etc. before the Parish Council convenes its first face to face meeting.
- Consider the ventilation in the Community Rooms at the Village Hall – windows/doors open.
- Consider the spacing of tables/chairs and the wearing of masks as well as hand sanitiser and a separate entrance and exit. If tables/chairs have to be spaced further apart then the projector and screen will not be available so it will be a “paper” meeting.
- Consider using the main hall instead of the Community Rooms at the Village Hall.
- Consider convening the Annual Parish Assembly (APA) prior to 7<sup>th</sup> May so that it can be held remotely.
- Consider how Planning Committee Meetings would be held in terms of utilising the projector and screen and also members of the public in attendance.

**ACTION POINT: CLERK TO SEEK AVAILABILITY FOR APA & MAY PARISH COUNCIL MEETING TO BE HELD LATE APRIL/EARLY MAY AS APPROPRIATE & ADD ITEM TO APRIL AGENDA**

**14. To confirm the date of the next meeting of Chineham Parish Council – 12 April 2021 (expected to be held remotely).**

The next Full Council Meeting will be held on 12 April 2021.

(Cllrs. Still, Edwards and Vaux left the meeting).

**15. To agree the staff salaries.**

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

The meeting closed at 8.55pm.

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Chairman

**APPENDIX A**RRW Report – February 2021

- 13 (11) Abandoned shopping trolleys reported via Trolleywise. Locations include footpaths through Binfields Woodland Park, near Remembrance Gardens, Hartswood and Talmey Close and in St Joseph's Crescent, Binfields Farm Lane and Simons Road.
- Multiple updates posted to noticeboards.
- Checked allotment water meter and various salt bins.
- Reported overgrown shrubbery on brook footpath near Renown Way to B&DBC Grounds Maintenance.
- Monitored removal of overgrown shrubbery in various other locations.
- Reported unlocked access gate on Cufaude lane footpath/cycleway to B&DBC Grounds Maintenance.
- Reported abandoned signboard and other rubbish near A33/Binfields Roundabout to B&DBC.
- Reported extensive street lighting fault on A33 to HCC and SSE.
- Reported additional broken fence at Coppice Pale to B&DBC Grounds Maintenance.
- Requested follow-up on broken concrete casting on footpath to St Gabriels Lea from B&DBC.
- Missing street sign at Crockford Lane / Hanmore Rd reported to B&DBC

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**Appendix B**

Balance at 1 February 2021			£143,912.12
Interest - March			<u>£1.18</u>
			<u>£143,913.30</u>
	DD Aviva	Employer pension charge	£33.00
	103431 Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103431 Staff	Expenses - mileage/January	£2.70
	103432 Staff	Expenses - replacement phone/Asst. Clerk	£35.00
	103370 Adam Tyler	Refund of allotment deposit for plot 29a - cheque cancelled	-£60.00
	103433 Adam Tyler	Refund of allotment deposit for plot 29a - replacement cheque	£60.00
	103434 DM Payroll Services Ltd	Payroll services for 2020/21 - 2nd half of year	£61.50
	103435 HMRC	Tax/NI - February	£71.95
	DD Aviva	Pension contributions - February	£122.05
	SO Staff	Salary - February	£844.21
	SO Staff	Salary - February	£911.04
	SO Staff	Salary - February	£188.94
			<u>£2,284.78</u>
Balance at 28 February 2021			<u>£141,628.52</u>
Business Money Manager A/C			£137,608.26
Community A/C			£4,020.26

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