



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 12<sup>th</sup> April 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. Sue Fuller                            Cllr. Ginny Wright  
             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 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. Fryer.

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

It was acknowledged that the minutes of the Full Council meeting held on 8 March 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 tree boughs on the corner of Warbleton Road by the Village Hall car park and confirmed that they would be removed by Hampshire County Council either this week or next. She also confirmed that the green waste by Petersfield Close is not on Borough or County Council land and that it should be referred to Thames Water. The Asst. Clerk confirmed that this has already been reported to Savills (land agents for Thames Water).

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 Chairman

**Borough Councillor Laura Edwards**

Cllr. Edwards confirmed that local sports facilities have reopened around the Borough including the Aquadrome, Tadley pool and the Basingstoke Sports Centre. This is for personal use and with members of your household/bubble. She also advised members that she has received reports of persistent dog fouling in certain areas of the Parish, particularly on the footpath that leads to Great Binfields School. She is attempting to raise awareness of this issue and the new fines involved and will also try and get the pathway by the School jet-washed. Cllr. Still confirmed that she is also involved in this via the County Council.

**Borough Councillor Paul Miller**

Cllr. Miller referred to the local elections taking place on 6<sup>th</sup> May 2021 and advised members that there are three polling stations in the Ward, with two of them being in the Parish – Chineham Village Hall & Christ Church. He referred to a briefing taking place this week for candidates where hopefully there will be more information on the operation of polling stations e.g. social distancing etc. Postal voting is being widely promoted as the easiest/safest method of voting. He confirmed that he will pass on any further information to the Clerks.

**CVHMC**

No report received.

**RRW**

The report was noted (Appendix A).

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

The current financial situation was noted (Appendix B). Cllr. Clarke advised members that the majority of allotment rents have now been paid.

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

Cllr. Clarke 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 April 2021</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Expenses – mileage March	£1.80
Staff	Expenses – Zoom Pro monthly subscription (20/3/21 – 19/04/21)	£14.39
Staff	Expenses – mileage March	£1.53
Staff	Expenses – Land Registry searches	£9.00

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Chairman

Staff	Expenses – printing costs/RRW	£9.00
J. Monger	Refund of allotment deposits – plot 24	£60.00
Sherfield Park Community Association	S.137 grant – 2 <sup>nd</sup> quarterly payment	£559.85
Basingstoke & Deane Borough Council	Grass Cutting – Chineham Village Hall	£851.40
HALC	Affiliation fees for 2021/22 incl. NALC levy	£1309.25
Viking	Stationery – 1 <sup>st</sup> & 2 <sup>nd</sup> class stamps, printer cartridges/Clerk’s printer, envelopes, file inserts	£304.14
Aviva	Employer pension charge - April	£33.00
Aviva	Pension contributions – April	£122.06
HMRC	Tax/NI - April	£69.37
Staff	Total salary costs for 3 members of staff - April	£1949.49

**8. To note the unaudited Parish Council accounts for the year ended 31 March 2021.**

The Parish Council’s unaudited year end accounts were noted (Appendix C).

**9. To note that the final quarter bank reconciliation and original bank statements will be signed and verified.**

It was noted that the final quarter bank reconciliation and original bank statements (1.01.21-31.03.21) would be verified and signed in due course.

**10. To consider a grant application from Victim Support.**

Cllr. Clarke proposed and Cllr. Wright seconded a motion and a grant of £150 for Victim Support was unanimously agreed. It was therefore agreed that in accordance with its powers under S.137 of the Local Government Act 1972, the Council approve a grant of £150 to Victim Support.

(It was noted that Cllr. Giles was experiencing technical difficulties during this section of the meeting and so did not take part in the vote).

**11. To note the minutes of the Recreation Committee Meeting held on 25<sup>th</sup> March 2021.**

The minutes of the Recreation Committee Meeting held on 25 March 2021 were noted

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

Cllr. Fuller advised members of the following:

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### **New Seats**

The Parish Council has had some feedback from a new officer at Basingstoke & Deane Borough Council about the proposed locations for the new seats. We are still awaiting clearance from Thames Water for the proposed replacement seat in Tollhouse Meadow and need to approach Croudace who are the landowner for the proposed site opposite the entrance to Four Lanes Schools. The next step will be to carry out a letter drop to neighbours.

### **Allotments**

The Parish Council has only had one plot handed back so far this year. New plot holders have been signed up. The annual rent invoices were issued by email last month and there are currently seven payments still outstanding. The Asst. Clerk has contacted these people today to double check they are not planning to hand back their plots.

Cllr. Wright commented that the daffodils are looking good this year and also requested suggested sites for the planting of autumn bulbs.

#### **13. To note the minutes of the Planning Committee Meetings held on 8 and 22 March 2021.**

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

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

Cllr. Thornton referred members to the continuing pressure of proposed development on the east of Basingstoke (including an outline application considered by the Planning Committee earlier this evening for up to 57 houses on the land at Redlands). Whilst this is not directly in the Parish, it will impact on the infrastructure in and around Chineham.

#### **15. To confirm that the Annual Parish Assembly will be convened on Monday 19<sup>th</sup> April 2021 and that the monthly Parish Council Meeting for May and the Annual General Meeting will be convened on Tuesday 4<sup>th</sup> May 2021 to enable all these meetings to be held remotely.**

These meeting dates were confirmed.

#### **16. To receive any further updates on the return to face to face meetings.**

Cllr. Thornton thanked the Clerks for their work on establishing how the Community Rooms at the Village Hall would need to be set out for face to face meetings whilst also observing social distancing. He then invited Cllr. Miller to provide an update from the Borough Council. Cllr. Miller referred to Cabinet Office correspondence to the Borough Council and also to his conversations with the Leader of the Council and local MP's. He referred to the pushback from local authorities to Government on the return of face to face meetings. He also questioned whether meetings can be satisfactorily conducted in compromised meeting spaces. He acknowledged that the fear at the Borough Council is that they can't return to face to face meetings. He referred to a High Court judgement taking place on 28 April 2021 where the term "space" is going to be defined hopefully to include "virtual space" in which case meetings may be allowed to continue remotely. He acknowledged that at the moment the only option is to start preparing for face to face meetings.

#### **17. To agree the purchase of a replacement laptop for the Clerk.**

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Chairman

Cllr. Wright proposed and Cllr. Fuller seconded a motion and a budget of up to £750 was unanimously agreed for the purchase of a replacement laptop for the Clerk.

- 18. **To agree that the Parish Council should enter into an agreement with the Lead Parish of the local cluster regarding the Parish 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 this agreement and that the Clerk should sign it on behalf of the Parish Council.

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

- 19. **To agree a list of proposed works for the Parish Lengthsman.**

Following a discussion, it was agreed that the list of locations of green waste/tree debris put together by Cllr. Adams should in the first instance be referred to either the Borough Council or County Council to allow their staff to clear it. It was acknowledged that this item should therefore be adjourned and placed back on the agenda on alternate months to capture any works for the Parish Lengthsman.

**ACTION POINTS: CLLR. ADAMS TO FORWARD LIST TO CLLRS. MILLER & STILL/CLERK TO PUT ITEM BACK ON AGENDA AS NECESSARY**

- 20. **To confirm the date of the next meeting of Chineham Parish Council – 4 May 2021 (expected to be held remotely).**

The next Full Council Meeting will be held on Tuesday 4 May 2021. It was noted that the Annual Parish Assembly will be held on Monday 19 April 2021.

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

- 21. **To agree amended Standing Orders for staff salaries.**

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

Cllr. Thornton advised members that he would be stepping down as a Parish Councillor at the end of the May Parish Council Meeting. He confirmed that he will continue to Chair the Annual Parish Assembly (19<sup>th</sup> April 2021) and the Planning Committee Meeting (26<sup>th</sup> April 2021) and will start the AGM on 4<sup>th</sup> May 2021 prior to the election of the new Chairperson. He will also attend the May Parish Council Meeting following the AGM on 4<sup>th</sup> May 2021 as a Parish Councillor but will step down with effect from the close of that meeting.

The meeting closed at 8.40pm.

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Chairman

**APPENDIX A**RRW Report – March 2021

- 15 (13) Abandoned shopping trolleys reported via Trolleywise and direct to Lidl. Locations include footpaths through Binfields Woodland Park and near Simons Close, in St Joseph's Crescent, Binfields Farm Lane, Centre Drive, Petty's Brook Road, Alderwood and Simons Road.
- Multiple updates posted to noticeboards.
- Reconnected allotment water supply.
- Removed contradictory sign from South Binfields Play Park as requested.
- Reported broken tree on Cufaude Lane near village Hall to HCC.
- Reported pothole in footpath between Fennel Close and Belvedere Gardens to B&DBC.
- Requested follow-up on removal of broken concrete casting on footpath to St Gabriel's Lea from B&DBC again.
- Reported pothole on A33 Reading Road to HCC.
- Reported broken fence at Fox's Furlong to B&DBC Grounds Maintenance again.
- Reported apparently abandoned car (i.e. no tax or MOT) on Reading Road to gov.uk.
- Reported deteriorating condition of footbridge near Moated Farmhouse to B&DBC Grounds Maintenance.

**Appendix B**

Balance at 1 March 2021	£141,628.52
Allotment rental - plot 11	£40.00
Allotment rental - plot 8	£40.00
Allotment rental - plot 6	£40.00
Allotment rental - plot 3	£40.00
Allotment rental - plot 28	£40.00
Allotment rental - plot 15	£40.00
Allotment rental - plot 19	£40.00
Allotment rental - plot 34	£80.00
Allotment rental - plot 36	£60.00
Allotment rental - plot 29a	£40.00
Allotment rental - plot 38	£40.00
Allotment rental - plot 28a	£40.00
Allotment rental - plot 29	£40.00
Allotment rental - plot 33	£60.00
Allotment rental - plot 25	£40.00
Allotment rental - plot 17	£30.00
Allotment rental - plot 18	£40.00
Allotment rental - plot 31	£80.00
Allotment rental - plot 5	£40.00
Allotment rental - plot 1b	£40.00
Allotment rental - plot 30	£80.00
Allotment rental - plot 13	£40.00
Allotment rental/deposits - plot 24	£120.00
Allotment rental - plot 22	£40.00
Allotment rental - plot 21	£40.00
Allotment rental - plot 16	£40.00
Allotment rental - plot 32	£80.00
Interest - March	£1.05
	<u>£142,979.57</u>

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DD	Aviva	Employer pension charge	£33.00
103436	Staff	Expenses - Zoom Pro monthly subscription	£14.39
103436	Staff	Expenses - mileage/February	£2.70
103437	HMRC	Tax/NI - March	£71.95
103438	Spotlight UK	S.137 grant	£438.75
DD	BT	Phone/Broadband - Parish Office/Clerks	£408.48
DD	Aviva	Pension contributions - March	£122.05
SO	Staff	Salary - March	£844.21
SO	Staff	Salary - March	£911.04
SO	Staff	Salary - March	£188.94
			<u>£3,035.51</u>
Balance at 31 March 2021			<u>£139,944.06</u>
Business Money Manager A/C			£133,799.31
Community A/C			£6,144.75

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<b>CHINEHAM PARISH COUNCIL</b>					
<b>Detailed Profit &amp; Loss account</b>			<b>Actual</b>		<b>Actual</b>
<b>for the period to 31 March 2021</b>			<b>31.03.21</b>		<b>31.03.20</b>
<b>Income</b>					
Precept			38,800.00		37,900.00
BDBC Grant			627.00		621.00
Allotment rents			1,720.00		1,880.00
Interest receivable			62.63		295.67
BDBC CTS Grant					
<b>Total Income</b>			<b>41,209.63</b>		<b>40,696.67</b>
<b>Expenditure</b>					
Staff Cost			23,748.08		23,055.93
Employers Pension costs			1,860.56		1,817.88
<b>Adminstration Costs:</b>					
Audit Fee		340.00			330.00
Payroll Service		123.00			123.00
Insurance Cornhill		1,311.50			1,816.00
HAPTC Sub		1,301.22			1,266.00
Other Subscriptions		196.00			216.00
Grass Cutting		709.50			
Postage Stationery Photocopy		273.15			82.48
Telephone (including broadband)		1,360.75			1,238.30
Training & Seminars					60.00
Office Equipment/Software					129.87
PO Boxes		300.00			285.00
Allotment Expenditure		1,313.38			1,534.08
Sundries		123.76	7,352.26		142.36
					7,223.09
IT Web Site Maintenance			476.08		408.00
<b>Other Expenditure</b>					
Section 137 grants		5,193.40			900.00
Community Orchard		- 218.62			589.00
survey Monkey		384.00			
Bulb Planting					581.95
Bus Shelter Cleaning		85.00			255.00
Four Lanes Fete		-			186.10
New Web Construction		1,945.00			
Zoom meetings		131.89			
De Fib Battery		169.95	7,690.62		2,512.05
<b>Total Expenditure</b>			<b>41,127.60</b>		<b>35,016.95</b>
<b>Surplus (Loss) for year</b>					
Surplus (Loss) for year			- 324.59		5,333.80
Accumulated fund b/fwd			27,769.93		22,436.13
Allotment surplus for year			406.62		4,801.81
Allotment Fund b/fwd			5,147.73		345.92
<b>Overall surplus</b>			<b>32,999.69</b>		<b>32,917.66</b>

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<b>Chineham Parish Council</b>				
<b>Balance Sheet</b>				
<b>as at 31.03.21</b>				
		<b>31.03.21</b>		<b>31.03.20</b>
Cash at Bank		139,944.06		137,502.58
Petty Cash		50.00		50.00
VAT recoverable	555.11		340.64	
	<u>555.11</u>		<u>340.64</u>	
Less				
Allotment deposits/rent less Exp	3,745.00		2,575.00	
Grant /accrual for tree board			1,750.00	
Current Liabilities	<u>9,298.92</u>	- 12,488.81	<u>6,145.00</u>	- 10,129.36
<b>Net Assets</b>		<b><u>127,505.25</u></b>		<b><u>127,423.22</u></b>
<b>Represented by</b>				
Surplus on General Account B/fwd	27,769.93		22,436.13	
Surplus/ loss for year Gen Account	- 324.59		5,333.80	
Surplus on Allotment Account	5,147.73		4,801.81	
Surplus Allotment Account for year	<u>406.62</u>	32,999.69	<u>345.92</u>	32,917.66
Reserves		94,505.56		94,505.56
		<b><u>127,505.25</u></b>		<b><u>127,423.22</u></b>
Sport & Leisure (Recreation)	39000.00			
PR	500.00			
Maintenance	11674.00			
Information Technology	3880.00			
Footways & Street Furniture	2061.00			
Legal contingency	3000.00			
General Contingency	10093.00			
Youth Facilities	4098.00			
Village Hall Play area	17200.00			
Country Watch	2999.56			
	94505.56			

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