



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 14<sup>th</sup> June 2021  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall  
 Present : Cllr. Marian Adams                      Cllr. Luke Williams  
             Cllr. Andy Clarke                        Cllr. Ginny Wright  
             Cllr. Kirsty Giles  
             Cllr. Les Fryer  
             Cllr. Sue Fuller                                Sally Jackson (Clerk)  
             Cllr. Paul Miller (Chairman)            Julia Johnston (Asst. Clerk)

The Chairman welcomed everyone to the meeting.

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

Apologies were received from Borough Cllrs. Edwards and Vaux and from County Cllr. Still.

**2. To sign as a correct record the minutes of the AGM and Full Council Meetings held on 4 May 2021.**

The minutes of the AGM and Full Council meetings held on 4 May 2021 were 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.**

No members of the public were present.

**5. To receive reports from:**

**County Councillor Elaine Still**

Cllr. Still sent the following report:

There has been a lot of speculation recently regarding Chineham Library and opening hours. Below are the facts as it stands today when writing this article. 6<sup>th</sup> June 2021.

We are extremely fortunate to have such a well-run library and that's down to the Staff and volunteers. Chineham is currently 4 weeks into an 8 week reconfiguration works to enable the School Library Service's move from South Ham to Chineham - you may recall this was all decided off the back of

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the previous public consultation which cited both South Ham and Chineham as possible libraries for closure; it was decided to close South Ham and move SLS to Chineham to make this Chineham more viable in terms of cost, space and use. There was a brief period of enforced closure whilst the main structural change occurred (a new internal wall and electrical changed) and it was reopened as soon as it was safe for browsing to prevent any further delays to the public. Mostly these changes have been positively received by our regular library customers. We are hoping to move to the new opening times for Chineham on June 21, but this is reliant (as with all other libraries) on some of the more stringent COVID secure measures being removed from the team's daily routines, so that we can staff all our buildings more efficiently again. The current COVID opening times we are running at present at Chineham are actually healthier than most due to the staffing structure there and we are currently running at 96% of the new opening times, the only impact we have in this library is that we close an hour earlier on a Saturday than we will in future.

New opening times are as follows (for a reminder Chineham's hours were reduced from 38.5 to 26.5 as part of the 2020 Public Consultation):

<b>NORTH</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wed</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Open hrs p/wk</b>
<b>CHI</b>		09:30 - 17:00	09:30 - 13:30		09:30 - 17:00	09:30 - 17:00	26.5

During lockdown Chineham has provided emergency PC use to those most in need and ran a successful Ready Reads programme, as with other libraries across the county (Ready Reads was implemented to ensure customers had safe access to physical books when we were unable to open for browsing during Lockdowns). At its peak they had in excess of 200 users and now we are back open for browsing collections and requests have reduced by over 50%. Now that we are back open and in our recovery phase visitor numbers are slower than usual but are growing as public confidence increases and as we recover more and more of our service and associated activities. Footfall has trebled since we re-opened for browsing in May, and once the new layout is fully functional after the reconfiguration we plan to resume our successful Rhymetime events once again as a priority.

#### **Borough Councillor Laura Edwards**

Cllr. Edwards sent the following report:

It's good to be back after the elections, and I look forward to working with the Parish Council over the next three years. Thank you for your support. We the Borough Councillors, are aware of the issues regarding grass cutting or lack of it! This will be raised within the council. Last week, I attended a Walking and Cycling Routes Workshop, which was run by Hampshire County Council. Over time, I have spoken to many residents about the cycle routes in Chineham and how they could be improved.

As a result the points I raised included:

- Cycle routes in and out of the Vyne Park and Aurum Green.
- Cycle routes to the local schools and Chineham Shopping Centre
- Cycle routes to link up with future new housing developments and across the A33.

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Chairman

- The main point raised for walkers was the link between North Binfields and the Chineham Shopping Centre. There is a lack of lighting on several footpaths.

The project is ongoing and there will be further workshops in September / October. Please let me know if you would like me to raise any points. In 2022, Hampshire County Council will carry out a public consultation.

**Borough Councillor Jenny Vaux**

No report received.

**Borough Councillor Paul Miller**

Cllr. Miller referred to current issues around grass cutting and acknowledged that they are borough-wide. He confirmed that he had attended a meeting the previous evening where it had been a topic of conversation and that all of the Borough Cllrs. have been in contact with the Officer at the Borough Council and have now escalated this to the Cabinet Member/Director for a response.

**CVHMC**

Cllr. Fryer informed members that children's groups are now back using the Village Hall and that the Village Club is operating at a restricted capacity with table service only. He confirmed that the Hall is operating on its reserves due to a drop in revenue but had been able to obtain some funding via the Borough Council.

**RRW**

The report was noted (Appendix A).

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

The current financial situation was noted (Appendix B).

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

Cllr. Fryer 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 June 2021		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage May	£7.43
Staff	Expenses – Zoom Pro monthly subscription (20/5/21 – 19/06/21)	£14.39
Staff	Expenses – spare disposable masks & visors, hand sanitiser, wipes.	£21.53
Staff	Expenses – replacement laptop for Clerk	£619.00

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Staff	Expenses – mileage May	£2.34
Staff	Expenses – replacement laptop for Asst. Clerk	£618.34
L. Fryer (to Information Commissioner)	Data Protection renewal	£40.00
BT	Phone/Broadband – Clerks/Parish Office	£487.77
HALC	HR membership renewal 04/21 – 03/22	£192.00
Vision ICT Ltd	Data backup 07/21 – 06/22	£144.00
Spotlight UK	S.137 grant application – third quarterly payment	£438.75
Castle Water	Water bill – allotment site 1/2/21 – 31/7/21	£79.82
J P Long	Internal Audit fee for year ended 31/3/21	£140.00
Aviva	Employer pension charge - June	£33.00
Aviva	Pension contributions – June	£122.06
HMRC	Tax/NI - June	£69.37
Staff	Total salary costs for 3 members of staff - June	£1949.49

**8. To review the effectiveness of the Parish Council's system of internal control.**

Cllr. Fryer referred members to the Parish Council's internal controls which the Finance Committee had also reviewed: Standing Orders, Financial Regulations, cheques signed by two signatories, invoices initialled, payment requests agreed at monthly Parish Council Meetings, monthly finances noted at Parish Council Meetings, quarterly original bank statements and bank reconciliations verified, proper Payroll and payments of PAYE/NIC, half yearly VAT reclaims, having a Responsible Financial Officer (RFO), having an Asset Register and Risk Assessment with adequate insurance in place. It was therefore acknowledged that the Parish Council's system of internal controls is effective.

**9. To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2021.**

It was acknowledged that the Internal Audit report had been circulated prior to the meeting and that the Parish Council's affairs had been found to be in good order (Appendix C). The recommendations regarding minor VAT issues were acknowledged and Cllr. Clarke proposed and Cllr. Fuller seconded a motion that these be approved.

**ACTION POINT: CLERK TO ARRANGE DEBIT CARD/CLLR. MILLER TO COLLECT FORMS FROM BRANCH**

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Chairman

- 10. To approve the Annual Governance Statement (Section 1) on the Annual Governance and Accountability Return for the year ended 31 March 2021 and to authorise the Chairman to sign the return on behalf of the Parish Council.**

Cllr. Fryer proposed and Cllr. Williams seconded a motion and the Annual Governance Statement on the Annual Governance and Accountability Return was unanimously approved and the Chairman was authorised to sign the return on behalf of the Parish Council.

- 11. To approve the Accounting Statements (Section 2) on the Annual Governance and Accountability Return for the year ended 31 March 2021 and to authorise the Chairman to sign the return on behalf of the Parish Council.**

Cllr. Fryer proposed and Cllr. Wright seconded a motion and the Accounting Statements on the Annual Governance and Accountability Return was unanimously approved and the Chairman was authorised to sign the return on behalf of the Parish Council.

- 12. To agree an amendment to the bank mandate removing one authorised signatory and adding Cllr. Williams as an authorised signatory on the Parish Council's bank accounts.**

Cllr. Fryer proposed and Cllr. Wright seconded a motion and the amendment to the bank mandate removing one authorised signatory and adding Cllr. Williams as an authorised signatory on the Parish Council's bank accounts was unanimously agreed.

**ACTION POINT: CLERK TO LIAISE WITH HSBC/CLLR. WILLIAMS TO TAKE ID INTO THE BRANCH**

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

Cllr. Fuller advised members of the following:

**New seats**

We have heard from Cllr. Clarke that Thames Water has given the go ahead for us to install a new seat on their land in Tollhouse Meadow on the site where a seat originally stood before it was vandalised and removed. This will be progressed at next week's Recreation Committee Meeting and the next step will be to decide on the style of seat and seek a quote for the installation work and a decision as to whether the existing base could be re-used. This will be done when the site is more accessible/visible following grass cutting by the Borough Council.

**Moat Park**

There is nothing new to report on the project to replace the two bridges into the area within the moat which is the Borough Council's project to progress.

**Allotments**

The Chineham Allotment Team held their first plot inspection recently and a number of plots have been placed on their watch list for being either untidy or uncultivated. The Asst. Clerk sent an email to all plot holders to advise of this and has received a number of responses from plot holders. Hopefully by the time of the next inspection on 21st July, there will be a noticeable improvement on most plots and it will not be necessary to start formal communications with some plot holders. The grounds maintenance contractor will be carrying out some maintenance tasks following a long illness. If it is decided that he is unable to do all of the work required, we may approach the Parish Lengthsman to help out, with his bills

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being charged to the allotment account. We understand the oak tree creating shade to a number of plots up from the summer house has been felled by the Borough Council as requested, although the Asst. Clerk has not been to the allotment site yet to verify this.

The next Recreation Committee meeting will take place on Thursday 24th June – the mode of meeting to be agreed by the Parish Council this evening.

The Chairman advised members of the sad news of the death of Mr Ken Hillier. It was agreed that he would send the family a sympathy card on behalf of the Parish Council.

**14. To note the minutes of the Planning Committee Meeting held on 24 May 2021.**

The minutes of the Planning Committee Meeting held on 24 May 2021 were noted.

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

Cllr. Miller advised members that there are quite a lot of tree applications at the moment. He also referred to the approach from the promoter of the Sherfield Hill Farm site and confirmed that should this site come forward in a planning application then the Parish Council should be consulted as a neighbouring Parish. Cllr. Miller advised members of the proposed speed limit reduction on the A33 close to the Taylor's Farm roundabout and confirmed that all three Borough Cllrs. had supported the proposal along with neighbouring Parish Councils.

**16. To receive an update on the procedure to fill the casual vacancy.**

The Clerk advised members that the Borough Council had confirmed that the Parish Council can now move to co-opting a new member to fill the vacancy. A discussion took place and it was agreed that the vacancy would be advertised via the Parish Council noticeboards and website and also via the Chineham Chat website. The deadline for the receipt of applications would be 31 July 2021 with the intention of co-opting a new member at the September Parish Council Meeting.

**ACTION POINT: CLERK TO ARRANGE ADVERT**

**17. To receive an update on the procedure for holding non decision-making Committee Meetings.**

The Clerk confirmed that the advice from HALC was that all Parish Council Meetings including Committee Meetings should be held in person. Cllr. Miller advised members that the Borough Council has agreed that all non decision-making Committee Meetings will continue to be held remotely. Following a discussion, Cllr. Clarke proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that the Recreation and Finance Committees (non decision-making) would continue to hold their meetings remotely.

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

It was acknowledged that the Parish Lengthsman's schedule of duties had been circulated prior to the meeting. The Clerk suggested that the broken bus shelter outside the Village Hall could be fixed by the Lengthsman and that he had visited the site and confirmed that he could do the work and this was agreed. Cllr. Adams referred to a number of seats around the Parish which are unusable at the moment

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because of grass growing up through them. She suggested that the Lengthsman could trim around them. It was acknowledged that this should be done after the Borough Council's grass cutters have been around. Cllr. Miller suggested that we give the Borough Council two weeks to cut the grass in the Parish and then review the situation. Cllr. Clarke suggested that the Lengthsman could remove the vegetation from Petty's Brook.

**ACTION POINT: CLLR. ADAMS TO LET CLERK HAVE LOCATIONS OF SEATS/CLERK TO INSTRUCT LENGTHSMAN TO FIX BUS SHELTER**

**19. To confirm the date of the next meeting of Chineham Parish Council – Monday 12 July 2021.**

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

The meeting closed at 9pm.

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Chairman

**APPENDIX A**RRW Report – May 2021

- 7 (9) Abandoned shopping trolleys reported via Trolleywise. Locations include footpaths through Binfields Woodland Park and in Elvetham Rise, Reading Road, Simons Road, Simons Close and Cufaude Lane footpath.
- Multiple updates posted to noticeboards.
- Checked allotment water meter.
- Reported loose cover on gas distribution equipment in Reading Road to SGN. (It will be replaced in due course).
- Reported abandoned decking material on Bowman Road to B&DBC.
- Reported abandoned roadworks sign on Hanmore Road to HCC.
- Reported footpath blocked by fallen shrubbery on Hanmore Road to B&DBC.
- Reported failed tree in community orchard on Reading Road.
- Reported additional issues with damaged footbridge near Renown Way to B&DBC.
- Checked litter bag stock.
- Reported vandalised bus shelter at the Village Hall to B&DBC.



**Appendix B**

Balance at 1 May 2021			£155,624.03	
Allotment rental - plot 23			£40.00	
Interest - May			£1.23	
			<u>£155,665.26</u>	
	DD	Aviva	Employer pension charge	£33.00
	103448	Staff	Expenses - mileage/April	£3.60
	103448	Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103449	Victim Support	S.137 grant	£150.00
	103450	HMRC	Tax/NI - May	£69.37
	DD	Aviva	Pension contributions - May	£122.06
	SO	Staff	Salary - May	£844.80
	SO	Staff	Salary - May	£911.64
	SO	Staff	Salary - May	£193.05
				<u>£2,341.91</u>
Balance at 31 May 2021			<u>£153,323.35</u>	
Business Money Manager A/c			£149,219.68	
Community A/c			£4,103.67	

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**Appendix C**

Chineham Parish Council  
PO Box 6275  
Basingstoke  
RG22 4WJ

Date: 11 June 2021

Ref: Chineham Parish Council - Internal Audit 2020/21

Further to my audit of the council's affairs for the 2020/21 financial year, which I found, generally, to be in good order, I have the following comment:

**Comment:**

1. There are a number of issues relating to the administration of VAT, primarily on items reimbursed via expense claims. These relate mostly to the validity of evidence of VAT charged on supplies, resulting in some items not appropriately being accounted for. On-line orders from non-UK sources are a particular problem.

**Recommendations:**

1. A procedure should be instigated to qualify all receipts/invoices, at time of presentation for reimbursement, to determine their validity for VAT accounting and reclaim purposes, and to ensure they are properly accounted for.
2. The need for valid VAT invoices to be obtained should be stressed.
3. Where it is possible to obtain a VAT invoice, but one has not been obtained, the person presenting the item to be asked to attempt to obtain one, where practicable, and where the amount involved is not trivial. For instance, with Amazon UK this involves clicking on the orange "View Order Details" box in the order acknowledgement email.
4. A number of these issues could be avoided if the Council itself contracted for the supply. However, especially for on-line purchases, only card payment may be possible. It is noted that the Council discussed this matter at its September meeting and agreed an action to pursue getting a debit card for this purpose. However, there is no minuted record of the outcome of this attempt, nor subsequent evidence of use of such.

Yours,  
John Long  
Internal Auditor

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Chairman