



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 12<sup>th</sup> July 2021  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall  
 Present : Cllr. Andy Clarke            Cllr. Luke Williams  
           Cllr. Kirsty Giles            Cllr. Ginny Wright  
           Cllr. Les Fryer                Sally Jackson (Clerk)  
           Cllr. Sue Fuller  
           Cllr. Paul Miller (Chairman)

The Chairman welcomed everyone to the meeting.

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

Apologies were received and accepted from Cllr. Adams and from Borough Cllrs. Vaux and Edwards.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 14 June 2021.**

The minutes of the Full Council meeting held on 14 June 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**

No report received.

**Borough Councillor Laura Edwards**

No report received.

**Borough Councillor Jenny Vaux**

Cllr. Vaux provided the following report:

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- I have received a number of concerns about delays to grass cutting across the ward, in particular dangers to lines of sight at road junctions, health concerns with ticks in the long grass, difficulties for children playing and of course in some places uncut grass gives an unkempt appearance. It is important to note that there are some areas which some residents are pleased have not been cut, to support biodiversity. As I am sure the Council is aware from other sources, the grass cutting has been particularly challenging this year with a shortage of staff due to Covid, and extraordinary growing conditions with heavy rain combined with periods of warm sunshine. I am keen to understand exactly what has happened, particularly if the planned reduction in grass cutting in the Borough has had a bearing, so I have agreed with Borough Officers that a report will be presented to the Communities Environment and Partnership Committee in the Autumn to gather learning to inform next year's budget discussions.
- The Covid-19 vaccination programme continues apace, however numbers of people in the 18-24 years age group being vaccinated remain low. Vaccination centres are now operating without appointments to encourage as many people as possible to "grab a jab" – either a first jab, or if within 8 weeks of a first jab, to come along for their 2<sup>nd</sup> jab. As resistance to the dominant Delta variant is considerably higher after two jabs, it is critical that as many people as possible have the two jabs as numbers of people infected continue to rise rapidly.
- The consultation on the next steps for the new hospital have been delayed to the end of the summer, to synchronise with timings with other major hospital developments and support learning across the NHS.
- Feedback from the Chineham Medical Practice Patient Participation Group:
  - Agreement from the CCG to the proposed move to new premises has been delayed (now expected to be considered at a meeting in August)
  - As a temporary measure to free up more space at the current building, permission has been granted by the CCG for various administration roles to be moved to Grove House. This will enable more space to be utilised for consultations and clinics at the practice building.
  - Demand at the surgery has increased enormously since lockdown eased, plus the complexity of the presentation of patients has increased too. The practice is reviewing the way patients access their service (phone triage, econsult, etc) as there is unsustainable demand on the Same Day Team. An identified problem, for example, is that it often takes 2-3 remote contacts to solve something that would have been managed with one face-to-face consultation. Remote consultations are extremely useful and most have worked well, however they estimate that 25% of contacts require face to face consultation – so how do they identify these more effectively.
  - A new part time GP is about start, and another doctor has increased the sessions they are working at the practice, providing additional GP time, and a nurse practitioner is also working extra hours, however the practice believes changes in the way their services are being provided are also required to manage the additional demand with the increasing complexity of patient need.
  - There is also a request from the Chineham Medical Practice to the Parish Council about promoting their Social Prescribing/Community Connector Service.

### **Borough Councillor Paul Miller**

Cllr. Miller advised members that the next Full Meeting of the Borough Council (post Mayor making) is taking place on Thursday in the Haymarket Theatre. It is uncertain how long the meetings will continue at this venue. Cllr. Miller referred to some training he had undertaken where the independent trainer suggested that the format of most meetings in the short term won't change despite the lifting of legal restrictions on the 19<sup>th</sup> July. Cllr. Miller suggested that Parish Council Meetings should continue with social distancing etc. as a courtesy to all those who attend.

### **CVHMC**

Cllr. Fryer advised that most organisations had now returned to hiring the Village Hall and that Slimming World were expected back this month. This is good news in terms of income but he confirmed that they

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Chairman

had only received half rent from the Village Club since June because of the restrictions placed on them. He also confirmed that the Village Hall had received a £8,000 grant via Basingstoke & Deane Borough Council as part of the COVID-19 recovery plans.

#### **RRW**

The report was noted (Appendix A). Cllr. Fryer noted that some items appeared to have been reported by the RRW to various other bodies on several occasions. It was suggested that the RRW should refer matters back to the Clerks should he find himself needing to report issues a third time and these would be escalated as appropriate.

#### **ACTION POINT: CLERK TO LIAISE WITH RRW**

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

The current financial situation was noted (Appendix B).

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

Following a discussion, Cllr. Fryer proposed and Cllr. Clarke seconded the motion and it was unanimously agreed that the items for payment shown on the list below, with the exception of the third quarterly S.137 grant payment to Sherfield Park Community Association (SPCA), be authorised for payment, such sums to be debited to the account of the Parish Council. It was noted that SPCA had advised the Parish Council that the Youth Club (for which the grant had been made) had only been able to start up on 9 June 2021 due to COVID-19 restrictions. It was acknowledged that the third quarterly payment of this grant would therefore be postponed until further notice. It was further acknowledged that the next quarterly payment of a S.137 grant to Spotlight UK for their multi-sport sessions would be reviewed as they had experienced similar issues with operating during the pandemic.

#### **ACTION POINT: CLERK TO LIAISE WITH SPCA & SPOTLIGHT UK**

<b>Payment Requests July 2021</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Staff	Expenses – mileage June	£1.80
Staff	Expenses – Zoom Pro monthly subscription (20/6/21 – 19/07/21)	£14.39
Staff	Expenses – Microsoft 365 annual subscription for both Clerks' laptops	£79.99
Staff	Expenses – mileage June	£3.29
Sherfield Park Community Association	S.137 grant application – third quarterly payment	£559.85

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Viking	Stationery – replacement imaging unit for Clerk’s printer	£93.56
M. Adams	Expenses – mileage/attendance at HALC training	£35.30
Vision ICT Ltd	Renewal of gov.uk domain – 09/21 – 08/23	£78.00
HALC	Training – Cllr. Adams	£54.00
Aviva	Employer pension charge - July	£33.00
Aviva	Pension contributions – July	£122.06
HMRC	Tax/NI - July	£69.37
Staff	Total salary costs for 3 members of staff - July	£1949.49

**8. To note the Parish Council’s first quarter accounts (1.4.21 – 30.6.21).**

The Parish Council’s first quarter accounts were noted (Appendix C). Cllr. Fryer advised members that the cost of the two laptops would be assigned to the IT reserves at the end of the financial year.

**9. To note that the first quarter bank reconciliations and original bank statements have been signed and verified.**

It was noted that the first quarter bank reconciliations and original bank statements would be verified and signed at the end of the meeting.

**10. To consider the Business Account debit card application form and to agree that it should be signed as applicable.**

Cllr. Fryer advised members that a copy of the application form had been circulated to the Finance Committee prior to the meeting for review. Following a discussion, Cllr. Fryer proposed and Cllr. Wright seconded the motion and it was unanimously agreed that the application form should be completed and signed as applicable and submitted to HSBC. It was acknowledged that the Parish Council’s current Financial Regulations state that if a debit card is issued its use is restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by the Parish Council before any order is placed.

**ACTION POINT: CLERK TO SUBMIT FORM TO HSBC**

**11. To note the minutes of the Recreation Committee Meeting held on 24<sup>th</sup> June 2021.**

The minutes of the Recreation Committee Meeting held on 24<sup>th</sup> June 2021 were noted.

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

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Cllr. Fuller advised members that there were no further updates on the various projects. She acknowledged that the Recreation Committee would be reviewing the styles available for the new seating and hoped that a recommendation would be available for the next full Parish Council Meeting.

Cllr. Miller advised members that he had attended the recent funeral of Mr Hillier who had been instrumental in establishing the Parish Council's allotment site.

**13. To note the minutes of the Planning Committee Meetings held on 14<sup>th</sup> and 28<sup>th</sup> June 2021.**

The minutes of the Planning Committee Meetings held on 14<sup>th</sup> and 28<sup>th</sup> June 2021 were noted.

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

Cllr. Miller advised members that there were no further updates.

**15. To receive an update on the co-option procedure.**

The Clerk confirmed that despite the vacancy being advertised on the five Parish Council noticeboards, the Parish Council's website and on the blog on the Chineham Chat website no applications had been received. It was suggested that the details be forwarded to the Ward Councillors for inclusion on their social media platforms and that a link be made to the Chineham Community Noticeboard Facebook page.

**ACTION POINT: CLERK TO FORWARD DETAILS TO WARD COUNCILLORS**

**16. To consider whether a meeting is required in August and to confirm the date of the next meeting of Chineham Parish Council.**

Following a discussion, Cllr. Miller proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that a meeting was not required in August and so the next meeting of Chineham Parish Council will be held on 13 September 2021.

The meeting closed at 8.40pm.

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Chairman

**APPENDIX A**RRW Report – June 2021

- 8 (7) Abandoned shopping trolleys reported via Trolleywise.  
Locations include footpaths through Binfields Woodland Park, near St Joseph’s Crescent and Upper Stroud Close and in Reading Road and Cufaude Lane.
- Multiple updates posted to noticeboards.
- Checked allotment water meter.
- Reported abandoned builders bulk bag on Longacre Rise to B&DBC
- Reported abandoned “sold” sign on Great Binfields Road to estate agent.
- Reported loose kerbstone on King’s Phightle to HCC.
- Reported damaged bollard at the junction of cycle route 23 (Cufaude Lane) and Thornhill Way to HCC
- Reported broken concrete casting at St Gabriels Lea to B&DBC (again).
- Reported abandoned tree cuttings on Cufaude Lane footpath/cycleway to B&DBC.
- Reported overgrown shrubbery on footpaths between Reading Road and Catkin Close to HCC.
- Reported overhanging trees on footpath from Reading Road to Stroud Close to HCC.
- Reported low-hanging tree branch across footpath on Hanmore Road to HCC.
- Reported low-hanging tree branch across footpath from Renown Close to Hanmore Road to HCC.
- Reported low-hanging branch across footpath from damaged tree on Bowman Road to HCC.
- Reported street lights obscured by trees on Binfields Farm Lane to SSE.
- Reported footpath blocked by damaged tree on footpath between Mulberry Way and Cibbons Road to B&DBC.

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Chairman

**Appendix B**

Balance at 1 June 2021			£153,323.35	
Interest – June			£1.25	
			<u>£153,324.60</u>	
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/Broadband – Clerks/Parish Office	£487.77
	103451	Staff	Expenses – mileage/May	£7.43
	103451	Staff	Expenses – Zoom Pro monthly subscription	£14.39
	103451	Staff	Expenses – in person meeting supplies	£21.53
	103451 and 103452	Staff	Expenses – replacement laptop/Clerk	£619.00
	103453	Staff	Expenses – mileage/May	£2.34
	103453 and 103454	Staff	Expenses – replacement laptop/Asst. Clerk	£618.34
	103455		Cancelled	
	103456	HALC	HR membership renewal April 2021 – March 2022	£192.00
	103457	Vision ICT Ltd	Data backup renewal July 2021 – June 2022	£144.00
	103458	Castle Water Limited	Water bill – allotment site Feb. 2021 – July 2021	£79.82
	103459	HMRC	Tax/NI – June	£69.37
	103460	Spotlight UK	S.137 grant – third quarterly payment	£438.75
	103461	Mr L. Fryer	Reimbursement of data protection renewal to the Information Commissioner	£40.00
	103462	J P Long	Internal audit fee for year ended 31/3/21	£140.00
	DD	Aviva	Pension contributions – June	£122.06
	SO	Staff	Salary – June	£844.80
	SO	Staff	Salary – June	£911.64
	SO	Staff	Salary – June	£193.05
				<u>£4,979.29</u>
Balance at 30 June 2021			<u>£148,345.31</u>	
Business Money Manager A/c			£144,220.93	
Community A/c			£4,124.38	

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## Appendix C

	Accounts to	Budget to	Budget to
Income	30.06.21	30.06.21	31.03.22
Precept	9612.50	9700.00	38,800
BDBC Grant		630.00	630
Allotment rents			
Interest receivable	3.62	18.75	75
Misc income			
<b>Total Income</b>	<u>9616.12</u>	<u>10348.75</u>	<u>39,505</u>
<b>Expenditure</b>			
Staff Cost	6056.58	6157.50	24,630
Employers Pension costs	465.18	525.00	2100
<b>Administration Costs:</b>			
Audit Fee	140.00	140.00	340
Payroll Service		36.00	144
Insurance Cornhill		328.00	1,312
HALC Sub	1309.25	1350.00	1,350
Other Subscriptions	160.00	160.00	250
Grass Cutting			710
Postage Stationery Photocopy	278.62	81.25	325
Telephone (including broadband)	406.48	337.50	1,350
Training & Seminars			200
Office Equipment/Software	1031.11	87.50	350
PO Boxes			325
Allotment Expenditure			

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Sundries	<u>96.23</u>	3421.69	<u>62.50</u>	2582.75	<u>250</u>	6,906
IT Web Site Maintenance		120.00		125.00		500
<b>Other Expenditure</b>						
Section 137 grants	150.00		625.00		2,500	
Bus Shelter Cleaning			187.50		750	
Speedwatch			125.00		500	
Four Lanes Fete			150.00		600	
Bulb planting			375.00		1,500	
Zoom Mtgs	<u>35.97</u>	185.97		<u>1462.50</u>		<u>5,850</u>
		<u>10249.42</u>		<u>10852.75</u>		<u>39,986</u>
/Loss for year		-633.30		-504.00		-481
Possible carry over spend						16,000

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**Chineham Parish Council**  
**Balance Sheet**  
**as at 30.06.21**

		<b>30.06.21</b>		<b>31.03.21</b>
	£	£	£	£
Cash at Bank		148345.31		139944.06
Petty Cash		50.00		50.00
VAT recoverable	518.14		555.11	
	<u>518.14</u>		<u>555.11</u>	
Less				
Allotment deposits/rent less Exp	4727.55		3745.00	
Precept	9612.50			
Current Liabilities	<u>7701.45</u>	-21523.36	<u>9298.92</u>	-12488.81
Net Assets		<u>126871.95</u>		<u>127505.25</u>
Represented by				
Surplus on General Account				
B/fwd	27445.34		27769.93	
Surplus/ loss for year Gen				
Account	-633.30		-324.59	
Surplus on Allotment Account	5554.35		5147.73	
Surplus Allotment Account for				
year		<u>32366.39</u>	<u>406.62</u>	32999.69
Reserves		94505.56		94505.56
	0	<u>126871.95</u>		<u>127505.25</u>

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