



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 13th September 2021
 Time: 7.45pm
 Place: Community Rooms, Chineham Village Hall
 Present : Cllr. Marian Adams Cllr. Paul Miller (Chairman)
 Cllr. Andy Clarke Cllr. Luke Williams
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Les Fryer Julia Johnston (Asst. Clerk)
 Cllr. Sue Fuller

The Chairman welcomed everyone to the meeting & discussed the seating arrangements for this meeting and for future meetings. It was acknowledged that Parish Councillors were content to return to a conventional seating arrangement so as to access the screen.

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. Wright and from Borough Cllr. Edwards and County Cllr. Still.

2. To sign as a correct record the minutes of the Full Council Meeting held on 12 July 2021.

The minutes of the Full Council meeting held on 12 July 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

Update from Hampshire County Council September 2021. Helping Afghan evacuees - Hampshire County Council is working with local partners including all District and Borough councils to assist Afghan families re-settle as part of the Government's Afghan Relocation and Assistance Policy programme. Several families have now been welcomed to the county and we want to ensure they have all the local information they need and are made to feel welcome. If you wish to donate or help, please visit the

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 Chairman

website of the registered local charity: Donating to help Afghan Evacuees - Community First (cfirst.org.uk) <<https://www.cfirst.org.uk/donating-to-help-afghan-evacuees/>> who are co-ordinating support across the county. Back to School - As pupils across the county return to school, plans are in place to keep COVID-19 risks to the absolute minimum. Good hygiene, frequent hand washing, and using twice weekly Lateral Flow tests for eligible pupils is encouraged. Parents or carers of 16 -17-year-olds, are encouraged to get them to take up the vaccine. Bubbles in schools and the requirement for wearing face coverings in school are no longer in place (though they are still recommended on public transport to school). Activities such as singing and brass bands are back. Under-18s no longer have to isolate if in contact with a Covid positive individual but anyone who is unwell, with or without Covid symptoms, should stay at home. 12-15-year-olds with underlying health <<https://www.dailyecho.co.uk/news/health/>> conditions or who live with someone that is clinically vulnerable can also be vaccinated. Pilot to begin for Active 'School Streets' A trial scheme is underway in the county to create a healthier and safer environment for young people walking and cycling to school. It will create low traffic areas at the start and end of the school day by closing selected roads close to schools to all non-essential traffic. Residents, businesses, and the school community will be surveyed, and traffic volumes monitored. This will inform the decisions about potential future permanent School Streets schemes in Hampshire. Tougher legal action on fly-tippers - Hampshire County Council and their local authority partners have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council to consider tougher fines and sentences for fly-tipping offenders. More information about fly-tipping, including advice on how to report it, can be found on Hampshire County Council waste and recycling webpages.

Borough Councillor Laura Edwards

No report received.

Borough Councillor Jenny Vaux

Cllr. Vaux advised members of the issues around garden and refuse collections caused by a shortage of drivers and also the situation with regard to Covid. She hopes that the collections will return to normal in due course. Extra garden waste collections are going to be added on to the end of the contract to make up for those that have been missed. She confirmed that Ward and County Councillors as well as the local MP are all looking at road safety. She is keen to push for 20mph zones on some of the local roads although the Police and Hampshire County Council need to be in agreement. All Councillors are trying to build some momentum and to gain a consensus of opinion on this matter. Cllr. Vaux informed members that there had been a protest outside a recent Borough Council Meeting relating to the Local Plan update. She confirmed that all Ward Councillors are aligned in pushing through a masterplan regarding the adequate provision of infrastructure for any new development. She advised that the draft Local Plan update will be available for consultation in 2022.

Borough Councillor Paul Miller

Cllr. Miller advised members that Ward Councillors now have access to funding (£2,000 per annum per Ward Cllr.). Bids for this funding will be regulated in a similar way to the current funding available from County Councillors and also from Parish Councils. A press release is expected later this week and once details are available he confirmed that he would circulate them to all Parish Councillors.

CVHMC

Cllr. Fryer advised that the Village Club and Hall are getting back to a normal routine with most hirers now back. He also informed members that they are installing complete WiFi across the whole building for Club

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Chairman

and Hall users/hirers. It was acknowledged that this was a trial rollout but if successful it may have some impact on whether the Parish Council still requires a separate broadband connection in the Parish Office.

RRW

The reports for July and August were noted (Appendix A).

6. To agree a response to the Consultation on the Hampshire County Permit Scheme (for Road Works and Street Permits) – deadline for responses 30 September 2021.

Following a brief discussion, it was acknowledged that the Parish Council had no comments to make.

ACTION POINT: CLERK TO ADVISE HCC

7. To note the current financial situation.

The current financial situation was noted (Appendix B).

8. 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 for August, be retrospectively authorised for payment, such sums to be debited to the account of the Parish Council. Cllr. Fryer also proposed and Cllr. Fuller seconded the motion and it was unanimously agreed that the items for payment shown on the list below for September, be authorised for payment, such sums to be debited to the account of the Parish Council.

Payment Requests August 2021 (already paid)		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage July	£5.94
Staff	Expenses – Zoom Pro monthly subscription (20/7/21 – 19/8/21)	£14.39
Staff	Expenses – mileage July	£2.88
RC Saunders Limited	Allotment maintenance	£462.00
Aviva	Employer pension charge - August	£33.00
Aviva	Pension contributions – August	£122.06
HMRC	Tax/NI - August	£69.37
Staff	Total salary costs for 3 members of staff - August	£1949.49

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Chairman

Payment Requests September 2021		
FROM	ITEM	AMOUNT
		£
Staff	Expenses – mileage August	£4.95
Staff	Expenses – Zoom Pro monthly subscription (20/8/21 – 19/9/21)	£14.39
Aviva	Employer pension charge - September	£33.00
BT	Phone/Broadband – Clerks/Parish Office	£508.24
WEL Medical Limited	Replacement pads for defibrillator	£50.34
Came & Company	Insurance premium renewal – 1/10/21-30/9/22	£1349.35
PKF Littlejohn LLP	External Auditor's fee for year 31/3/21	£240.00
Aviva	Pension contributions – September	£122.06
HMRC	Tax/NI - September	£69.37
Staff	Total salary costs for 3 members of staff - September	£1949.49

9. To agree the Parish Council's insurance arrangements.

It was acknowledged that the insurance schedule had been circulated to all Cllrs prior to the meeting and the Clerk confirmed that this is the second year of the three year LTA (long term agreement). Cllr. Miller proposed and Cllr. Adams seconded the motion and the Parish Council's insurance arrangements were unanimously agreed.

10. To note the External Auditor's report on the Annual Governance & Accountability Return for the year ended 31 March 2021.

It was noted that the External Auditors had made no comment on the Annual Governance & Accountability Return for the year ended 31 March 2021 and that in their opinion the information contained within the Return is in accordance with proper practices.

11. To receive an update from the Chair of the Recreation Committee.

Cllr. Fuller advised members of the following:

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Chairman

Moat Park – the Clerks joined Borough Council Officers for a site visit at the Moat Park to discuss the proposals to replace the wooden bridges. We are waiting for a further update once revised quotes are obtained from possible suppliers although we are aware that prices have increased considerably since the original quotes we were given in 2019 for the Local Infrastructure Fund grant application. Additionally, it has come to light that the proposed widths are not suitable for the grass cutting machinery to access the central area so the proposals have had to be revised. We will work out next steps in terms of what work can be done in the initial phase of the project once the quotes are received. The Borough Council Officers are optimistic that the bridges can be installed by the end of Q1 2022.

New seat in Tollhouse Meadow - There is an agenda item to agree to the proposal from the Recreation Committee for the design of the new seat (butterflies and bees). Three quotes have been received for the work to install the concrete base, fix the seat, and install a short section of additional footpath to link the seat to the existing footpath. The best quote is from the Parish Lengthsman who has installed the same type of seats for other Parish Councils. The next Recreation Committee meeting is on 30th September and we will be making a recommendation at the meeting to appoint the Lengthsman but we need to appoint him soon to make sure we can coordinate his time with the delivery of the seat so may I ask for your informal agreement that we can proceed on this basis with a view to the decision being formalised at the October Parish Council meeting. There is an approximate 12 week lead in time for the seat order. Cllr. Fuller proposed and Cllr. Giles seconded this and all Cllrs were in agreement.

Allotments - A couple of plots came up on a recent informal CAT plot inspection for being uncultivated. Both plot holders have been contacted by the Assistant Clerk. There is another formal plot inspection at the end of September.

The next scheduled Recreation Committee meeting is on 30th September and will be held via Zoom.

12. To agree the recommendation from the Recreation Committee regarding the design of seat for the proposed location in Tollhouse Meadow.

Cllr. Fuller proposed and Cllr. Adams seconded the motion and the seat design was unanimously agreed.

13. To agree the recommendation from the Recreation Committee to reinstate allotment plot 10 and to offer it rent free until 31 March 2023 to people on the waiting list.

Following a discussion, Cllr. Fuller proposed and Cllr. Adams seconded the motion and it was unanimously agreed that allotment plot 10 should be reinstated and offered rent free until 31 March 2023.

14. To note the minutes of the Planning Committee Meetings held on 12th and 26th July and 9th August 2021.

The minutes of the Planning Committee Meetings held on 12th and 26th July and 9th August 2021 were noted.

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

Cllr. Miller advised members that a meeting is being scheduled between Borough Council officers and representatives from Tellon regarding the development of the Chineham Shopping Centre as it has been acknowledged that the previous plans are likely to change. The development of the Shopping Centre will still go ahead and it is hoped that an update will be available before the end of 2021.

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Chairman

16. To receive an update on the co-option procedure.

The Clerk confirmed that despite the deadline for this vacancy having been extended to 31 August there has still been no interest. Following a discussion, it was acknowledged that the Ward Cllrs will mention the Parish Council vacancy (and that on Sherfield Park Parish Council) when they are out canvassing. Cllr. Miller also offered to post the details on the Chineham Community Noticeboard FB page.

ACTION POINT: CLERK TO FORWARD DETAILS TO CLLR. MILLER

17. To discuss the preparations for the 2022 Annual Parish Assembly.

The Clerk advised members that the newly appointed Police & Crime Commissioner (PCC), Donna Jones, had contacted the Parish Council to introduce herself and there may be an opportunity to invite her to attend the 2022 Annual Parish Assembly. During a discussion, it was then suggested that the PCC might be a good speaker for a "joint public meeting" with residents and Cllrs of Sherfield Park Parish Council as it was acknowledged that both parishes share similar concerns around safety. Cllr. Miller advised members that he has a contact with another senior Police representative who may be able to attend the Chineham Annual Parish Assembly in 2022.

ACTION POINTS: CLERK TO CONTACT PCC RE: A POSSIBLE JOINT PUBLIC MEETING/CLLR. MILLER TO CONTACT ANOTHER SENIOR POLICE REPRESENTATIVE RE: CPC'S 2022 ANNUAL PARISH ASSEMBLY/CLERK TO INCLUDE AN ITEM ON OCTOBER AGENDA RE: DATE FOR APA

18. To confirm the date of the next meeting of Chineham Parish Council – 11 October 2021.

The next meeting of Chineham Parish Council will be held on 11 October 2021. Cllr. Adams gave her apologies for this meeting.

(Cllr. Vaux left the meeting).

19. To consider staff appraisals and salaries and to agree any next steps.

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

The meeting closed at 9.10pm.

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Chairman

APPENDIX ARRW Report – July 2021

- 17 (8) Abandoned shopping trolleys reported via Trolleywise. Locations include footpaths through Binfields Woodland Park, near Upper Stroud Close, and Remembrance Gardens, on Coppice Pale, St Joseph's Crescent, Simons Road, Simons Close and Reading Road.
- Reported and looked for (but did not find) missing panel from VH bus shelter.
- Updates posted to noticeboards.
- Reported second abandoned road closure notice direct to contact at HCC under previous reference.
- Reported abandoned wheelie bin and contents on footpath near Talmey Close to B&DBC.
- Reported graffiti on bus shelter on Hanmore Road to B&DBC.
- Reported low-hanging tree branches over footpath near Mattock Way to HCC.
- Reported abandoned tree cuttings on Thornhill Way to B&DBC.
- Reported graffiti on second bus shelter on Hanmore Road to B&DBC.
- Reported broken tree on Hanmore Road to HCC.
- Reported broken tree on footpath through BWP to HCC.
- Followed-up issue with street lighting on A33 with HCC.
- Reported overgrown shrubbery on footpath at Hartswood to HCC.
- Reported legal notice on tree on Cufaude Lane to HCC.
- Referred abandoned concrete casting at St Gabriel's Lea to clerk.
- Reported abandoned safety fencing from Openreach manhole on footpath nr FL School to Openreach.
- Allotment water meter reading.

RRW Report – August 2021

- 11 (17) Abandoned shopping trolleys reported via Trolleywise. Locations include footpaths near Cibbons Road, Simons Road on Simons Close. Long Lane, St Joseph's Crescent and in the brook near Four Lanes School.
- Updates posted to noticeboards.
- Reported missing safety barrier on Long Lane cycle path.
- Reported damaged road surface on A33 near junction with Thornhill Way to HCC.
- Reported second abandoned road closure notice direct to contact at HCC under previous reference.
- Reported unexpected activity near Renown Way to B&DBC.
- Reported overgrown shrubbery on footpaths near Guinea Court to B&DBC.
- Reported broken tree on A33 near Lillymill Chine to HCC.
- Reported graffiti on 3rd bus shelter on Hanmore Road to B&DBC.
- Removed broken truck tie-down from roadway at Crockford roundabout.
- Reported state of Petty's Brook (specifically the section between Cufaude Lane and the wetland area near Thornhill Way) to B&DBC.
- Allotment water meter reading.

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Chairman

Appendix B

Balance at 1 July 2021			£148,345.31
Interest - July			£1.17
			<u>£148,346.48</u>
	DD Aviva	Employer pension charge	£33.00
	103463 Staff	Expenses - mileage/June	£1.80
	103463 Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103463 Staff	Expenses - Microsoft annual subscription	£79.99
	103464 Staff	Expenses - mileage/June	£3.29
	103465 M. Adams	Expenses - mileage for HALC training	£35.30
	103466 Viking	Stationery - replacement imaging drum/Clerk's printer	£93.56
	103467 HMRC	Tax/NI - July	£69.37
	103468	Cancelled	
	103469 HALC	Training course - Cllr. Adams	£54.00
	103470 Vision ICT Ltd	Renewal fee for gov.uk domain name 09/21 - 08/23	£78.00
	DD Aviva	Pension contributions - July	£122.06
	SO Staff	Salary - July	£844.80
	SO Staff	Salary - July	£911.64
	SO Staff	Salary - July	£193.05
			<u>£2,534.25</u>
Balance at 31 July 2021			<u>£145,812.23</u>
Business Money Manager A/c			£141,222.10
Community A/c			£4,590.13

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Chairman

Balance at 1 August 2021			£145,812.23	
Interest - August			<u>£1.20</u>	
			<u>£145,813.43</u>	
	DD	Aviva	Employer pension charge	£33.00
	103471	Staff	Expenses - mileage/July	£5.94
	103471	Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103472	Staff	Expenses - mileage/July	£2.88
	103473	RC Saunders Ltd	Maintenance works - allotment site	£462.00
	103474	HMRC	Tax/NI - August	£69.37
	DD	Aviva	Pension contributions - August	£122.06
	SO	Staff	Salary - August	£844.80
	SO	Staff	Salary - August	£911.64
	SO	Staff	Salary - August	£193.05
				<u>£2,659.13</u>
Balance at 31 August 2021			<u>£143,154.30</u>	
Business Money Manager A/c			£138,223.30	
Community A/c			£4,931.00	

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Chairman