



**Borough Councillor Jenny Vaux**

Cllr. Vaux referred to the current survey by Basingstoke & Deane Borough Council on a strategy for the future of Basingstoke town centre and confirmed that the online survey closes on 12 November 2021. Cllr. Vaux also acknowledged that the garden waste collection for the remainder of the year had been cancelled and the confusion over the collection of any outstanding garden waste from September. She confirmed that she had forwarded a list of roads to Borough Council Officers where collections had been missed from September and Parish Cllrs. were encouraged to forward the details of any other roads to her. Cllr. Vaux also referred to a number of entertainment activities taking place in Basingstoke over the Halloween period for families.

**Borough Councillor Paul Miller**

Cllr. Miller confirmed that he had no further updates.

**CVHMC**

Cllr. Fryer referred to a potential issue with trees contributing to subsidence issues to a property in Warbleton Road. It is uncertain at this time how much it will cost to remove the trees and to rectify the damage caused to the property.

**RRW**

The September report was noted (Appendix A).

**6. To consider a request from a resident regarding the installation of electric vehicle charging stations around the Parish and to agree any next steps.**

Cllr. Miller confirmed that he had been in touch with the Design, Environment and Infrastructure Manager at Basingstoke & Deane Borough Council. Following a discussion, it was acknowledged that whilst electric vehicles are becoming more popular, the infrastructure to support them is not keeping pace. There is funding available for homeowners wishing to install domestic charging points. Cllr. Fryer confirmed that the Chineham Village Hall see no benefit in installing charging points within the car park and Cllr. Giles confirmed that charging points are already available in the Chineham Business Park and around Basingstoke town centre. It was agreed that the Clerk should respond to the resident confirming that as the Parish Council owns no land, it is not able to proceed with the installation of any charging points.

**ACTION POINT: CLERK TO CONTACT RESIDENT**

Cllr. Miller, as Chairman of the Parish Council, welcomed PCSO Lucy Ollerenshaw to the meeting. She introduced herself to Cllrs. and confirmed that Chineham was part of her Beat area along with two PC's. Cllr. Miller referred to a recent incident close to the Chineham Village Hall and she confirmed that this case is still ongoing and is being treated as attempted robbery and assault. She referred to reassurance patrols being undertaken in the aftermath of the event. Cllr. Clarke asked whether there are any other general issues going on at the moment and she confirmed that it is usually anti-social behaviour (ASB) or door-knocking scams on the elderly/vulnerable. She confirmed that the ASB tends to take place in Binfields Woods. Cllr. Vaux referred to theft from cars and she acknowledged that this tends to come in bouts. She confirmed that she uses Twitter and Facebook ("Basingstoke Cops") and that she runs Beat Surgeries with the next one taking place this Wednesday (13<sup>th</sup>) in the M&S café in Chineham. She asked that any concerns be reported via 101. Cllr. Miller thanked her for attending the meeting.

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Chairman

(PCSO Ollerenshaw left the meeting).

**7. To agree that the metal panel on the bus shelter by the Village Hall should be replaced under the Parish Lengthsman Scheme.**

Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed that the metal panel on the bus shelter by the Village Hall should be replaced under the Parish Lengthsman Scheme.

**ACTION POINT: CLERK TO NOTIFY PARISH LENGTHSMAN**

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

The current financial situation was noted (Appendix B).

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

Following a discussion, Cllr. Fryer proposed and Cllr. Fuller 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 October 2021</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT</b>
		<b>£</b>
Staff	Expenses – mileage September	£1.80
Staff	Expenses – Zoom Pro monthly subscription (20/9/21 – 19/10/21)	£14.39
Staff	Expenses – mileage September	£5.45
Staff	Expenses – RRW printing cost/reimbursement	£49.00
CPRE	Annual membership subscription	£36.00
Vision ICT Ltd	Website hosting/support – Dec. 2021 – Nov. 2022	£279.60
Aviva	Employer pension charge - October	£33.00
Aviva	Pension contributions – October	£122.06
HMRC	Tax/NI - October	£69.37
Staff	Total salary costs for 3 members of staff - October	£1949.49

**10. To note the Parish Council's half year accounts.**

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The Parish Council's half year accounts were noted (Appendix C).

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

It was noted that the second quarter bank reconciliations and original bank statements had been verified and signed by Cllr. Fryer.

**12. To agree the Parish Council's Risk Assessment document.**

Cllr. Miller proposed and Cllr. Clarke seconded a motion and the Parish Council's Risk Assessment document was unanimously agreed.

**13. To consider the grant application from St. Michael's Hospice (North Hampshire).**

Following a discussion, Cllr. Fryer proposed and Cllr. Williams seconded a motion and the grant of £1440 was unanimously agreed. It was therefore agreed that in accordance with its powers under S.137 of the Local Government Act 1972, the Parish Council approve a grant of £1440 to St. Michael's Hospice (North Hampshire). It was acknowledged that as St. Michael's Hospice is considered such a worthwhile cause, the Clerk should let their Grants Co-ordinator know that further grant applications can be considered by the Parish Council.

**ACTION POINT: CLERK TO CONTACT ST. MICHAEL'S HOSPICE (NORTH HAMPSHIRE)**

**14. To note the minutes of the Recreation Committee Meeting held on 30 September 2021.**

The minutes of the Recreation Committee Meeting held on 30 September 2021 were noted.

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

Cllr. Fuller advised members of the following:

**New seats:** the Asst. Clerk has made contact with Croudace about gaining their permission to install one of the new seats on a piece of land that is in Croudace ownership. This is adjacent to the footpath off Hanmore Road leading to the footbridge over Petty's Brook and directly opposite the entrance to Four Lanes Schools. Croudace has advised that permission would usually be granted under a licence and will contact us again once their legal department has checked the title documents and satisfied themselves that this is possible. If/when we have permission from Croudace, we will carry out a consultation with local residents via a hand delivered letter drop.

**Moat Park:** we have heard from the Borough Council Officer that she is expecting to have all of the quotes for the bridge replacement and other works within the next two weeks. The Clerks have arranged another meeting with the Borough Officer to discuss the revised costs and next steps.

**Bulb planting:** the Parish Lengthsman has agreed to carry out some bulb planting in the next few weeks. The Asst. Clerk and Cllr. Wright will liaise to order some daffodil and tulip bulbs and agree the locations for planting. There was a discussion about including some autumn flowering bulbs such as cyclamen.

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Chairman

Allotments: we have heard from the new tenant on Plot 10 that the allotment waste dumped on the plot has not been removed despite a request to all plot holders. The Parish Lengthsman has been asked to remove all of the waste from this plot as well as cutting back the large blackberry bush and removing the cuttings from this too. The cost of this will be charged to the allotment account.

**16. To agree the recommendation from the Recreation Committee regarding the appointment of a contractor for the installation works for the seat in Tollhouse Meadow.**

Cllr. Fuller proposed and Cllr. Giles seconded a motion and it was unanimously agreed that the contractor be appointed for the installation works for the seat in Tollhouse Meadow.

**17. To agree the recommendation from the Recreation Committee regarding the inscription for the plaque on the seat in Tollhouse Meadow.**

Cllr. Fuller proposed and Cllr. Clarke seconded a motion and the inscription for the plaque on the seat in Tollhouse Meadow was unanimously agreed. Cllr. Fryer queried whether the same inscription would be used on each of the four seats and Cllr. Fuller acknowledged that the inscription for each seat would be considered separately.

**18. To agree the recommendation from the Recreation Committee to a budget of up to £2,000 for bulb planting.**

Cllr. Fuller proposed and Cllr. Miller seconded a motion and a budget of up to £2000 for bulb planting was unanimously agreed for the 2022/23 budget.

**19. To agree the recommendation from the Recreation Committee to an additional budget of up to £2,000 for the supply and installation of new seats along Petty's Brook (previously allocated budget of £10,000).**

Cllr. Fryer proposed and Cllr. Fuller seconded a motion and an additional budget of up to £2000 for the supply and installation of new seats along Petty's Brook was unanimously agreed for the 2022/23 budget.

**20. To agree the recommendation from the Recreation Committee to an additional budget allocation for phase two of the Moat Park project (previously allocated budget of £5,000).**

Following a discussion, Cllr. Miller proposed and Cllr. Fuller seconded a motion and the principle of an additional budget allocation for phase two of the Moat Park project was unanimously agreed. It was acknowledged that more information was required from Borough Council Officers on quotes for the proposed works.

**21. To note the minutes of the Planning Committee Meetings held on 13<sup>th</sup> and 27<sup>th</sup> September 2021.**

The minutes of the Planning Committee Meetings held on 13<sup>th</sup> and 27<sup>th</sup> September 2021 were noted.

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

Cllr. Miller confirmed that there were no further updates.

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Chairman

- 23. To consider the draft Model Code of Conduct from Basingstoke & Deane Borough Council, to agree any comments and to confirm the Parish Council’s willingness to adopt the Code.**

It was acknowledged that the draft Model Code of Conduct from Basingstoke & Deane Borough Council had been circulated to all Cllrs. The Clerk confirmed that the Parish Council had adopted the previous model from Basingstoke & Deane Borough Council. Cllr. Fryer confirmed that the Standards Committee had reviewed the document. Cllr. Miller proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that the Parish Council had no comments on the draft and that it would be willing to adopt the code when issued.

**ACTION POINT: CLERK TO CONTACT THE INTERIM DEPUTY MONITORING OFFICER**

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

The Clerk advised members that the deadline for receipt of any applications had been extended to 31 October 2021 and that following a post on the Chineham Community Facebook page, one local resident had applied. Cllr. Edwards confirmed that she had received some interest from a resident of Lychpit and the Clerk confirmed that the Parish Council website gave information on the eligibility criteria.

- 25. To discuss the preparations for the 2022 Annual Parish Assembly.**

The Clerk advised that the Booking Secretary of the Village Hall had provided some dates and following a discussion it was agreed that the 2022 Annual Parish Assembly should take place on Tuesday 26<sup>th</sup> April 2022.

**ACTION POINT: CLERK TO CONFIRM WITH BOOKING SECRETARY**

- 26. To confirm the date of the next meeting of Chineham Parish Council – 8 November 2021.**

The next meeting of Chineham Parish Council will be held on 8 November 2021. Cllr. Fryer gave his apologies for this meeting.

(Cllrs. Edwards and Vaux left the meeting).

- 27. To agree the staff salaries.**

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

The meeting closed at 9.10pm.

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Chairman

**APPENDIX A**RRW Report – September 2021

- 8 (11) Abandoned shopping trolleys reported via Trolleywise or to local M&S. Locations include footpaths near the Village Hall and Reading Road, and on Simons Road, Reading Road and Bowman Road.
- Multiple updates posted to noticeboards.
- Reported abandoned roadworks signs at junction of Reading Rd and Thornhill Way to HCC.
- Reported overgrown storm drain near Mattock Way to B&DBC Grounds Maintenance.
- Requested update on reported graffiti in Chineham Arms bus shelter.
- Reported water leak at junction of Hanmore Road and Tangway to SEW.
- Reported water leak in Cibbons Road.
- Reported overgrown shrubbery on Mattock Way footpath to B&DBC.
- Reported overgrown streetlight in Meadowlands to SSE.
- Reported overgrown footpath between Merryfield and Meadowland to B&DBC.
- Provided allotment water meter reading.

**Appendix B**

Balance at 1 September 2021			£143,154.30	
Petty cash			£50.00	
Allotment deposits - plot 10			£60.00	
Precept - 50%			£19,225.00	
Interest - September			£1.17	
			<u>£162,490.47</u>	
	DD	BT	Phone/Broadband - Clerks/Parish Office	£508.24
	DD	Aviva	Employer pension charge	£33.00
	103475	Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103475	Staff	Expenses - mileage/August	£4.95
	103476	Wel Medical Limited	Replacement pads for defibrillator	£50.34
	103477	PKF Littlejohn LLP	External Audit fee for 31/3/21	£240.00
	103478	Came & Company	Insurance premium renewal - 1/10/21-30/9/22	£1,349.35
	103479	HMRC	Tax/NI - September	£69.37
	DD	Aviva	Pension contributions - September	£122.06
	SO	Staff	Salary - September	£844.80
	SO	Staff	Salary - September	£911.64
	SO	Staff	Salary - September	£193.05
				<u>£4,341.19</u>
Balance at 30 September 2021			<u>£158,149.28</u>	
Business Money Manager A/c			£155,449.47	
Community A/c			£2,699.81	

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## Appendix C

	Excl Allotments		
<b>CHINEHAM PARISH COUNCIL Detailed Profit &amp; Loss account for the period to 30.09.2021</b>	<b>Actual 30.09.21</b>		<b>Actual 31.03.21</b>
Income			
Precept	19,225.00		38,800.00
BDBC Grant	633.00		627.00
Allotment rents			1,720.00
Interest receivable	<u>7.16</u>		<u>62.63</u>
Total Income	<u>19,865.16</u>		<u>41,209.63</u>
<b>Expenditure</b>			
Staff Cost	12,113.16		23,748.08
Employers Pension costs	930.36		1,860.56
<b>Administration Costs:</b>			
Audit Fee	-	340.00	
Payroll Service	-	123.00	
Insurance Cornhill	1,349.35	1,311.50	
HAPTC Sub	1,309.25	1,301.22	
Other Subscriptions	160.00	196.00	
Grass Cutting		709.50	
Postage Stationery Photocopy	356.59	273.15	
Telephone (including broadband)	830.02	1,360.75	
Training & Seminars	45.00	-	
Office Equipment/Software	1,031.11	-	
PO Boxes		300.00	
Allotment Expenditure		1,313.38	
Sundries	<u>192.34</u>	5,273.66	<u>123.76</u> 7,352.26

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I T Web Site Maintenance	251.66	476.08
<b>Other Expenditure</b>		
Section 137 grants	150.00	5,193.40
Community Orchard		-
survey Monkey		218.62
Bulb Planting		384.00
Bus Shelter Cleaning		-
Four Lanes Fete	-	85.00
New Web Construction		-
Zoom meetings	71.94	1,945.00
De Fib Battery	<u>221.94</u>	<u>169.95</u>
		7,690.62
Total Expenditure	<u>18,790.78</u>	<u>41,127.60</u>
Surplus (Loss) for year	1,074.38	-
Accumulated fund b/fwd	27,445.34	324.59
Allotment surplus for year	406.62	27,769.93
Allotment Fund b/fwd	<u>5,147.73</u>	<u>406.62</u>
Overall surplus	<u>34,074.07</u>	<u>5,147.73</u>
		<u>32,999.69</u>

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**Chineham Parish Council**  
**Balance Sheet**  
**as at 30.09.21**

	<b>30.09.21</b>	<b>31.03.21</b>
Cash at Bank	158,149.28	139,944.06
Petty Cash		50.00
VAT recoverable	<u>786.35</u>	<u>555.11</u>
	786.35	555.11
Less		
Allotment deposits/rent less Exp	4,402.55	3,745.00
Precept in advance	19,225.00	
Current Liabilities	<u>6,728.45</u>	<u>9,298.92</u>
	29,569.65	12,488.81
	<u><b>128,579.63</b></u>	<u><b>127,505.25</b></u>

**Represented by**

Surplus on General Account B/fwd	27,445.34	27,769.93
Surplus/ loss for year Gen Account	1,074.38	324.59
Surplus on Allotment Account	5,554.35	5,147.73
Surplus Allotment Account for year	<u>34,074.07</u>	<u>406.62</u>
	34,074.07	32,999.69
Reserves	94,505.56	94,505.56
	<u><b>128,579.63</b></u>	<u><b>127,505.25</b></u>

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

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Country Watch 2999.56

94505.56

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Chairman