



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 10th January 2022
 Time: 7.30pm
 Place: Community Rooms, Chineham Village Hall
 Present : Cllr. Marian Adams Cllr. Paul Miller (Chairman)
 Cllr. Andy Clarke Cllr. Luke Williams
 Cllr. Les Fryer
 Cllr. Sue Fuller Sally Jackson (Clerk)
 Cllr. Kirsty Giles Julia Johnston (Asst. Clerk)

Cllr. Miller welcomed everyone to the meeting.

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllrs. Bennett and Wright and from County Cllr. Still.

2. To sign as a correct record the minutes of the Full Council Meeting held on 13 December 2021.

The minutes of the Full Council meeting held on 13 December 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.

The member of the public present was invited to address Parish Councillors. The local resident informed members that he undertook litter-picking in the local areas as a hobby and because he enjoyed doing something for the community. He mentioned several parishes in which he litter-picked including Chineham. He explained that he had met Cllr. Adams that day who had invited him to attend the Parish Council Meeting. The Chairman officially thanked him on behalf of the Parish Council for all his hard work.

5. To receive reports from:

County Councillor Elaine Still

Cllr. Still provided the following report:

.....
Chairman

Cold weather – gritting. As the cold weather becomes more common over the next couple of months Hampshire County Council's gritters will be hard at work to ensure our main routes are well covered during any freezing conditions. Whenever icy road conditions are forecast, Hampshire County Council always salt the main roads first. These 'Priority one' routes carry the majority of traffic - covering 'A' class roads, access roads to emergency services establishments and to areas of high traffic concentration, and other heavily used roads. The county use detailed Hampshire-specific weather forecasts through the winter, in combination with real time information from a network of electronic roadside weather stations to make decisions about the best time to salt the roads, where to salt and how much salt to use. You can find the map of priority salting routes <https://maps.hants.gov.uk/highwaysaltroutes/>

Borough Councillor Laura Edwards

Cllr. Edwards advised members that the garden waste collection service had been suspended because of staff shortages. She also reminded members of the Miller Homes' virtual public exhibition taking place on 11 January 2022 at 2pm and 13 January 2022 at 6.30pm regarding the proposed development at Sherfield Hill Farm.

Borough Councillor Jenny Vaux

Cllr. Vaux reminded members of the Borough Councillor grants that are available. She encouraged anyone who knew of any local groups who may like to apply for such funding to contact the Ward Councillors as soon as possible (deadline for applications is 28 January 2022). She also advised members of her attendance at a recent Economic, Planning & Housing Committee Meeting at the Borough Council where she spoke about her concerns for Chineham becoming part of "greater" Basingstoke.

Borough Councillor Paul Miller

Cllr. Miller referred members to the announcements that morning in the media regarding plans for the Queen's Platinum Jubilee. He confirmed that he will be involved in the plans at the Borough Council and suggested that it now also needs to be addressed at Parish Council level. The Queen herself is keen for tree planting to be done to mark the occasion and so Cllr. Miller suggested that a single commemorative tree might be appropriate. It was agreed that there would be an item on the February agenda to allow for further discussion and agreement. He also advised members that he had spoken with Tellon, the owners of the Chineham Shopping Centre, and that plans for the centre's redevelopment have been paused because of the current situation.

ACTION POINT: CLERK TO INCLUDE QUEEN'S PLATINUM JUBILEE ON FEBRUARY AGENDA

CVHMC

Cllr. Fryer confirmed that December had been pretty quiet for the Village Club and that January would be even quieter. However, regular bookings for the Village Hall were going well.

RRW

The December report was noted (Appendix A).

6. **To consider the Community Governance Review from HALC and to agree a response (deadline for responses – 18 January 2022).**

.....
Chairman

Following a discussion, Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed that the Parish Council would support HALC in requesting that NALC lobby for the simplification of the community governance procedure allowing Councils to increase their membership.

ACTION POINT: CLERK TO RESPOND TO HALC'S COMMUNITY GOVERNANCE REVIEW

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. Adams 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. It was acknowledged that the contribution of £9654.35 to the Moat Park project was previously agreed as follows: £5000 agreed at the meeting held on 10 December 2018 as part of the initial LIF funding application and £3045 agreed at the meeting held on 13 December 2021 as an identified shortfall in funding. The remainder of the invoice relates to VAT and can be reclaimed by the Parish Council in due course. It was further acknowledged that letters to HSBC bank had been signed by Cllrs. Clarke and Fryer in the Finance Committee Meeting cancelling the standing orders for the payment of salaries to two members of staff from February 2022.

Payment Requests January 2022		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage December	£0.90
Zoom	Subscription – 20/12/21 – 19/01/22	£14.39
DM Payroll Services Ltd	Payroll administration 2021-22 – 2 nd half of year	£72.00
Basingstoke & Deane Borough Council	Contribution to Moat Park project	£9654.35
Aviva	Employer pension charge - January	£33.00
Aviva	Pension contributions – January	£164.80
HSBC	Bank charges 25/11/21 – 24/12/21	£17.00
HMRC	Tax/NI - January	£284.41
Staff	Total salary costs for 3 members of staff - January	£2404.44

.....
Chairman

9. To agree the 2022/23 precept request (deadline 31 January 2022).

Cllr. Fryer advised members that the Finance Committee is recommending a precept request of £38,450. Cllr. Fryer proposed and Cllr. Clarke seconded a motion and it was unanimously agreed to request a precept of £38,450 for 2022/23.

ACTION POINT: CLERK TO SUBMIT PRECEPT REQUEST.

10. To note the Parish Council's third quarter accounts (1.4.21 – 31.12.21).

The Parish Council's third quarter accounts were noted (Appendix C). Cllr. Fryer noted that there is a current surplus of approximately £1700. He also acknowledged that the contribution to the Moat Park project would come out of the Parish Council's reserves.

11. To note that the third quarter bank reconciliation and original bank statements will be signed and verified.

It was noted that the third quarter bank reconciliation and original bank statements (1.10.21-31.12.21) had been verified and signed by Cllr. Fryer.

12. To agree the appointment of the Internal Auditor and to agree the scope of their work for the year ended 31 March 2022.

Cllr. Fryer advised members that the Finance Committee is recommending the appointment of Mr J. Long as the Internal Auditor and the scope of his work will be contained in the engagement letter. He acknowledged that the scope of the work would be the same as last year with the exception of the removal of the review of petty cash as this is no longer in operation. Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed that Mr J. Long be appointed as the Internal Auditor for the year ended 31 March 2022.

ACTION POINT: CLERK TO SEND ENGAGEMENT LETTER TO INTERNAL AUDITOR.

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

This item is deferred to the February meeting.

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

Cllr. Fuller advised members of the following:

The new seat in Tollhouse Meadow is still on track for delivery by the end of this month and the expectation is that the bridge replacement work in the Moat Park is on course for completion by the end of March. The old seats which we asked to be taken out of the Moat Park can only come out once the new bridge off Thornhill Way has been installed as the contractor needs to get an excavator onto the site to dig them up. She advised members that the next Recreation Committee Meeting is scheduled for 27 January 2022.

.....
Chairman

15. To note the minutes of the Planning Committee Meeting held on 13 December 2021.

The minutes of the Planning Committee Meeting held on 13 December 2021 were noted.

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

Cllr. Miller advised members that there were no further updates other than the reminder of the Miller Homes' virtual exhibition taking place on 11 and 13 January 2022.

17. To receive an update on the Annual Parish Assembly.

The Clerk confirmed that the Community Rooms had been booked for Tuesday 26 April 2022 for the Annual Parish Assembly. Cllr. Miller agreed that he would contact a local Police Inspector to attend the meeting as a guest speaker. It was acknowledged that if there are any developments on the Chineham Medical Practice's proposed move then Dr Cooper could be invited to attend as well.

ACTION POINT: CLLR. MILLER TO INVITE POLICE INSPECTOR TO ATTEND

18. To confirm the date of the next meeting of Chineham Parish Council – 14 February 2022.

The next meeting of Chineham Parish Council will be held on 14 February 2022. It was acknowledged that this would be the Clerk's final meeting and formal thanks were given by Cllr. Miller on behalf of the Parish Council for all her hard work over the last ten years.

(Cllrs. Edwards and Vaux and the member of the public left the meeting).

19. To receive an update on staff recruitment.

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

The meeting closed at 8.50pm.

.....
Chairman

APPENDIX A

RRW Report – December 2021

- 15 (29) Abandoned shopping trolleys reported via Trolleywise or to local supermarket. L
SEP
Locations include footpaths through Binfields Woodland Park and on Simons Road, Simons Close and St Joseph's Crescent.
- Multiple updates posted to noticeboards.
- Completed bench review.
- Progressed shelter review.
- Reported damaged traffic bollard on traffic island at junction of Thornhill Way and Reading Rd.
- Reported dilapidated fly-poster on traffic island railing at A33 / Thornhill Way to responsible party.
- Reported rubbish on Mattock Way to B&DBC fly-tipping service
- Reported damage and graffiti on street cabinet on Thornhill Way to Royal Mail.
- Reported overgrown footpath between Petty's Brook and Saffron Close to Hampshire Highways.
- Reported overgrown footpath near Renown Way to Hampshire Highways.
- Reported overgrown footpath on Bowman Road to Hampshire Highways.
- Reported abandoned House Sold and House Rented signs on Bowman Road to estate agents.
- Reported broken fence at Petersfield Close play park to B&DBC Grounds Maintenance.
- Reported abandoned safety fencing on Thornhill Way to Openreach.
- Reported loose manhole cover on A33 near Lillymill Chine junction to Hampshire Highways.

.....
Chairman

Appendix B

Balance at 1 December 2021				£151,926.74
Interest - December				£1.21
				<u>£151,927.95</u>
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/Broadband - Clerks/Parish Office	£493.80
103494	Staff		Expenses - mileage/November	£3.60
103495	Viking		Stationery	£28.52
103496	Sherfield Park Community Association		S.137 grant - quarterly payment	£559.85
103497	RC Saunders Limited		Bulb planting	£720.00
103498	HMRC		Tax/NI - December	£69.37
103499	Staff		Expenses - reimbursement of printing costs/RRW	£45.85
103500	Royal Mail Group Ltd		PO Box renewal 2022	£360.00
	DD	Aviva	Pension contributions - December	£122.06
Debit Card	Zoom		Monthly Pro Subscription	£14.39
	SO	Staff	Salary - December	£844.80
	SO	Staff	Salary - December	£911.64
	SO	Staff	Salary - December	£193.05
				<u>£4,399.93</u>
Balance at 31 December 2021				<u>£147,528.02</u>
Business Money Manager A/c				£144,453.20
Business A/c				£3,074.82

.....
Chairman

Appendix C

	Excl Allotments	
CHINEHAM PARISH COUNCIL Detailed Profit & Loss account for the period to 31.12 2021	Actual 31.12.21	Actual 31.03.21
Income		
Precept	28,837.50	38,800.00
BDBC Grant	633.00	627.00
Allotment rents		1,720.00
Interest receivable	<u>10.89</u>	<u>62.63</u>
Total Income	<u>29,481.39</u>	<u>41,209.63</u>
Expenditure		
Staff Cost	18,169.74	23,748.08
Employers Pension costs	1,395.54	1,860.56
Administration Costs:		
Audit Fee	-	340.00
Payroll Service	72.00	123.00
Insurance Cornhill	1,349.35	1,311.50
HAPTC Sub	1,309.25	1,301.22

.....
Chairman

Other Subscriptions	196.00		196.00	
Grass Cutting			709.50	
Postage Stationery Photocopy	500.05		273.15	
Telephone (including broadband)	1,241.52		1,360.75	
Training & Seminars	80.30		-	
Office Equipment/Software	186.66		-	
PO Boxes	300.00		300.00	
Allotment Expenditure			1,313.38	
Sundries	<u>135.51</u>	5,370.64	<u>123.76</u>	7,352.26
IT Web Site Maintenance		298.00		476.08
Other Expenditure				
Section 137 grants	1,590.00		5,193.40	
Community Orchard			-	
survey Monkey			218.62	
			384.00	
Bulb Planting	755.95		-	
Bus Shelter Cleaning			85.00	
New Web Construction			1,945.00	

.....
Chairman

Zoom meetings	119.90		131.89	
De Fib Maint	<u>41.95</u>	2,507.80	<u>169.95</u>	7,690.62
Total Expenditure		<u>27,741.72</u>		<u>41,127.60</u>
Surplus (Loss) for year		1,739.67		- 324.59
Accumulated fund b/fwd		27,445.34		27,769.93
Allotment surplus for year		406.62		406.62
Allotment Fund b/fwd		<u>5,147.73</u>		<u>5,147.73</u>
Overall surplus		<u>34,739.36</u>		<u>32,999.69</u>

Chineham Parish Council
Balance Sheet
as at 31.12.21

		31.12.21	31.03.21
Cash at Bank		147,528.02	139,944.06
Petty Cash			50.00
VAT recoverable	<u>390.44</u>		<u>555.11</u>

.....
Chairman

	390.44		555.11	
Less				
Allotment deposits/rent less Exp	3,923.55		3,745.00	
Precept in advance	9,612.50	-	-	
Current Liabilities	<u>6,168.60</u>	19,314.21	<u>9,298.92</u>	12,488.81
Net Assets		<u>128,213.81</u>		<u>127,505.25</u>
Represented by				
Surplus on General Account B/fwd	27,445.34		27,769.93	
Surplus/ loss for year Gen Account	1,739.67		-	324.59
Surplus on Allotment Account	5,554.35		5,147.73	
Surplus Allotment Account for year	<u></u>	34,739.36	<u>406.62</u>	32,999.69
Reserves		93,474.45		94,505.56
-		<u></u>		<u></u>
		<u>128,213.81</u>		<u>127,505.25</u>

.....
Chairman