

**CHINEHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Council**

**Date:** Monday 13<sup>th</sup> March 2023  
**Time:** 19:45  
**Place:** Community Rooms, Chineham Village Hall.  
**Present:** Cllr. Paul Miller (Chair) Cllr. Sue Fuller (Vice Chair)  
 Cllr. Marian Adams Cllr. Jonathan Jenkin  
 Cllr. Xander Chestney-Stagg (from item 6)  
 Amanda Owen (Clerk) Ellen Harmon (Assistant Clerk)

Cllr. Miller welcomed everyone to the meeting and addressed Council reminding them that absences should be sent to email directly to the Clerks and not by alternative measures.

<b>1.</b>	<b>To receive and accept apologies for absence.</b> Apologies were received and accepted from Cllr. Shane Bennett and noted from Borough Councillor Edwards.
<b>2.</b>	<b>To receive declarations of interest relevant to items on the agenda.</b> No declarations of interest were received.
<b>3.</b>	<b>To sign as a correct record the minutes of the full Council meeting held on Monday 13<sup>th</sup> February 2023.</b> The minutes of the full council meeting held on Monday 13 <sup>th</sup> February were signed by the Vice Chair as a correct record.
<b>4.</b>	<b>Public Participation.</b> None.
<b>5.</b>	<b>To receive reports from:</b> <b>Borough &amp; County Councillors</b> Borough Councillor Edwards report can be found at APPENDIX A.  Borough Councillor Vaux updated the meeting with regards to the following: <ul style="list-style-type: none"> <li>- <u>Year 7 Placements</u> aware that there are issues in Sherfield Park with the placements but not aware of any issues with placements in Chineham.</li> <li>- <u>Cost of Living Assistance Fund</u> a further one million pounds has been added to the fund, those with an income up to £25,000 can apply.</li> <li>- <u>Capital Infrastructure Fund</u> £300,000 has been added to the fund. The fund can be used by Charities and Parish Councils.</li> </ul> Borough Councillor Miller addressed the meeting with regards to the following: <ul style="list-style-type: none"> <li>- <u>The Kings Coronation Fund</u>. The Kings Coronation Funds aims to support local community and voluntary organisations and businesses to organise events and activities to celebrate the Coronation, Basingstoke and Deane Borough Council has launched the King's Coronation Fund. The fund will enable will local organisations and businesses to access grant funding to cover some of the costs associated with delivering events and activities to mark the historic occasion. Full details can be found at: <a href="https://www.basingstoke.gov.uk/coronation-fund">https://www.basingstoke.gov.uk/coronation-fund</a></li> <li>- <u>Moat</u>:             <ol style="list-style-type: none"> <li>1. Works will commence on the overhanging tree as advised by the Tree Officer.</li> <li>2. The Moat will be cleared of debris.</li> </ol> </li> </ul> <b>CVHMC Representative</b> No report received.

	<b>RRW</b> The Rapid Response Warden report can be found at APPENDIX A.																																																								
6.	<b>To consider and determine the application for the vacancy of a Councillor to be filled by co-option.</b> It was agreed to co-opt Alexander Chestney-Stagg as Councillor. Proposed by Cllr. Paul Miller, seconded by Cllr. Marian Adams. All members voted unanimously to accept this resolution.																																																								
7.	<b>To discuss the King’s Coronation.</b> After discussion it was agreed that the Neighbourhood Watch page provided by Cllr. Marian Adams would be circulated on the Chineham Community Facebook Page. It was also noted that organisations can approach the Parish Council for grants to assist with funding.																																																								
8.	<b>To discuss and agree the ‘Chineham Needs Your Help’ flyer.</b> It agreed to accept the quote from Liquorice Press at a cost of £425.00. Proposed by Cllr. Paul Miller, seconded by Cllr. Jonathan Jenkin. All members voted unanimously to accept this resolution.																																																								
9.	<b>To consider and agree works to bus shelters.</b> After reviewing the report provided by the Rapid Response Warden it was decided that the Lengthsman would be asked to provided a quote for the relevant works of cleaning, moss removal and maintenance.																																																								
	<b>FINANCE</b>																																																								
10.	<b>To consider the grant application from Chineham Repair Café.</b> Following a request from the Chineham Repair Café this item was deferred to the March agenda.																																																								
11.	<b>To note the current financial situation.</b> The Clerk provided an update with regards to the banking status and the financial situation was noted.																																																								
12.	<b>To authorise any requests for payment.</b> It was agreed to authorise the February payment requests as listed below. Proposed by Cllr. Sue Fuller, seconded by Cllr. Paul Miller. All members voted unanimously to accept this resolution. <table><tr><th colspan="4">March Payment Requests</th></tr><tr><th>From</th><th>Item</th><th>Invoice Number</th><th>Amount</th></tr><tr><td>Staff</td><td>Salary - March</td><td>March</td><td>£666.80</td></tr><tr><td>Staff</td><td>Salary - March</td><td>March</td><td>£795.60</td></tr><tr><td>Staff</td><td>Salary - March</td><td>March</td><td>£193.05</td></tr><tr><td>Staff</td><td>Salary - March</td><td>March</td><td>£12.79</td></tr><tr><td>Staff</td><td>Expenses</td><td></td><td>£43.11</td></tr><tr><td>HMRC</td><td>Tax &amp; NI</td><td></td><td>£201.85</td></tr><tr><td>Aviva</td><td>Pension</td><td></td><td>£119.45</td></tr><tr><td>Aviva</td><td>Employer Pension Charge</td><td></td><td>£33.00</td></tr><tr><td>British Telecom</td><td>Telephone &amp; Broadband</td><td>Q049ZJ</td><td>£260.13</td></tr><tr><td>Source for Business</td><td>Allotment Water - June to November 2022</td><td>3080122551</td><td>£263.21</td></tr><tr><td>Vision ICT</td><td>Email address hosting</td><td>16275</td><td>£108.00</td></tr><tr><td></td><td></td><td>Total</td><td>£2,696.99</td></tr></table>	March Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - March	March	£666.80	Staff	Salary - March	March	£795.60	Staff	Salary - March	March	£193.05	Staff	Salary - March	March	£12.79	Staff	Expenses		£43.11	HMRC	Tax & NI		£201.85	Aviva	Pension		£119.45	Aviva	Employer Pension Charge		£33.00	British Telecom	Telephone & Broadband	Q049ZJ	£260.13	Source for Business	Allotment Water - June to November 2022	3080122551	£263.21	Vision ICT	Email address hosting	16275	£108.00			Total	£2,696.99
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	<b>RECREATION</b>																																																								

<b>13.</b>	<b>To receive an update from the Chair of the Recreation Committee.</b> Cllr. Sue Fuller addressed the meeting with regards to the following: <ul style="list-style-type: none"> <li>- <u>Apple Orchard</u>. The Parish Council is searching for a volunteer individual / group to help maintain the Orchard. It is important that they have experience of Apple trees.</li> <li>- <u>Jubilee Bench</u>. Works are to commence.</li> </ul>
	<b>PLANNING</b>
<b>14.</b>	<b>To receive an update from the Chair of the Planning Committee.</b> Cllr. Paul Miller advised the following: <ul style="list-style-type: none"> <li>- <u>5G Mast</u>. Application refused</li> </ul> <p>Planning has otherwise been routine.</p>
<b>15.</b>	<b>To note the minutes of the Planning Committee Meetings held on 13<sup>th</sup> February 2023.</b> The minutes of the Planning Committee meetings held on 13 <sup>th</sup> February were noted.
	<b>ADMINISTRATION</b>
<b>16.</b>	<b>To receive an update with regards to the Annual Parish Assembly.</b> The Assistant Clerk addressed the meeting and advised that the Chineham Conservation Group are willing to speak at the Parish Assembly. Discussion took place with regards to timings refreshments and agenda.
<b>17.</b>	<b>To agree the date of the next meeting as Tuesday 11<sup>th</sup> April 2023.</b> The date of the next meeting was agreed as Tuesday 11 <sup>th</sup> April 2023.
	<b>CONFIDENTIAL MATTERS</b>
<b>18.</b>	<b>To discuss staff annual leave.</b> The entry in the minutes relating to this agenda item is confidential.
<b>19.</b>	<b>To agree staff salaries.</b> The entry in the minutes relating to this agenda item is confidential.

There being no other business, the meeting closed at 21:14.

## APPENDIX A

### Reports for March 2023

#### February 2023

- 20(20) Abandoned shopping trolleys reported via Trolleywise. Locations include the footpath through Binfields Woodland Park and the water meadow off Thornhill Way, on Binfields Close, Great Binfields Road, St. Josephs Crescent, Simons Close and at the community orchard on Reading Road.
- Printed and posted noticeboard updates and poster.
- Reviewed bus shelters and reported direct to clerk.
- Reported abandoned roadworks signs to B&DBC (following no response from HCC)
- Reported fly-posting on A33 to B&DBC.
- Reported damaged direction signs at Great Binfields Road to HCC.
- Reported 8x new street lighting faults on A33 to Enerveo.
- Reported broken fences on Simons Close to B&DBC (They have since denied responsibility).
- Reviewed progress and reported status of long-standing street-lighting faults on A33 to clerk.
- Reported fly-posting on Thornhill Way to B&DBC.
- Reported fly-posting on Bowman Road to B&DBC.
- Reported horse dung on pavement outside Bowman Road shops to B&DBC.

#### Report from Borough Councillor Laura Edwards.

##### Indigo Bakes

A new bakery opened on Saturday 11 March in the Lychpit shopping centre. Owned by local residents – please support them.

##### New play area for Lime Pits

Work to create a new play area for the Lime Pits in Old Basing is set to start this spring.

A new 30-metre zip wire, a giant slide, a tractor multi-play unit and a challenging agility trail are among the new pieces of equipment being installed as part of Basingstoke and Deane Borough Council's play refurbishment programme.

It is hoped the new play space, which includes zoned areas for toddlers and pre-school aged children, juniors and teenagers, will be ready for families to enjoy in the summer.

Last year the council asked residents and users for their views on what they would like to see at the popular play area. This feedback has helped to shape the exciting refurbishment of the children's space that had become tired and outdated.

The refurbishment forms part of the council's East Basingstoke project which is looking at how the parks and open spaces towards the eastern edge of Basingstoke could be protected and enhanced to create a network of green spaces.

##### School places

I have received many contacts from parents who are disappointed and concerned about the allocation of Secondary school places for September.

This process is managed by Hampshire County Council and our County Councillor Elaine Still has written to the

Education / School placements director at HCC, to raise our concerns. Dame Maria Miller MP has also been in touch with them.

If you wish to appeal the decision and need support, please email [Elaine.Still@hants.gov.uk](mailto:Elaine.Still@hants.gov.uk)

### **King's Coronation Fund**

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place on Saturday 6 May 2023.

To support local community and voluntary organisations and businesses to organise events and activities to celebrate the Coronation, Basingstoke and Deane Borough Council has launched the King's Coronation Fund.

The fund will enable will local organisations and businesses to access grant funding to cover some of the costs associated with delivering events and activities to mark the historic occasion.

The scheme will operate as follows:

- For community and voluntary organisations, grants of up to £500 are available for single applications and up to £1,000 for joint applications bringing together two or more organisations
- For businesses, grants of up to £1,000 are available for applications bringing together three or more businesses. Applicants will need to demonstrate that the funding will be used to deliver activities that will benefit the wider town/village centre or high street and not solely the business itself.
- The scheme will be open for applications from 27 February until 31 March 2023. Any application received beyond this date will not be processed.

Applications will be processed on a first come first served basis. Please note that the total budget available for this Fund is £35,000. Once all the funding available has been awarded, applications will no longer be processed. It is therefore important that applications are submitted as early as possible.

### **APPENDIX B**

#### **Bank Reconciliation – Business Money Manager**

October 2022 to February 2023

OCTOBER 2022

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 09:56

**Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Business Money Manager**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Maney Manager	31/10/2022		130,740.31
			<u>130,740.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			130,740.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			130,740.31
		<b>Balance per Cash Book is :-</b>	<b>130,740.31</b>
		<b>Difference is :-</b>	<b>0.00</b>

NOVEMBER 2022

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:04

**Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Business Money Manager**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Maney Manager	28/11/2022		131,092.19
			<u>131,092.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			131,092.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,092.19
		<b>Balance per Cash Book is :-</b>	<b>131,092.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

DECEMBER 2022

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:09

Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Business Money Manager

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Maney Manager	28/12/2022		131,175.09
			131,175.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			131,175.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			131,175.09
		Balance per Cash Book is :-	131,175.09
		Difference is :-	0.00

JANUARY 2023

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:12

Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Business Money Manager

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Maney Manager	28/01/2023		121,274.81
			121,274.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			121,274.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			121,274.81
		Balance per Cash Book is :-	121,274.81
		Difference is :-	0.00

FEBRUARY 2023

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:15

**Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Business Money Manager**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Maney Manager	28/02/2023		121,383.96
			<u>121,383.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			121,383.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			121,383.96
		<b>Balance per Cash Book is :-</b>	<b>121,383.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation – Current Account  
November 2022 to February 2023



NOVEMBER 2022.

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:30

Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 1 - Community A/C

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Community A/C	25/11/2022		8,145.70
			8,145.70
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			8,145.70
<u>Receipts not Banked/Cleared (Plus)</u>			
31/10/2022 31/10/2022		10,000.00	10,000.00
			18,145.70
		<b>Balance per Cash Book is :-</b>	<b>17,583.24</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>562.46</b>
<u>Adjustments to Reconciliation</u>			
31/03/2022 103518 Unpresented Cheque		412.46	
31/03/2022 103519 Unpresented Cheque		150.00	
			562.46
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

DECEMBER 2022

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:44

Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 1 - Community A/C

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Community A/C	30/12/2022		3,603.89
			3,603.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			3,603.89
<u>Receipts not Banked/Cleared (Plus)</u>			
31/10/2022 31/10/2022		10,000.00	10,000.00
			13,603.89
		<b>Balance per Cash Book is :-</b>	<b>13,041.43</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>562.46</b>
<u>Adjustments to Reconciliation</u>			
31/03/2022 103518 Unpresented Cheque		412.46	
31/03/2022 103519 Unpresented Cheque		150.00	
			562.46
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

JANUARY 2023

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 10:56

**Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 1 - Community A/C**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Community A/C	25/01/2023		11,294.27
			<u>11,294.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,294.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,294.27
		<b>Balance per Cash Book is :-</b>	<b>10,731.81</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>562.46</b>
<u>Adjustments to Reconciliation</u>			
31/03/2022 103518 Unpresented Cheque		412.46	
31/03/2022 103519 Unpresented Cheque		150.00	
			<u>562.46</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

FEBRUARY 2023

Date: 13/03/2023

Chineham Parish Council

Page 1

Time: 11:04

**Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 1 - Community A/C**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Community A/C	27/02/2023		9,238.52
			<u>9,238.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,238.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,238.52
		<b>Balance per Cash Book is :-</b>	<b>8,676.06</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>562.46</b>
<u>Adjustments to Reconciliation</u>			
31/03/2022 103518 Unpresented Cheque		412.46	
31/03/2022 103519 Unpresented Cheque		150.00	
			<u>562.46</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>