

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

**Date:** Monday 15<sup>th</sup> May 2023  
**Time:** 19:00  
**Place:** Community Rooms, Chineham Village Hall.  
**Present:** Cllr. Paul Miller (Chair)                      Cllr. Sue Fuller (Vice Chair)  
                   Cllr. Marian Adams                              Cllr. Xander Chestney-Stagg (from 19:45)  
                   Amanda Owen (Clerk)                              Ellen Harmon (Assistant Clerk)  
**Apologies:** Cllr. Laura Edwards

Cllr. Miller welcomed everyone to the meeting.

<b>1.</b>	<p><b>To elect the Chair and receive the signed Declaration of Office.</b>  Full Council were addressed to ask for nominations for Chair. Cllr. Fuller proposed and Cllr. Adams seconded the motion that Cllr. Miller be nominated as Chair and this was unanimously agreed.  It was therefore agreed that Cllr. Miller be elected Chair of the Parish Council for the ensuing municipal year and Cllr. Miller signed the declaration of office.</p>
<b>2.</b>	<p><b>To elect the Vice-Chair and receive the signed Declaration of Office.</b>  Cllr. Miller asked the meeting for nominations for the role of Vice-Chair. Cllr. Miller proposed and Cllr. Adams seconded the motion that Cllr. Fuller be nominated as Vice-Chair and this was unanimously agreed.  It was therefore agreed that Cllr. Fuller be elected Vice-Chair of the Parish Council for the ensuing municipal year and Cllr. Fuller signed the declaration of office.</p>
<b>3.</b>	<p><b>To receive Councillor declaration of pecuniary interests.</b>  The Clerk distributed the relevant forms to Councillors for completion.</p>
<b>4.</b>	<p><b>To approve the following policies:</b>  <b>Code of Conduct                      Standing Orders                      Financial Regulations</b>  <b>Asset Register                              Risk Assessment</b>  After discussion Cllr. Miller proposed and Cllr. Adams seconded the motion that the policies be approved. It was unanimously agreed that the policies be approved.</p>
<b>5.</b>	<p><b>To approve the following direct debits:</b>  <b>British Telecommunications                      Aviva</b>  Cllr. Miller proposed and Cllr. Adams seconded the motion that the direct debits be approved. It was unanimously agreed that the direct debits be approved.</p>
<b>6.</b>	<p><b>To elect Councillors to the following committees:</b>  <b>Finance Committee</b>  <b>Planning Committee</b>  <b>Recreation Committee</b>  It was agreed that the Planning Committee remain with the same members, and that the finance and recreation committees be discussed at the next full council meeting following the successful co-option of new Councillors.</p>
<b>7.</b>	<p><b>To review the Terms of Reference for the following Committees:</b>  <b>Finance Committee</b>  <b>Planning Committee</b>  <b>Recreation Committee</b>  It was agreed to discuss this item at the next full council meeting following the successful co-option of new Councillors.</p>

**Chairman** \_\_\_\_\_

8.	<p><b>To elect the Representative to outside Organisations:</b>  <b>Basingstoke District Association of Parish &amp; Town Councils</b>  <b>Transport Forum</b>  <b>Chineham Village Hall Management Committee</b>  <b>Incinerator Liaison Panel</b>  <b>Representative to liaise with the local Police</b>  <b>Chineham Allotment Team</b></p> <p>Following discussion the below points were agreed:  Basingstoke District Association of Parish &amp; Town Councils – Cllr. Miller  Transport Forum – To be discussed in June.  Chineham Village Hall Management Committee – it was agreed that the Clerk would write a letter to CVHMC requesting that if anything is raised that affects residents / items that the Parish Council could help with that they provide an update.  Incinerator Liaison Panel – Research to be conducted to establish whether current.  Representative to liaise with the local Police – To be removed as this is a Parish Council wide effort, not that of an individual Councillor.  Chineham Allotment Team – Chair of the Recreation Committee.</p>
9.	<p><b>To receive and accept apologies for absence.</b>  Apologies were received from Cllr. Laura Edwards.</p>
10.	<p><b>To receive declarations of interest relevant to items on the agenda.</b>  No declarations of interest were received.</p>
11.	<p><b>To sign as a correct record the minutes of the full Council meeting held on Tuesday 11<sup>th</sup> April 2023.</b>  The minutes of the full council meeting held on Tuesday 11<sup>th</sup> April 2023 were signed by the Chair as a correct record.</p>
12.	<p><b>Public Participation.</b>  None.</p>
13.	<p><b>To receive reports from:</b>  <b>Borough &amp; County Councillors</b>  Cllr Vaux addressed the meeting and provided an update with regards to the following:</p> <ul style="list-style-type: none"> <li>- The Chineham Medical Practise Patient Participation group.</li> <li>- The Strength in Communities Fund.</li> </ul> <p>Cllr. Miller addressed the meeting and advised he had no further update to provide but advised that he handed over to the new Mayor.</p> <p><b>CVHMC Representative</b>  No report received.</p> <p><b>RRW</b>  The Rapid Response Warden report can be found at <b>APPENDIX A</b>.  Cllr. Miller expressed his thanks the Rapid Response Warden.</p>
14.	<p><b>To consider and determine the applications for the 5 vacancies of Parish Councillor to be filled by co-option.</b>  Following discussion it was decided that Councillors would meet online to review the candidates.</p>
15.	<p><b>To agree the date on which correspondence from gov.uk emails begins.</b>  It was agreed that the usage of gov.uk emails for Councillors would begin on 1<sup>st</sup> July 2023.</p> <p style="text-align: right;"><b>Chairman</b> _____</p>

<b>FINANCE</b>																																																																	
<b>16.</b>	<p><b>To note the date of the Internal Auditor visit.</b> It was noted that the Internal Auditor was conducting the internal audit on Tuesday 23<sup>rd</sup> May.</p>																																																																
<b>17.</b>	<p><b>To consider the grant application from Chineham Repair Café.</b> Following discussion, it was agreed that the grant application be paid by powers afford under S.137 of the Local Government Act 1972, for the total of £1000.00. Propose by Cllr. Miller, seconded by Cllr. Adams. All member voted unanimously agreed to accept this resolution.</p>																																																																
<b>18.</b>	<p><b>To note the current financial situation.</b> The financial situation was noted. Documents can be found at <b>APPENDIX B.</b></p>																																																																
<b>19.</b>	<p><b>To authorise any requests for payment.</b> It was agreed to authorise the May payment requests as listed below. Proposed by Cllr. Miller, seconded by Cllr. Fuller. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="245 792 1362 1536"> <thead> <tr> <th colspan="4"><b>May Payment Requests</b></th> </tr> <tr> <th><b>From</b></th> <th><b>Item</b></th> <th><b>Invoice Number</b></th> <th><b>Amount</b></th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary - May</td> <td>May</td> <td>£758.04</td> </tr> <tr> <td>Staff</td> <td>Salary - May</td> <td>May</td> <td>£875.47</td> </tr> <tr> <td>Staff</td> <td>Salary - May</td> <td>May</td> <td>£226.42</td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td>May</td> <td>£22.50</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; NI</td> <td></td> <td>£218.44</td> </tr> <tr> <td>Aviva</td> <td>Pension</td> <td></td> <td>£131.41</td> </tr> <tr> <td>Aviva</td> <td>Employer Pension Charge</td> <td></td> <td>£33.00</td> </tr> <tr> <td>Rialtas</td> <td>Year End Shut Down</td> <td>30615</td> <td>£594.00</td> </tr> <tr> <td>Rialtas</td> <td>Annual Support &amp; Maintenance Licence</td> <td>SM28096</td> <td>£162.12</td> </tr> <tr> <td>Allotment Holder</td> <td>Key &amp; allotment deposit return</td> <td>Plot 4</td> <td>£60.00</td> </tr> <tr> <td>Vision ICT</td> <td>Data Backup July 2023 to June 2024</td> <td>16549</td> <td>£144.00</td> </tr> <tr> <td>Hampshire Association of Local Councils</td> <td>LCPD Bronze Membership Apr 23 - Mar 24</td> <td>Inv - 5876</td> <td>£198.00</td> </tr> <tr> <td>Chineham Conservation Group</td> <td>Conservation Group funds - repayment to CCG from BDBC grant</td> <td></td> <td>£880.14</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td><b>£4,303.54</b></td> </tr> </tbody> </table>	<b>May Payment Requests</b>				<b>From</b>	<b>Item</b>	<b>Invoice Number</b>	<b>Amount</b>	Staff	Salary - May	May	£758.04	Staff	Salary - May	May	£875.47	Staff	Salary - May	May	£226.42	Staff	Expenses	May	£22.50	HMRC	Tax & NI		£218.44	Aviva	Pension		£131.41	Aviva	Employer Pension Charge		£33.00	Rialtas	Year End Shut Down	30615	£594.00	Rialtas	Annual Support & Maintenance Licence	SM28096	£162.12	Allotment Holder	Key & allotment deposit return	Plot 4	£60.00	Vision ICT	Data Backup July 2023 to June 2024	16549	£144.00	Hampshire Association of Local Councils	LCPD Bronze Membership Apr 23 - Mar 24	Inv - 5876	£198.00	Chineham Conservation Group	Conservation Group funds - repayment to CCG from BDBC grant		£880.14		<b>Total</b>		<b>£4,303.54</b>
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<b>20.</b>	<p><b>To receive an update from the Chair of the Recreation Committee.</b> Cllr. Fuller &amp; the Assistant Clerk provided the following update:</p> <ul style="list-style-type: none"> <li>- Lots of activity at the allotments.</li> <li>- Rubbish removal is being researched, with the option of recycling items that can be.</li> <li>- New keys are being sought for the allotments.</li> <li>- Quotes are pending from the Parish Lengthsman for allotments works &amp; the installation of a bench at Pettys Brook.</li> <li>- Cllr. Fuller is putting together ideas for a plaque on the Banana Bench.</li> <li>- Discussions with regards to a Kings Coronation tree.</li> <li>- Orchard – to be discussed with the Conservation Group.</li> </ul> <p style="text-align: right;"><b>Chairman</b> _____</p>																																																																
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21.	<p><b>To receive an update from the Chair of the Planning Committee.</b> Cllr. Miller addressed the meeting and advised that Planning had been quiet with no controversial applications. He noted that the Planning Committee comments were in accordance with Basingstoke &amp; Deane Borough Councils final decision.</p>
22.	<p><b>To note the minutes of the Planning Committee Meetings held on 11<sup>th</sup> &amp; 24<sup>th</sup> April 2023.</b> The minutes of the Planning Committee meetings held on 11<sup>th</sup> &amp; 24<sup>th</sup> April 2023 were noted.</p>
<b>ADMINISTRATION</b>	
23.	<p><b>To receive an update with regards to the Annual Parish Assembly.</b> The Clerk updated the meeting with regards to the Chineham Conservation group and the Chineham Repair Café who would be providing a presentation.</p>
24.	<p><b>To agree the date of the next meeting as Monday 12<sup>th</sup> June.</b> The date of the next meeting was agreed as Monday 12<sup>th</sup> June 2023.</p>

There being no other business, the meeting closed at 20:10.

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Chairman \_\_\_\_\_

**APPENDIX A****Rapid Response Warden - April 2023**

- 10(34) Abandoned shopping trolleys reported via Trolleywise. Locations include:
  - footpaths through Binfields Woodland Park
  - Binfields Close
  - Simons Road
- Printed and posted multiple noticeboard updates
- Attended allotment water meter to forward reading.
- Reported broken fences and footbridge near Park Pale to HCC
- Reported damaged railings at Bowman Rd bus stop on Thornhill Way to HCC.
- Reported partially blockage of Pettys Brook to HCC
- Reported fallen tree obstructing Guinea Copse footpath to HCC
- Reported discarded tree cuttings near Belvedere Gds Play Area to B&DBC
- Reported pothole in Mongers Piece to HCC
- Reported rubbish dumped near Alderwood to B&DBC
- Reported rubbish dumped in Pettys Brook to B&DBC
- Reported low-hanging tree branch on Cufaude Lane to HCC

**APPENDIX B**

Date: 02/05/2023

Chineham Parish Council

Page 1

Time: 18:11

**Bank Reconciliation Statement as at 30/04/2023  
for Cashbook 3 - Lloyds Treasurer Account**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Treasurer Account	30/04/2023		142,880.01
			142,880.01
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			142,880.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			142,880.01
		<b>Balance per Cash Book is :-</b>	<b>142,880.01</b>
		<b>Difference is :-</b>	<b>0.00</b>