



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 12th June 2023
Time: 7.45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Sue Fuller (Vice Chair)
 Cllr. Marian Adams Cllr. Xander Chestney-Stagg
 Ellen Harmon (Asst. Clerk)

Apologies: Amanda Owen (Clerk,) Cllr. Jenny Vaux, Cllr. Laura Edwards & Cllr. Elaine Still.

Councillor Miller welcomed everyone to the meeting and wanted to take the time to welcome the members of the public to the meeting and explained the procedure of the meeting.

1.	<p>To receive and accept apologies for absence. Apologies were noted from the Clerk, Borough Councillors Jenny Vaux & Cllr. Laura Edwards and County Cllr. Elaine Still.</p>
2.	<p>To receive declarations of interest relevant to items on the agenda. No declarations of interest were received.</p>
3.	<p>To sign as a correct record the minutes of the Full Council Meeting held on Monday 15th May 2023. The minutes of the Annual meeting and the Full Council meeting held on Monday 15th May 2023 were signed by the Chair as a correct record.</p>
4.	<p>Public participation. Cllr. Miller explained the purpose of the public participation due to the presence of a potential Council candidate.</p> <p>The Rapid Response Warden was present and wanted to discuss the work he had been putting into the Bench Survey he has been conducting across the Parish.</p> <p>There are currently 14 benches listed on the Parish's asset list, of which 13 have been located. However, an additional 9 benches which are not shown on the asset list, but have been installed by the Chineham Parish Council and contain out of date contact details on the plaques displayed. Further to this, a lot of these benches are corroded and well worn. The RRW suggests we take a more in-depth look into this, with the views to revising our asset list.</p> <p>Some of the older benches contain a landline number for Parishioners to contact the clerk – we would like to highlight that this information is out of date and all contact numbers can be found either on the Chineham Parish Council website, or on the signatures of our emails should you want to contact us via telephone, but we will look to updating this information as soon as possible.</p> <p>Cllr. Miller highlighted that this is an issue which is perfect for the Parish Council to take on and correct – this will be headed up by our Recreation Committee which is chaired by Cllr. Fuller, with the hopes that RRW will come on board in order to assist us with this going forward.</p> <p style="text-align: right;">Chairman _____</p>

5.	<p>To receive reports from: Borough and County Councillors</p> <p>Cllr. Miller Cllr. Miller gave an update on behalf of himself and his fellow Borough Councillor's who were not present at the meeting:</p> <ul style="list-style-type: none"> • The Councillor Committee Grant Scheme is up and running again. Cllr. Miller has already been approached by community radio regarding this. • We were expecting an announcement to be made in June regarding the new Chineham Medical Practice, but this has been delayed by one month due to contractual issues. Once the contract has been signed, an announcement pertaining to the new location will be made publicly. • Another point raised by Cllr. Miller was the accidents that seem to be reoccurring on the A33 – Cllr. Miller has personally written to the Chief Executive of Hampshire County Council and received a response. The gist of the response was that Hampshire County Council have experienced a number of cuts and don't have the resources to address this issue, whereas it was agreed across the board at the CPC meeting that the Cllr's feel that the road layout is the key issue here. Cllr. Miller is committed to getting some sort of resolution for this issue and will continue to chase the necessary parties. • Thames Water sewage facility will be closing down 12-19 June for crucial maintenance works. They insist we won't notice the difference during this time and have appropriate storage facilities to 'house' the waste whilst the maintenance is underway. <p>CVHMC Representative No updates received.</p> <p>RRW The Rapid Response Wardens report can be found at APPENDIX A.</p>
6.	<p>To consider and determine the applications for the vacancies of Parish Councillor to be filled by co-option. Cllr. Miller decided that this agenda item is still ongoing and will be finalised at the next meeting.</p>
7.	<p>To discuss and agree Allotment gate lock replacement. Following discussion, it was agreed the Assistant Clerk would obtain a quote for 4/5 combination only locks on a trial basis due to it being the more economical option on advice from B&BC and the Basingstoke Locksmith. CPC will look to revising the allotment rules in relation to the use of the combination and how frequently the combination will be changed/cycled. All plot holders will receive the new combination to the locks via email. Proposed by Cllr. Fuller, seconded by Cllr. Adams. All members voted unanimously to accept this resolution.</p>
8.	<p>To discuss Four Lanes Summer Fayre. Cllr. Fuller and Cllr. Adams will be in attendance, as will Cllr. Miller. The Assistant Clerk will be in attendance dependant on childcare.</p> <p>It was established that the Clerk has already booked us a table at the Four Lanes Summer Fayre, and we would like the Clerk to contact the organisers of the event to see if we can obtain a spot up the top of the field away from where the Emergency Services usually are.</p> <p>Cllr. Fuller would like to get approx. 50 small pollinating plants for people to take away with them. Cllr. Adams volunteered to visit Avenue Nurseries in Alton to have a look at plants as she has done this previously as part of the Women's Institute - Cllr. Miller has pre-authorized up to a sum of £300 to spend on these.</p> <p style="text-align: right;">Chairman _____</p>

FINANCE																																																															
9.	<p>To consider the grant application from Victim Support. It was noted that the Chineham Parish Council regularly supports Victim Support and gives them grants as they feel it is a worthy cause. It was agreed to support the grant application from Victim Support for the total of £150.00 from S137 funds. Proposed by Cllr. Miller, seconded by Cllr. Adams. All members agreed unanimously to accept this resolution.</p>																																																														
10.	<p>To consider and agree the quote from the Parish Lengthsman with regards to allotment works. It was agreed that an extensive cut back was necessary, due to how much has grown back and just how extreme the encroachment is. Proposed by Cllr. Fuller, seconded by Cllr. Chestney-Stagg. All members voted unanimously to accept this resolution.</p>																																																														
11.	<p>To consider and agree the quote from the Parish Lengthsman with regards to the Jubilee Bench installation. It was agreed to accept the quote from the Parish Lengthsman with regards to the Jubilee Bench Installation. Proposed by Cllr. Fuller, seconded by Cllr. Adams. All members agreed unanimously to accept this resolution.</p>																																																														
12.	<p>To note the current financial situation. All bank statements and reconciliations were deemed satisfactory. Cllr. Miller explained the financial situation in a little more detail to the members of the public in attendance and asked all present Councillor's if they have any questions or points to raise about either the bank statements or the reconciliations. The bank reconciliation can be found at Appendix B.</p>																																																														
13.	<p>To authorise any requests for payment. It was agreed to authorise the June 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="183 1350 1442 2002"> <thead> <tr> <th colspan="4">June Payment Requests</th> </tr> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary - June</td> <td>June</td> <td>£758.04</td> </tr> <tr> <td>Staff</td> <td>Salary - June</td> <td>June</td> <td>£875.47</td> </tr> <tr> <td>Staff</td> <td>Salary - June</td> <td>June</td> <td>£226.42</td> </tr> <tr> <td>Councillor Expenses</td> <td>Expenses - agreed by Chairman.</td> <td>April</td> <td>£200.00</td> </tr> <tr> <td>HMRC</td> <td>Tax & 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>British Telecom</td> <td>Phone & Broadband</td> <td></td> <td>£310.15</td> </tr> <tr> <td>Four Lanes School Summer Fayre</td> <td>Table Booking</td> <td></td> <td>£15.00</td> </tr> <tr> <td>Chineham Repair Café</td> <td>Grant Application</td> <td></td> <td>£1,000.00</td> </tr> <tr> <td>Do The Numbers</td> <td>Internal Audit fee for year ending March 2023</td> <td>12/1421</td> <td>£240.00</td> </tr> <tr> <td>Microsoft 365 Subscription</td> <td>Miscrosoft 365</td> <td></td> <td>£79.99</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£4,087.92</td> </tr> </tbody> </table> <p style="text-align: right;">Chairman _____</p>			June Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary - June	June	£758.04	Staff	Salary - June	June	£875.47	Staff	Salary - June	June	£226.42	Councillor Expenses	Expenses - agreed by Chairman.	April	£200.00	HMRC	Tax & NI		£218.44	Aviva	Pension		£131.41	Aviva	Employer Pension Charge		£33.00	British Telecom	Phone & Broadband		£310.15	Four Lanes School Summer Fayre	Table Booking		£15.00	Chineham Repair Café	Grant Application		£1,000.00	Do The Numbers	Internal Audit fee for year ending March 2023	12/1421	£240.00	Microsoft 365 Subscription	Miscrosoft 365		£79.99			Total	£4,087.92
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14.	<p>To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2023.</p> <p>All Councillor's reviewed the report and were content with the recommendations made as a result of the internal audit. The Councillor's were particularly happy with how thorough the auditor was. The Internal Auditor comments were noted, and can be found at APPENDIX C.</p>
15.	<p>To approve and sign the Annual Governance Statement (Section 1) on the Annual Governance and Accountability Return for the year ended 31 March 2023.</p> <p>The document was agreed by all Councillor's and signed by Cllr. Miller.</p>
16.	<p>To approve and sign the Accounting Statements (Section 2) on the Annual Governance and Accountability Return for the year ended 31 March 2023.</p> <p>The document was agreed by all Councillor's and signed by Cllr. Miller at the end of the meeting.</p>
17.	<p>To confirm that there is no conflict of interest between Chineham Parish Council and external auditors BDO.</p> <p>It was agreed unanimously that there is no conflict of interest between the Chineham Parish Council and BDO. Cllr. Miller signed the necessary documentation.</p>
RECREATION	
18.	<p>To receive an update from the Chair of the Recreation Committee.</p> <p>Cllr. Fuller stated that there were no other updates for now and our key focus is going to be the Jubilee bench and the bench survey for the time being.</p>
PLANNING	
19.	<p>To receive an update from the Chair of the Recreation Committee.</p> <p>Cllr. Fuller stated that there were no other updates for now and our key focus is going to be the Jubilee bench and the bench survey for the time being.</p>
20.	<p>To note the minutes of the Planning Committee Meetings held on 15th & 30th May 2023.</p> <p>The minutes of Planning Committee Meetings held on 15th & 30th May 2023 were noted.</p>
ADMINISTRATION	
21.	<p>To agree the date of the next meeting as Monday 10th July.</p> <p>It was agreed that the next Full Parish Council meeting will be held on Monday 10th July @ 19:45pm.</p>

There being no other business, the meeting closed at 20:41.

Chairman _____

APPENDIX A

May 2023

- 28(10) Abandoned shopping trolleys reported via Trolleywise. Locations include:
 - footpaths through Binfields Woodland Park and in South Binfields Play Area
 - Binfields Close
 - Binfields Farm Lane
 - Coppice Pale
 - Lillymill Chine
 - Simons Road
 - Simons Close
 - Thornhill Way
 - Hanmore Road
- Printed and posted multiple noticeboard updates.
- Attended allotment water meter to forward reading to clerk.
- Confirmed fences and footbridge near Park Pale still broken.
- Reported redundant roadworks signs near Four Lanes Schools to HCC to arrange collection.
- Reported pothole/collapsing drain on Hanmore Road to HCC.
- Reported collapsed water valve cover in Mayflower Close to SEW.
- Reported back to HCC street lighting dept re (inoperative) status of A33 lights which were to have been fixed early this month.
- Reported low-hanging tree branches on footpath next to Four Lanes school and another on Thornhill Way to HCC
- Checked on CVH defibrillator and reported status to clerk.
- Damaged traffic lights and barriers at A33 junction with Thornhill Way/Lillymill Chine reported to HCC.
- Fly-posting on keep-left bollards in Bowman Road and Thornhill Way reported to B&DBC.
- Fly-posting at CVH, A33 and Cufaude Lane reported to responsible party.
- Broken fence outside CVH reported to HCC & B&DBC.
- Reported deteriorating state of park benches to clerk.

Hampshire County Councillor report

June 2023

1. Cost of living support

Hampshire County Council has announced plans for how £14.2million of additional funding will be used to help local households struggling with the cost of food and energy prices. The funding is an extension of Government's Household Support Fund (HSF) until the end of March 2024. They will continue to work closely with other local organisations including district and borough councils, education settings, charities and neighbourhood groups to ensure that eligible households receive support with food, energy and water bills and assistance with essential household items. This includes up to £200,000 of funding to provide locally-based food and energy advice services, alongside practical help with costs.

The funding allocation includes:

- £800,000 to support the community pantry network and £361,000 for organisations supporting unpaid carers
- £800,000 in community grants for locally based organisations to support local residents

- £4,442,870 to district and borough councils to provide food vouchers and support with exceptional housing costs
- £2,845,622 to schools and other educational establishments to offer support at their own discretion to families most in need
- £460,000 in direct fuel support to vulnerable adults
- £715,000 in food vouchers to foster carers and connected carers

Details of how to seek support can be found at the connect4communities website

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities>

2. Greening campaigns

More communities across Hampshire can be empowered to take positive action on climate change over the next three years, thanks to almost £0.5million of National Lottery funding awarded to the Greening Campaign, with support from Hampshire County Council. This could include improving the energy efficiency of people's homes, reducing CO2, reducing waste, reusing and repairing, being more sustainable through locally grown produce, and providing green spaces for wildlife to thrive.

The Greening Campaign is a structured process, guiding communities to act on climate change and biodiversity locally. Guidance, based on experience gained from working with over 200 other groups across the UK, provides a blueprint for success for each step of the way, starting with motivating people in the community to get involved, through to making it fun and rewarding.

Two events are being held for those wanting to know more - on 12th and 15th June. Information or booking at <https://greening-campaign.org/events/>

3. Fostering campaign

A new campaign has been launched by Hampshire County Council to encourage residents to consider fostering an unaccompanied asylum-seeking child, whose numbers are increasing locally and nationally. Fostering one of these children can be extremely rewarding – by being a positive and enabling presence to support them to access education, stability in everyday life and to become settled into a new culture and country. More information can be found at <https://www.hants.gov.uk/uasc>.

As an alternative to fostering, residents can join the Council's Innovation Volunteers service, which supports local children, young people and families overcome challenges - details can be found at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/innovationvolunteers>

4. New support for buses

Operators of nine bus routes have secured funding totalling £3.5m from Hampshire County Council, protecting their services for the next four years. Buses locally are under pressure with bus passenger numbers locally and nationally still below pre-pandemic levels. This is making it more challenging for the operators to deliver viable services, especially when coupled with increased operating costs and driver shortages. However, the Government has extended the £2 bus fare cap to the end of October 2023, rising to just £2.50 until November 2024, so this is very much an affordable way to travel when services are available.

5. Rural verge cutting

Hampshire Highways have now begun their seasonal grass cutting programme. This can be an emotive subject to many, especially in the nesting season. The department work closely with the conservation charity, Plantlife UK, to ensure that their work promotes biodiversity; in particular, they try to avoid cutting grass at ecologically important times, and particularly at sensitive sites. For safety reasons however, there are some locations where roadside grass still needs to be mown in order to maintain adequate visibility and sight lines, for example on the approaches to roundabouts or at junctions. More information can be found at <https://www.hants.gov.uk/transport/roadmaintenance/grasscutting>

6. Hampshire Minerals and Waste Plan consultation

The consultation on the update to the Hampshire Minerals and Waste Plan closed at the end of January this year.

The summary report on the responses can be seen at

<https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation>.

These responses are being considered and the next stage is for the Minerals and Waste Authority to publish a response.

APPENDIX B

Date: 01/06/2023	Chineham Parish Council	Page 1	
Time: 12:48	Bank Reconciliation Statement as at 31/05/2023 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	31/05/2023		140,154.62
			<u>140,154.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			140,154.62
<u>Unpresented Receipts (Plus)</u>		0.00	<u>0.00</u>
			140,154.62
		Balance per Cash Book is :-	140,154.62
		Difference is :-	0.00

APPENDIX C

Do the Numbers Limited

23rd May 2023

Amanda Owen, Clerk
Chineham Parish Council

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visits with you today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i> The records of the council comply with this test.	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Meeting attendance	It is unclear if members of the public are attending committee meetings.	Please update the template to show numbers of the public attending.
Public session GDPR	Members of the public have been named. This is contrary to the 'right to be forgotten' in GDPR	Please ensure that only those speaking in an official capacity are named in the minutes.
Minute approval	Not all sets of council minutes (June 2022) had been initialled on every page as required by LGA 72	Please ensure that every page of every set of minutes is approved before signing the AGAR.
Quotes and contracts	When a quoted or tendered project is approved, values have not always been minuted.	Please ensure that the approved contractor and value are clearly minuted for all significant purchases.
Membership changes	When members resign, it is important to minute such and to record whether a poll has been requested	The minutes should record every change in membership of the council.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Social media	The council has social media channels that are not in active use.	To promote community feedback and engagement over the coming months, these should be activated.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
General reserves	The reserves of the council are significantly in excess of good practice with no clear plans to make good use of taxpayer monies.	The council should engage with the public using all means available to ascertain what are the priorities of residents.
Earmarked reserves	None of the earmarked reserve categories meet the requirements of PG2023 (particularly 'contingency')	All of the reserves should be critically reviewed and new projects identified that comply with the rules.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Allotment tenants	The tenant of one plot was named in the minutes, contrary to GDPR	Please ensure that allotment plots are only referred to by number.
Allotment occupancy	It appears that the council has under cultivated plots, a long waiting list	It may be beneficial to join the National Association

	and no clear policy to manage such.	and to look at subdividing to ½ or ¼ plots to allow more tenants.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Not applicable to this council		
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council now	comply with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The asset register includes significant numbers of items that are over 15 years old and may no longer be in use.	Officers should review the existence and condition of all assets both for register completeness and capital expenditure planning.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank deposit account	During the year the council had to change bank accounts and thus closed its interest bearing account.	A sector specific account such as CCLA PSDF could be considered.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Accounting basis	The council has fully returned to accounting on an R&P basis due to the low level of precept.	Even with projects to use reserves, this remains the correct accounting basis.
K	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
L	<i>Transparency Code</i>	
Policy documents	Some of the web published documents are not the most recent version. Some of the policies do not match the underlying legislation.	Please ensure that current versions of documents are published and that all policies are reviewed to match most recent best practice models.
M	<i>Public Rights</i>	
Public rights	When the 2022 AGAR was approved, the period of public rights was not minuted.	It is good practice to include this as absolute proof that the dates have been publicised.
Members' DPI forms	There does not appear to be a link from the parish website to BDBC	Once the new council have completed their forms, the link should be added.
N	<i>Publication of prior year AGAR</i>	
Prior year AGAR	It is a legal requirement that five years of AGAR forms are published.	Please could these be uploaded, along with any auditor reports.
O	<i>Trust funds</i>	
	The records of the council comply	with this test
P	<i>Borrowing</i>	
	The records of the council comply	with this test