

CHINEHAM PARISH COUNCIL
Minutes of the Meeting of the Council

Date: Monday 11th September 2023
Time: 7.45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Sue Fuller (Vice Chair)
 Cllr. Marian Adams Cllr. Thomas Brine
 Cllr. Nigel Rose Cllr. Olumide Oratokhai
 Cllr. Xander Chestney-Stagg Cllr. Luis Fajardo
 Cllr. Neha Sompura

 Amanda Owen (Clerk) Ellen Harmon (Assistant Clerk)
 Phil Walker (Rapid Response Warden)

Also present: 1 member of the public.

Councillor Miller welcomed everyone to the meeting and provided an overview of the agenda, also explaining the Parish Council committees for the benefit of new Councillors in attendance and introduced Councillors to the Rapid Response Warden.

1.	To receive and accept apologies for absence. Apologies were noted from Cllr. Jenny Vaux.
2.	To receive declarations of interest relevant to items on the agenda. No declarations of interest were received.
3.	To sign as a correct record the minutes of the Full Council meeting held on Monday 14th August 2023. The minutes of the Full Council meeting held on Monday 14 th August 2023 were signed by the Chair as a correct record.
4.	Public Participation. The resident in attendance addressed with meeting with regards to the following: <ul style="list-style-type: none"> - Welcomed the new Councillors, and made a suggestion that name cards / badges would be helpful due to the new Councillor intake. - Has a few maps that he is willing to donate to the new Councillors in their roles. - Reported that the Milestone on the Reading Road, almost opposite the Church is in a poor state of repair for a historical monument.
5.	To receive reports from: Borough & County Councillors Cllr. Paul Miller addressed the meeting with regards to the following: <ul style="list-style-type: none"> - Change of administration at Basingstoke & Deane Borough Council - That he is the Chair of the Scrutiny Committee and also a member of the Development Control Committee. - The Local Plan, and its impact in and around Chineham is currently being discussed. CVHMC Representative No report received. RRW The Rapid Response Warden report can be found at APPENDIX A.

6.	<p>To receive an update from the Assistant Clerk regarding the 80th anniversary of D-Day. The Assistant Clerk provided the following update:</p> <ul style="list-style-type: none"> - The event has been discussed with Four Lanes Friends and they have agreed to collaborate with the Chineham Parish Council and move the date of the School Fayre forward to 08/06/2023. - The recreation committee will discuss the event further at the next meeting (date tbc) and all Councillors are encouraged to put forward ideas for the event. Unfortunately, the Chelsea Pensioners are unable to attend as they are attending their own event to commemorate the D-day landings. - The Army Recruitment team has been contacted and they have forwarded on our request to our local recruitment 'branch', so we have high hopes that they will be in attendance. - Cllr. Miller will contact the Basingstoke Air Cadet force and ask if they would like to be in attendance and the Assistant Clerk will contact the Sea and Army Cadets to ask them to attend as well. - Other ideas we would like to put in place would be having an array of food vendors in attendance to represent the commonwealth countries from within the British Armed Forces. - All current ideas need to be discussed and agreed upon with Four Lane friends.
7.	<p>To consider the renewal of the Cultivation license for the Community Orchard at a cost of £196.00. It was AGREED to renew the cultivation license for the Community Orchard at a cost of £196.00. Proposed by Cllr. Paul Miller, seconded by Cllr. Sue Fuller. All members voted unanimously to accept this resolution.</p>
FINANCE	
8.	<p>To agree & sign AGAR amendments. It was AGREED to sign and accept the AGAR amendments which can be found at APPENDIX B. Proposed by Cllr. Paul Miller, seconded by Cllr. Marian Adams. All members voted unanimously to accept this resolution.</p>
9.	<p>To agree the quote from the Lengthsman for Bus Shelter works at the Chineham Village Hall. It was AGREED to accept the quote from the Lengthsman for bus shelter work at the Chineham Village Hall at a cost of £1137.60. Proposed by Cllr. Sue Fuller, seconded by Cllr. Tom Brine. All members voted unanimously to accept this resolution.</p>
10.	<p>To agree the quote from the Lengthsman for clearance works at the Allotment. It was AGREED to accept the quote from the Lengthsman for clearance works at the allotment at a cost of £780.00. Proposed by Cllr. Xander Chestney-Stagg, seconded by Cllr. Luis Fajardo. All members voted unanimously to accept this resolution.</p>
11.	<p>To agree the Parish Council insurance arrangements. It was AGREED to accept the renewal invitation from Hiscox Insurance Company Limited at a cost of £1727.25. Proposed by Cllr. Paul Miller, seconded by Cllr. Olumide Oratokhai. All members voted unanimously to accept this resolution.</p>
12.	<p>To note the current financial situation. The Clerk provided an update with regards to the banking status and the financial situation was noted. Reports can be found at APPENDIX C.</p>
13.	<p>To authorise any requests for payment. It was AGREED to authorise the September payment requests as listed below. Proposed by Cllr. Marian Adams, seconded by Cllr. Xander Chestney-Stagg. All members voted unanimously to accept this resolution.</p>

September Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary	September	£988.09
Staff	Salary	September	£1,125.47
Staff	Salary	September	£226.42
Staff Expenses	Office Expenses		£10.00
HMRC	Tax & NI		£264.34
Aviva	Pension		£131.41
Aviva	Employer Pension Charge		£33.00
BT	Telephone & Broadband		£297.64
DM Payroll Services	Payroll Administration - Apr to Sept	3044	£72.00
Vision ICT	Email Address Setup	17055	£21.60
Defib World	Pads & Replacement Battery		£321.99
	Total		£3,491.96
RECREATION			
14.	To agree new Recreation Committee members. The following Councillors became members of the Recreation Committee: Cllr. Olumide Oratokhai Cllr. Xander Chestney-Stagg Cllr. Neha Sompura Cllr. Tom Brine		
15.	To receive an update from the Chair of the Recreation Committee. Cllr. Sue Fuller addressed the meeting to advise: <ul style="list-style-type: none"> - The Allotment Inspection had recently taken place and that the minutes and inspection report are pending. 		
PLANNING			
16.	To agree new Planning Committee members. The following Councillors became members of the Planning Committee: Cllr. Nigel Rose Cllr. Tom Brine Cllr. Luis Fajardo		
17.	To receive an update from the Chair of the Planning Committee. Cllr. Paul Miller addressed the meeting and advised the following: <ul style="list-style-type: none"> - Planning is currently routine, extensions, tree works and TPOs - One contentious item coming up on the next Chineham Parish Council Planning Agenda (25th September). 		
18.	To note the minutes of the Planning Committee Meetings held on 10th July 2023. An error in date was noted. It was confirmed that the minutes of the Planning Committee meeting held on 14 th and 29 th August 2023 were noted.		
ADMINISTRATION			
19.	To agree the date of the next meeting as Monday 9th October. The date of the next meeting was agreed as Monday 9 th October.		

There being no other business, the meeting closed at 21:07.

APPENDIX A

Report – September 2023

Rapid Response Warden - August 2023

- 8(12) Abandoned shopping trolleys reported via Trolleywise. Locations include:
 - footpaths through Binfields Woodland Park
 - Lillymill Chine
 - Crockford Lane
 - Thumwood
- Attended Chineham Centre to assist with noticeboard removal
- Reported flyposting at junction of A33 and Lillymill Chine
- Reported flyposting at junction of Great Binfields Road and Wade Rd
- Reported broken glass on footpath near village hall to B&DBC
- Printed and posted multiple noticeboard updates
- Reported overgrown footpath near Farm View Drive to B&DBC
- Liaise with clerk wrt broken tree, “Welcome to Chineham” pillar and illegally parked van on Hanmore Rd.
- Liaise with HCC wrt outstanding street lighting faults on A33
- Reported lane closure warning sign obscuring pedestrian’s view of traffic at A33 crossing to HCC.
- Reported abandoned “Sold” sign at Spinaker House to estate agent
- Printed and distributed noticeboard updates
- Reported damaged (CPC) bus shelter at CVH to clerk and made safe
- Reported loose manhole cover on Hanmore Road to BT/Openreach
- Reported damaged (CPC) bench on Pettys Brook to clerk fao lengthsman
- Queried corroded benches in BWP with clerk (Responsible authority unclear)
- Reported building waste on Hanmore Rd to B&DBC and forwarded response to clerk
- Attended allotment water meter to forward reading to clerk.

APPENDIX B AGAR AMENDMENTS

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of

Chineham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023 that:

	Yes/No		Has met all of its responsibilities where, as a body responsible, it is a local managing trustee of a local trust or trust.
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunities during the year for the exercise of members' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		appointed for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the authority.
7. We have appropriate control on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, arbitration or commitments, awards or settlements, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have reported them in the accounting statements.	✓		discussed everything it should know about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	✓		N/A has met all of its responsibilities where, as a body responsible, it is a local managing trustee of a local trust or trusts. Restated AC

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on

12/6/2023.

and recorded as minute reference

15.

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

[Signature]

Clerk

[Signature]

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Section 2 – Accounting Statements 2022/23 for

Chineham Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	139,994	125,539	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	38,450	Restated 39,089 38,450 + 639	Total amount of precept (or for LDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,095	Restated 4,222 4,095 + 127	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	27,246	25,433	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employees NI contributions, employer's pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	29,754	16,772	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (+) Balances carried forward	125,539	126,645	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	139,994	126,645	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	53,225	55,209	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWBs).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioner's Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date: 12/6/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/6/2023

as recorded in minute reference:

16.

Signed by Chairman of the meeting where the Accounting Statements were approved

APPENDIX C

Date: 01/09/2023

Chineham Parish Council

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Time: 08:41

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 3 - Lloyds Treasurer Account

User: AMANDA

Bank Statement Account Name (s)	Statement Date	Page	Balances
Lloyds Treasurer Account	31/08/2023		131,783.46
			131,783.46
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			131,783.46
Unpresented Receipts (Plus)			
		0.00	
			0.00
			131,783.46
		Balance per Cash Book is :-	131,783.46
		Difference is :-	0.00