

CHINEHAM PARISH COUNCIL
Minutes of the Meeting of the Council



Date: Monday 8th January 2024
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Marian Adams
 Cllr. Xander Chestney-Stagg Cllr. Olumide Oratokhai
 Cllr. Tom Brine Cllr. Nigel Rose

Apologies: Cllr. Sue Fuller (Vice Chair), Cllr. Neha Sompura, Cllr. Luis Fajardo.

Also present: Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Borough Councillors Jenny Vaux & Laura Edwards, Alison Zareky – Basingstoke & Deane Borough Council & 1 member of the public.

Cllr. Paul Miller welcome everyone to the meeting.

1.	To receive and accept apologies for absence. Apologies were received and accepted from Cllr. Sue Fuller, Cllr. Luis Fajardo & Cllr. Neha Sompura.
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 11th December 2023. The minutes of the Full Council meeting held on Monday 11 th December 2023 were signed by the Chair as a correct record.
4.	Public Participation. None.
5.	To receive reports from: Borough & County Councillors <u>Borough Cllr Laura Edwards:</u> There is a noted increase in homeless people at the Chineham Shopping Centre. Individuals have been spoken to and offered assistance, they are aware of where they can go to receive help should they wish to. <u>Borough Cllr Jenny Vaux:</u> Councillor Grants – there is a month remaining of the scheme. Bin collections – almost caught up after the Christmas /New Year. Green Team at Basingstoke & Deane Borough Council are running an initiative to available households. More information can be found by contacting the Green Team. Hampshire County Council are running an initiative for electric vehicle charging. Recent flooding – please keep reporting to Hampshire County Council. CVHMC Representative No report received, however noted from the Booking Clerk that the heating is pending repair. RRW The RRW report can be found at APPENDIX A.
6.	To receive a report from the Greening Campaign at Basingstoke & Deane Borough Council and consider support. Alison Zareky from Basingstoke & Deane Borough Council provided a report from the Greening Campaign. Full details with regards to the Greening Campaign can be found at https://greening-campaign.org/ Cllr. Paul Miller advised that Chineham Parish Council would be willing to promote the scheme by way of posters and posting on the CPC website.

Signed _____

7.	<p>To consider a response to the Hampshire Minerals and Waste plan. It was noted that this would be considered at February meeting.</p>																																												
8.	<p>To consider discontinuing usage of the PO Box provided by Royal Mail. Following discussion it was noted that the Clerk would investigate alternative options and revert back to full Council.</p>																																												
FINANCE																																													
9.	<p>To agree to the opening of an interest account with Lloyds. It was AGREED to open an interest account with Lloyds Bank. Proposed by Cllr. Miller, seconded by Cllr. Chestney-Stagg. All members voted unanimously to accept this resolution.</p>																																												
10.	<p>To consider the purchase of a One Drive subscription at £80.00 per annum. Following discussion it was agreed that the Assistant Clerk would conduct further research with regards to Teams log ins and One Drive access.</p>																																												
11.	<p>To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 31st December 2023 being £134,128.64. The bank reconciliation can be found at APPENDIX B.</p>																																												
12.	<p>To authorise any requests for payment. It was AGREED to authorise the January payment requests as listed below. Proposed by Cllr. Brine, seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="185 1106 1286 1532" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">January Payment Requests</th> </tr> <tr> <th style="width: 25%;">From</th> <th style="width: 40%;">Item</th> <th style="width: 15%;">Invoice Number</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary</td> <td>January</td> <td style="text-align: right;">£758.04</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>January</td> <td style="text-align: right;">£875.47</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>January</td> <td style="text-align: right;">£226.42</td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td>Oct - Dec</td> <td style="text-align: right;">£23.20</td> </tr> <tr> <td>HMRC</td> <td>Tax & NI</td> <td></td> <td style="text-align: right;">£218.44</td> </tr> <tr> <td>Aviva</td> <td>Pension</td> <td></td> <td style="text-align: right;">£131.41</td> </tr> <tr> <td>Aviva</td> <td>Employer Pension Charge</td> <td></td> <td style="text-align: right;">£33.00</td> </tr> <tr> <td>Croma Locksmiths</td> <td>Allotment Padlocks / Keys</td> <td></td> <td style="text-align: right;">£1,380.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: right;">£3,645.98</td> </tr> </tbody> </table>	January Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	January	£758.04	Staff	Salary	January	£875.47	Staff	Salary	January	£226.42	Staff	Expenses	Oct - Dec	£23.20	HMRC	Tax & NI		£218.44	Aviva	Pension		£131.41	Aviva	Employer Pension Charge		£33.00	Croma Locksmiths	Allotment Padlocks / Keys		£1,380.00	Total			£3,645.98
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13.	<p>To agree the budget for 2024 / 2025. The budget was AGREED as shown at APPENDIX C. Proposed by Cllr. Miller, seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.</p>																																												
14.	<p>To agree the precept for 2024/ 2025. The precept was AGREED as £38,450.00 for 2024 / 2025. Proposed by Cllr. Miller, seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.</p>																																												
RECREATION																																													
15.	<p>To receive an update from the Chair of the Recreation Committee. As Vice Chair of the Recreation Committee Cllr. Oratokhai advised that there are no further updates. The Assistant Clerk advised that there is an upcoming meeting at the end of January.</p>																																												
Signed _____																																													

	PLANNING
16.	To consider a 'potential annexation' procedure. It was noted that the Parish Council did not have a procedure for potential annexations as it is outside of the Parish Council remit. Cllr. Miller advised that he will discuss the issue with the Head of Planning at BDBC and will revert with contact details.
17.	To receive an update from the Chair of the Planning Committee. Cllr. Paul Miller addressed the meeting and advised that there was no further update and that the McDonalds application at the Chineham Shopping Centre is still being discussed.
18.	To note the minutes of the Planning Committee Meetings held on 11th December 2023. The minutes of the Planning Committee meeting held on 11 th December 2023 were noted.
	ADMINISTRATION
19.	To consider the date for the Parish Assembly 2024. It was noted that the Clerk would contact the Booking Clerk to gauge availability.
20.	To agree the date of the next meeting as Monday 12th February 2024. The date of the next meeting was agreed as Monday 12 th February.

There being no other business, the meeting closed at 21:04.

Signed _____

APPENDIX A**December 2023**

- 6(12) Abandoned shopping trolleys reported via Trolleywise.
Locations include:
 - footpaths through Binfields Woodland Park
 - Simons Close
 - Thornhill Way
 - Reading Road
 - Binfields Farm Lane
 - Petersfield Close
- Printed and posted multiple noticeboard updates
- Attended monthly CPC meeting
- Liaised with clerk wrt potential annexation on brook-side footpath
- Reported vegetation obstructing Martins Wood footpath to HCC
- Liaise with Hampshire Rights of Way and Property Services teams wrt dilapidated footbridge etc at Coppice Pale
- Reported vegetation obstructing footpath near Juniper Close to HCC
- Worked on bench project obo Recreation Committee
- Checked CVH defibrillator status
- Reported graffiti on street cabinet at Binfields Roundabout to HCC
- Reported abandoned "sold" sign at Renown Close to estate agent.
- Reported flooding onto brook footpath near Summerfields to HCC
- Reported abandoned bicycle on Pettys Brook footpath to B&DBC fly-tipping team

APPENDIX B

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Treasurer Account	31/12/2023		134,128.64
			<u>134,128.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			134,128.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			134,128.64
		Balance per Cash Book is :-	134,128.64
		Difference is :-	0.00

APPENDIX C

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Annual Budget - By Centre

		<u>2022 / 2023</u>		<u>2023 / 2024</u>						<u>2024 / 2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Income											
1076	Precept	38,450	39,089	0	0	38,450	0	38,450	39,096	38,450	0	0
1078	Parish Funding (With Precept)	0	0	0	0	0	0	0	0	639	0	0
1080	Bank Interest	25	474	0	0	0	0	0	0	0	0	0
1085	Grants & Donations Received	650	0	0	0	0	0	0	0	0	0	0
1999	Other Income	0	329	0	0	0	0	0	915	0	0	0
	Total Income	39,125	39,892	0	0	38,450	0	38,450	40,011	39,089	0	0
	Movement to/(from) Gen Reserve	39,125	39,892			38,450		38,450	40,011	39,089		
200	Staff Costs											
4000	Staff Costs	25,700	21,100	0	0	21,100	0	21,100	18,039	25,000	0	0
4005	HMRC (Tax & NI)	0	2,709	0	0	2,500	0	2,500	2,045	2,800	0	0
4010	Pension	2,000	1,624	0	0	1,850	0	1,850	1,456	1,930	0	0
	Overhead Expenditure	27,700	25,433	0	0	25,450	0	25,450	21,539	29,730	0	0
	Movement to/(from) Gen Reserve	(27,700)	(25,433)			(25,450)		(25,450)	(21,539)	(29,730)		
250	Administration											
4100	Audit Fees	350	490	0	0	375	0	375	450	500	0	0
4105	Bank Charges	0	200	0	0	0	0	0	0	0	0	0
4110	Payroll Services	130	72	0	0	139	0	139	144	150	0	0
4120	Insurance	1,375	1,014	0	0	1,471	0	1,471	1,727	1,800	0	0
4130	Mileage	0	31	0	0	0	0	0	0	25	0	0
4140	Subscriptions	1,560	1,469	0	0	1,669	0	1,669	1,499	1,600	0	0
4150	Grass Cutting	725	0	0	0	776	0	776	0	0	0	0
4160	Office Expenses	500	434	0	0	535	0	535	574	600	0	0

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Chineham Parish Council

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Annual Budget - By Centre

		<u>2022 / 2023</u>		<u>2023 / 2024</u>						<u>2024 / 2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4307	Misc	0	0	0	0	0	0	0	1,080	0	0	0
4400	Section 137 Grants	2,000	3,231	0	0	2,140	0	2,140	4,613	3,000	0	0
4410	Seating Additional Costs	2,000	0	0	0	2,140	0	2,140	0	3,000	0	0
4420	Bulb Planting	2,000	0	0	0	2,140	0	2,140	0	0	0	0
4430	Bus Shelter Cleaning	100	0	0	0	107	0	107	0	200	0	0
4440	Four Lanes Fete	125	0	0	0	134	0	134	0	1,000	0	0
Overhead Expenditure		6,225	4,081	0	0	6,661	0	6,661	5,693	7,200	0	0
Movement to/(from) Gen Reserve		(6,225)	(4,081)			(6,661)		(6,661)	(5,693)	(7,200)		
999	<u>VAT Data</u>											
115	VAT on Receipts	0	2,519	0	0	0	0	0	0	0	0	0
Total Income		0	2,519	0	0	0	0	0	0	0	0	0
515	VAT on Payments	0	1,236	0	0	0	0	0	-638	0	0	0
Overhead Expenditure		0	1,236	0	0	0	0	0	-638	0	0	0
Movement to/(from) Gen Reserve		0	1,283			0		0	638	0		
Total Budget Income		39,125	43,311	0	0	38,450	0	38,450	41,371	40,449	0	0
Expenditure		41,965	42,205	0	0	40,716	0	40,716	33,888	46,910	0	0
Movement to/(from) Gen Reserve		(2,840)	1,106			(2,266)		(2,266)	7,483	(6,461)		