

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



**Date:** Monday 11<sup>th</sup> March 2024  
**Time:** 7:45pm  
**Place:** Community Rooms, Chineham Village Hall  
**Present:** Cllr. Paul Miller (Chair)                      Cllr. Sue Fuller (Vice Chair)                      Cllr. Marian Adams  
                   Cllr. Tom Brine                                      Cllr. Xander Chestney-Stagg                      Cllr. Luis Fajardo  
                   Cllr. Olumide Oratokhai                              Cllr. Neha Sompura  
**Apologies:** Cllr. Nigel Rose  
**Also present:** Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Borough Councillor Jenny Vaux, Borough Councillor Laura Edwards & no members of the public.

Cllr. Paul Miller welcome everyone to the meeting.

<b>1.</b>	<b>To receive and accept apologies for absence.</b> Apologies were <b>ACCEPTED</b> from Cllr. Nigel Rose.
<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 11<sup>th</sup> March 2024.</b> The minutes of the Full Council meeting held on Monday 11 <sup>th</sup> March 2024 were signed by the 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 Vaux addressed the meeting with regards to the following: - Local elections taking place on 2 <sup>nd</sup> May 2024, noting that five candidates are standing. - The License Hearing of the McDonalds application is being heard on 9 <sup>th</sup> April to consider opening hours. The licenses are applied for as permissive so likely to be accepted. Concerns of antisocial behaviour, littering and theft have been taken in to consideration. Cllr. Vaux has spoken with Hampshire Constabulary who recommended CCTV as a preventative measure and to obtain evidence if required. The Chineham Shopping Centre is installing new CCTV imminently. It is noted that McDonald's will also provide their own CCTV that covers the shop and that they are also providing additional funding for Parish litter pickers. Borough Councillor Miller addressed the meeting and advised that the High Court Injunction against unauthorised encampments had expired on 3 <sup>rd</sup> April 2024, and that an extension had been issued until 15 <sup>th</sup> May 2024. The High Court will consider whether a new injunction is required. <b>CVHMC Representative</b> No report received. <b>RRW</b> No report received due to staff holiday.
	<b>FINANCE</b>
<b>6.</b>	<b>To consider the quote for Allotment pathway refurbishment.</b> It was <b>AGREED</b> to accept the quote for the Allotment pathway refurbishment from RC Saunders at a cost of £17,712.00. Proposed by Cllr Adams, seconded by Cllr Fuller. All members voted unanimously to accept this resolution.
<b>7.</b>	<b>To note the current financial situation.</b> The current financial situation and the bank reconciliation were noted with the bank balance at 31 <sup>st</sup> March 2024 being £126,486.23. The bank reconciliation can be found at <b>APPENDIX A</b> .  It was noted that Do The Numbers Ltd were confirmed as internal auditor for financial year 2023 / 2024 and the letter of engagement was signed by the Chair.
	<b>Signature</b> _____

8.	<p><b>To authorise any requests for payment.</b></p> <p>It was <b>AGREED</b> to authorise the March payment requests as listed below. Proposed by Cllr Chestney-Stagg , seconded by Cllr Fajardo. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="225 327 1422 860"> <thead> <tr> <th colspan="4">April 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</td> <td>April</td> <td>£1,021.64</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>April</td> <td>£1,168.27</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>April</td> <td>£484.50</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; NI</td> <td></td> <td>£264.34</td> </tr> <tr> <td>Aviva</td> <td>Pension</td> <td></td> <td>£138.01</td> </tr> <tr> <td>Aviva</td> <td>Employer Pension Charge</td> <td></td> <td>£33.00</td> </tr> <tr> <td>Staff</td> <td>Printing Expenses</td> <td></td> <td>£27.60</td> </tr> <tr> <td>Rialtas</td> <td>Year End &amp; Support 2024 - 2025</td> <td>SM29008</td> <td>£230.40</td> </tr> <tr> <td>Hampshire Association of Local Councils</td> <td>HALC Affiliation Fees 2024 / 2025 NALC Levy 2024 / 2025</td> <td>Inv 6439</td> <td>£1,450.00</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£4,817.76</td> </tr> </tbody> </table>	April Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	April	£1,021.64	Staff	Salary	April	£1,168.27	Staff	Salary	April	£484.50	HMRC	Tax & NI		£264.34	Aviva	Pension		£138.01	Aviva	Employer Pension Charge		£33.00	Staff	Printing Expenses		£27.60	Rialtas	Year End & Support 2024 - 2025	SM29008	£230.40	Hampshire Association of Local Councils	HALC Affiliation Fees 2024 / 2025 NALC Levy 2024 / 2025	Inv 6439	£1,450.00			Total	£4,817.76
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<b>RECREATION</b>																																																	
9.	<p><b>To receive an update from the Chair of the Recreation Committee.</b></p> <p>Cllr Fuller addressed the meeting with regards to the following:</p> <ul style="list-style-type: none"> <li>- Orchard. After a meeting at the Orchard the trees are looking healthy, some require re-staking and the Assistant Clerk is in contact with Basingstoke &amp; Deane Borough Council with regards to the cutting of the grass around the trees. It is advised that trees are pruned in the Autumn, volunteers would be welcome to assist.</li> <li>- The Assistant Clerk is looking at suitable plaques for the new benches and also for the allotment.</li> </ul> <p>Cllr Adams advised that Basingstoke &amp; Deane Borough Council have cut areas where the daffodils have not naturally died off. The Assistant Clerk will contact BDBC to report.</p>																																																
<b>PLANNING</b>																																																	
10.	<p><b>To receive an update from the Chair of the Planning Committee.</b></p> <p>Cllr Miller addressed the meeting and advised there is nothing untoward to report and that applications have been routine. Cllr Miller advised that the Local Plan had completed its first consultation, known as Regulation 18.</p>																																																
11.	<p><b>To note the minutes of the Planning Committee Meetings held on Monday 11<sup>th</sup> &amp; Monday 25<sup>th</sup> March.</b></p> <p>The minutes of the Planning Committee meeting held on Monday 11<sup>th</sup> March were noted. No meeting was held on Monday 25<sup>th</sup> March 2024 due to being inquorate.</p>																																																
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12.	<p><b>To receive an update with regards to the Parish Assembly.</b></p> <p>No further update was received. Cllr Fuller provided her apologies for the 21<sup>st</sup> May.</p>																																																
13.	<p><b>To agree the date of the next meeting as Monday 13<sup>th</sup> May.</b></p> <p>The date of the next meeting was <b>AGREED</b> as Monday 13<sup>th</sup> May 2024. Cllr Adams provided her apologies for the 13<sup>th</sup> May.</p>																																																

There being no other business, the meeting closed at 20:40.

Signature \_\_\_\_\_

## APPENDIX A

Date: 02/04/2024

Chineham Parish Council

Page 1

Time: 09:03

**Bank Reconciliation Statement as at 31/03/2024  
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	31/03/2024		126,486.33
			<u>126,486.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			126,486.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			126,486.33
		<b>Balance per Cash Book is :-</b>	<b>126,486.33</b>
		<b>Difference is :-</b>	<b>0.00</b>