



CHINEHAM PARISH COUNCIL
Minutes of the Meeting of the Council

Date: Monday 10th June 2024
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Marian Adams (Vice Chair) Cllr. Tom Brine
 Cllr. Nigel Rose Cllr. Olumide Oratokhai
Apologies: Cllr. Sue Fuller, Ellen Harmon (Assistant Clerk).
 Cllr. Neha Sompura.
Also present: Amanda Owen (Clerk), Phil Walker (Rapid Response Warden), Borough Councillor Jenny Vaux,
 Borough Councillor Jonathan Jenkin & no members of the public.

Councillor Miller welcomed everyone to the meeting.

1.	To receive and accept apologies for absence. Apologies were received from Cllr. Fuller.
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 13th May 2024. The minutes of the Full Council meeting held on Monday 13 th May 2024 were signed by the Chair as a correct record.
4.	Public Participation. None.
5.	To receive reports from: Borough & County Councillors Borough Councillor Jenkin advised new tranche of councillor grants is now available for committee groups, nothing else to report. Borough Councillor Vaux advised: - Green week, details can be found the website https://www.basingstoke.gov.uk/green-week - General election for 4 th July, postal votes being posted on Monday 17 th June. Borough Councillor Miller advised nothing to add. CVHMC Representative Communication from CVHMC to be discussed later in the agenda. RRW Report can be found at APPENDIX A.
6.	To elect the Representative to outside Organisations: Basingstoke District Association of Parish & Town Councils Transport Forum Chineham Village Hall Management Committee Chineham Allotment Team Basingstoke District Association of Parish & Town Councils – Cllr Miller. Transport Forum – Cllr Oratokhai. Chineham Village Hall Management Committee – Arrangement of correspondence to continue. Chineham Allotment Team – Cllr Fuller as Chair of Recreation Committee. Cllr Miller addressed the meeting to provide a debrief with regards to the Four Lanes Fete. Councillors were asked to review feedback received at the Fete and bring thoughts for the July meeting. Responses will be entered on the Parish Website. It was noted that the material used for display boards requires updating. It was also noted that the Parish Gazebo needs replacing. And that the addition of free plants at the fete were warmly received.
	FINANCE
7.	To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 31 st May 2024 being £141,778.16. The bank reconciliation can be found at APPENDIX B. <p style="text-align: right;">Signed _____</p>

8.	<p>To authorise any requests for payment.</p> <p>The invoice from TNS Electrical was discussed and it was noted that the Parish Council would pay the invoice in this instance but would like to know what caused the initial water leak. In future, The Village Hall Management is to be requested to consult the Parish Council in advance of any works before they are conducted together with any quoted costings.</p> <p>It was noted that the light in cupboard is not working and that the Clerk would follow up with the Village Hall.</p> <p>It was AGREED to authorise the June payment requests as listed below. Proposed by Cllr Brine, seconded by Cllr Adams. All members voted unanimously to accept this resolution.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">June Payment Requests</th> </tr> <tr> <th style="width: 25%;">From</th> <th style="width: 45%;">Item</th> <th style="width: 15%;">Invoice Number</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>Salary</td> <td>June</td> <td style="text-align: right;">£795.24</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>June</td> <td style="text-align: right;">£919.15</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>June</td> <td style="text-align: right;">£253.30</td> </tr> <tr> <td>Staff</td> <td>Staff Expenses</td> <td></td> <td style="text-align: right;">£57.95</td> </tr> <tr> <td>Staff</td> <td>Staff Expenses - Microsoft</td> <td></td> <td style="text-align: right;">£79.99</td> </tr> <tr> <td>HMRC</td> <td>Tax & NI</td> <td></td> <td style="text-align: right;">£241.25</td> </tr> <tr> <td>Aviva</td> <td>Pension</td> <td></td> <td style="text-align: right;">£138.01</td> </tr> <tr> <td>Aviva</td> <td>Employer Pension Charge</td> <td></td> <td style="text-align: right;">£33.00</td> </tr> <tr> <td>Councillor Adams</td> <td>Materials for Fete</td> <td></td> <td style="text-align: right;">£28.00</td> </tr> <tr> <td>British Telecomm</td> <td>Telephone & Broadband</td> <td>DD</td> <td style="text-align: right;">£329.04</td> </tr> <tr> <td>Source for Water</td> <td>Allotment Water Jul 23 - May 24</td> <td></td> <td style="text-align: right;">£451.79</td> </tr> <tr> <td>Do The Numbers Ltd</td> <td>Internal Audit for Year Ending 31.03.2024</td> <td>12/1616</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td>RC Saunders Ltd</td> <td>Allotment Footpath Refurbishment</td> <td>Inv 7957</td> <td style="text-align: right;">£17,712.00</td> </tr> <tr> <td>HALC</td> <td>LCPD Membership Apr 24 to March 25</td> <td>Inv 6750</td> <td style="text-align: right;">£216.00</td> </tr> <tr> <td>TNS Electrical</td> <td>Lighting Fault - Parish Office</td> <td>Inv 2506</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: right;">£21,708.72</td> </tr> </tbody> </table>	June Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	June	£795.24	Staff	Salary	June	£919.15	Staff	Salary	June	£253.30	Staff	Staff Expenses		£57.95	Staff	Staff Expenses - Microsoft		£79.99	HMRC	Tax & NI		£241.25	Aviva	Pension		£138.01	Aviva	Employer Pension Charge		£33.00	Councillor Adams	Materials for Fete		£28.00	British Telecomm	Telephone & Broadband	DD	£329.04	Source for Water	Allotment Water Jul 23 - May 24		£451.79	Do The Numbers Ltd	Internal Audit for Year Ending 31.03.2024	12/1616	£250.00	RC Saunders Ltd	Allotment Footpath Refurbishment	Inv 7957	£17,712.00	HALC	LCPD Membership Apr 24 to March 25	Inv 6750	£216.00	TNS Electrical	Lighting Fault - Parish Office	Inv 2506	£204.00	Total			£21,708.72
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9.	<p>To note the internal Auditors report and accept recommendations therein.</p> <p>The Internal Auditor comments were noted, and can be found at APPENDIX C.</p>																																																																								
10.	<p>To complete Section 1 of the AGAR.</p> <p>Section 1 of the AGAR was COMPLETED and SIGNED.</p>																																																																								
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12.	<p>To note the dates of exercise of public rights for audit.</p> <p>The dates of the exercise of public rights for audit were noted as Friday 14th June to Thursday 25th July.</p>																																																																								
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13.	<p>To receive an update from the Chair of the Recreation Committee.</p> <p>No update received due to apologies received.</p>																																																																								
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14.	<p>To receive an update from the Chair of the Planning Committee.</p> <p>Cllr Miller advised he had nothing further to add.</p>																																																																								
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15.	<p>To agree the date of the next meeting as Monday 8th July.</p> <p>The date of the next meeting was agreed as Monday 8th July.</p>																																																																								
	CONFIDENTIAL																																																																								
16.	<p>To consider staff overtime.</p> <p>Staff overtime was agreed.</p>																																																																								

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

Signed _____

APPENDIX A**RRW Report - May 2024**

- 8(4) Abandoned shopping trolleys reported via Trolleywise.
Locations include ootpath from Binfields Woodland Park to Reading Road
- Printed and posted multiple noticeboard updates
- Reported faulty streetlights on A33 to Enerveo and followed up on outstanding issue at toucan crossing with HCC
- Verified pothole o/s CVH already reported to HCC
- Reported vandalised bus shelter at Chineham Center to B&DBC*
- Monitored seemingly abandoned bicycle in woodland near CVH
- Reported faulty street light on Hanmore Rd to Enerveo
- Reported partially obscured streetlight on Hanmore Rd to Enerveo
- Reported missing countdown markers on approaches to Binfields Roundabout to HCC
- Attended CPC Annual Meeting
- Work on asset register verification project
- Reported overgrown footpaths near Sorrells Close and Pettys Brook Road to HCC
- Reported broken paving near Four Lanes School to HCC
- Reported broken rides at Binfields Play Area to B&DBC
- Forwarded allotment water meter reading fao clerk.
- Obtained & forwarded location-identifying photos at request of assistant clerk

APPENDIX B

Bank Statement Account Name (s)		Statement Date	Page	Balances
Lloyds Treasurer Account		31/05/2024		141,778.16
				<u>141,778.16</u>
Unpresented Payments (Minus)		Amount		
		0.00		0.00
				<u>0.00</u>
				141,778.16
Unpresented Receipts (Plus)				
		0.00		0.00
				<u>0.00</u>
				141,778.16
		Balance per Cash Book is :-		141,778.16
		Difference is :-		0.00

APPENDIX C

Do the Numbers Limited

23rd May 2024

Amanda Owen, Clerk
Chineham Parish Council

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visit 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 2024](#)

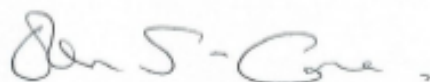
Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply with this test.	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Public session GDPR	Members of the public have been named. This is contrary to the 'right to be forgotten' in GDPR (also raised last year)	Please ensure that only those speaking in an official capacity are named in the minutes.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
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 at 17 months of revenue expenditure are significantly in excess of PG guidance.	The precept should not be raised and projects brought forwards urgently for the benefit of residents.
Earmarked reserves	None of the earmarked reserve categories meet the requirements of PG2024 and none of the values have changed for several years. Councils do not have the power to hold savings.	New projects should be 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>	
	The records of the council comply	with this test
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>	
Community land	Much of the land around Petty's Brook is owned by dormant companies (01710584 , 07690990 ,	It may be worth the council contacting each of the owners and the land registry to see if it can take

	01916654) and companies who probably do not remember that they own the land.	over that land for the benefit of residents.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank deposit account	All of the council's funds are held in its current account. This significantly increases risk and reduces returns at a time of higher interest rates.	A sector specific account such as CCLA PSDF could be considered.
Investment strategy	All councils holding over £100k are now required to have an investment strategy.	The council should adapt and adopt a good practice model such as this .
<i>J</i>	<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>	
	The records of the council now	comply with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council now	comply with this test
<i>M</i>	<i>Public Rights</i>	
Members' DPI forms	Two members of the council have not included their home address on their DPI	Please ensure that all members completely and accurately fill out the declarations.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council now	comply with this test
<i>O</i>	<i>Trust funds</i>	
	The records of the council comply	with this test
<i>P</i>	<i>Borrowing</i>	
	The records of the council comply	with this test

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene