

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



**Date:** Monday 9<sup>th</sup> September 2024  
**Time:** 7:45pm  
**Place:** Community Rooms, Chineham Village Hall  
**Present:** Cllr. Paul Miller (Chair) Cllr. Marian Adams (Vice Chair) Cllr. Sue Fuller  
 Cllr. Nigel Rose Cllr. Ruth Kellaway Cllr. Richard Green  
**Apologies:** Cllr. Tom Brine, Cllr. Olumide Oratokhai, Cllr. Neha Sompura  
**Also present:** Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Phil Walker (Rapid Response Warden),  
 Borough Councillors Jenny Vaux and Jonathan Jenkin & no members of the public.

Councillor Miller welcomed everyone to the meeting.

<b>1.</b>	<p><b>To receive and accept apologies for absence.</b>          Apologies were received and <b>ACCEPTED</b> from Councillor Oratokhai and Councillor Brine.          Apologies from Councillor Brine were noted to be until the New Year when they would be reconsidered.          Apologies were received from Cllr. Neha Sompura.</p>
<b>2.</b>	<p><b>To receive declarations of interest relevant to items on the agenda.</b>          No declarations of interest were received.</p>
<b>3.</b>	<p><b>To sign as a correct record the minutes of the Full Council meeting held on Monday 12<sup>th</sup> August.</b>          The minutes of the Full Council meeting held on Monday 12<sup>th</sup> August 2024 were signed by the Chair as a correct record.</p>
<b>4.</b>	<p><b>Public Participation.</b>          None.</p>
<b>5.</b>	<p><b>To receive reports from:</b>  <b>Borough &amp; County Councillors   CVHMC Representative   RRW</b>  <b>Borough Councillors</b>          Borough Councillor Vaux provided the following update:</p> <ul style="list-style-type: none"> <li>- Low cost home ownership event to be held on 26<sup>th</sup> September between 15:00 at 19:00 at the Civic Offices.</li> <li>- Solar Together <a href="https://solartogether.co.uk/basingstoke-and-deane/home">https://solartogether.co.uk/basingstoke-and-deane/home</a></li> <li>- Unity Place, Chineham Business Park. Meeting taking place with Local MP Luke Murphy to discuss ongoing safety concerns and ask for his involvement.</li> <li>- National Planning Policy Framework (NPPF). The Borough Council are going through the proposals issued by Government to gauge impact for Basingstoke &amp; Deane. On initial inspection it appears that the local plan will need to be rewritten.</li> </ul> <p><b>CVHMC Representative</b>          No report received.  <b>RRW</b>          Report can be found at <b>APPENDIX A.</b></p>
<b>6.</b>	<p><b>To receive an update with regards to the reinstatement of a Parish Newsletter.</b>          The Assistant Clerk addressed the meeting and advised that a draft survey with regards to the Parish Newsletter has been generated and circulated to Councillors for their feedback. Once feedback has been received it will be issued for public consultation.</p>
<b>7.</b>	<p><b>To consider the Speedwatch Initiative.</b>          It was noted that the speed device from Old Basing is being collected next week, volunteers would be sought at the October meeting.</p>
<b>8.</b>	<p><b>To note the updated Asset Register.</b>          The new asset register was reviewed and noted. Councillor Miller expressed sincere thanks to the Rapid Response Warden for his efforts and attention to detail.</p>
	<p><b>FINANCE</b></p>
<b>9.</b>	<p><b>To consider opening a Public Sector Deposit Fund with CCLA.</b>          It was <b>AGREED</b> to open a Public Sector Deposit Fund with CCLA.          Proposed by Cllr. Fuller, seconded by Cllr. Adams.          All members voted unanimously to accept this resolution.</p>

Signed \_\_\_\_\_

10.	<p><b>To review and adopt the Investment Strategy.</b> It was <b>AGREED</b> to adopt the Investment Strategy. Proposed by Cllr. Miller, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p>																																																				
11.	<p><b>To rename earmarked reserves and highlight appropriate projects.</b> It was <b>AGREED</b> to rename the earmarked reserves as per the Clerk's recommendation. Proposed by Cllr. Miller, seconded by Cllr. Green. All members voted unanimously to accept this resolution.</p>																																																				
12.	<p><b>To approve the insurance renewal with Hiscox Insurance at a cost of £1746.35.</b> It was <b>AGREED</b> to accept the insurance renewal with Hiscox Insurance at a cost of £1746.35. Proposed by Cllr. Adams, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p>																																																				
13.	<p><b>To agree the contract from DM Payroll at a cost of £156.00 per year.</b> It was <b>AGREED</b> to accept the updated contract from DM Payroll at a cost of £156.00 per year. Proposed by Cllr. Miller, seconded by Cllr. Fuller. All members voted unanimously to accept this resolution.</p>																																																				
14.	<p><b>To agree the quote from RS Saunders for signage cleaning at a cost of £70.00.</b> It was <b>AGREED</b> to accept the quote from RS Saunders for signage cleaning at a cost of £70.00 from the Lengthsman fund. Proposed by Cllr. Fuller, seconded by Cllr. Miller. All members voted unanimously to accept this resolution.</p>																																																				
15.	<p><b>To note the current financial situation.</b> The current financial situation and the bank reconciliation were <b>NOTED</b> with the bank balance at 31<sup>st</sup> August 2024 being £117,082.16. The bank reconciliation can be found at <b>APPENDIX B</b>.</p>																																																				
16.	<p><b>To authorise any requests for payment.</b> It was <b>AGREED</b> to authorise the September payment requests as listed below. Proposed by Cllr. Adams, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="185 1115 1422 1671"> <thead> <tr> <th colspan="4">September 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>September</td> <td>£1,021.44</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>September</td> <td>£1,168.87</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>September</td> <td>£417.70</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; NI</td> <td></td> <td>£376.88</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>DM Payroll</td> <td>Payroll Administration - April to September 24</td> <td>Inv 3800</td> <td>£72.00</td> </tr> <tr> <td>BT</td> <td>Telephone &amp; Broadband</td> <td></td> <td>£321.19</td> </tr> <tr> <td>Vision ICT</td> <td>Email Address</td> <td>Inv 18945</td> <td>£18.00</td> </tr> <tr> <td>Source For Business</td> <td>Allotment Water</td> <td>5086636858</td> <td>£339.88</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>£3,906.97</td> </tr> </tbody> </table>	September Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	September	£1,021.44	Staff	Salary	September	£1,168.87	Staff	Salary	September	£417.70	HMRC	Tax & NI		£376.88	Aviva	Pension		£138.01	Aviva	Employer Pension Charge		£33.00	DM Payroll	Payroll Administration - April to September 24	Inv 3800	£72.00	BT	Telephone & Broadband		£321.19	Vision ICT	Email Address	Inv 18945	£18.00	Source For Business	Allotment Water	5086636858	£339.88	Total			£3,906.97
September Payment Requests																																																					
From	Item	Invoice Number	Amount																																																		
Staff	Salary	September	£1,021.44																																																		
Staff	Salary	September	£1,168.87																																																		
Staff	Salary	September	£417.70																																																		
HMRC	Tax & NI		£376.88																																																		
Aviva	Pension		£138.01																																																		
Aviva	Employer Pension Charge		£33.00																																																		
DM Payroll	Payroll Administration - April to September 24	Inv 3800	£72.00																																																		
BT	Telephone & Broadband		£321.19																																																		
Vision ICT	Email Address	Inv 18945	£18.00																																																		
Source For Business	Allotment Water	5086636858	£339.88																																																		
Total			£3,906.97																																																		
<b>RECREATION</b>																																																					
17.	<p><b>To agree the purchase of allotment plot signage.</b> It was noted that the company due to provide a quote had not been forthcoming. The Assistance Clerk noted suggestions and will research.</p>																																																				
18.	<p><b>To receive an update from the Chair of the Recreation Committee.</b> Councillor Fuller provided the following updates:</p> <ul style="list-style-type: none"> <li>- CAT members have recently refurbished the shed at the allotments.</li> <li>- Community Orchard. Very few apples on the tree so hopefully they are being used by the Community. Trees are looking well, aiming to prune / mulch in October / November.</li> <li>- Benches. Next steps are to decide wording to replace brass plaques.</li> </ul> <p style="text-align: right;"><b>Signed</b> _____</p>																																																				

	<b>PLANNING</b>
<b>19.</b>	<b>To receive an update from the Chair of the Planning Committee.</b> No update, other than what Borough Councillor Jenny Vaux updated with regards to the NPPF.
<b>20.</b>	<b>To note the minutes of the Planning Committee Meeting held on Monday 12<sup>th</sup> August.</b> The minutes of the Planning Committee meeting held on Monday 12 <sup>th</sup> August were noted.
	<b>ADMINISTRATION</b>
<b>21.</b>	<b>To agree the date of the next meeting as Monday 14<sup>th</sup> October.</b> The date of the next meeting was agreed as Monday 14 <sup>th</sup> October. Councillor Adams submitted her apologies for the next meeting.
	<b>CONFIDENTIAL</b>
<b>22.</b>	<b>To consider staff overtime.</b> Staff overtime was agreed.

There being no other business, the meeting closed at 21:00.

Signed \_\_\_\_\_

## APPENDIX A

**CPC RRW Report August 2024**

9(9) Abandoned shopping trolleys reported via Trolleywise.

Locations include

Binfields Woodland Park

Footpath near Woodville Rise

Lillymill Chine

Simons Close

St Josephs Crescent

Footpath at Merrydown Play Park

Binfields Close

- Printed and posted noticeboard updates
- Reported overgrown footpath at corner of Thornhill Way and Bowman Road to HCC
- Reported potholes at A33 junction with Thornhill Way to HCC.
- Reported damaged manhole at A33 junction to Enerveo & HCC.
- Completed updates to asset register documentation and referred to clerk.
- Reported map board in Reading Road to clerk to request cleaning etc.
- Checked CVH defib for completeness (after finding discarded nitrile gloves nearby).
- Reported dilapidated As-One banner on Thornhill Way to as-one.uk
- Reviewed planning applications wrt removed trees
- Reported belisha beacon obscured by vegetation on Thornhill Way to HCC
- Road surface defect on Pettys Brook Road reported to HCC
- Water leak on Pertersfield Close reported to South East Water
- Reported damaged signpost on Centre Drive to Hampshire Countryside Service
- Collected & forwarded allotment water meter reading fao clerk
- Check and report CVH defibrillator status to clerk

## APPENDIX B

Date: 02/09/2024	Chineham Parish Council	Page 1	
Time: 12:06	Bank Reconciliation Statement as at 31/08/2024 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	31/08/2024		117,082.16
			<u>117,082.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			117,082.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			117,082.16
		<b>Balance per Cash Book is :-</b>	<b>117,082.16</b>
		<b>Difference is :-</b>	<b>0.00</b>