

CHINEHAM PARISH COUNCIL
Minutes of the Meeting of the Council



Date: Monday 14th October 2024
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Nigel Rose Cllr. Neha Sompura
 Cllr. Olumide Oratokhai Cllr. Richard Green Cllr. Ruth Kellaway
Apologies: Cllr. Marian Adams (Vice Chair), Cllr. Sue Fuller, Cllr. Tom Brine.
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.

1.	To receive and accept apologies for absence. Apologies were received and ACCEPTED from Cllr. Adams, Cllr. Fuller & Cllr Brine.
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 9th September. The minutes of the Full Council meeting held on Monday 9 th September 2024 were signed by the Chair as a correct record.
4.	Public Participation. None.
5.	To receive reports from: Borough & County Councillors CVHMC Representative RRW Borough Councillors Borough Councillor Vaux provided an update with regards to the following: <ul style="list-style-type: none"> - planning applications within Chineham that had been to appeal / the inspectorate / development control. - A screen request has been received from Bellway homes for 110 homes, creating Phase 4 of the Redlands development. - Grass cutting has been completed. The Team will be moving on to hedge trimming, leaf clearing. - The Emergency Team can be contacted via 01256 844844 to report broken glass in playgrounds etc. CVHMC Representative No report received. RRW Report can be found at APPENDIX A.
6.	To agree the Parish Newsletter working group members and agree the terms of reference. The following Councillors volunteered to be a part of the Newsletter Working Group: Cllr. Miller, Cllr. Rose & Cllr. Adams. It was AGREED to accept the terms of reference. Proposed by Cllr. Miller, seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.
7.	To note Speedwatch volunteer interest. The Speedwatch Volunteer interest was noted. It was agreed the Clerk would recirculate the poster to try and gauge more interest. Cllr. Oratokhai left the meeting.
8.	To consider a response to Basingstoke & Deane Borough Council's Electric Vehicle Charging Strategy Consultation. It was NOTED that the Parish Council did not have a response to submit.
FINANCE	
9.	To note the conclusion of the external audit. The conclusion of the external audit was noted and can be found at APPENDIX B.

Signed _____

10.	To consider the following grant applications:																																																
10.1	<p>To consider the grant application from Sherfield Park Association under section LGA 1972 S19 for a total of £3389.88.</p> <p>It was AGREED to accept the grant application from Sherfield Park Association under section LGA 1972 S19 for a total of £3389.88.</p> <p>Proposed by Cllr. Miller, seconded by Cllr. Green.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
10.2	<p>To consider the grant application from Chineham Village Hall under section LGA 1972 S19 for a total of £4972.00.</p> <p>After discussion, it was AGREED to offer Chineham Village Hall under section LGA 1972 S19 a total of £2500.00.</p> <p>Proposed by Cllr. Miller, seconded by Cllr. Rose.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
10.3	<p>To consider the grant application from Basingstoke Gang Show under section LGA 1972 S145 for a total of £1161.00.</p> <p>It was AGREED to accept the grant application from Basingstoke Gang Show under section LGA 1972 S145 for a total of £1161.00.</p> <p>Proposed by Cllr. Miller, seconded by Cllr. Rose.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
11.	<p>To consider the quotes for telephone & broadband.</p> <p>After discussion it was AGREED that the Clerk was to research broadband providers and arrange a new broadband connection at a cost of no greater than £40.00 per month.</p> <p>Proposed by Cllr. Miller, seconded by Cllr. Green.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
12.	<p>To consider the quote for the decoration of the Parish Office at a cost of £998.00.</p> <p>It was AGREED to accept the quote for decoration of the Parish Office at a cost of £998.00.</p> <p>Proposed by Cllr. Rose, seconded by Cllr. Sompura.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
13.	<p>To consider the quote for the replacement window at the bus shelter near Thyme Close at a cost of £768.00.</p> <p>It was AGREED to accept the quote for the replacement window at the bus shelter near Thyme Close at a cost of £768.00.</p> <p>Proposed by Cllr. Miller, seconded by Cllr. Rose.</p> <p>All members voted unanimously to accept this resolution.</p>																																																
14.	<p>To note the current financial situation.</p> <p>The current financial situation and the bank reconciliation were NOTED with the bank balance at 30th September 2024 being £130,312.70. The bank reconciliation can be found at APPENDIX C.</p>																																																
15.	<p>To authorise any requests for payment.</p> <p>It was AGREED to authorise the September payment requests as listed below.</p> <p>Proposed by Cllr. Rose, seconded by Cllr. Sompura.</p> <p>All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="151 1601 1484 2072"> <thead> <tr> <th colspan="4">October 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>October</td> <td>£770.64</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>October</td> <td>£919.15</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>October</td> <td>£233.40</td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td></td> <td>£22.00</td> </tr> <tr> <td>HMRC</td> <td>Tax & NI</td> <td></td> <td>£241.25</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>BDO</td> <td>Limited Assurance Review - year ending 31st March 2024</td> <td>INV-00578932</td> <td>£252.00</td> </tr> <tr> <td>Vision ICT</td> <td>Website Hosting & Support 24/25</td> <td>Inv 1724</td> <td>£354.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>£2,963.45</td> </tr> </tbody> </table> <p style="text-align: right;">Signed _____</p>	October Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	October	£770.64	Staff	Salary	October	£919.15	Staff	Salary	October	£233.40	Staff	Expenses		£22.00	HMRC	Tax & NI		£241.25	Aviva	Pension		£138.01	Aviva	Employer Pension Charge		£33.00	BDO	Limited Assurance Review - year ending 31st March 2024	INV-00578932	£252.00	Vision ICT	Website Hosting & Support 24/25	Inv 1724	£354.00	Total			£2,963.45
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	RECREATION
16.	To consider the purchase of allotment plot signage. It was AGREED to accept the quote from Mattie Zap Designs at a cost of £72.20 for 38 allotment plot signs. Proposed by Cllr. Miller, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.
17.	To receive an update from the Chair of the Recreation Committee. In the absence of the Cllr. Fuller, the Assistant Clerk addressed the meeting and advised that the next Recreation meeting had been postponed and a new date was being decided. Topics that will be discussed at the next meeting will be the ongoing bench project and the wording for the bench plaques.
	PLANNING
18.	To receive an update from the Chair of the Planning Committee. Cllr. Miller echoed Cllr. Vaux's update and advised that the next 18 months will see the impact of the proposed new National Planning Policy Framework.
19.	To note the minutes of the Planning Committee Meetings held on Monday 9th & 23rd September. The minutes of the Planning Committee meeting held on Monday 9 th & 23 rd September were noted.
	ADMINISTRATION
20.	To agree the date of the next meeting as Monday 11th November. The date of the next meeting was agreed as Monday 11 th November.

There being no other business, the meeting closed at 20:50.

Signed _____

APPENDIX A**CPC RRW Report - September 2024**

- 20(9) Abandoned shopping trolleys reported via Trolleywise.
Locations include
 - Binfields Woodland Park
 - Footpaths near Simons Road
 - Lillymill Chine
 - Simons Close
 - St Josephs Crescent
 - Reading Road
- Printed and posted multiple noticeboard updates
- Reported broken trees on Long Lane to HCC
- Reported rubbish on footpaths near Hartswood, Sorrells Close and Larchwood to B&DBC
- Reported overgrown footpath from Renown Way to Hanmore Road to HCC
- Reported overgrown lamp posts to Eneveo.
Locations include
 - Warbleton Road
 - Guinea Court footpath
 - Long Lane
- Reported belisha beacon obscured by vegetation on Thornhill Way to HCC
- Reported damaged litter bin o/s Merryfield Play Park to B&DBC
- Reported graffiti on street cabinet at Crockfield Lane to SSE
- Reported abandoned rubbish at Thornhill Way junction with A33 to B&DBC
- Provided info to clerk wrt query regarding crashed car on Hanmore Road
- Collected & forwarded allotment water meter reading fao clerk

APPENDIX B

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Chineham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a **lower level** of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The internal auditor has identified that none of the earmarked reserve categories meet the requirements of the Practitioners’ Guide 2024 and none of the values have changed for several years.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The incorrect figure was written in the comparative column. When the error was raised to the council an amendment was made to the AGAR and the correct figure written.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
 F88E8F3322FA4B1

Date

06 September 2024

APPENDIX C

Date: 01/10/2024

Chineham Parish Council

Page 1

Time: 13:55

**Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		130,312.70
			<u>130,312.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			130,312.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			130,312.70
		Balance per Cash Book is :-	130,312.70
		Difference is :-	0.00