

CHINEHAM PARISH COUNCIL
Minutes of the meeting of the Council



Date: Monday 12th May 2025 **Time:** 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Councillor Paul Miller (Chair) Councillor Marian Adams (Vice Chair)
 Councillor Olumide Oratokhai Councillor Sue Fuller Councillor Nigel Rose
 Councillor Ruth Kellaway
Apologies: Councillor Tom Brine, Councillor Neha Sompura, Councillor Richard Green, Ellen Harmon (Assistant Clerk).
Also present: Amanda Owen (Clerk), RRW – Phil Walker & one member of the public.

1.	<p>To elect the Chair and receive the signed Declaration of Office. Councillor Adams proposed and Councillor Rose seconded the motion that Councillor Miller be nominated as Chair. All members voted unanimously to accept this resolution. Councillor Miller signed the declaration of office.</p>
2.	<p>To elect the Vice-Chair and receive the signed Declaration of Office. Councillor Fuller proposed and Councillor Kellaway seconded the motion that Councillor Adams be nominated as Vice-Chair. All members voted unanimously to accept this resolution. Councillor Adams signed the declaration of office.</p>
3.	<p>To confirm there are no amendments to Councillors declaration of pecuniary interests. Councillors present confirmed that there were no amendments to declarations of pecuniary interests.</p>
4.	<p>To approve the following policies: Code of Conduct Standing Orders Financial Regulations & Investment Policy Asset Register Risk Assessment It was RESOLVED to approve the following: Code of Conduct Standing Orders Financial Regulations & Investment Policy Asset Register Risk Assessment Proposed by Councillor Miller, seconded by Councillor Adams. All members voted unanimously to accept this resolution.</p>
5.	<p>To approve the following direct debits: British Telecommunications Aviva It was RESOLVED to approve the following direct debits: British Telecommunications Aviva ICO Proposed by Councillor Miller, seconded by Councillor Fuller. All members voted unanimously to accept this resolution.</p>
6.	<p>To elect Councillors to the following committees: Planning Committee Recreation Committee Noting apologies received from Councillors it was decided the leave the Committees as current, and confirm in June.</p>
7.	<p>To review the Terms of Reference for the following Committees: Planning Committee Recreation Committee The terms of reference for the Planning Committee and Recreation Committee were NOTED.</p>
8.	<p>To elect the Representative to outside Organisations: Basingstoke District Association of Parish & Town Councils Transport Forum Chineham Village Hall Management Committee Incinerator Liaison Panel Representative to liaise with the local Police Chineham Allotment Team Basingstoke District Association of Parish & Town Councils – Cllr Miller. Transport Forum – Cllr Oratokhai. Chineham Village Hall Liaison – Assistant Clerk Chineham Allotment Team – Cllr Fuller as Chair of Recreation Committee.</p> <p>It was AGREED to allocate representatives as above. It was also AGREED that an allocation of a representative to the Police and Incinerator liaison was not required.</p>

	Proposed by Councillor Miller, seconded by Councillor Adams. All members voted unanimously to accept this resolution.
9.	To receive and accept apologies for absence. Apologies were RECEIVED and ACCEPTED from Councillor Brine, Councillor Sompura & Councillor Green and noted from Borough Councillor Vaux and Jenkin.
10.	To receive declarations of interest relevant to items on the agenda. Councillor Adams declared that she had submitted an expense claim at item 17.
11.	To sign as a correct record the minutes of the Full Council meeting held on Monday 14th April 2025. The minutes of the full council meeting held on Monday 14 th April were signed as a correct record of the meeting.
12.	Public Participation. None.
13.	To receive reports from: Borough & County Councillors CVHMC Representative RRW Councillor Miller advised that ongoing uncertainty remains with regards to the Local Government Reorganisation. CVHMC Representative No report received. RRW The Rapid Response Warden report can be found at APPENDIX A. Following discussion from the RRW additional item with regards to the South East Rivers Trust, it was noted that the Clerk would discuss communications with the RRW and revert back to South East Rivers Trust inviting them to attend a meeting to discuss the aims and objectives with Petty's Brook. Noting the upcoming Fete Four Lane school, it was agreed that South East Rivers Trust could attend to share the stand. A motion was proposed to agree a spend of up to £250.00 for bee friendly plants for the Parish Council fete stall noting the success of recent years. It was AGREED to allow a spend of up to £250.00 fir bee friendly plants for the Parish Council Fete stall. Proposed by Councillor Miller, seconded by Councillor Fuller. All members voted unanimously to accept this resolution.
	FINANCE
14.	To consider grant applications from Sherfield Park Community Association: - Over 55's Coach Trip for the total of £100.00 under powers afforded by S.137. It was agreed to support the Over 55's grant application from Sherfield Park Community Association for £100.00 under powers afforded by S.137. Proposed by Councillor Olumide, seconded by Councillor Adams. All members voted unanimously to accept this resolution. - Sherfest for the total of £500.00 under powers afforded by S.137. It was agreed to support the Sherfest grant application from Sherfield Park Community Association for £500.00 under powers afforded by S.137. Proposed by Councillor Fuller, seconded by Councillor Rose. All members voted unanimously to accept this resolution.
15.	To consider amount to transfer to CCLA account. It was AGREED to transfer £60,000 to the Parish Council's CCLA account. Proposed by Councillor Fuller, seconded by Councillor Miller. All members voted unanimously to accept this resolution.
16.	To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 30 th April 2025 being £120,844.22. The bank reconciliation can be found at APPENDIX B.
17.	To authorise any requests for payment. It was AGREED to authorise the May payment requests as listed below. Proposed by Councillor Rose, seconded by Councillor Oratokhai.
	Signed _____

	This motion was passed on a vote of 5 FOR and 1 ABSTENTION .			
	May Payment Requests			
	From	Item	Invoice Number	Amount
	Staff	Salary	May	£814.92
	Staff	Salary	May	£966.46
	Staff	Salary	May	£136.47
	Councillor Adams	Fertiliser for Daffodils		£15.00
	HMRC	Tax & NI		£545.33
	Aviva	Pension		£146.30
	Aviva	Pension		£33.00
	Viking	Stationery	Inv 5708331	£13.22
	Hampshire Association Of Local Councils	Affiliation Fees & Levy 2025 / 2026	Inv 7170	£1,577.00
	Hampshire Association Of Local Councils	Membership 2025 / 2026	Inv 7499	£216.00
	Rialtas	Year End Closure 24 / 25	Inv 32789	£692.40
	Allotment Holder	Deposit Return		£50.00
	RC Saunders	Allotment Works	Inv 8236	£1,410.00
	Vision ICT	Email Accounts & Back up June 25 - 26	Inv 20169	£240.00
			Total	£6,856.10
	RECREATION			
18.	To receive an update from the Chair of the Recreation Committee. Councillor Fuller advised that a Recreation meeting will be taking place soon and provided updates on the following: <ul style="list-style-type: none">- Allotment path & plots- Bench works- Community Orchard			
	PLANNING			
19.	To receive an update from the Chair of the Planning Committee. Councillor Miller advised he had nothing to add.			
20.	To note the minutes of the Planning Committee Meetings held on Monday 14th & 28th April 2025. The minutes of the Planning Committee meetings held on Monday 14 th & 28 th April 2025 were NOTED .			
	ADMINISTRATION			
21.	To receive an update with regards to the Parish Assembly. The Clerk addressed the meeting and advised that the speaker from Hampshire Police had changed to Acting Inspector Jassal, and that Janet Walker from Home Instead would also be in attendance.			
22.	To agree the date of the next meeting as Monday 10th June. The date of the next meeting was agreed as Monday 9 th June.			

There being no other business, the meeting closed at 21:09.

Signed _____

APPENDIX A
CPC RRW Report

April 2025

- 0(9) Abandoned shopping trolleys reported.
- Attended allotment water meter and forwarded readings to clerk.
- Attended allotments to take w3w photo fao assistant clerk
- Printed and posted noticeboard updates.
- Reported green waste dumped near brook near Meadowlands to B&DBC
- Liaised with B&DBC wrt suspended broken tree branches in BWP
- Investigated report of oil spilled in Pettys Brook Road.

APPENDIX B

Date: 01/05/2025		Chineham Parish Council		Page 1
Time: 12:28		Bank Reconciliation Statement as at 30/04/2025 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	30/04/2025		120,844.22	
			<u>120,844.22</u>	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<u>0.00</u>	
			120,844.22	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<u>0.00</u>	
			120,844.22	
		Balance per Cash Book is :-	120,844.22	
		Difference is :-	0.00	