

CHINEHAM PARISH COUNCIL
Minutes of the meeting of the Council



Date: Monday 09th June 2025
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
Apologies: Cllr. Tom Brine, Cllr. Richard Green, Cllr. Neha Sompura, Cllr. Olumide Oratokhai.
Also present: Amanda Owen (Clerk), Ellen Harmon – Assistant Clerk, Phil Walker – Rapid Response Warden, Borough Councillor Jenny Vaux & one member of the public.

Councillor Miller welcomed everyone to the meeting.

1.	To receive and accept apologies for absence. Apologies were RECEIVED and ACCEPTED from Councillors Brine, Green, Sompura & Oratokhai.
2.	To receive declarations of interest relevant to items on the agenda. Councillor Adams declared that she had submitted an expense claim at item 13.
3.	To confirm no changes to Councillor declarations of pecuniary interests. Councillors present confirmed that there were no amendments to declarations of pecuniary interests.
4.	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 July.
5.	To elect the Representative to outside Organisations: Basingstoke District Association of Parish & Town Councils Transport Forum Chineham Village Hall Liaison Chineham Allotment Team Noting apologies received from Councillors it was agreed that this item would be included on the July agenda.
6.	To agree the terms of reference for the use of the Parish Office by Hampshire Constabulary. It was RESOLVED to approved the terms of reference for the use of the Parish Office by Hampshire Constabulary. Proposed by Councillor Miller, seconded by Councillor Adams. All members voted unanimously to accept this resolution.
7.	To sign as a correct record the minutes of the Full Council meeting held on Monday 12th May 2025 and approve the Parish Assembly minutes dated Tuesday 21st May 2024. The minutes of the annual council meeting held on Monday 12 th 2025 were signed as a correct record of the meeting. Proposed by Councillor Miller, seconded by Councillor Rose. All members voted unanimously to accept this resolution. The Parish Assembly minutes dated Tuesday 21 st May 2024 were signed as a correct record of the meeting. Proposed by Councillor Miller, seconded by Councillor Fuller. All members voted unanimously to accept this resolution.
8.	Public Participation. A member of the public addressed the meeting with regards to two concerns: <ul style="list-style-type: none"> - Potential of a tree planting on a small unkempt area of land in Saffron Close - The felling of trees that appears to be happening without warning and by residents. It was noted that the RRW would investigate the area of land and that the resident was going to provide what3word locations for the felled trees.
9.	To receive reports from: Borough & County Councillors CVHMC Representative RRW Borough & County Councillors County Councillor Still's report can be found at APPENDIX A . Borough Councillor Vaux provided the following report: <ul style="list-style-type: none"> - Call of sites for the local plan. 79 sites have been submitted for consideration. Sites can be found on Basingstoke & Deane Borough Council's website (https://www.basingstoke.gov.uk/cfs-2025-publication) - Fennel Close playground open.

Signed _____

	<ul style="list-style-type: none">- Green Team. Offering free advise with regards to local travel / foot travel. The Green Team can advise on the routes available.- BDBC carbon neutral target pushed back to 2045.- Carbon Infrastructure Fund now open. Contact BDBC for more details. <p>RRW The Rapid Response Warden report can be found APPENDIX A. In addition to his report, he advised that two benches have been removed on the Binfield / Woodlands Park.</p>																																																																				
10.	<p>To agree if Chineham Parish Council require a stall at Sherfest on Saturday 5th July. It was unanimously agreed that the Parish Council did not require a stall at this time.</p>																																																																				
11.	<p>To receive locations for Sergeant Jassal with regards to speeding within Chineham. The following locations were highlighted: Hanmore Road near the Busy Bees Day Nursery Hanmore Road near the Scout Hall and First Friends nursery Hanmore Road near Four Lanes Schools Hanmore Road near the Chineham Arms Thornhill Way near the Skate Park Thornhill Way - down the slope towards the Chineham Arms. Hanmore Road / Thornhill Way junction. Chineham Village Hall by crossing. The Clerk will advise PC Jassal.</p>																																																																				
	FINANCE																																																																				
12.	<p>To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 31st May 2025 being £113,493.87. The bank reconciliation can be found at APPENDIX B.</p>																																																																				
13.	<p>To authorise any requests for payment. It was AGREED to authorise the June payment requests as listed below. Proposed by Councillor Fuller, seconded by Councillor Rose. This motion was passed on a vote of 4 FOR and 1 ABSTENTION.</p> <table><tr><th colspan="4">June Payment Requests</th></tr><tr><th>From</th><th>Item</th><th>Invoice Number</th><th>Amount</th></tr><tr><td>Staff</td><td>Salary</td><td>June</td><td>£814.92</td></tr><tr><td>Staff</td><td>Salary</td><td>June</td><td>£966.46</td></tr><tr><td>Staff</td><td>Salary</td><td>June</td><td>£136.47</td></tr><tr><td>HMRC</td><td>Tax & NI</td><td></td><td>£545.33</td></tr><tr><td>Aviva</td><td>Pension</td><td></td><td>£146.30</td></tr><tr><td>Aviva</td><td>Pension</td><td></td><td>£33.00</td></tr><tr><td>Staff</td><td>Expenses - Microsoft Subscription</td><td></td><td>£104.99</td></tr><tr><td>Staff</td><td>Expenses - Allotments</td><td></td><td>£90.00</td></tr><tr><td>Councillor Adams</td><td>Expenses</td><td>May</td><td>£15.00</td></tr><tr><td>Councillor Adams</td><td>Expenses - Fete Plants</td><td></td><td>£240.00</td></tr><tr><td>British Telecom</td><td>Broadband</td><td></td><td>£117.56</td></tr><tr><td>Sherfield Park Community Association</td><td>Grant Application</td><td></td><td>£500.00</td></tr><tr><td>Sherfield Park Community Association</td><td>Grant Application</td><td></td><td>£100.00</td></tr><tr><td>Do The Numbers</td><td>Internal Audit</td><td>12/804</td><td>£320.00</td></tr><tr><td></td><td></td><td>Total</td><td>£4,130.03</td></tr></table>	June Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	June	£814.92	Staff	Salary	June	£966.46	Staff	Salary	June	£136.47	HMRC	Tax & NI		£545.33	Aviva	Pension		£146.30	Aviva	Pension		£33.00	Staff	Expenses - Microsoft Subscription		£104.99	Staff	Expenses - Allotments		£90.00	Councillor Adams	Expenses	May	£15.00	Councillor Adams	Expenses - Fete Plants		£240.00	British Telecom	Broadband		£117.56	Sherfield Park Community Association	Grant Application		£500.00	Sherfield Park Community Association	Grant Application		£100.00	Do The Numbers	Internal Audit	12/804	£320.00			Total	£4,130.03
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14.	<p>To note the internal Auditors report and accept recommendations therein. The Internal Auditor report and its recommendations were NOTED and can be found at APPENDIX C.</p>																																																																				
15.	<p>To complete Section 1 of the AGAR. Section 1 of the AGAR was COMPLETED and SIGNED.</p>																																																																				
16.	<p>To complete Section 2 of the AGAR. Section 2 of the AGAR was COMPLETED and SIGNED.</p>																																																																				
17.	<p>To note the dates of exercise of public rights for audit. The dates of exercise of public rights for audit were NOTED as 13th June to 24th July 2025.</p> <p>Signed</p>																																																																				

	RECREATION
18.	To receive an update from the Chair of the Recreation Committee. Councillor Fuller addressed the meeting and provided an update with regards to the following: <ul style="list-style-type: none"> - A schedule is being made for hedge cutting. - Allotment tidying is being quoted for following some plots being left unattended since the growing season in 2024. Noting that these plots going forward may be offered at a reduced rent until next financial year. The Assistant Clerk is working through the waiting list. - Bench works are ongoing, Councillor Fuller will follow up with the Contractor. - Suggestions for areas for additional bulb planting are required.
19.	To note the minutes of the Recreation Meeting held on Tuesday 3rd June 2025. The Assistant Clerk will forward the Recreation meeting minutes in due course.
	PLANNING
20.	To agree the quote from RC Saunders for Allotment plot clearance. The quote from RC Saunders had not been received at the time of meeting, it will be added to the next agenda when received.
21.	To receive an update from the Chair of the Planning Committee. Councillor Miller echoed Borough Councillor Vaux with regards to local sites, he encouraged Councillors to have a look and consider infrastructure and the impact suggestions may have on the local community.
22.	To note the minutes of the Planning Committee meetings held on 12th May 2025. The minutes of the Planning Committee meeting held on 12 th May 2025 were NOTED .
	ADMINISTRATION
23.	To agree the date of the next meeting as Monday 14th July. The date of the next meeting was AGREED as Monday 14 th July. Councillor Miller submitted his apologies for this meeting.

There being no other business, the meeting closed at 21:04.

Signed _____

APPENDIX A

County Councillor Still Report

Greater powers to tackle fly-tipping

The Government announces a new crackdown on cowboy waste operators to tackle fly-tipping and clean up our streets, lanes, and rural areas.

Key Points:

- Councils will work with the police to identify, seize, and crush vehicles of waste criminals.
- Drones and mobile CCTV cameras will be used to identify and destroy cars and vans belonging to fly-tippers.
- A rapid review will slash red tape, allowing councils to seize and crush vehicles more easily. Fly-tippers will cover the costs, saving money for councils and taxpayers.
- Waste criminals will now face up to five years in prison for illegal operations.
- The Environment Agency will conduct identity and criminal record checks on operators, with increased resources and powers to revoke permits, issue enforcement notices, and impose hefty fines.. Let's hope these new powers are brought in quickly and are used by all Hampshire local authorities to tackle the criminals who blight our beautiful county.

Hampshire County Council set to consider proposals to boost recycling rates

Proposals that would boost recycling rates in Hampshire are due to be considered later this month by Hampshire County Council. The plans, if approved, would deliver a state-of-the-art Materials Recovery Facility in Eastleigh that could process more types of household waste for recycling.

[Hampshire County Council set to consider proposals to boost recycling rates | Hampshire County Council](#)

Reminder to have your say on proposals for future services in Hampshire

Hampshire County Council is reminding local residents to have their say on proposals for savings in four service areas, as part of steps by the Authority to help meet a remaining budget shortfall of at least £97.6 million for 2025/26.

[Reminder to have your say on proposals for future services in Hampshire | Hampshire County Council](#)

Primary school place offers confirmed by Hampshire County Council

[Primary school place offers confirmed by Hampshire County Council | Hampshire County Council](#)

Deadline reminder for parents applying for School Transport

Hampshire parents who would like their children to be considered for School Transport from September 2025 must apply on time to make sure their applications are reviewed before the new school year starts.

Hampshire celebrates and remembers on 80th anniversary of VE Day

On the 80th anniversary of Victory in Europe Day, 8 May 2025, Hampshire County Council will proudly raise the Union Flag outside the Great Hall in Winchester in celebration of the Day in 1945 which brought an end to the nearly six years of World War II.

[Hampshire celebrates and remembers on 80th anniversary of VE Day | Hampshire County Council](#)

CPC RRW Report

May 2025

- 5(0) Abandoned shopping trolleys reported.
Locations include:
 - Binfields Woodland Park
 - Simons Road
 - Simons Close
- Printed and posted multiple noticeboard updates.
- Reported damaged footbridge near Renown Way to HCC via FixMyStreet.
- Reported graffiti on street cabinet in Crockford Lane to SSE.
- Reported damaged boardwalk at Lillymil Chine to B&DBC via FixMyStreet.
- Reported abandoned building material in Thumwood to B&DBC.
- Attended CPC meetings.
- Reported damage to renovated bench in BWP to clerks.
- Reported potentially unauthorized banners on railing in Reading Road and Hanmore Road to HCC.
- Reported abandoned green waste on Renown Way footpath to B&DBC.
- Reported abandoned plastic bags at Reading Road balancing pond to B&DBC.
- Reported unlocked gates at Reading Road balancing pond to B&DBC.
- Reported broken tree on Cufau Lane to B&DBC.
- Checked CVH defibrillator status fao clerk.
- Collected and forwarded photos of orchard and Fennel Close Play Area to councillors as requested.
- Added new (B&DBC) assets at Fennel Close Play Area to revision of asset register.
- Attended allotment water meter and forwarded readings to clerk.
- Attended allotments to check water usage, first aid kit and fire extinguishers.

APPENDIX B

Date: 02/06/2025

Chineham Parish Council

Page 1

Time: 17:24

Bank Reconciliation Statement as at 31/05/2025
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	31/05/2025		53,493.87
			<u>53,493.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			53,493.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			53,493.87
		Balance per Cash Book is :-	53,493.87
		Difference is :-	0.00

Date: 02/06/2025

Chineham Parish Council

Page 1

Time: 17:26

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Public Sector Deposit Fund

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Public Sector Deposit Fund	31/05/2025		60,000.00
			<u>60,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,000.00
		Balance per Cash Book is :-	60,000.00
		Difference is :-	0.00

Do the Numbers Limited

22nd May 2025

Amanda Owen, Clerk
Chineham Parish Council

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2025

Following my visit with you today, please find below the list of matters arising.

I found the records and systems of the council to be in very good order.

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>	
Recreation 'committee'	This group meets on zoom and is thus a working group not a committee. It cannot make decisions binding on the council.	Please ensure that all future references are corrected.
Planning minutes	The minutes of the planning committee are maintained by the assistant clerk and were thus not physically present at the audit.	It would be useful for the file to be available next year to allow checking of physical signatures, page numbering and the like.
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.	Councils do not have the power to hold savings. Taxpayers money should be applied to their benefit. <i>(also raised last year)</i>
Earmarked reserves	None of the earmarked reserve categories meet the requirements of PG2025	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>	

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

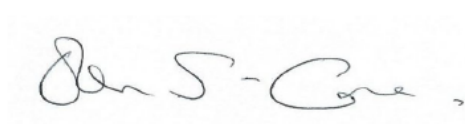
Director: Eleanor S Greene

Community land	Much of the land around Petty's Brook is owned by dormant companies (01710584 , 07690990 , 01916654) and companies who probably do not remember that they own the land.	It may be worth the council contacting each of the owners and the land registry to see if it can take over that land for the benefit of residents. (ongoing from last year)
I	Periodic Bank reconciliations were carried out during the year	
	The records of the council now	comply with this test
J	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.	
	The records of the council	comply with this test
K	Certified Exempt in prior year	
	Not applicable to this council	
L	Transparency Code	
	The records of the council now	comply with this test
M	Public Rights	
	The records of the council now	comply with this test
N	Publication of prior year AGAR	
	The records of the council now	comply with this test
O	Trust funds	
	The records of the council comply	with this test
P	Borrowing	
	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