

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



**Date:** Monday 8<sup>th</sup> September 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. Olumide Oratokhai Cllr. Tom Brine  
Cllr. Neha Sompura Cllr. Ruth Kellaway  
**Apologies:** Cllr. Richard Green, Phil Walker (Rapid Response Warden), Borough Councillor Jenny Vaux  
**Also present:** Amanda Owen (Clerk), Ellen Harmon – Assistant Clerk, Borough Councillor Jenkin & no members of the public.

Councillor Miller welcomed everyone to the meeting.

<b>1.</b>	<b>To receive and accept apologies for absence.</b> Apologies were received and accepted from Cllr. Green and noted from Phil Walker & Borough Councillor Vaux.
<b>2.</b>	<b>To receive declarations of interest relevant to items on the agenda.</b> No declarations of interest were received.
<b>3.</b>	<b>To sign as a correct record the minutes of the Full Council meeting held on Monday 14<sup>th</sup> July 2025.</b> The minutes of the full council meeting held on Monday 14 <sup>th</sup> July were signed as a correct record of the meeting.
<b>4.</b>	<b>Public Participation.</b> None.
<b>5.</b>	<b>To receive reports from:</b> <b>Borough &amp; County Councillors   CVHMC Liaison   RRW</b> Borough Councillor Jenkin provided an overview of the following: <ul style="list-style-type: none"> <li>- 'Listen up' Festival is taking place across the Borough on Saturday 27<sup>th</sup> September at different venues.</li> <li>- Borough Councillor grant funding is still available.</li> </ul> Borough Councillor Miller advised that he and Councillor Jenkin are attending a Teams meeting with regards to the Local Government Reorganisation on Tuesday 9 <sup>th</sup> September. <b>CVHMC Liaison</b> The CVHMC Liaison advised that a five year maintenance plan will be commenced soon, several items are due to be worked upon. <b>RRW</b> The Rapid Response Warden report can be found at <b>APPENDIX A.</b>
	<b>FINANCE</b>
<b>6.</b>	<b>To approve the insurance renewal with Hiscox Insurance Company Limited at a cost of £1766.05.</b> It was <b>AGREED</b> to accept the insurance renewal Hiscox Insurance Company Limited at a cost of £1766.05. Proposed by Councillor Miller, seconded by Councillor Fuller. All members voted unanimously to accept this resolution.
<b>7.</b>	<b>To note the current financial situation.</b> The current financial situation and the bank reconciliation were noted with the bank balance at 30 <sup>th</sup> June 2025 being £109,930.42. The bank reconciliation can be found at <b>APPENDIX B.</b>
<b>8.</b>	<b>To authorise any requests for payment.</b> It was <b>AGREED</b> to authorise the August & September payment requests as listed below. Proposed by Councillor Fuller, seconded by Councillor Oratokhai. All members voted unanimously to accept this resolution.
	Signed _____

	August Payment Requests			
	From	Item	Invoice Number	Amount
	Staff	Salary	August	£814.92
	Staff	Salary	August	£966.46
	Staff	Salary	August	£136.47
	HMRC	Tax & NI		£545.33
	Aviva	Pension		£146.30
	Aviva	Pension		£33.00
	RC Saunders	Allotment Plot Clearance	Inv 8327	£780.00
	BT	Broadband - August to October		£113.33
	DM Payroll	Payroll Administration - Apr to Sept 2025	Inv 4613	£93.60
			Total	£3,629.41
	September Payment Requests			
	From	Item	Invoice Number	Amount
	Staff	Salary	September	£1,038.60
	Staff	Salary	September	£1,192.81
	Staff	Salary	September	£367.67
	HMRC	Tax & NI		£642.30
	Aviva	Pension		£33.00
	Aviva	Pension		£146.30
	Source For Business	Allotment Water	5051836701	£461.23
			Total	£3,881.91
	RECREATION			
9.	<b>To receive an update from the Chair of the Recreation Committee.</b> Councillor Fuller and the Assistant Clerk addressed the meeting and provided an overview of the following: <ul style="list-style-type: none"><li>- The Recreation Working Group are meeting after the next CAT meeting.</li><li>- The Orchard requires TLC.</li><li>- The Assistant Clerk will be putting together a list of required items for maintenance and seeking volunteers for assistance.</li><li>- Bench repairs are almost completed.</li><li>- David Saunders has completed allotment works.</li><li>- Working through the allotment waiting list.</li></ul>			
	PLANNING			
10.	<b>To receive an update from the Chair of the Planning Committee.</b> Councillor Miller provided an overview of the following: <ul style="list-style-type: none"><li>- No real issues with planning applications.</li><li>- A potential development of 250 houses to the west of Cufaude has been highlighted. Comments have been submitted.</li></ul>			
11.	<b>To note the minutes of the Planning Committee meetings held on 14<sup>th</sup> July &amp; 11<sup>th</sup> August 2025.</b> The minutes of the Planning Committee meetings held on 14 <sup>th</sup> July & 11 <sup>th</sup> August were signed as a correct record of the meeting.			
	ADMINISTRATION			
12.	<b>To agree the date of the next meeting as Monday 13<sup>th</sup> October.</b> The date of the next meeting was agreed as Monday 13 <sup>th</sup> October.			

There being no other business, the meeting closed at 20:30.

Signed \_\_\_\_\_

## APPENDIX A

### CPC RRW Report

July 2025

- 5(0) Abandoned shopping trolleys reported.  
Locations include:  
Meadowlands  
  
Binfields Woods  
Reading Road balancing pond area  
Simons Close  
Hanmore Road
- Printed and posted noticeboard updates.
- Noted ceded but previously annexed land on Woodville Close FP.
- Removed flypost from Reading Road noticeboard.
- Reported loose inspection cover o/s Reading Rd balancing pond to SEW.;
- Reported rubbish inside fence at Reading Rd balancing pond to B&DBC via FixMyStret
- Reported advertising banner on railings in Hanmore Road to HCC.
- Reported grass growing through bench at Mulberry Way to B&DBC (again).
- Reported footpath obstructed by vegetation in Mattock Way to HCC.
- Reported illegible information board in Binfields Woods to B&DBC.
- Reported broken fence at Coppice Pale/Elvetham Rise to HCC.
- Reported excess vegetation obstructing FP near Saffron Close to B&DBC.
- Reported misaligned direction sign on Mattock Way to HCC ROW team..
- Reported tree branch etc obstructing FP near St Gabriels Lea to B&DBC.
- Reported excess vegetation obstructing FP at Cibbons Rd to B&DBC.
- Attended allotments to check water usage and forwarded reading to clerk.
- Reported potentially faulty padlock and suspected gatepost damage at allotments to assistant clerk.
- Liaised with clerk and Chineham Centre Manager wrt reinstating noticeboard.
- Attended Chineham Centre to unlock stored noticeboard ready for reinstallation.

### CPC RRW Report

August 2025

- 5(5) Abandoned shopping trolleys reported.  
Locations include:  
Binfields Woods  
Reading Road  
Reading Road footpath  
  
Cufaude Lane
- Printed and posted noticeboard updates.
- Reported broken padlock at allotments to assistant clerk.
- Reported broken fencepost outside CVH to HCC.
- Inspected CVH defibrillator and reported to clerk.
- Reported potential annexation of public amenity land to B&DBC.
- Reported faulty street lighting in Thornhill Way to Enerveo.
- Reported subsidence in Pettys Brook Road to HCC Roads.

- Reported tree and vegetation obstructing FP near St Gabriels Lea to HCC.
- Reported vegetation invading bench opposite Warbleton Rd to B&DBC.
- Noted planned building works on Farm View Drive.
- Reported allotment water meter reading to clerk.
- Investigated tree cuttings on Reading Rd as requested by clerk.

## APPENDIX B

Date: 07/08/2025	Chineham Parish Council	Page 1	
Time: 08:51	Bank Reconciliation Statement as at 31/07/2025 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	31/07/2025		46,782.57
			<hr/> 46,782.57
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			46,782.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			46,782.57
	Balance per Cash Book is :-		46,782.57
	Difference is :-		0.00

Date: 02/09/2025	Chineham Parish Council	Page 1	
Time: 09:15	Bank Reconciliation Statement as at 31/08/2025 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	31/08/2025		44,337.94
			<hr/> 44,337.94
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			44,337.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			44,337.94
	Balance per Cash Book is :-		44,337.94
	Difference is :-		0.00

Date: 07/08/2025

Chineham Parish Council

Page 1

Time: 08:53

**Bank Reconciliation Statement as at 31/07/2025  
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	31/07/2025		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

Date: 08/09/2025

Chineham Parish Council

Page 1

Time: 10:18

**Bank Reconciliation Statement as at 31/08/2025  
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	31/08/2025		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