

CHINEHAM PARISH COUNCIL
Minutes of the meeting of the Council



Date: Monday 13th October 2025
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Paul Miller (Chair) Cllr. Marian Adams (Vice Chair) Cllr. Nigel Rose
Cllr. Olumide Oratokhai Cllr. Tom Brine Cllr. Ruth Kellaway
Apologies: Cllr. Neha Sompura, Cllr. Richard Green, Cllr. Sue Fuller, Borough Councillor Jonathan Jenkin.
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 Councillor Sompura, Councillor Green and Councillor Fuller. Apologies were also noted from Borough Council Jenkin.
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 June & Monday 8th September. The minutes of the full council meeting held on Monday 9 th June & Monday 8 th September were signed as a correct record of the meeting.
4.	Public Participation. None.
5.	To receive reports from: Borough & County Councillors CVHMC Liaison RRW Borough Councillor Vaux provided an overview of the following: Food Waste: - Mixed reviews on the service sofa from residents. - Reports have been received that bins have not been emptied. - It has been noted that not all bins were placed out for collection. - Waste has to be placed in bags within the bin or it will not be collected. Local Government Reorganisation: - September 2025 two submissions were submitted to Government. - Government consultation is due in November with the final decision being announced in March 2026. M3: - Junction 6 roundabout closure for four nights, starting 20th October. Festival of Light: - Diwali Parade is taking place Friday 17th October at 18:00. CVHMC Liaison The CVHMC Liaison advised that a leak has been found in the club area. Following investigation from a Contractor it is likely roof works will need to be undertaken. All other maintenance projects have been placed on hold. RRW The Rapid Response report can be found at APPENDIX A.
	FINANCE
6.	To agree the purchase of two laptops for the Clerk & Assistant Clerk. It was AGREED to purchase two ASUS Vivobook S16 (Copilot PC) laptops at a cost of £1198.00 and associated shipping fees. Proposed by Councillor Miller, seconded by Councillor Adams. All members voted unanimously to accept this resolution. The Clerk is to research extended warranty options and antivirus.

Signed _____

7.	To agree the purchase of eight remembrance poppies at a cost of £40.00. It was AGREED to purchase eight remembrance poppies at a cost of £40.00. Proposed by Councillor Miller, seconded by Councillor Brine. All members voted unanimously to accept this resolution.																																																								
8.	To note the conclusion of the external audit. The conclusion of the external audit was NOTED. Councillor Miller thanked the Clerk for her work.																																																								
9.	To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 30th September 2025 being £118,026.17. The bank reconciliation can be found at APPENDIX B. Following review of the financial situation, it was proposed by Councillor Kellaway that interest received from the CCLA was reinvested in to the CCLA account. This motion was seconded by Councillor Miller. All members voted unanimously to accept this resolution.																																																								
10.	To authorise any requests for payment. It was AGREED to authorise the October payment requests as listed below. Proposed by Councillor Oratokhai, seconded by Councillor Rose. All members voted unanimously to accept this resolution. <table><tr><th colspan="4">October 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>October</td><td>£814.92</td></tr><tr><td>Staff</td><td>Salary</td><td>October</td><td>£966.46</td></tr><tr><td>Staff</td><td>Salary</td><td>October</td><td>£190.07</td></tr><tr><td>Staff</td><td>Printing Expenses</td><td></td><td>£23.60</td></tr><tr><td>HMRC</td><td>Tax & NI</td><td></td><td>£491.73</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>Gallagher</td><td>Insurance 2025 / 2026</td><td>548261206</td><td>£1,766.05</td></tr><tr><td>BDO</td><td>Limited Assurance Review - Year Ending March 2025</td><td>INV-00734239</td><td>£378.00</td></tr><tr><td>Vision ICT</td><td>Email & Website hosting Dec 2025 to Nov 2026</td><td>Inv 1724</td><td>£377.22</td></tr><tr><td>Source For Business</td><td>Allotment Water - Apr to Sep 2025</td><td>5051836701</td><td>£28.93</td></tr><tr><td></td><td></td><td>Total</td><td>£5,216.28</td></tr></table>	October Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	October	£814.92	Staff	Salary	October	£966.46	Staff	Salary	October	£190.07	Staff	Printing Expenses		£23.60	HMRC	Tax & NI		£491.73	Aviva	Pension		£146.30	Aviva	Pension		£33.00	Gallagher	Insurance 2025 / 2026	548261206	£1,766.05	BDO	Limited Assurance Review - Year Ending March 2025	INV-00734239	£378.00	Vision ICT	Email & Website hosting Dec 2025 to Nov 2026	Inv 1724	£377.22	Source For Business	Allotment Water - Apr to Sep 2025	5051836701	£28.93			Total	£5,216.28
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11.	To receive an update from the Chair of the Recreation working group. In the absence of the Recreation working group chair, the Assistant Clerk provided the following update: - Bench refurbishments are almost complete. - One allotment plot remaining which is being offered to those on the waiting list.																																																								
12.	To agree the quote from the Lengthsman for Bus Shelter repairs & noticeboard glass replacement. It was AGREED to accept the quote from the Lengthsman for bus shelter repairs at a cost of £780.00 from the Lengthsman budget. Proposed by Councillor Adams, seconded by Councillor Brine. All members voted unanimously to accept this resolution. The quote for the noticeboard glass replacement is pending so will be discussed at a further meeting.																																																								
PLANNING																																																									
13.	To receive an update from the Chair of the Planning Committee. Councillor Miller advised that all applications are routine within Chineham. An extra site has been highlighted to the west of Upper Cufaudd Farm. Councillor Miller has spoken with the Agent and a meeting is required at Borough Council level.																																																								
14.	To note the minutes of the Planning Committee meetings held on 8th & 22nd September 2025. The minutes of the Planning Committee meetings held on 8th & 22nd September were signed as a correct record of the meeting. Signed _____																																																								

	ADMINISTRATION
15.	To adopt the IT Policy. It was AGREED to adopt the IT Policy. Proposed by Councillor Miller, seconded by Councillor Oratokhai. All members voted unanimously to accept this resolution.
16.	To agree the date of the next meeting as Monday 10th November. The date of the next meeting was agreed as Monday 10 th November.

There being no other business, the meeting closed at 20:36.

Signed _____

APPENDIX A
CPC RRW Report
September 2025

- 9(5) Abandoned shopping trolleys reported.
 Locations include:
 - Binfileds Woods
 - Reading Road
 - Long Lane
 - St Josephs Crescent
 - Reading Road footpath
 - Maynards Wood footpath
- Printed and posted multiple noticeboard updates.
- Reported faulty street lighting on Thornhill Way to Enerveo.
- Reported faulty street lighting on Puttenham Road to Enerveo.
- Reported state of community orchard to clerk.
- Liaised with clerk wrt abandoned tree cuttings on Reading Rd
- Reported broken fence near Lillymill Chine via FixMyStreet
- Reported broken boardwalk at Park Pale via FixMyStreet
- Visited site of potential annexation and provided photos as requested.
- Reported subsidence on Renown Way footpath to HCC.
- Reported illegible information board at Tollhouse Meadow to B&DBC.
- Reported abandoned tree cuttings on Sorrells Close footpath to B&DBC.
- Reported vegetation obstructing Guinea Court footpath to B&DBC as requested.
- Reported abandoned tree cuttings on Thornhill Way to B&DBC.
- Reported allotment water meter reading to clerk.
- Reported fly-posting near Four Lanes School to HCC.
- Conducted bus shelter survey.

APPENDIX B

Date: 01/10/2025

Chineham Parish Council

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Time: 11:32

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		58,026.17
			<u>58,026.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			58,026.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			58,026.17
		Balance per Cash Book is :-	58,026.17
		Difference is :-	0.00

Date: 06/10/2025

Chineham Parish Council

Page 1

Time: 10:02

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		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