

CHINEHAM PARISH COUNCIL
Minutes of the meeting of the Council



Date: Monday 12th January 2026
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Marian Adams (Vice Chair) Cllr. Nigel Rose Cllr. Ruth Kellaway
Apologies: Cllr. Tom Brine, Cllr. Neha Sompura, Cllr. Paul Miller, Cllr. Sue Fuller, Cllr. Olumide Oratokhai.
Also present: Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Phil Walker (Rapid Response Warden) & one member of the public.

Councillor Adams welcomed everyone to the meeting.

1.	To receive and accept apologies for absence. Apologies were RECEIVED and ACCEPTED from Councillors Brine, Sompura, Miller, Fuller & Oratokhai.
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 8th December 2025. The minutes of the full council meeting held on Monday 8 th December will be considered at the next full council meeting due to there not being a quorum.
4.	Public Participation. None.
5.	<p>To receive reports from:</p> <p>Borough & County Councillors CVHMC Liaison RRW</p> <p>Borough & County Councillors</p> <p>Borough Councillor Vaux provided the following update:</p> <ul style="list-style-type: none"> - Last week of changes to waste collections. - A Local Plan consultation event is taking place at Sherfield Park Community Centre on Wednesday 14th January between 14:00 and 20:00. <p>Borough Councillor Vaux concluded her update to advise that she was saddened to hear of the passing of Martin Biermann. He always listened and engaged with residents and his passing is a big loss to the Community.</p> <p>CVHMC Liaison</p> <p>No update received.</p> <p>RRW</p> <p>The Rapid Response Warden report can be found at APPENDIX A.</p> <p>The following motion was raised following the review of the RRW report.</p> <p>It was AGREED to purchase a What3Words subscription to aid the Rapid Response Warden tasks. Proposed by Councillor Kellaway, seconded by Councillor Rose. All members voted unanimously to accept this resolution.</p> <p>Following discussion with regards to Cloud storage for Asset Register photos, it was noted that the Clerk would review suitable Cloud Storage options and advise at the next Parish Council meeting for a decision.</p>
6.	To consider a response to the Hampshire Minerals and Waste plan. The Parish Council had no comments to submit.
7.	To consider an application for the Parish Council Bus Shelter Grant Scheme. Following discussion it was noted that the Rapid Response Warden will highlight the worst bus shelters owned by the Parish Council and the Clerk will contact contractors for relevant quotes to submit an application to the Parish Council Bus Shelter grant scheme.
	FINANCE
8.	<p>To agree the precept for 2026 / 2027.</p> <p>The precept for 2026 / 2027 was AGREED as £38,450.00 for 2026 / 2027. Proposed by Councillor Rose, seconded by Councillor Kellaway. All members voted unanimously to accept this resolution.</p> <p style="text-align: right;">Signed _____</p>

9.	To agree the budget 2026 / 2027. The budget for 2026 / 2027 was AGREED , as shown at APPENDIX B . Proposed by Councillor Kellaway, seconded by Councillor Rose. All members voted unanimously to accept this resolution.																																																								
10.	To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 31 st December 2025 being £ 108,402.31. The bank reconciliation can be found at APPENDIX C .																																																								
11.	To authorise any requests for payment. It was AGREED to authorise the payment requests as listed below. Proposed by Councillor Adams, seconded by Councillor Kellaway. All members voted unanimously to accept this resolution. <table><tr><th colspan="4">January 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>January</td><td>£814.72</td></tr><tr><td>Staff</td><td>Salary</td><td>January</td><td>£966.46</td></tr><tr><td>Staff</td><td>Salary</td><td>January</td><td>£190.07</td></tr><tr><td>Staff</td><td>Expenses</td><td></td><td>£24.40</td></tr><tr><td>HMRC</td><td>Tax & NI</td><td></td><td>£491.93</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>Defib Store</td><td>Defibrillator Pads</td><td>Inv 54574</td><td>£79.20</td></tr><tr><td>Hilliers Handy Helpers</td><td>Bench Refurbishment</td><td>Q_000446</td><td>£675.14</td></tr><tr><td>Royal Mail</td><td>PO Box</td><td>9074711110</td><td>£445.80</td></tr><tr><td>Source for Business</td><td>Allotment Water - September to December</td><td>6092654635</td><td>£483.45</td></tr><tr><td></td><td></td><td>Total</td><td>£4,350.47</td></tr></table>	January Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	January	£814.72	Staff	Salary	January	£966.46	Staff	Salary	January	£190.07	Staff	Expenses		£24.40	HMRC	Tax & NI		£491.93	Aviva	Pension		£146.30	Aviva	Pension		£33.00	Defib Store	Defibrillator Pads	Inv 54574	£79.20	Hilliers Handy Helpers	Bench Refurbishment	Q_000446	£675.14	Royal Mail	PO Box	9074711110	£445.80	Source for Business	Allotment Water - September to December	6092654635	£483.45			Total	£4,350.47
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	RECREATION																																																								
12.	To receive an update from the Chair of the Recreation working group. The Assistant Clerk provided the following update: <ul style="list-style-type: none">- Refurbishment has been completed on the final benches.- Recreation meeting taking place at the end of February.- All allotment plots are occupied.																																																								
	PLANNING																																																								
13.	To receive an update from the Chair of the Planning Committee. No update received.																																																								
14.	To note the minutes of the Planning Committee meetings held on Monday 13th October 2025. The minutes of the Planning Committee meeting held on Monday 13 th October 2025 will be considered at the next full council meeting.																																																								
	ADMINISTRATION																																																								
15.	To agree the date of the next meeting as Monday 9th February 2026. The date of the next meeting was agreed as Monday 9 th February.																																																								

There being no other business, the meeting closed at 20:25.

Signed _____

APPENDIX A
CPC RRW Report

December 2025

- 7(14) Abandoned shopping trolleys reported.
Locations include:
 - Binfields Woods
 - Binfields Close
 - Reading Road
 - Simons Road
- Printed and posted noticeboard updates.
- Reported insecure manhole cover in Reading Road to Openreach.
- Reported broken fence at Binfields Roundabout to HCC.
- Reported abandoned roadworks signs on A33 to HCC.
- Verified fallen tree on footpath near Chineham Centre already reported.
- Checked CVH defib status panel.
- Attended CPC monthly meeting.
- Reported loose kerbstone on Maynards Wood to HCC.
- Updated photo library and asset list with details of refurbished bench on Thornhill Way.
- Reported pothole on CVH zebra crossing to HCC.
- Reported loose pavers on BWP footpath at Chineham Center to HCC.
- Reported potholes around manhole on Bowman Road to HCC.
- Reported graffiti on Cufade Lane signboard to B&DBC.
- Reported dilapidated As-One banner on Hanmore Road to HCC.
- Reported abandoned vehicle under-tray on Reading Rd link to B&DBC.
- Reported dilapidated As-One banner at CVH carpark to HCC.

APPENDIX B

05/01/2026

13:04

Chineham Parish Council Annual Budget - By Centre

Page 1

		<u>2024 / 2025</u>		<u>2025 / 2026</u>				<u>2026 / 2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Income									
303	CCLA Interest Payments	0	0	0	1,116	1,563	0	2,100	0	0
1076	Precept	38,450	38,450	38,450	38,450	0	0	38,450	0	0
1078	Parish Funding (With Precept)	639	646	646	646	0	0	646	0	0
1085	Grants & Donations Received	0	0	0	0	0	0	0	0	0
1999	Other Income	0	7,036	0	0	0	0	0	0	0
	Total Income	39,089	46,132	39,096	40,212	1,563	0	41,196	0	0
	Movement to/(from) Gen Reserve	39,089	46,132	39,096	40,212	1,563		41,196		
200	Staff Costs									
4000	Staff Costs	25,000	24,735	25,000	18,784	25,437	0	25,500	0	0
4005	HMRC (Tax & NI)	2,800	3,648	6,417	4,941	6,783	0	6,800	0	0
4010	Pension	1,930	2,118	1,930	1,614	2,151	0	2,160	0	0
	Overhead Expenditure	29,730	30,500	33,347	25,339	34,371	0	34,460	0	0
	Movement to/(from) Gen Reserve	(29,730)	(30,500)	(33,347)	(25,339)	(34,371)		(34,460)		
250	Administration									
4100	Audit Fees	500	460	500	635	0	0	650	0	0
4105	Bank Charges	0	4	51	38	51	0	51	0	0
4110	Payroll Services	150	144	150	78	134	0	160	0	0
4120	Insurance	1,800	1,746	1,920	1,766	0	0	1,920	0	0
4130	Mileage	25	0	25	0	0	0	25	0	0
4140	Subscriptions	1,600	2,456	3,700	2,849	0	0	3,000	0	0
4160	Office Expenses	600	307	400	158	164	0	250	0	0
4165	Defibrillator	100	0	100	66	0	0	100	0	0

Continued on next page

Annual Budget - By Centre

		<u>2024 / 2025</u>		<u>2025 / 2026</u>				<u>2026 / 2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	Telephone & Broadband	1,200	916	480	287	330	0	350	0	0
4190	Training & Seminars	100	0	100	0	54	0	100	0	0
4200	IT	1,000	933	250	170	0	0	250	0	0
4210	PO Boxes	375	354	380	0	380	0	400	0	0
4220	Website/email Maintenance	0	538	600	514	0	0	600	0	0
4230	One Drive / Zoom	80	0	80	0	0	0	80	0	0
4299	Sundry Expenditure	250	28	250	0	0	0	250	0	0
4305	Repairs & Maintenance	0	170	250	0	0	0	250	0	0
4310	Apple Orchard Maintenance	100	0	100	0	0	0	100	0	0
Overhead Expenditure		7,880	8,057	9,336	6,562	1,113	0	8,536	0	0
Movement to/(from) Gen Reserve		(7,880)	(8,057)	(9,336)	(6,562)	(1,113)		(8,536)		
300	Allotments									
1000	Allotment Rental Income	1,360	1,250	1,360	1,310	0	0	1,360	0	0
1050	Allotment Deposit Income	0	0	0	270	0	0	0	0	0
Total Income		1,360	1,250	1,360	1,580	0	0	1,360	0	0
4155	Allotment Deposit Return	0	60	0	-20	0	0	0	0	0
4300	Water	100	1,417	900	490	0	0	1,000	0	0
4305	Repairs & Maintenance	2,000	14,814	2,000	0	0	0	2,000	0	0
4450	Allotments	0	144	0	2,100	0	0	0	0	0
Overhead Expenditure		2,100	16,435	2,900	2,570	0	0	3,000	0	0
Movement to/(from) Gen Reserve		(740)	(15,185)	(1,540)	(990)	0		(1,640)		
400	Council Activities									
4305	Repairs & Maintenance	0	998	0	675	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

		<u>2024 / 2025</u>		<u>2025 / 2026</u>				<u>2026 / 2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4307	Misc	0	142	200	0	0	0	200	0	0
4400	Section 137 Grants	3,000	4,599	1,500	1,250	0	0	1,500	0	0
4403	Notice/Info Board Maintenance	0	0	0	0	0	0	2,500	0	0
4405	Grants & Donations Paid	0	7,051	3,000	0	0	0	0	0	0
4410	Seating Additional Costs	3,000	940	3,000	642	1,285	0	3,000	0	0
4420	Bulb Planting	0	0	0	45	0	0	100	0	0
4430	Bus Shelter Cleaning	200	640	1,000	0	0	0	1,000	0	0
4440	Four Lanes Fete	1,000	243	300	240	0	0	300	0	0
Overhead Expenditure		7,200	14,613	9,000	2,852	1,285	0	8,600	0	0
Movement to/(from) Gen Reserve		(7,200)	(14,613)	(9,000)	(2,852)	(1,285)		(8,600)		
999	VAT Data									
115	VAT on Receipts	0	3,237	0	0	0	0	0	0	0
Total Income		0	3,237	0	0	0	0	0	0	0
515	VAT on Payments	0	3,631	3,000	132	0	0	0	0	0
Overhead Expenditure		0	3,631	3,000	132	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(394)	(3,000)	(132)	0		0		
Total Budget Income		40,449	50,619	40,456	41,792	1,563	0	42,556	0	0
Expenditure		46,910	73,236	57,583	37,455	36,769	0	54,596	0	0
Movement to/(from) Gen Reserve		(6,461)	(22,617)	(17,127)	4,337	(35,206)		(12,040)		

APPENDIX C

Date: 05/01/2026

Chineham Parish Council

Page 1

Time: 09:57

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 3 - Lloyds Treasurer Account

User: AMANDA

Bank Statement Account Name (s)	Statement Date	Page	Balances
Lloyds Treasurer Account	31/12/2025		48,205.99
			48,205.99
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			48,205.99
Unpresented Receipts (Plus)			
		0.00	
			0.00
			48,205.99
		Balance per Cash Book is :-	48,205.99
		Difference is :-	0.00

Date: 07/01/2026	Chineham Parish Council	Page 1
Time: 09:35	Bank Reconciliation Statement as at 31/12/2025 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	31/12/2025		60,196.32
			<u>60,196.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,196.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,196.32
		Balance per Cash Book is :-	60,196.32
		Difference is :-	0.00