

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



**Date:** Monday 12<sup>th</sup> 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.

<b>1.</b>	<b>To receive and accept apologies for absence.</b> Apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Councillors Brine, Sompura, Miller, Fuller & Oratokhai.
<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 8<sup>th</sup> December 2025.</b> The minutes of the full council meeting held on Monday 8 <sup>th</sup> December will be considered at the next full council meeting due to there not being a quorum.
<b>4.</b>	<b>Public Participation.</b> None.
<b>5.</b>	<p><b>To receive reports from:</b>  <b>Borough &amp; County Councillors   CVHMC Liaison   RRW</b>  <b>Borough &amp; County Councillors</b>  Borough Councillor Vaux provided the following update:</p> <ul style="list-style-type: none"> <li>- Last week of changes to waste collections.</li> <li>- A Local Plan consultation event is taking place at Sherfield Park Community Centre on Wednesday 14<sup>th</sup> January between 14:00 and 20:00.</li> </ul> <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><b>CVHMC Liaison</b> No update received.</p> <p><b>RRW</b> The Rapid Response Warden report can be found at <b>APPENDIX A</b>. The following motion was raised following the review of the RRW report.</p> <p>It was <b>AGREED</b> 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>
<b>6.</b>	<b>To consider a response to the Hampshire Minerals and Waste plan.</b> The Parish Council had no comments to submit.
<b>7.</b>	<b>To consider an application for the Parish Council Bus Shelter Grant Scheme.</b> 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.
<b>FINANCE</b>	
<b>8.</b>	<b>To agree the precept for 2026 / 2027.</b> The precept for 2026 / 2027 was <b>AGREED</b> as £38,450.00 for 2026 / 2027. Proposed by Councillor Rose, seconded by Councillor Kellaway. All members voted unanimously to accept this resolution.

Signed \_\_\_\_\_

<b>9.</b>	<b>To agree the budget 2026 / 2027.</b> The budget for 2026 / 2027 was <b>AGREED</b> , as shown at <b>APPENDIX B</b> . Proposed by Councillor Kellaway, seconded by Councillor Rose. All members voted unanimously to accept this resolution.																																																				
<b>10.</b>	<b>To note the current financial situation.</b> The current financial situation and the bank reconciliation were noted with the bank balance at 31 <sup>st</sup> December 2025 being £ 108,402.31. The bank reconciliation can be found at <b>APPENDIX C</b> .																																																				
<b>11.</b>	<b>To authorise any requests for payment.</b> It was <b>AGREED</b> to authorise the payment requests as listed below. Proposed by Councillor Adams, seconded by Councillor Kellaway. All members voted unanimously to accept this resolution.																																																				
<b>January Payment Requests</b>																																																					
	<table border="1"> <thead> <tr> <th>From</th> <th>Item</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <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 &amp; 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 style="text-align: right;">Total</td> <td>£4,350.47</td> </tr> </tbody> </table>	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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<b>RECREATION</b>																																																					
<b>12.</b>	<b>To receive an update from the Chair of the Recreation working group.</b> The Assistant Clerk provided the following update: <ul style="list-style-type: none"> <li>- Refurbishment has been completed on the final benches.</li> <li>- Recreation meeting taking place at the end of February.</li> <li>- All allotment plots are occupied.</li> </ul>																																																				
<b>PLANNING</b>																																																					
<b>13.</b>	<b>To receive an update from the Chair of the Planning Committee.</b> No update received.																																																				
<b>14.</b>	<b>To note the minutes of the Planning Committee meetings held on Monday 13<sup>th</sup> October 2025.</b> The minutes of the Planning Committee meeting held on Monday 13 <sup>th</sup> October 2025 will be considered at the next full council meeting.																																																				
<b>ADMINISTRATION</b>																																																					
<b>15.</b>	<b>To agree the date of the next meeting as Monday 9<sup>th</sup> February 2026.</b> The date of the next meeting was agreed as Monday 9 <sup>th</sup> 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 Cufaude 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

## Chineham Parish Council

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## 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
<b>100 Income</b>									
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
<b>Total Income</b>	<b>39,089</b>	<b>46,132</b>	<b>39,096</b>	<b>40,212</b>	<b>1,563</b>	<b>0</b>	<b>41,196</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>39,089</b>	<b>46,132</b>	<b>39,096</b>	<b>40,212</b>	<b>1,563</b>		<b>41,196</b>		
<b>200 Staff Costs</b>									
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
<b>Overhead Expenditure</b>	<b>29,730</b>	<b>30,500</b>	<b>33,347</b>	<b>25,339</b>	<b>34,371</b>	<b>0</b>	<b>34,460</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(29,730)</b>	<b>(30,500)</b>	<b>(33,347)</b>	<b>(25,339)</b>	<b>(34,371)</b>		<b>(34,460)</b>		
<b>250 Administration</b>									
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

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## Chineham Parish Council

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## 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
<b>Overhead Expenditure</b>	<b>7,880</b>	<b>8,057</b>	<b>9,336</b>	<b>6,562</b>	<b>1,113</b>	<b>0</b>	<b>8,536</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(7,880)</b>	<b>(8,057)</b>	<b>(9,336)</b>	<b>(6,562)</b>	<b>(1,113)</b>		<b>(8,536)</b>		
<b>300 Allotments</b>									
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
<b>Total Income</b>	<b>1,360</b>	<b>1,250</b>	<b>1,360</b>	<b>1,580</b>	<b>0</b>	<b>0</b>	<b>1,360</b>	<b>0</b>	<b>0</b>
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
<b>Overhead Expenditure</b>	<b>2,100</b>	<b>16,435</b>	<b>2,900</b>	<b>2,570</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(740)</b>	<b>(15,185)</b>	<b>(1,540)</b>	<b>(990)</b>	<b>0</b>		<b>(1,640)</b>		
<b>400 Council Activities</b>									
4305 Repairs & Maintenance	0	998	0	675	0	0	0	0	0

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## Chineham Parish Council

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## 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

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

<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
		<b>Balance per Cash Book is :-</b>	<b>60,196.32</b>
		<b>Difference is :-</b>	<b>0.00</b>