

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



**Date:** Monday 9<sup>th</sup> March 2026  
**Time:** 7:45pm  
**Place:** Community Rooms, Chineham Village Hall  
**Present:** Cllr. Paul Miller (Chair)                      Cllr. Marian Adams (Vice Chair)                      Cllr. Nigel Rose  
                   Cllr. Sue Fuller                                      Cllr. Tom Brine    Cllr. Olumide Oratokhai  
**Apologies:** Cllr. Neha Sompura  
**Also present:** Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Phil Walker (Rapid Response Warden) & 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 <b>RECEIVED</b> and <b>ACCEPTED</b> from Councillor Sompura.
<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 9<sup>th</sup> February.</b> The minutes of the meeting held on Monday 9 <sup>th</sup> February were signed as a correct record of that 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 Vaux provided the following report with regards to Chineham Medical Practice and the upcoming elections: <ul style="list-style-type: none"> <li>- New business manager in position.</li> <li>- Funds awarded by UNF will be spent, on receipt, on enhancing the current space. The plan is to refurbish one third of the building, with the creation of three clinical rooms, two meeting rooms with the attic being converted into the admin area.</li> <li>- £1.4 million awarded by Basingstoke &amp; Deane Borough Council as CIL money.</li> <li>- The practice plan to extend the surgery with these funds. Funds are due to be received in two payments over 2027 to 2029.</li> <li>- A recent PPG meeting has highlighted patients are missing routine check up appointments due to confusion caused by the automatic message system.</li> <li>- Remote Receptionists are being considered, but this would not replace a physical presence at the Reception desk.</li> <li>- AI triage is also being considered.</li> <li>- Borough elections are taking place on 7<sup>th</sup> May.</li> <li>- Deadline to register to vote is 20<sup>th</sup> April.</li> <li>- Deadline to register for postal vote is 21<sup>st</sup> April.</li> </ul> <b>CVHMC Liaison</b> No update received. <b>RRW</b> The Rapid Response Warden report can be found at <b>APPENDIX A.</b>
	<b>FINANCE</b>
<b>6.</b>	<b>To note the appointment of the internal auditor as Do The Numbers for financial year 2025 / 2026.</b> Do The Numbers was <b>NOTED</b> as the internal auditor for 2025 / 2026.
<b>7.</b>	<b>To note S106 allocations from Basingstoke and Deane Borough Council.</b> The S106 allocations were reviewed by Councillors and it was noted that the allocations seemed to be out of area. The Clerk will follow up with Basingstoke and Deane Borough Council and revert to the Parish Council.
<b>8.</b>	<b>To agree the retrospective spend of £302.55 for daffodils and associated supplies.</b> It was <b>AGREED</b> to retrospectively approve a spend of £302.55 for daffodils and associated supplies. Proposed by Councillor Fuller, seconded by Councillor Brine. This motion was passed on a vote of <b>FOR</b> and 1 <b>ABSTENTION</b> .

**SIGNED** \_\_\_\_\_

9.	<p><b>To agree the purchase of new Laptops for the Clerk &amp; Assistant Clerk.</b>          Due to stock implications with the previously chosen laptop model, it was <b>AGREED</b> to purchase two ASUS Vivobook 16 laptops for the Clerk &amp; Assistant Clerk up to the value of £1,500.00.          Proposed by Councillor Miller, seconded by Councillor Adams.          All members voted unanimously to accept this resolution.</p>																																																
10.	<p><b>To agree the purchase of Orchard supplies at a cost of £130.22.</b>          It was <b>AGREED</b> to purchase Orchard supplies at a cost of £130.22.          Proposed by Councillor Fuller, seconded by Councillor Adams.          All members voted unanimously to accept this resolution.</p>																																																
11.	<p><b>To note the current financial situation.</b>          The current financial situation and the bank reconciliation were noted with the bank balance at 28<sup>th</sup> February 2026 being £ 102,288.41. The bank reconciliation can be found at <b>APPENDIX B</b>.</p>																																																
12.	<p><b>To authorise any requests for payment.</b>          It was <b>AGREED</b> to authorise the payment requests as listed below.          Proposed by Councillor Brine, seconded by Councillor Miller.          All members voted unanimously to accept this resolution.</p> <table border="1" data-bbox="185 723 1445 1234"> <thead> <tr> <th colspan="4">March Payment Requests</th> </tr> <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>March</td> <td>£814.92</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>March</td> <td>£966.46</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>March</td> <td>£190.07</td> </tr> <tr> <td>Staff</td> <td>Expenses - Google One Subscription</td> <td></td> <td>£12.99</td> </tr> <tr> <td>Councillors Adams</td> <td>Expenses – Daffodils</td> <td></td> <td>£302.55</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; 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>Vision ICT</td> <td>Email Hosting</td> <td>Inv 21570</td> <td>£144.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>£3,102.02</td> </tr> </tbody> </table>	March Payment Requests				From	Item	Invoice Number	Amount	Staff	Salary	March	£814.92	Staff	Salary	March	£966.46	Staff	Salary	March	£190.07	Staff	Expenses - Google One Subscription		£12.99	Councillors Adams	Expenses – Daffodils		£302.55	HMRC	Tax & NI		£491.73	Aviva	Pension		£146.30	Aviva	Pension		£33.00	Vision ICT	Email Hosting	Inv 21570	£144.00	Total			£3,102.02
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<b>RECREATION</b>																																																	
13.	<p><b>To receive an update from the Chair of the Recreation working group.</b>          Councillor Fuller provided an update with regards to the following:          - Community Orchard.          - Benches          The Assistant Clerk advised that she is in communication with Basingstoke and Deane Borough Council with regards to the damaged benches within Binfield Woods. The Parish Council are extremely concerned with regards to the their current condition.</p>																																																
<b>PLANNING</b>																																																	
14.	<p><b>To consider the need for additional members on the Planning Committee and to invite interest from councillors.</b>          It was noted that the Planning Committee require one additional member. Unfortunately, members present could not commit to the Committee therefore, a leaflet would be designed to seek candidates for co-option.</p>																																																
15.	<p><b>To receive an update from the Chair of the Planning Committee.</b>          No update to provide.</p>																																																
16.	<p><b>To note the minutes of the Planning Committee meetings held on Monday 23<sup>rd</sup> February.</b>          The minutes of the planning committee meeting held on Monday 23<sup>rd</sup> February were noted.</p>																																																
<b>ADMINISTRATION</b>																																																	
17.	<p><b>To receive suggestions for Annual Meeting speakers on 19<sup>th</sup> May.</b>          Councillor Miller advised that he had been present at a Resilient Event and felt that the speaker would be suitable for the Parish Assembly. Councillors agreed with the suggestion.</p>																																																
18.	<p><b>To agree the date of the next meeting as Monday 13<sup>th</sup> April 2026.</b>          The date of the next meeting was agreed as Monday 13<sup>th</sup> April.</p>																																																

SIGNED \_\_\_\_\_

	<b>CONFIDENTIAL</b>
<b>19.</b>	<b>To agree staff salaries.</b> Staff salaries were agreed.

Councillor Miller thanked Councillor Brine for his efforts to the Parish Council since his co-option in July 2023.

There being no other business, the meeting closed at 20:56.

**SIGNED** \_\_\_\_\_

**APPENDIX A****CPC RRW Report - February 2026**

- 26(17) Abandoned shopping trolleys reported.  
Locations include:
  - Coppice Pale
  - Binfields Woods
  - Binfields Close
  - Simons Close
  - Simons Road
  - St Josephs Crescent
  
- Cleared broken glass from Long Lane cycle path
- Printed and posted multiple noticeboard updates.
- Referred A33 litter issue to HCC as advised by B&DBC
- Abandoned tree cuttings in Bowman Road reported to B&DBC
- Attended CPC monthly meeting.
- Reported new pothole in Bowman Road to HCC
- Provided photos on abandoned fence panels on Martins Wood FP to Cllr Miller as requested
- Searched for rat trap on Pettys Brook FP as requested by clerk
- Reported damaged chevrons on Thornhill Way R/A to HCC
- Removed flypost from Bowman Corner bus shelter
- Reported further damage to boardwalk on Lillymill Chine FP to B&DBC
- Reported damaged R/A name sign at Chineham Centre to B&DBC and then HCC as advised
- Reported pothole in Pettys Brook Road to HCC
- Attended recreation committee meeting
- Provided information to Recreation Committee wrt bench plaques and locations of dilapidated benches
- Set-up Google One account and transferred data.

## APPENDIX B

Date: 02/03/2026

Chineham Parish Council

Page 1

Time: 14:33

**Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		41,697.66
			<u>41,697.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,697.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,697.66
		<b>Balance per Cash Book is :-</b>	<b>41,697.66</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 06/03/2026

Chineham Parish Council

Page 1

Time: 11:40

**Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		60,590.75
			<u>60,590.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,590.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,590.75
		<b>Balance per Cash Book is :-</b>	<b>60,590.75</b>
		<b>Difference is :-</b>	<b>0.00</b>