

## CHINEHAM PARISH COUNCIL



## Minutes of the meeting of the Council

**Date:** Monday 8<sup>th</sup> June 2026  
**Time:** 7:45pm  
**Place:** Community Rooms, Chineham Village Hall  
**Present:** Cllr Marian Adams (Chair)      Cllr. Nigel Rose (Vice Chair)      Cllr. Sue Fuller  
 Cllr. Ruth Kellaway      Cllr. Neha Sompura      Cllr. Ricardo Ferreira  
 Cllr. Olumide Oratokhai

**Apologies:** Ellen Harmon (Assistant Clerk)

**Also present:** Amanda Owen (Clerk), Phil Walker (Rapid Response Warden), Borough & County Councillor Miller, Borough Councillors Michael Blackberry and Jonathan Jenkins & no members of the public.

Borough Councillor Miller addressed those present and asked for a nomination for Chair of the Parish Council.

<b>1.</b>	<p><b>To elect the Chair and receive the signed Declaration of Office.</b>          Councillor Fuller proposed and Councillor Ferreira seconded the motion that Councillor Adams be nominated as Chair.          All members voted unanimously to accept this resolution.          Councillor Adams signed the declaration of office.</p> <p>Following Paul Miller's resignation from the Parish Councillor, Councillor Adams thanked Councillor Miller for his contributions to the Parish Council.</p> <p>Councillor Adams welcomed everyone to the meeting.</p>
<b>2.</b>	<p><b>To elect the Vice-Chair and receive the signed Declaration of Office.</b>          Councillor Fuller proposed and Councillor Adams seconded the motion that Councillor Rose be nominated as Vice-Chair.          All members voted unanimously to accept this resolution.          Councillor Rose signed the declaration of office.</p>
<b>3.</b>	<p><b>To confirm there are no amendments to Councillors declaration of pecuniary interests.</b>          Councillor Kellaway advised she needed to make to make an amendment, the Clerk will advise of the process.</p>
<b>4.</b>	<p><b>To elect Councillors to the following committee / working group:</b>  <b>Planning Committee   Recreation Working Group</b>          The following Councillors were elected to the:          Planning Committee          Councillor Rose (Chair), Councillor Sompura and Councillor Ferreira.          Recreation Working Group          Councillor Fuller (Chair) Councillor Sompura, Councillor Ferreira.</p> <p>Councillor Oratokhai addressed the meeting and advised that a change in circumstances means he will need to resign from the Parish Council.</p>
<b>5.</b>	<p><b>To review the Terms of Reference for the following committee / working group:</b>  <b>Planning Committee   Recreation Working Group</b>          The Terms of Reference for the planning committee and recreation working group were reviewed and noted.</p>
<b>6.</b>	<p><b>To elect the Representative to outside Organisations:</b>  <b>Basingstoke District Association of Parish &amp; Town Councils   Transport Forum</b>  <b>Chineham Village Hall Management Committee   Representative to liaise with the local Police</b>  <b>Chineham Allotment Team</b>          Basingstoke District Association of Parish &amp; Town Councils – Councillor Ferreira.          Transport Forum – Full Council.          Chineham Village Hall Management Committee – Assistant Clerk.</p>

Signed & dated \_\_\_\_\_

	Representative to liaise with the local Police – Clerk. Chineham Allotment Team – Councillor Fuller.
7.	<b>To receive and accept apologies for absence.</b> None.
8.	<b>To receive declarations of interest relevant to items on the agenda.</b> No declarations of interest were received.
9.	<b>To sign as a correct record the minutes of the Full Council meeting held on Monday 11<sup>th</sup> May 2026.</b> The minutes of the meeting held on Monday 11 <sup>th</sup> May were signed as a correct record of the meeting.
10.	<b>Public Participation.</b> None.
11.	<p><b>To receive reports from:</b>  <b>Borough &amp; County Councillors   CVHMC Representative   RRW</b>  Borough / County Councillor</p> <p>County Councillor Miller provided an update with regards to the following:</p> <ul style="list-style-type: none"> <li>- Elective members have completely changed, new Council framework settling in.</li> <li>- Taken position as Chairman of Regulatory Committee, of which a large part is minerals and waste.</li> <li>- Aiming to raise the profile of project Integra in relation to Chineham Incinerator. Noting smell has been reported from Incinerator. Will report back.</li> </ul> <p>Borough Councillor Miller:</p> <ul style="list-style-type: none"> <li>- Local Government Reorganisation – a briefing received by Chief Executive.</li> <li>- Some Councils that wished to hold a judicial review, have withdrawn their enquiries from central Government.</li> <li>- A lot of work will be taking place behind the scenes between now and September for procedural setup for 2028. Will continue to update the Parish Council.</li> <li>- Approached by three residents with regards to rats, mentioned locations are Foxes Furlong, Four Lanes Close, Cuffaude Lane and Minden Close. If a rat is seen on private property, it is for the homeowner to arrange pest control. If in a common area, please report to Basingstoke &amp; Deane Borough Council.</li> </ul> <p>Borough Councillor Blackberry:</p> <ul style="list-style-type: none"> <li>- Noted food waste bins now allocated in Chineham will encourage rat populations so a really important issue to address, he will be talking to Environmental Services at BDBC.</li> <li>- Elected a month ago, and getting to grips with planning applications that are coming down the pipeline. Highlighting the one in Bramley, a nursing home application.</li> </ul> <p>Borough Councillor Jenkin:</p> <ul style="list-style-type: none"> <li>- Carrying on with the Brook clearing.</li> <li>- Signage is hopefully being installed along the Brook, highlighting deep water.</li> <li>- Council has been quiet after the election.</li> </ul> <p>CVHMC Representative No update was received.</p> <p>RRW The Rapid Response Warden report can be found at <b>APPENDIX A.</b></p>
	<b>FINANCE</b>
12.	<b>To note the current financial situation.</b> The current financial situation and the bank reconciliation were <b>NOTED</b> with the bank balance at 31 <sup>st</sup> May 2026 being £ 109,718.04. The bank reconciliation can be found at <b>APPENDIX B.</b>
13.	<b>To authorise any requests for payment.</b> It was <b>AGREED</b> to authorise the payment requests as listed below. Proposed by Councillor Fuller, seconded by Councillor Rose. All members voted unanimously to accept this resolution.
	Signed & dated _____

June Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary	June	£887.90
Staff	Salary	June	£1,049.56
Staff	Salary	June	£203.00
Staff	Expenses - Allotment Padlocks		£21.60
Staff	Allotment Numbers		£316.10
Staff	Parish Assembly Expenses		£9.95
Staff	Mircosoft Office Renewal		£104.99
HMRC	Tax & NI		£610.85
Aviva	Pension		£160.92
Aviva	Pension		£33.00
Lloyds	Bank Charges		£4.25
British Telecomm	Broadband		£133.87
Hampshire Association of Local Councils	LCPD Membership	Inv 8422	£216.00
Information Comissioners Office	Data Protection Fee		£52.00
Do The Numbers	Internal Audit	Inv 12/2012	£260.00
		<b>Total</b>	<b>£4,064.00</b>
<b>14.</b>	<b>To agree the Rialtas data transfer fee of £37.00 excl. VAT.</b> It was <b>AGREED</b> to accept the data transfer fee of £37.00 excl. VAT. Proposed by Councillor Adams, seconded by Councillor RF. All members voted unanimously to accept this resolution.		
<b>15.</b>	<b>To note the internal Auditors report and accept recommendations therein.</b> The Internal Auditor report was <b>NOTED</b> and can be found at <b>APPENDIX C.</b>		
<b>16.</b>	<b>To complete Section 1 of the AGAR.</b> Section 1 of the AGAR was <b>COMPLETED</b> and <b>SIGNED.</b>		
<b>17.</b>	<b>To complete Section 2 of the AGAR.</b> Section 2 of the AGAR was <b>COMPLETED</b> and <b>SIGNED.</b>		
<b>18.</b>	<b>To note the dates of exercise of public rights for audit.</b> The dates of the exercise of public rights were <b>NOTED</b> as Thursday 11 <sup>th</sup> June to Wednesday 22 <sup>nd</sup> July.		
	<b>RECREATION</b>		
<b>19.</b>	<b>To agree a spend of £305.00 + VAT for two pest control visits at the allotments.</b> It was <b>AGREED</b> to spend £305.00 + VAT for two pest control visits at the allotments. Proposed by Councillor Sompura, seconded by Councillor Oratokhai. All members voted unanimously to accept this resolution.		
<b>20.</b>	<b>To receive an update from the Chair of the Recreation Working Group.</b> Councillor Fuller provided an update with regards to the following: <ul style="list-style-type: none"> <li>- The Assistant Clerk is arranging a meeting with regards to the next scope of works.</li> <li>- Recreation meeting due soon.</li> </ul>		
	<b>PLANNING</b>		
<b>21.</b>	<b>To receive an update from the Chair of the Planning Committee.</b> Councillor Rose addressed the meeting and advised the following: <ul style="list-style-type: none"> <li>- He was elected as chair, with Councillor Ferreira as vice chair</li> <li>- Three applications received this month.</li> <li>- If anyone has an interest to join the Planning Committee please notify the Assistant Clerk.</li> </ul>		
<b>22.</b>	<b>To note the minutes of the Planning Committee meetings held on Monday 11<sup>th</sup> May 2026.</b> The minutes of the planning meeting held on Monday 11 <sup>th</sup> May were noted.		
	<b>ADMINISTRATION</b>		
<b>23.</b>	<b>To agree the date of the next meeting as Monday 13<sup>th</sup> July 2026.</b> The date of the next meeting was agreed as Monday 13 <sup>th</sup> July.		

There being no other business, the meeting closed at 20:37.

Signed & dated \_\_\_\_\_

**APPENDIX A**  
**CPC RRW Report**  
**May 2026**

- 30(25) Abandoned shopping trolleys reported.  
Locations include:
  - Binfields Close
  - Coppice Pale
  - Mattock Way
  - Binfields Woods
- Printed and posted multiple noticeboard updates.
- FYI: Discovered new defibrillator installation next to noticeboard at Chineham Centre.
- Reported missing paving stones on Martin's Wood roadway to HCC.
- Reported fly-posting on Thornhill Way to B&DBC.
- Monitored shrubbery cuttings on Bowman Road to allow for removal.
- Reported failed traffic lights on Binfields Roundabout to HCC.
- Attended CPC meetings.
- Forwarded photos of damage to meadow as a result of footbridge replacement to Cllr Miller.
- Reviewed CPC projector installation.
- Followed-up report of graffiti at Bowman Road bus shelter with B&DBC.
- Reported abandoned road sign at Long Lane to responsible contractor.
- Reported fly-posting o/s Four Lanes School to B&DBC.
- Recorded and forwarded allotment water meter reading to clerk.
- Reported overgrown vegetation obscuring bench on Thornhill Way to B&DBC.

## APPENDIX B

Date: 02/06/2026

Chineham Parish Council

Page 1

Time: 10:40

**Bank Reconciliation Statement as at 31/05/2026  
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	31/05/2026		48,570.86
			<u>48,570.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			48,570.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			48,570.86
		<b>Balance per Cash Book is :-</b>	<b>48,570.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 08/06/2026

Chineham Parish Council

Page 1

Time: 09:41

**Bank Reconciliation Statement as at 31/05/2026  
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	31/05/2026		61,147.18
			<u>61,147.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,147.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,147.18
		<b>Balance per Cash Book is :-</b>	<b>61,147.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

## APPENDIX C

## Do the Numbers Limited

20<sup>th</sup> May 2026

Amanda Owen, Clerk  
Chineham Parish Council

Dear Amanda,

**Subject: Review of matters arising from Internal Audit for 31 March 2026**

Following my visit with you today, please find below the list of matters arising.

I found the records and systems of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2026](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply with this test.	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Planning minutes	It is an LGA72 requirement that every set of minutes is initialled on each sheet and signed and dated on the last page.	Please ensure that the minute template is updated going forwards and all minutes are properly approved.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Review of internal control	Councillors are responsible for monitoring controls during the year and should minute such.	A <a href="#">model statement</a> should be adapted and adopted.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council now	comply with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Cash payments were properly supported by receipts, all cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council now	comply with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Community land	Much of the land around Petty's Brook is owned by dormant companies ( <a href="#">01710584</a> , <a href="#">07690990</a> , <a href="#">01916654</a> ) and companies who probably do not remember that they own the land.	It may be worth the council contacting each of the owners and the land registry to see if it can take over that land for the benefit of residents. (ongoing from last two years)
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council now	comply with this test
J	<i>Accounting statements prepared during the year were prepared on the correct</i>	

	<i>accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council	comply with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
Publication Scheme	The ICO model publication scheme in use is not the current version.	Over the summer the current version ( <a href="#">here</a> ) should be adapted and adopted.
<i>M</i>	<i>Public Rights</i>	
	The records of the council now	comply with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council now	comply with this test
<i>O</i>	<i>Digital and Data Compliance</i>	
Assertion 10 requirements	The council has partly engaged with these changes and was largely in compliance by the year end.	A data audit should be carried out, including data stored by members, and repeated each year. The IT policy linked at para 5.122 of the PG should be adapted and adopted.
<i>P</i>	<i>Trust Funds</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.