

CHINEHAM PARISH COUNCIL
Minutes of the meeting of the Council



Date: Monday 14th September 2026
Time: 7:30pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Marian Adams (Chair) Cllr. Nigel Rose (Vice Chair) Cllr. Sue Fuller
 Cllr. Ricardo Ferreira Cllr. Jonathan Jenkin
 Cllr. Ruth Kellaway
Apologies: Cllr. Neha Sompura, Amanda Owen (Clerk)
Also present: Ellen Harmon (Assistant Clerk) and Phil Walker (Rapid Response Warden)

Councillor Adams welcome everyone to the meeting.

1.	To receive and accept apologies for absence. Apologies were RECEIVED and ACCEPTED from Councillor Sompura and NOTED from County and Borough Councillor Miller.
2.	To receive declarations of interest relevant to items on the agenda. Councillor Marian Adams declared an interest in item 17 as she has been working on this personally.
3.	To sign as a correct record the minutes of the Full Council meeting held on Monday 13th July. The minutes of the meeting held on Monday 13th July were signed as a correct record of the meeting.
4.	Public Participation. There was no public participation.
5.	To receive reports from: Borough & County Councillors CVHMC Liaison RRW Borough & County Councillors Borough and County Councillor Miller provided the following report in his absence: 'I have within the last month toured the Loddon Division with the Executive Member for Highways and Transport at HCC and mention several aspects that we have raised over the years at CPC. • Potholes and road distortions • Road Markings • Speed limits The known financial limitations for all repairs on roads do not stop some of the worst repairs taking place. The reporting of defects is crucial for the Highways department and email and phone call are wasted. Advice is using Fix My Streets online with pictures. There are criteria that are applied to the extent of damage and priorities are set accordingly. Same goes for road white line renewal. If roads are extensively resurfaced as on the roundabout at the Old Basing end of Swing Swang Lane, the markings are repainted. Local Government Reorganisation has been 'withdrawn' for Hampshire, and we await clarification on the way forward. I may find out this evening.' Borough Councillor Jenkin followed up on Councillor Millers report, noting that Hampshire has been removed from local government re-organisation, and said that this has thrown everything up in the air in terms of what they have been planning up until now. Those who were expecting to be moving jobs in 2028-29 will now be remaining in their current roles and he believes that the spending freeze that was put in place has presumably been lifted. Local Government said they had received new advise and they expected to lose the judicial review if it came to it, but this is speculation and no one is 100% certain. Signed & dated: _____

	Next month changes to the bins will be bought into effect. Grey bins will be bi-weekly and will alternate with the green bins, and food waste will remain weekly – this will commence on the week commencing 12th October. A calendar will be distributed by the Council containing the new bin collection schedule for residents. Councillor Jenkin also noted that he has managed to secure another Borough Council waste bin by One Stop. Councillor Kellaway provided an overview of her report, which for the most part was to the same effect as Borough Councillor Jenkin's. CVHMC Liaison The Assistant Clerk gave a brief update on work the Chineham Village Hall currently has underway, which are mostly just hopes to improve the overall look to the building over the coming year or so. The Chineham Village Hall are currently also going through the process of applying for the government funded 'Community Infrastructure Fund' and are now working on phase 2 of the application. The Village Hall hopes to use the funds (if granted) to fit solar power storage batteries on the premises, in order to store and use the power produced by the panels throughout winter, as opposed to selling it back to the grid. RRW The Rapid Response Warden reports can be found at APPENDIX A. The RRW brought attention to 3 benches that are particularly rickety that are located by Tollhouse Meadow. We currently have 6 other benches which we have been quoted to have restored, however, the committee feels due to these being hazardous to anyone who may sit on them, these benches should be addressed as soon as possible. The Assistant Clerk is to contact Saul who is currently working on restoring our benches for us and query as to whether he feels a restoration would be possible, as the benches are made entirely of wood. Failing that, we will obtain a quote to have the benches removed entirely and will replace with a new bench like the banana bench we had installed at Moat Park. In the meantime, we plan to put hazard tape around them and should a quote for restoration or removal come before the next Parish Council meeting, the committee feels it would be prudent to agree the cost via email so the hazard can be dealt with as soon as possible.
6.	To agree the co-option of Lauren Forbes. It was AGREED by councillors that they would like to meet her before co-opting.
7.	To discuss road subsidence at Mongers Piece. Following research it is NOTED that the residents are responsible for the repair of the unadopted road. The Councillors noted that the parcel of land has not been adopted by the Council and that we would likely have to look further into who owns certain areas of land at Mongers Piece. It was agreed that until we have further information, there is no action that the Chineham Parish Council can take and this will be tabled until the next meeting. It was requested that the Assistant Clerk contact Borough Councillor Miller and see if he has any idea's on how we may ascertain ownership and responsibilities.
	FINANCE
8.	To agree the insurance renewal from Clear Councils. It was AGREED to accept the insurance renewal from Clear Councils at a cost of £1,811.37 Proposed by Councillor Rose, seconded by Councillor Fuller. All members voted unanimously to accept this resolution.
9.	To agree an additional signatory for CCLA & Lloyds accounts. It was AGREED that Councillors Marian Adams and Nigel Rose would become signatory for the CCLA and Lloyds accounts, should Councillor Adams not already be a signatory. Proposed by Councillor Fuller, seconded by Councillor Ferreira. All members voted unanimously to accept this resolution.
10.	To note the conclusion of the external audit. The conclusion of the external and its comments were NOTED and can be found at APPENDIX B.
11.	To note the current financial situation. The current financial situation and the bank reconciliation were NOTED with the bank balance at 31st August 2026 being £102,027.79. The bank reconciliation can be found at APPENDIX C. Signed & dated: _____

12. To authorise any requests for payment.

It was **AGREED** to authorise the payment requests as listed below.

Proposed by Councillor Adams, seconded by Councillor Fuller.

All members voted unanimously to accept this resolution.

August Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary	August	£887.70
Staff	Salary	August	£1,049.56
Staff	Salary	August	£224.20
HMRC	Tax & NI		£589.45
Aviva	Pension		£33.00
Aviva	Pension		£160.92
Lloyds	Bank Charges		£4.25
Able Group	Allotment Pest Control	Ref: 4779284-J1	£366.00
Sherfield Park Community Assoc.	Over 55's Grant		£200.00
Sherfield Park Community Assoc.	Sherfest Grant		£500.00
Hampshire County Council	Cultivation License - Community Orchard	Inv 3612159619	£237.50
DM Payroll	Payroll Administration	Inv 5465	£93.60
Rialtas	Software Transfer	Inv 34060	£44.40
Vision ICT	CLlr Email address creation	Inv 22459	£24.00
British Telecomm	Broadband	DD	£128.74
		Total	£4,543.32
Septemeber Payment Requests			
Staff	Salary	September	£1,111.38
Staff	Salary	September	£1,273.24
Staff	Salary	September	£455.40
HMRC	Tax & NI		£689.59
Aviva	Pension		£33.00
Aviva	Pension		£160.92
Lloyds	Bank Charges		£4.25
Vision ICT	Website & Email Hosting 2026 - 2027	Inv 22534	£395.40
BDO	Limited Assurance Review YE 2026	Inv-00876082	£252.00

RECREATION**13. To agree the purchase of a new water trough for the allotments and to agree the disposal of the existing water trough.**

It was **AGREED** to purchase a new water trough, and the committee approved a spend of up to £1200. The cost of one trough will be £232.26, the accompanying service box £37.80 and collection, fitting and disposal of the old trough £250 + VAT. The remaining budget is for if we should require any additional water troughs.

Proposed by Councillor Marian Adams, seconded by Councillor Ricardo Ferreira.

All members voted unanimously to accept this resolution.

14. To receive an update from the Chair of the Recreation working group.

Councillor fuller provided the following update:

- Steve will be attending in about a months' time to do maintenance on the orchard.
- Councillor Fuller noted that a lot of the apples have gone and there weren't many on the ground, so she is hopeful that this indicates that the community is making use of the orchard and enjoying it's crop.

Following allotment plot holder's complaints with regards to continued vermin activity the Assistant Clerk updated the meeting on previous actions. Going forward, the pest control company (Pest PBS) advised they can provide a yearly contract of £1080.00 + VAT, to include monthly visit and twelve traps.

Signed & dated: _____

	It was proposed by Councillor Fuller and seconded by Councillor Ferreira that this quote be accepted. All members voted unanimously to accept this motion.
	PLANNING
15.	To receive an update from the Chair of the Planning Committee. Councillor Rose updated those present with regards to the Planning Committee. Councillor Sompura will be unable to attend the meetings for the remainder of the year due to her personal circumstances, leaving us unable to make quorum. Councillor Adams offered to join the committee to allow a quorum. There was no additional interest shown by any of the Councillors present in joining the Planning Committee.
16.	To note the minutes of the Planning Committee meeting held on Monday 13th July. The minutes of the planning meetings held on Monday 13 th July were NOTED .
	ADMINISTRATION
17.	To agree the Councillor recruitment driver flyer. Councillor Adams has been working on a flyer in hopes of finding some prospective new Councillors. Councillors Fuller and Rose suggested looking at free/cheaper options, such as posting on the Chineham Community Noticeboard before spending money on updating and posting out new flyers, the remainder of the committee agrees that this would be the best first port of call. When a vacancy arises, the Clerk will advertise a notice on CPC noticeboards and the Assistant Clerk will look to make use of Chineham Village Hall and Chineham Village Club noticeboards. The discussion to decide on new images for the new flyer has been tabled until next month, where we images can be reviewed as it would be nice to have some up to date images on the flyer and explore the free/cheaper avenues first.
18.	To agree the date of the next meeting. The date of the next meeting was agreed as Monday 12 th October.

There being no other business, the meeting closed at 20:58

Signed & dated: _____

APPENDIX A

CPC RRW Report

July 2026

- 1(15) Abandoned shopping trolley reported. Tesco have introduced a £1 deposit scheme.
Location:
St Josephs Crescent
- Printed and posted multiple noticeboard updates.
- Attended CPC meeting.
- Reported fly-tipped green waste
- Reported vegetation encroaching over FP
- Referred broken/missing palings on footbridge near Renown Way to clerk and later to cllr Miller.
- Emailed cllr Adams wrt thistles at Fennel Close Play Area.
- Reported road subsidence on Mongers Piece to HCC. *
- Reported low-hanging tree branch on Cufau de Lane to HCC.
- Reported abandoned pots and tiles near Four Lanes School to B&DBC.
- Reported vegetation obstructing Crockford Lane bridge to HCC.
- Attended allotment water meter and forwarded reading to clerk.
- Reported low-hanging tree branch o/s Chineham Medical Practice to B&DBC and later to HCC as advised.
- Reported uneven footpath surface between Chineham Centre & A33 FB to HCC.
- Reported unstable stile near Tollhouse to Hampshire ROW team.
- Reported RTA debris on A33 verge opposite tollhouse to B&DBC.
- Reported litter at bus stop near Tollhouse to B&DBC.
- Reported potentially unstable tree at Guinea Copse to B&DBC.
- Performed minor updates to asset register document on Google Drive.

CPC RRW Report

August 2026

- 1(1) Abandoned shopping trolley reported. (Tesco recently introduced a £1 deposit scheme).
Location:
A33 footbridge
- Printed and posted noticeboard updates.
- Reported abandoned bulk waste bak on Great Oaks Chase to B&DBC
- Reported suspect masonry at Reading Rd railway bridge to Network Rail.
- Reported abandoned worksite barriers at Reading Rd railway bridge to Network Rail.
- Reported green waste dumped on Reading Road to B&DBC.
- Reported low-hanging tree branches over footpaths to HCC.
Locations include:
Long Lane
Lillymill Chine
Reading Road
- Attended properties on Pettys Brook Road obo B&DBC tree officer wrt dangerous tree.
- Reported overgrown area on Woodville Lane footpath to B&DBC.
- Reported dilapidated state of rustic benches on Tollhouse Meadow to clerk & assistant.
- Collected photos as requested by cllr. Adams.

- Reported graffiti on various items of street furniture to appropriate authorities.

Details include:

Information board on Cufau de Lane
 Litter bin on Pettys Brook footpath
 Bench on Thornhill Way
 Keep-left bollard on Cufau de Lane (Sherfield Park)
 Litter bin on Cufau de Lane (Sherfield Park)
 Signs on Razors Farm railway bridge
 Bus shelter at Chineham Centre

- Reported bird-fouled benches on Pettys Brook Road to B&DBC.
- Reported water leak on Thornhill Way to South East Water.
- Reported abandoned traffic cones on Pettys Brook green space to HCC.
- Checked CVH defibrillator and reported status to clerk.
- Reported fly-tipped green waste on Hanmore Road to B&DBC.
- Reported damaged footpath surface on Hanmore Road to HCC.
- Reported vegetation encroaching over footpaths to HCC

Locations include:

Hanmore Road (various sites)
 Maynards Wood
 Mattock Way
 Bowman Road

- Reported dislodged kerbstones on Pettys Brook Road to HCC.
- Attended allotment water meter and forwarded reading to clerk.
- Reported broken fencepost o/s CVH to HCC.

APPENDIX B

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

E Chineham Parish Council Y

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected.

Box 11 in the Accounting Statements was incorrectly answered as 'No'. The AGAR was returned for amendment and has been appropriately updated. The Accounting Statements do not include any trust transactions.

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

SIGNATURE REQUIRED

Date

03 September 2026YY

APPENDIX C

Date: 02/09/2026

Chineham Parish Council

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Time: 11:04

Bank Reconciliation Statement as at 31/08/2026
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	31/08/2026		40,290.26
			<u>40,290.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			40,290.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			40,290.26
		Balance per Cash Book is :-	40,290.26
		Difference is :-	0.00

Date: 07/09/2026

Chineham Parish Council

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Time: 11:54

Bank Reconciliation Statement as at 31/08/2026
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	31/08/2026		61,737.53
			<u>61,737.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,737.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,737.53
		Balance per Cash Book is :-	61,737.53
		Difference is :-	0.00