



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 13<sup>th</sup> January 2020  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.  
 Present : Cllr. Marian Adams                      Cllr. Paul Miller (from 8pm)  
             Cllr. Andy Clarke                        Cllr. David Thornton (Chairman)  
             Cllr. Les Fryer                            Cllr. Ginny Wright  
             Cllr. Sue Fuller                            Sally Jackson (Clerk)  
             Cllr. Kirsty Giles                         Julia Johnston (Asst. Clerk)

**1. To receive and accept apologies for absence.**

Apologies were received and accepted from Cllr. Steve Oakley and from Borough Cllr. Laura Edwards and County and Borough Cllr. Elaine Still.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 9 December 2019.**

The minutes of the Full Council meeting held on 9 December 2019 were signed as a correct record.

**3. To receive declarations of interest relevant to items on the agenda.**

No declarations of interest were received.

**4. Public session.**

No members of the public were present.

**5. To receive reports from:**

**Borough Councillor Laura Edwards**

Cllr. Edwards provided the following report: a library consultation has been announced and the Ward Cllrs. would encourage all residents to respond to Hampshire County Council's online consultation. There is also a drop-in session at the Chineham Library on 4 February, 2 - 4 pm.

**Borough Councillor Paul Miller**

Cllr. Miller advised members that he had been attending a meeting regarding the effects of the recent split in the Labour Party on the proportionality/representation of political groups within the Borough Council. Cllr. Miller also mentioned the Library Consultation and confirmed that he had been in discussions with his fellow Ward Cllrs. and the local MP regarding some publicity at the Chineham Library this weekend. He also advised members that he had spoken to Tellon (Developers of the Chineham

.....  
 Chairman

District Centre) and it has been confirmed that the land the library stands on is freehold and held by Hampshire County Council (HCC). The Ward Cllrs. are intending to get a feel for whether the library could be community “owned” and run if HCC continue with the proposal to close it down. He informed members that Maria Miller MP will be presenting the petition relating to the closure of the Post Office at the Chineham District Centre to Parliament on 14 January 2020.

#### **County and Borough Councillor Elaine Still**

Cllr. Still provided the following report: I would like to wish everyone a happy new year. There is a consultation regarding the potential closure of libraries in Hampshire of which Chineham is one. Ward Cllrs. are encouraging residents to fully engage in the consultation. Cllr. Still will be visiting the library on the 16th January 2020 along with Maria Miller and other Ward members.

#### **RRW**

The report was received and noted (Appendix A).

#### **CVHMC**

Cllr. Fryer advised that there had been no meeting during December.

#### **Speedwatch Co-ordinator**

The report was received and noted.

#### **6. To note the current financial situation.**

The current financial situation was noted (Appendix B).

#### **7. To authorise any requests for payment.**

Cllr. Fryer proposed and Cllr. Clarke seconded the motion and it was unanimously agreed that the items for payment shown on the list below be authorised for payment, such sums to be debited to the account of the Parish Council.

<b>Payment Requests January 2020</b>		
<b>FROM</b>	<b>ITEM</b>	<b>AMOUNT £</b>
Aviva	Employer Pension Charge	£33.00
Aviva	Pension contributions – January	£118.49
HMRC	Tax/NI - January	£19.16
Staff	Total salary costs for 3 members of staff	£1871.04

.....  
Chairman

**8. To agree the 2020/21 precept request (deadline 31 January 2020).**

Cllr. Fryer advised members that a precept of £38,800 had been agreed at the December meeting during the budget discussions. The band D figures have now been released by Basingstoke & Deane Borough Council and this precept request will equate to a contribution of approximately £12.39 per annum for a typical Band D property for 2020/21 (an increase of approximately 41p per annum). Cllr. Adams proposed and Cllr. Wright seconded a motion and it was unanimously agreed to request a precept of £38,800 for 2020/21. It was noted that the precept request form had been signed by Cllrs. Clarke and Fryer and by the Clerk and Cllr. Thornton signed the form as the Chairman presiding over this meeting.

**ACTION POINT: CLERK TO SUBMIT PRECEPT REQUEST.**

**9. To note the Parish Council's third quarter accounts (1.4.19 – 31.12.19).**

The Parish Council's third quarter accounts were noted (Appendix C). Cllr. Fryer advised that the balance of income over expenditure is showing a small surplus for the year so far (£2713.24).

**10. To note that the third quarter bank reconciliation and original bank statements have been signed and verified.**

It was noted that Cllr. Fryer had signed and verified the third quarter bank reconciliations and original bank statements.

**11. To agree the appointment of an Internal Auditor and to agree the scope of their work for the year ended 31 March 2020.**

Cllr. Fryer outlined the role of the Internal Auditor and the scope of their work contained within the draft engagement letter circulated with the agenda. Cllr. Wright proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that Mr J. Long be appointed as the Internal Auditor for the year ended 31 March 2020.

**ACTION POINT: CLERK TO SEND ENGAGEMENT LETTER TO INTERNAL AUDITOR.**

**12. To receive an update from the Chair of the Recreation Committee.**

Cllr. Fuller advised the following:

**Moat Park and New Seats along Petty's Brook**

The Parish Council has had confirmation that the main grounds maintenance contact at Basingstoke & Deane Borough Council (BDBC) has decided to take ill health retirement due to a prolonged and ongoing chronic illness. The Parish Council is sad to see him go and he'll be a hard act to follow. There is no permanent replacement as yet so we will endeavour to keep the contact going with the person providing temporary cover for the role in the meantime.

**Hanmore Road playground**

No further updates although additional fencing has been erected around the site.

.....  
Chairman

**Fitness Trail**

The Rapid Response Warden has reported that the ski stepper at the fitness pod closest to the Chineham Arms has gone missing. The Clerk has reported this to BDBC and we are awaiting their response. It's possible that it has been removed for repair or maintenance rather than an act of vandalism.

**Allotments**

Cllr. Fuller and the Clerks are attending a site visit this week to inspect two plots on final notice with a view to issuing termination notices by the end of the week if no improvements have been made to the plots. One new name has been added to the waiting list bringing the current total to 33. The Parish Council has received a number of requests from people living in the Aurum site but as this is not within the Parish boundary we are unable to add them.

**13. To note the minutes of the Planning Committee Meeting held on 9 December 2019.**

The minutes of the Planning Committee Meeting held on 9 December 2019 were noted.

**14. To receive an update from the Chair of the Planning Committee.**

Cllr. Thornton asked Cllr. Miller if there were any further updates on the amended plans for the Chineham District Centre. Cllr. Miller confirmed that Hampshire County Council is now satisfied with the transport arrangements and that he envisaged that amended plans would be available shortly as Tellon is keen to progress the development.

**15. To discuss the preparations for the 2020 Annual Parish Assembly.**

The Clerk confirmed that the meeting must take place between 1 March and 1 June 2020. Cllr. Thornton suggested that if the planning decisions had been made regarding the development of the Chineham District Centre then it may be appropriate to invite Tellon to inform local residents about the transition of the development of the site.

**ACTION POINT: CLERKS TO FIND OUT ROOM AVAILABILITY FOR MAY****16. To confirm the date of the next meeting of Chineham Parish Council – 11 February 2020.**

The next Full Council Meeting will be held on 10 February 2020 at 7.45pm.

The meeting closed at 8.40pm.

.....  
Chairman

**Appendix A****December 2019 RRW monthly summary**

- Trolleys: 10 (11) (reported to Trolleywise).
- Litter: some drinks cans around the parish.
- Wooden footbridge: repairs have been undertaken on the bridge in the Lillymill Chine/Richard's Field area.
- Hanmore Road: responded to a report from a resident about the grass verge from Four Lanes School up past Tangway (forwarded to BDBC – Grounds Maintenance team).
- Noticeboards: these have been updated as requested.

.....  
Chairman

## Appendix B

Balance at 1 December 2019			£147,528.79	
Interest - December			£25.62	
			<u>£147,554.41</u>	
	DD	Aviva	Employer pension charge	£33.00
	DD	BT	Phone/broadband - Parish Office/Clerks	£371.70
	103343	Staff	Expenses - mileage/November	£3.00
	103344	Staff	Expenses - mileage/November	£4.14
	103344	Staff	Expenses - planning application fee/community orchard board	£91.00
	103344	Staff	Expenses - Streetwise maps/community orchard board	£12.00
	103345	Viking	Stationery order	£24.78
	103345	Viking	Stationery order	£79.64
	103346	Staff	Salary/December	£70.80
	103347	Royal Mail Group Ltd	PO Box renewal	£342.00
	DD	Aviva	Pension contributions - December	£118.49
	SO	Staff	Salary/December	£814.12
	SO	Staff	Salary/December	£879.03
	SO	Staff	Salary/December	£107.09
				<u>£2,950.79</u>
Balance at 31 December 2019			<u>£144,603.62</u>	
Business Money Manager A/C			£142,554.76	
Community A/C			£2,048.86	

.....  
Chairman

## Appendix C

CHINEHAM PARISH COUNCIL  
Detailed Profit & Loss account  
for the 9mths to 31 December  
2019

**Excludes Allotments**

	<b>Actual</b>	<b>Budget</b>
	<b>31.12.19</b>	<b>31.12.19</b>
Income		
Precept	28425.00	28425
BDBC Grant	621.00	621
Allotment rents		
Interest receivable	220.75	150
Misc income		
<b>Total Income</b>	<b>29266.75</b>	<b>29196</b>
<b>Expenditure</b>		
Staff Cost	17378.62	18000
Employers Pension costs	1363.41	1375
<b>Adminstration Costs:</b>		
Audit Fee	330.00	325
Payroll Service	61.50	62
Insurance Aviva	1816.00	1850
HAPTC Sub	1266.00	1270
Other Subscriptions	216.00	200
Grass Cutting		700
Postage Stationery Photocopy	169.46	244
Telephone (including broadband)	922.25	1050
Training & Seminars	60.00	157
Office Equipment/Software	156.05	262
PO Boxes	285.00	320
Bulb Planting	581.95	

.....  
Chairman

Bus Shelter cleaning	255.00			
Allotment Expenditure				
Sundries	<u>198.17</u>	6317.38	<u>195</u>	6635
IT Web Site Maintenance		408.00		350
<b>Other Expenditure</b>				
Section 137 grants	900.00		2500	
Bus Shelter Cleaning/Traffic Survey			500	
Speedwatch			550	
Four Lanes Fete	186.10		100	
Rec spending				
Traffic Survey	<u>          </u>	1086.10	<u>          </u>	3650
Transfer from Reserves				
Transfer to reserves:				
<b>Total Expenditure</b>		<u>26553.51</u>		<u>30010</u>
Balance of Expenditure over income		2713.24		-814
Accumulated fund b/fwd		22436.13		22436
Allotment surplus for year		0.00		
Allotment Fund b/fwd		<u>4801.81</u>		<u>4801</u>
Overall surplus		<u>28459.15</u>		<u>27980</u>

.....  
Chairman



**Balance Sheet**

<b>31.12.19</b>	<b>31.12.19</b>	
Cash at Bank	144603.62	
Petty Cash	50.00	
VAT recoverable	<u>291.25</u>	
	291.25	
<b>Less</b>		
Precept 3 months	9475.00	
Allotment deposits/rent less Exp	3619.72	
Grant /accrual for tree board	1750.00	
Current Liabilities	<u>5643.41</u>	-20196.88
	<u>124456.74</u>	
<b>Net Assets</b>		<b><u>124456.74</u></b>
 <b>Represented by</b>		
Surplus on General Account B/fwd	22436.13	
Surplus/ loss for year Gen Account	2713.24	
Surplus on Allotment Account Surplus Allotment Account for year	<u>4801.81</u>	29951.18
Reserves	94505.56	
-	<u>124456.74</u>	

.....  
Chairman