



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 9<sup>th</sup> March 2020  
 Time: 7.45pm  
 Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.  
 Present : Cllr. Marian Adams                      Cllr. Steve Oakley  
             Cllr. Andy Clarke                      Cllr. David Thornton (Chairman)  
             Cllr. Les Fryer                            Cllr. Ginny Wright  
             Cllr. Sue Fuller  
             Cllr. Kirsty Giles                      Sally Jackson (Clerk)  
             Cllr. Paul Miller                         Julia Johnston (Asst. Clerk)

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

Apologies were received from County & Borough Cllr. Elaine Still.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 10 February 2020.**

The minutes of the Full Council meeting held on 10 February 2020 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.**

The member of the public present did not wish to speak.

**5. To receive reports from:**

**County and Borough Councillor Elaine Still**

Cllr. Edwards provided the following report on behalf of Cllr. Still:

Bilton's has been selling highway land at auction in Eastleigh, Gosport and Fareham. The road and land at Minden Close is owned by Percy Bilton but subject to highway rights. The key issue is that Hampshire County Council maintain the road and will continue to do so despite the intended sale. The residents should be aware of this in so far as they are not contributing to the maintenance as a service charge, but I suspect they have a shared right of way over the road as it is privately owned.

Cllr. Edwards advised that the Ward Councillors are still looking into the situation on behalf of local residents. Cllr. Miller advised that there may be a Trade Descriptions issue surrounding the piece used on the Auction House's website.

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**Borough Councillor Laura Edwards**

Cllr. Edwards confirmed that she had called in the three tree applications to the Development Control Committee as requested by the Parish Council's Planning Committee. Cllr. Edwards referred to the new play area on Hanmore Road and how well used it is. She commented on the slight issue raised about the gates. She reminded Cllrs. that the Library Consultation closes on 18 March 2020. Cllr. Edwards advised members that she had spoken to the Borough Council about lighting in Binfields Woods and that Maria Miller MP was also aware of it. Cllr. Edwards informed members that on March 23, Basingstoke and Deane Borough Council will introduce new powers to fine motorists idling in their vehicles as part of the Clean Air Campaign. Motorists caught idling while stationary on a public highway will be asked to turn off their engine. If they refuse a £20 fine will be issued as a last resort. More information can be found at [www.basingstoke.gov.uk/clean-air](http://www.basingstoke.gov.uk/clean-air) Cllr. Edwards advised that she had encountered an issue with accessing the moat survey on the Parish Council's website and also confirmed that she will put the link on the Chineham Community FB page.

**Borough Councillor Paul Miller**

Cllr. Miller informed members that when a road is adopted by a relevant authority, a Section 38 agreement imposes an automatic right of way on roads and footpaths (this was mentioned in connection with the concerns raised over Minden Close). Cllr. Miller also advised that the Manydown development will be put before the Development Control Committee on 24 March 2020. He also advised that there are currently six cases of Coronavirus in the Basingstoke area as advised by the Patient Participation Group (PPG).

**RRW**

No report received due to leave.

**CVHMC**

Cllr. Fryer advised members that there will be a VE Day celebration at the Village Hall.

**Speedwatch Co-ordinator**

No report received due to external commitments and ill health.

**6. To agree a final response to the Hampshire Library Service Public Consultation (deadline for responses 18 March 2020).**

Following a discussion where some minor additions/amendments were made, Cllr. Clarke proposed and Cllr. Adams seconded a motion and the final response to the Hampshire Library Service Public Consultation was unanimously agreed. Cllr. Thornton requested that all Cllrs. submit an individual response to the consultation as well.

**ACTION POINT: CLERK TO CIRCULATE FINAL RESPONSE TO CLLRS./CLERK TO PUBLISH THE RESPONSE ON THE CPC WEBSITE/CLERK TO SUBMIT RESPONSE TO HCC**

**7. To note the current financial situation.**

The current financial situation was noted (Appendix A). Cllr. Fryer requested confirmation on the budget set aside for various Recreation projects for the purposes of the internal audit. The Asst. Clerk confirmed that £10,000 had been set aside for the Petty's Brook seating project (currently awaiting input from

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Borough Council staff), £5,000 for seating/planting for the Moat Park project (subject to LIF funding being awarded for the replacement bridges) and £1,000 for the signage at the Community Orchard (currently being progressed). It was acknowledged that neither the Petty's Brook or Moat Park projects would be actioned prior to the financial year-end.

**8. To authorise any requests for payment.**

Cllr. Fryer proposed and Cllr. Oakley 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 March 2020</b> |  |                     |
|------------------------------------|--|---------------------|
| <b>FROM</b>                        | <b>ITEM</b>  | <b>AMOUNT<br/>£</b> |
| Staff                              | Expenses – mileage/February                        | £4.50               |
| Staff                              | Expenses – mileage/February                        | £6.98               |
| Staff                              | Expenses – s.50a licence/community orchard signage | £430.00             |
| Staff                              | Expenses – community orchard signage illustration  | £58.00              |
| Mr K. Wolfenden                    | Refund of plot deposits – plot 21                  | £60.00              |
| Viking                             | Stationery Order                                   | £28.57              |
| BT                                 | Phone/Broadband – Clerks/Parish Office             | £379.26             |
| Aviva                              | Employer Pension Charge                            | £33.00              |
| Aviva                              | Pension contributions – January                    | £118.49             |
| HMRC                               | Tax/NI - February                                  | £84.09              |
| Staff                              | Total salary costs for 3 members of staff          | £1829.99            |

**9. To agree the renewal of the payroll service.**

The Clerk advised that this a rolling contract with the service provider and that the costs remain at £123 per annum. Cllr. Miller proposed and Cllr. Fuller seconded a motion and the renewal of the payroll service was unanimously agreed.

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

Cllr. Fuller advised the following:

**Hanmore Road playground**

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The new playground was opened to the public on 21st February. There was some initial social media commentary about it with some people very pleased and complimentary about the new playground and others voicing concerns about its proximity to Hanmore Road and speeding vehicles as well as the fact that the gates into/out of the site were not lockable. We checked with the officer managing the project for BDBC about the fact that the gates weren't lockable and she confirmed that they comply with the council's specification for play area gates, in that they are self-closing to ensure that they are maintained in a closed position, are a contrasting colour to the railings so that they are highly visible, and positioned to allow access at two points of the play area. This is to reduce the chance of any child becoming trapped within the site, or having their access blocked, for safety and personal security reasons. The play area has passed an independent safety inspection which is required of the play equipment company as part of their contract. BDBC do not put lockable gates on Basingstoke Council play areas, to ensure that older children visiting the site alone can safely access the facility, and can't become trapped. The self-closing gates are recommended by RoSPA, and considered to be good practice.

### **Community Orchard Sign**

We used the services of a local artist to design the poster that will go into the noticeboard and have received a first proof of this (a copy was shown on the screen). There's a small change to make in that the line of trees needs a gap to show where the footpath comes into the top of the site, otherwise we are happy with what she's done. Now we have confirmation that all of the information will fit onto an A2 size poster, we can continue with the application to Hampshire Highways for the installation licence (we needed to give them precise measurements and had to wait for the poster to be prepared first).

### **Proposed new park behind the ancient moat**

The short survey is now live and appears as a pop up whenever anyone goes into our website. The survey is intended to gauge the level of support for the Local Infrastructure Fund application to replace the two old bridges onto the site. There have been a small number of responses so far and we will refer to it again in the next Chineham Chat article. It was acknowledged that Cllr. Edwards had been asked to put the link to the survey on the Chineham Community FB page. Cllr. Miller offered to do a leaflet drop in Four Lanes Close when the Parish Council is ready to "survey" those living closest to the site.

### **Allotments**

The Asst. Clerk is currently working through the waiting list to assign new plot holders to two available plots - one plot which was handed back and the plot that was taken back off a plot holder for non-cultivation. The annual rent invoices are due to go out next week and this may trigger more plots being handed back before the start of the new season. There are currently 34 people on the waiting list.

### **Daffodils**

Many of the new daffodil bulbs that were planted last autumn have started flowering. The main areas were beside the road signs along the railway line side of Hanmore Road, around the commemorative seat, on the hill beside the A33 traffic lights going into North Binfields and some spares were planted on the Reading Road bund. Cllr. Adams suggested that photos were taken to record the areas.

#### **11. To note the minutes of the Planning Committee Meetings held on 10 and 24 February 2020.**

The minutes of the Planning Committee Meetings held on 10 and 24 February 2020 were noted.

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

Cllr. Thornton advised members that the whole meeting on 24 February concerned tree applications and that three of those applications were being called into the Borough Council's Development Control Committee. The Parish Council's Planning Committee is concerned that the Borough Council is being

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asked to remove protected trees because of insurance claims. He confirmed that the Parish Council will be represented at the Development Control Committee Meeting.

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

The Clerk advised members that the meeting is scheduled for Thursday 14<sup>th</sup> May 2020 at 7pm and that Dr Cooper has confirmed his attendance at the meeting. There was a short discussion about any possible contingency plans if the meeting (or speaker) were cancelled because of the coronavirus.

**14. To receive an update on the Public Sector Accessibility Regulations 2018 regarding the accessibility of the Parish Council's website and to agree and next steps (deadline for compliance 23 September 2020).**

Cllr. Fryer suggested that the website host provide a breakdown of what will be included in their quote so that Cllrs. can better understand how the accessibility guidelines will be met. It was therefore agreed that the Clerk would request this information prior to the next meeting.

**ACTION POINT: CLERK TO CONTACT VISION ICT/PUT ITEM ON APRIL AGENDA**

**15. To confirm the date of the next meeting of Chineham Parish Council – Tuesday 14 April 2020.**

The next Full Council Meeting will be held on 14 April 2020 at 7.45pm.

(Cllr. Edwards and the member of the public left the meeting).

**16. To discuss a staff vacancy and to agree any next steps.**

The entry in the minutes relating to this agenda item is confidential.

**17. To agree the staff salaries.**

The entry in the minutes relating to this agenda item is confidential.

The meeting closed at 9 pm.

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Chairman

## Appendix A

|                             |        |                         |  |                |
|-----------------------------|--------|-------------------------|--|----------------|
| Balance at 1 February 2020  |        |                         | £142,590.04                                    |                |
| Interest - February         |        |                         | <u>£24.27</u>                                  |                |
|                             |        |                         | <u>£142,614.31</u>                             |                |
|                             | DD     | Aviva                   | Employer pension charge                        | £33.00         |
|                             | 103350 | Staff                   | Expenses - mileage/December & January          | £9.18          |
|                             | 103350 | Staff                   | Expenses - post/allotment letters              | £3.80          |
|                             | 103351 | Staff                   | Expenses - mileage/December & January          | £2.39          |
|                             | 103352 | DM Payroll Services Ltd | Provision of payroll services/2nd half of year | £61.50         |
|                             | 103353 | Staff                   | Salary - February                              | £95.79         |
|                             | 103354 | HMRC                    | Tax/NI - February                              | £84.09         |
|                             | DD     | Aviva                   | Pension contributions - February               | £118.49        |
|                             | SO     | Staff                   | Salary - February                              | £814.12        |
|                             | SO     | Staff                   | Salary - February                              | <u>£879.03</u> |
|                             |        |                         | <u>£2,101.39</u>                               |                |
| Balance at 29 February 2020 |        |                         | <u>£140,512.92</u>                             |                |
| Business Money Manager A/C  |        |                         | £137,607.14                                    |                |
| Community A/C               |        |                         | £2,905.78                                      |                |

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