



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 13th July 2020
 Time: 7.45pm
 Place: Meeting held remotely via Zoom
 Present : Cllr. Marian Adams Cllr. Steve Oakley
 Cllr. Les Fryer Cllr. David Thornton (Chairman)
 Cllr. Sue Fuller Cllr. Ginny Wright
 Cllr. Kirsty Giles Sally Jackson (Clerk)
 Cllr. Paul Miller Julia Johnston (Asst. Clerk)

The Chairman welcomed everyone to the remote meeting being held via Zoom and confirmed some general guidance on how the meeting would operate.

1. To receive and accept apologies for absence.

Apologies were received and accepted from Cllr. Clarke and from County & Borough Cllr. Still.

2. To sign as a correct record the minutes of the Full Council Meeting held on 8 June 2020.

It was acknowledged that the minutes of the Full Council meeting held on 8 June 2020 would be signed by the Chairman 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.

Cllr. Thornton invited the member of the public to address Cllrs. but she confirmed that she was attending the remote meeting merely to observe.

5. To receive reports from:

County and Borough Councillor Elaine Still

Cllr. Still provided the following report: with my Hampshire County Council (HCC) devolved budget I have supported quite a few local organisations through lockdown. Mainly local charities who set up hubs to help vulnerable people with shopping and their well-being. Household Waste Recycling Centre/Wade Road - HCC is monitoring the booking system which is currently in place. There have been complaints regarding this and HCC is monitoring the system on a regular basis and making changes but still keeping within the Government guidelines.

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 Chairman

Borough Councillor Laura Edwards

Cllr. Edwards advised members that the Borough Council's Development Control Committee had deferred a decision on the planning application for the Chineham District Centre whilst further information on energy, parking and cycle access was obtained. She hoped that the Developer would engage further with the Ward Cllrs. and Parish Cllrs. on these matters. Cllr. Edwards also confirmed that the Parklands Reception at the Borough Council offices was now open.

Borough Councillor Paul Miller

Cllr. Miller confirmed that the Development Control Committee did defer a decision on the planning application for the redevelopment of the Chineham District Centre pending additional information being provided by the developer about energy efficiency, cycle access onto Great Binfields Road and parking. He advised members that the Developer will come back to the Development Control Committee with this additional information and that there would be no further engagement from them with Ward Cllrs. or Parish Cllrs. Cllr. Miller advised members that this week's Development Control Committee Meeting would deal with normal applications, with the meeting scheduled for the 22 July dealing with the application relating to the Basingstoke Golf Course. At the end of the month, Officers will review the timings of these meetings (currently starting at 2pm) and they may revert back to evenings. He informed members that a fly past of two Spitfires had taken place last week to commemorate the 80th Anniversary of the Battle of Britain. He also informed members that the Air Ambulance had landed on the Village Hall playing fields earlier today to assist with a local casualty. Cllr. Fryer asked when the Ward Cllrs. might look at the recent S.106 applications and Cllr. Miller confirmed that Borough Council Officers need to produce their reports before recommendations are sought from Ward Cllrs. and agreement from the Portfolio holder.

RRW

The report was noted (Appendix A).

CVHMC

Cllr. Fryer informed members that work had been completed on the Village Hall's risk assessments regarding the re-opening of the play area and the hall (the Village Club re-opened on 4 July). He advised that the Hall is anticipating taking bookings from hirers from 1 August 2020. He informed members that it had been a challenge particularly with regard to separate entrances and exits for hirers and that the disabled toilets had been set aside as a sick bay should anyone become unwell whilst attending the hall. Cllr. Miller queried who validates the risk assessments and Cllr. Fryer advised that the assessment for the play area had been validated by Basingstoke & Deane Borough Council. He advised that there is no obligation to have the risk assessments validated but the Committee had used a pro-forma document taken from the Government's website and had also sought additional information from specific Village Hall websites. Cllr. Adams queried whether the closure of the disabled toilets to provide a sick bay was a risk in itself and Cllr. Fryer suggested that the disabled toilets would still be available at the discretion of individual hirers (the tape could be removed from the door).

6. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Fryer advised that the remainder of the allotment invoices for the year had been paid.

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Chairman

7. To authorise any requests for payment.

Cllr. Fryer proposed and Cllr. Miller 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.

Payment Requests July 2020		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage June	£4.23
Staff	Expenses – Zoom Pro monthly subscription (20/6/20 – 20/7/20)	£14.39
Staff	Expenses – mileage June	£2.52
Staff	Expenses – Planning searches	£12.00
Staff	Expenses – landscape bark for Community Orchard	£13.00
Staff	Expenses – plant feed for Community Orchard	£15.29
Vision ICT Ltd	Initial invoice for upgrade to CPC website	£1167.00
Castle Water Limited	Water bill – allotment site (1/2/20 – 31/7/20 plus an adjustment for 16/2/19 – 31/1/20)	£825.07
J P Long	Internal Audit for the year ended 31 March 2020	£140.00
Aviva	Pension contributions – July	£118.49
HMRC	Tax/NI - July	£58.85
Staff	Total salary costs for 3 members of staff	£1830.31

8. To discuss and approve the recommendations made in the internal audit report for the year ended 31 March 2020.

It was acknowledged that the Internal Audit report had been circulated prior to the meeting and that the Parish Council's affairs had been found to be in good order (appendix C). It was further acknowledged that there were no recommendations to approve.

9. To approve the Annual Governance Statement (Section 1) on the Annual Governance and Accountability Return for the year ended 31 March 2020 and to authorise the Chairman to sign the return on behalf of the Parish Council.

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Chairman

Cllr. Fryer reminded members that the Parish Council's internal controls had been reviewed at the June Meeting. Cllr. Fryer proposed and Cllr. Oakley seconded a motion and the Annual Governance Statement on the Annual Governance and Accountability Return was unanimously approved and the Chairman was authorised to sign the return on behalf of the Parish Council.

10. To approve the Accounting Statement (Section 2) on the Annual Governance and Accountability Return for the year ended 31 March 2020 and to authorise the Chairman to sign the return on behalf of the Parish Council.

Cllr. Fryer proposed and Cllr. Oakley seconded a motion and the Accounting Statement on the Annual Governance and Accountability Return was unanimously approved and the Chairman was authorised to sign the return on behalf of the Parish Council.

11. To consider the grant application from Home-Start North West Hampshire.

It was noted that a grant application had been received from Home-Start North West Hampshire for an unspecified amount. Cllr. Fryer proposed and Cllr. Miller seconded a motion that a S.137 grant of £500 be paid to Home-Start. A second motion to pay a S.137 grant of £2000 to Home-Start was proposed by Cllr. Adams and seconded by Cllr. Oakley. A vote was taken on the first motion and four Cllrs. voted in favour, two Cllrs. voted against and two Cllrs. abstained from the vote. As the motion was carried, it was therefore agreed that in accordance with its powers under S.137 of the Local Government Act 1972, the Parish Council approve a grant of £500 to Home-Start North West Hampshire. As the first motion was carried, the second motion was not put to the vote. Following a discussion, it was suggested that the Clerk invite the applicant to apply for a further S.137 grant. It was also suggested that the Clerk clarify the procedure on motions in the Parish Council's Standing Orders.

ACTION POINT: CLERK TO CONTACT APPLICANT/REVIEW STANDING ORDERS

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

Cllr. Fuller advised the following:

Allotments

All allotment invoices have now been paid. The allotments continue to look well maintained, with a couple of exceptions which will be picked up when formal inspections restart. In the meantime the Asst. Clerk plans to email those plot holders whose plots do not appear to have been worked on this year to find out their situation/plans.

Local Infrastructure Fund (LIF) application for the proposed bridge replacement at the Moat Park

The LIF application was submitted last month and all follow-up queries have been dealt with to the Borough Council's satisfaction. We expect to hear the outcome in September.

Community Orchard

Cllr. Fuller has strimmed and weeded around all of the apple trees and the Asst. Clerk (and husband) have fed the trees and put some more top soil and bark around their bases. All appear to be happy and healthy with lots of apples. Cllr. Fuller and the Asst. Clerk continue to water as required, having taken

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Chairman

appropriate advice from Hortus Loci about their ongoing maintenance. The contractor has been instructed to start the work necessary to install the interpretation board at the orchard. In the first instance they will need to apply for the Section 50B licence from Hampshire County Council to excavate the highway. We are waiting to find out what their lead in times are so that the noticeboard can be ordered and here in time for them to do the work.

Cllr. Adams acknowledged that the play areas had been re-opened.

Cllr. Thornton thanked Cllr. Fuller and the Asst. Clerk for their hard work maintaining the Community Orchard.

13. To note the minutes of the Planning Committee Meeting held on 22nd June 2020.

The minutes of the Planning Committee Meeting held on 22nd June 2020 were noted.

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

Cllr. Thornton advised members that the only item of note was that the Development Control Committee at the Borough Council considered the planning application for the redevelopment of the Chineham Centre on 1st July. The decision was deferred pending additional information being provided by the developer about energy efficiency, cycle access onto Great Binfields Road and parking.

15. To confirm the date of the next meeting of Chineham Parish Council – 10 August 2020 (expected to be held remotely).

The next Full Council Meeting will be held on 10 August 2020.

Cllr. Oakley confirmed that he is still waiting for the legal formalities on his house sale to be completed.

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

16. To note the resignation of a member of staff and to agree any next steps.

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

The Chairman thanked everyone for attending the meeting via Zoom and confirmed that the Clerk would now close the meeting.

The meeting closed at 8.50pm.

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Chairman

Appendix A**June 2020 RRW monthly summary**

- Trolleys: 15 (16) (reported to Trolleywise).
- Pothole: on Bowman Road close to the junction with Hanmore Road (reported to HCC).
- Allotment: water meter reading taken & toilet checked.
- Litter: some plastic bottles & drinks cans around Mattock Way, Thornhill Way & Hanmore Road. Tesco trolley filled with rubbish on the footpath between St. Joseph's Crescent & the footbridge over the A33 to Tesco (reported to BDBC Street Cleaning Team).

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Chairman

Appendix B

Balance at 1 June 2020	£152,985.61
Allotment rent - plot 7	£40.00
Allotment rent - plot 1b	£40.00
Allotment rent - plot 17	£30.00
Allotment deposits - plot 4	£60.00
Allotment rent - plot 34	£80.00
Allotment rent - plot 16	£40.00
Allotment rent - plot 18	£40.00
Allotment rent - plot 35	£80.00
Allotment rent - plot 33	£60.00
Allotment rent - plot 38	£40.00
Allotment rent - plot 27	£80.00
Allotment rent - plot 5	£40.00
Allotment rent -plot 23	£40.00
Interest - June	£2.76
	<u>£153,658.37</u>

DD	BT	Phone/Broadband - Clerks/Parish Office	£393.78
DD	Aviva	Employer pension charge	£33.00
103379	Staff	Expenses - Zoom Pro monthly subscription	£14.39
103380	Staff	Expenses - mileage March-May	£6.48
103380	Staff	Expenses - land registry charge	£6.00
103380	Staff	Expenses - virus protection renewal/Asst. Clerk's laptop	£30.00
103381	HALC	HR membership subscription	£192.00
103382	Information Commissioner	Data protection renewal 2020-21	£40.00
103383	HMRC	Tax/NI - June	£58.85
103384	Staff	Salary - June	£189.59
DD	Aviva	Pension contributions - June	£118.49
SO	Staff	Salary - June	£823.84

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Chairman

SO Staff	Salary - June	<u>£888.75</u>
		<u>£2,795.17</u>
Balance at 30 June 2020		<u>£150,863.20</u>
Business Money Manager A/C		£146,198.57
Community A/C		£4,664.63

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Chairman

Appendix C

(By email)

Chineham Parish Council

PO Box 6275

Basingstoke

RG22 4WJ

Date: 8 July 2020

Ref: Chineham Parish Council - Internal Audit 2019/20

Further to my audit of the council's affairs for the 2019/20 financial year, which I found to be in good order, I have the following comments:

1. Asset Register. The Internal Audit Report for 2018/19 advised that the register be revised, removing certain categories of asset. Whilst the council initially agreed to this, the subsequent exercise of applying this advice demonstrated that it would result in a disproportionate reduction in the contents of the register, and its reported value. Consequently, the council decided not to implement the advice. Whilst I, too, am concerned at the extent of the register, I can support the council's decision. The council has satisfied me that it is able exert appropriate oversight of the items listed.
2. Size of the council's balances. Whilst the budgeted sums appear reasonable, some anticipated demand for the expenditure did not materialise. Further, delays to nearly £20K of planned expenditure on community projects was attributable to matters dependent upon the activities of third parties.

Yours,

John Long

Internal Auditor

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Chairman