



## CHINEHAM PARISH COUNCIL

### Minutes of the Meeting of the Council

Date: Monday 10<sup>th</sup> August 2020  
Time: 7.30pm  
Place: Meeting held remotely via Zoom  
Present : Cllr. Marian Adams                    Cllr. Paul Miller  
            Cllr. Andy Clarke                    Cllr. Steve Oakley  
            Cllr. Les Fryer                        Cllr. David Thornton (Chairman)  
            Cllr. Sue Fuller                         Cllr. Ginny Wright  
            Cllr. Kirsty Giles                        Sally Jackson (Clerk)  
    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.**

No apologies were received.

**2. To sign as a correct record the minutes of the Full Council Meeting held on 13 July 2020.**

It was acknowledged that the minutes of the Full Council meeting held on 13 July 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.**

No members of the public were present.

**5. To receive reports from:**

**County and Borough Councillor Elaine Still**

No report received.

**Borough Councillor Laura Edwards**

Cllr. Edwards informed members that the Chineham Library will remain open and that a second consultation had started regarding staffed opening hours. She confirmed that weekly bin collections will resume with effect from 17 August. Cllr. Edwards advised members that a “water me” initiative has been

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put in place by the Borough Council. A tree has been planted on Thornhill Way with a label inviting local residents to water it as they pass by. She also informed members that S.E. Water has advised residents to minimise their use of water during the hot weather. Cllr. Edwards referred to the Chineham District Centre application which is on the agenda for this week's Development Control Committee Meeting having been previously deferred whilst further information was sought from the Developer.

Cllr. Adams asked whereabouts the tree had been planted on Thornhill Way. Cllr. Edwards will find out and advise the Clerk.

#### **Borough Councillor Paul Miller**

Cllr. Miller confirmed that the planning application for the Chineham District Centre will be considered at the Development Control Committee Meeting this week. A decision on this application had been previously deferred whilst more information was sought from the Developer on climate change issues, parking spaces and cycling access. He informed members that he had been contacted recently by residents on three separate boundary disputes. He confirmed that there was little that he could do as these are civil matters. Cllr. Miller informed members of a tree issue in the Ward. A tree planted in Sherfield Park has grown too big with an even bigger spread of roots which have caused issues with the block paving. This is now being dealt with by Hampshire Highways as they adopted the area and therefore have responsibility for its maintenance.

Cllr. Fryer asked Cllr. Miller about the Warbleton Road "land grab" situation. Cllr. Miller confirmed that the Borough Council's Property Services team are now involved as the homeowner has applied to buy the land in question. He stated that this was a precedent that shouldn't be set.

Cllr. Adams asked Cllr. Miller about the mollusc sculptures at the Chineham District Centre. Cllr. Miller confirmed that Tellon will handle them carefully and it is intended for them to be a centrepiece at the Centre.

#### **RRW**

The report was noted (Appendix A). Cllr. Adams queried how to report the abandoned trolleys whilst there is no RRW. The Clerk confirmed that abandoned trolleys should be reported to the Clerks.

#### **CVHMC**

Cllr. Fryer advised members that the Village Hall is now open to hirers and that they are expecting the first hirer to start back up at the end of August.

#### **6. To agree a response to Hampshire County Council's Library Service Consultation on proposed changes to opening times (deadline for responses – 17 August 2020).**

Cllr. Thornton encouraged all Parish Councillors to complete the consultation in a personal capacity. He acknowledged that the proposed opening hours would mean that there is no late-night opening. These concerns were echoed by other Councillors. It was acknowledged that the questions in the consultation would be difficult to provide a collective response to and so a narrative response via email would be more appropriate. The Clerk confirmed that she had contacted the Head of Libraries to see if this was acceptable but had not received a response. Cllr. Miller stated that it was a basic consultation and that the Parish Council should seek more opening hours including a late night. Cllr. Oakley suggested that if the Library opened later on one day, it could stay open later that evening thus not increasing the actual

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opening hours but providing the late-night option. Cllr. Adams supported this option and also informed members that one member of staff had already been made redundant. Cllr. Wright acknowledged that at least the Chineham Library is remaining open. Cllr. Giles advised members that when submitting their personal response, if residents clicked on the third option (“The new opening times do not meet my needs”) then further options were available to comment on. Cllr. Thornton suggested that the Parish Council should email the Library HQ saying that it was pleased that the Chineham Library was remaining open but seeking to keep it open for one evening a week. Cllr. Adams proposed and Cllr. Oakley seconded a motion and it was unanimously agreed to email this response to the Library HQ email address.

**ACTION POINT: CLERK TO EMAIL RESPONSE TO LIBRARY HQ/CLLRS. TO SUBMIT PERSONAL RESPONSES**

**7. To agree a response to the Local Government Association’s (LGA) Consultation on their Model Member Code of Conduct (deadline for responses – 17 August 2020).**

Cllr. Fryer advised members that the Standards Committee at the Borough Council has looked at the Model and submitted their observations. He suggested that there is likely to be the same issue as in 2012 when all Town/Parish Councils had to agree to adopt a format either from the National/County Local Council Associations, the version produced by Basingstoke & Deane Borough Council or their own tailored version. He further suggested that the new Monitoring Officer at the Borough Council would be keen for all local Councils to adopt the Borough Council’s version as it would be easier to monitor. He advised members that he agreed with most of the objectives set out in the new Model and that in the main, it clarifies the situation with one main change surrounding hospitality (lowering the declaration level from £50 to £25). The Clerk confirmed that the Hampshire Association of Local Councils (HALC) is recommending that all Town/Parish Councils support the new Model Code. She also confirmed that the Parish Council could complete the questions in the consultation or submit a narrative response via email. Cllr. Miller advised members that Table 1 in the Model is useful as it outlines what a pecuniary interest is. Cllr. Miller proposed and Cllr. Oakley seconded a motion and it was unanimously agreed to support the new Model Member Code of Conduct.

**ACTION POINT: CLERK TO EMAIL RESPONSE TO THE LGA**

(It was noted that Cllr. Adams was experiencing technical difficulties and should be asked to clarify her vote when she had reconnected to the meeting).

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

The current financial situation was noted (Appendix B).

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

Cllr. Fryer proposed and Cllr. Fuller 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.

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Payment Requests August 2020		
FROM	ITEM	AMOUNT £
Staff	Expenses – mileage July	£3.60
Staff	Expenses – Zoom Pro monthly subscription (20/7/20 – 19/8/20)	£14.39
Staff	Expenses – mileage July	£4.41
Staff	Expenses – topsoil for Community Orchard	£16.49
Staff	Expenses – Title search for tree query	£3.00
Staff	Expenses – noticeboard for Community Orchard	£762.00
Home-start North West Hampshire	S.137 Grant (already paid)	£500.00
Aviva	Pension contributions – August	£118.49
HMRC	Tax/NI - August	£58.85
Staff	Total salary costs for 3 members of staff	£1712.59

**10. To note the Parish Council's first quarter accounts (1.4.20-30.6.20).**

Cllr. Fryer advised members that there was a small surplus of approximately £1300 for the first quarter and the Parish Council is therefore on target for the year end. The Parish Council's first quarter accounts were noted (Appendix C).

**11. To note that the first quarter bank reconciliation and original bank statements will be signed and verified.**

The Clerk confirmed that the first quarter bank reconciliation and original bank statements would be left in the Parish Office for verification and signature by one of the bank signatories signing the cheques for the payment requests and this was noted.

**12. To consider the grant application from the Citizen's Advice Bureau.**

It was noted that a grant application had been received from the Citizen's Advice Bureau for £499. Cllr. Wright proposed and Cllr. Clarke seconded a motion that a S.137 grant of £499 be paid to the Citizen's Advice Bureau and this was unanimously agreed. 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 £499 to the Citizen's Advice Bureau.

**ACTION POINT: CLERK TO ARRANGE PAYMENT OF GRANT**

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**13. To note the minutes of the Recreation Committee Meeting held on 30 July 2020.**

The minutes of the Recreation Committee Meeting held on 30 July 2020 were noted.

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

Cllr. Fuller advised the following:

**Local Infrastructure Fund application to replace the bridges over the moat**

The Parish Council has been asked whether it would be happy for the remaining S.106 funds allocated to open space improvement projects to be used as match funding for the LIF application if it was successful. A total of £2855 of remaining S.106 funds have been identified. Offering these outstanding S.106 funds as match funding could mean the application is looked at more favourably. The Parish Council is still expecting the outcome to be announced in September. Cllr. Fuller asked whether Cllrs. are supportive of this as we have been asked to give an early indication to the LIF team at the Borough Council (a formal agenda item will be added for agreement at the September meeting).

Cllr. Miller advised members that he wished to abstain from this discussion on the grounds that the Ward Cllrs. will be involved in approving the allocation of S.106 funds. All other Cllrs. were supportive of this suggestion.

**ACTION POINT: CLERK TO ADVISE THE LIF TEAM/PUT ITEM ON SEPTEMBER AGENDA FOR FORMAL AGREEMENT**

The Parish Council has also had confirmation from the Grounds Maintenance team that should the project to replace the bridges go ahead, the Borough Council will not take responsibility for the upkeep of any footpath that we may wish to install through the site in the future. This would need to be factored into any future budget considerations, assuming any sort of footpath would be allowed given the SINC status of part of the site.

**Community Orchard**

The interpretation board is due to be delivered and installed at the end of this week. A poster has already been designed and will be printed this week ready to go into the noticeboard. All of the trees are looking healthy and most have apples. Sue and Julia are keeping up with the watering during the current warm weather.

**Allotments**

There was an informal CAT meeting at the beginning of the month. They are now recommending that Plot 10 is reinstated and offered to people on the waiting list. It was taken out of commission a couple of years ago after the previous plot holder handed it back as it suffers from very bad flooding. This will be considered at the next Recreation Committee meeting.

CAT has identified two plots which have not been worked on since lockdown and the Asst. Clerk has written to both sets of plot holders today to find out about their longer-term plans for their plots.

The Asst. Clerk asked whether Cllrs. Fuller and Thornton were available later in the week for a site visit to agree the positioning of the Community Orchard noticeboard.

(It was noted that Cllr. Adams had reconnected to the meeting during this item).

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**15. To note the minutes of the Planning Committee Meeting held on 13 July 2020.**

The minutes of the Planning Committee Meeting held on 13 July 2020 were noted.

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

Cllr. Thornton advised members that the only items of note were the Chineham District Centre application going before the Development Control (DC) Committee again this week and the temporary access application for the Redlands site also going before DC this week. He confirmed that the Parish Council had objected to the temporary access and that he had registered to speak at the DC Committee meeting.

**17. To confirm the date of the next meeting of Chineham Parish Council – 14 September 2020 (expected to be held remotely).**

The next Full Council Meeting will be held on 14 September 2020. Cllr. Thornton informed members that he had received a resignation letter from Cllr. Oakley with effect from the close of this meeting. Cllr. Thornton thanked Cllr. Oakley for all his work on behalf of the Parish Council and wished him well for the future.

(Cllr. Edwards left the meeting).

(Cllr. Adams confirmed that she voted in favour of all motions that she had missed whilst experiencing technical difficulties).

**18. To receive an update on the recruitment process for the staff vacancy.**

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 8.35pm.

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**Appendix A****July 2020 RRW monthly summary**

- Trolleys: 4 (15) (reported to Trolleywise).
- Litter: some plastic bottles on Thornhill Way & Reading Road.
- Overgrown pathways: several areas alongside Petty's Brook pathways & on pathway through Long Copse – low hanging trees (reported to BDBC – Grounds Maintenance Team). Also on the corner of Woodlands (reported to HCC – Highways).
- Potholes: repairs going on along Reading Road.

(Please note that the RRW resigned with effect from 10 July 2020).

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## Appendix B

Balance at 1 July 2020			£150,863.20
Interest - July			£1.18
			<u>£150,864.38</u>
	DD Aviva	Employer pension charge	£33.00
	103385 Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103385 Staff	Expenses - mileage/June	£4.23
	103386 Staff	Expenses - mileage/June	£2.52
	103386 Staff	Expenses - bark for Community Orchard	£13.00
	103386 Staff	Expenses - plant feed for Community Orchard	£15.29
	103386 Staff	Expenses - land registry searches	£12.00
	103387 Vision ICT Ltd	Initial invoice for upgrading CPC website	£1,167.00
	103388 Castle Water Limited	Water bill for allotment site (1/2/20-31/7/20 plus adjustment for 16/2/19-31/1/20)	£825.07
	103389 HMRC	Tax/NI - July	£58.85
	103390 Staff	Salary - July	£117.72
	103391 J P Long	Internal Audit fee (31/3/20)	£140.00
	103392 Home-Start North West Hampshire	S.137 Grant	£500.00
	DD Aviva	Pension contributions - July	£118.49
	SO Staff	Salary - July	£823.84
	SO Staff	Salary - July	£888.75
			<u>£4,734.15</u>
Balance at 31 July 2020			<u>£146,130.23</u>
Business Money Manager A/C			£141,199.75
Community A/C			£4,930.48

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**Appendix C**

**CHINEHAM PARISH COUNCIL**  
**Detailed Profit & Loss account**  
**for the period to 30 June 2020**

	30.06.20	30.06.20	Actual	31.03.20
Income				
Precept		9700		37900.00
BDBC Grant		627		621.00
Allotment rents		2020		1880.00
Interest receivable		52		295.67
BDBC CTS Grant				
Total Income		<u>12399</u>		<u>40696.67</u>
<b>Expenditure</b>				
Staff Cost		5885		23056.00
Employers Pension costs		454		1817.88
<b>Administration Costs:</b>				
Audit Fee	350		330.00	
Payroll Service	65		123.00	
Insurance Cornhill	1850		1816.00	
HAPTC Sub	1301		1266.00	
Other Subscriptions	160		216.00	
Grass Cutting			0.00	
Postage Stationery Photocopy	106		82.48	
Telephone (including broadband)	328		1238.30	
Training & Seminars			60.00	
Office Equipment/Software	232		129.87	
PO Boxes			285.00	
Allotment Expenditure	48		1534.08	
Sundries	54	4494	<u>142.36</u>	7223.09
IT Web Site Maintenance				408.00
<b>Other Expenditure</b>				
Section 137 grants	200		900.00	
Community Orchard			589.00	
Orchard Boards				
Bulb Planting			581.95	
Bus Shelter Cleaning			255.00	
Four Lanes Fete			186.10	
Commemorative Seat				
Projector & Installation		<u>200</u>	<u>2512.05</u>	
Transfer from Reserves				
Transfer to reserves:				

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Total Expenditure	<u>11033.00</u>	<u>35017.02</u>
Balance of Income over Expenditure	1366.00	5679.65

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