



CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 8th June 2020
 Time: 7pm
 Place: Meeting held remotely via Zoom
 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)

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 11 May 2020.

It was acknowledged that the minutes of the Full Council meeting held on 11 May 2020 would be signed by the Chairman as a correct record.

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

Cllr. Miller declared an interest in agenda item 6 as he will be recommending any S.106 applications as a Ward Cllr. Cllr. Clarke also declared an interest in agenda item 6 as he is a Pack Leader within the local Scout movement although he is not on the Executive Committee. Cllr. Fryer also declared an interest in agenda item 6 as he is the Vice-Chair and Treasurer of the Trustees of the Village Hall.

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

No report received.

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 Chairman

Borough Councillor Laura Edwards

Cllr. Edwards advised members that an unauthorised encampment on Hanmore Road had been reported to the Police on Sunday and the injunction that is in place in Chineham had been served on them by Basingstoke & Deane Borough Council and they should be moved on by 10am on Tuesday 9 June. Cllr. Edwards also advised members that a booking system is being introduced at the HWRC on Wade Road with effect from 15 June 2020 and that the kerbside garden waste collection service for existing customers only is being reintroduced from mid-June too. Following a question from Cllr. Adams, Cllr. Edwards confirmed that the injunction covers all unauthorised encampments.

Borough Councillor Paul Miller

Cllr. Miller informed members that he had chaired two Development Control Committee meetings at the Borough Council recently and that more have been scheduled for June and July. The meeting scheduled on 15 July 2020 will be a “regular” meeting but the others will be stand-alone meetings dealing with the proposed developments at the Chineham District Centre, Manydown and Basingstoke Golf Club. Cllr. Edwards asked if the meeting dealing with Manydown would run over several days and Cllr. Miller confirmed that it would not and that meetings were starting at 2pm in order to deal with any IT related issues with holding these meetings remotely.

RRW

The report was noted (Appendix A).

CVHMC

Cllr. Fryer advised members that the “community hub” which is operating out of the Village Hall has been extended for another six weeks. He advised that one of the regular hirers of the Hall had requested starting up again in the week beginning 6 July 2020 but this is unlikely to happen. He also confirmed that no meetings of the Management Committee have taken place.

6. To consider the applications from the four community buildings in Chineham for S.106 funding from Basingstoke & Deane Borough Council and to agree any recommendations.

It was acknowledged that Basingstoke & Deane Borough Council (BDBC) had asked the Parish Council to facilitate the applications from the four community buildings in Chineham for the S.106 funding available for the replacement/refurbishment of community facilities. The Parish Council is in receipt of 13 applications for various projects and all of these will be passed on to the relevant Officer at BDBC. The Parish Council took the opportunity to review each of the applications and to agree on their support, although it was acknowledged that any decisions on the payment of these funds would be made by BDBC in conjunction with recommendations from the local Ward Councillors. Cllr. Miller removed himself from the discussion and voting on this agenda item in accordance with his declaration of his interests as a Ward Cllr.

Four Lanes Community Junior School/Community Centre: an application to replace the community toilets (£15,000). Cllr. Adams proposed and Cllr. Oakley seconded a motion and it was unanimously agreed to support this application.

Chineham Village Hall: an application to install lighting in the Village Hall car park (£11,623). Cllr. Thornton highlighted that an historic application for lighting had raised concerns with residents of Warbleton Road but this application included some technical changes to alleviate these previous

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concerns. Cllr. Adams queried whether lighting was actually required in the car park. Cllr. Fryer joined the debate to answer a point of clarification and confirmed that five parking spaces have already been removed from the car park and that a parking attendant is used at some functions because of safety concerns in the car park which are compounded by a lack of lighting. Cllr. Wright queried whether any lighting would be on a timer. Cllr. Giles queried whether the car park was part of the community building and would therefore be eligible for this funding. Following this discussion, Cllr. Fuller proposed and Cllr. Wright seconded a motion and it was agreed to support this application (Cllr. Adams abstained from the vote and Cllr. Fryer did not take part in the vote in accordance with his declaration of his interests as Vice-Chair and Treasurer of the Trustees).

Chineham Village Hall: an application to install additional solar panels on the roof (£15,500 + VAT although this figure can be reduced by deducting some of the panels). Cllr. Fryer joined the debate to answer a point of clarification and confirmed that VAT is levied at 5% in this instance. Cllr. Oakley queried this as he had been quoted something different although he acknowledged that his was a domestic installation rather than a commercial installation. Cllr. Adams suggested that the regulations over solar energy have changed in recent years. Cllr. Wright queried who had paid for the existing solar panels on the roof and Cllr. Fryer confirmed that it had been the Village Hall. Following this discussion, Cllr. Adams proposed and Cllr. Clarke seconded a motion and it was unanimously agreed to support this application (Cllr. Fryer did not take part in the vote in accordance with his declaration of his interests).

Chineham Village Hall: an application to install four hand sanitiser stations to assist with the re-opening of the Village Hall's facilities (£1315.29). Cllr. Adams proposed and Cllr. Giles seconded a motion and it was unanimously agreed to support this application (Cllr. Fryer did not take part in the vote in accordance with his declaration of his interests).

Christ Church: an application to replace all lighting in the building with modern low wattage devices (except for the worship area) (£19,000). Cllr. Adams queried the costs involved. It was acknowledged that the building is large and that the devices may be relatively expensive. Following this discussion, Cllr. Wright proposed and Cllr. Clarke seconded a motion and it was unanimously agreed to support this application.

Christ Church: an application to improve the catering arrangements and provide a changing places toilet in the Old Wing (£10,000). Cllr. Adams queried whether these costs were merely for the consultation fees or for the actual works. It was agreed that the Clerk should clarify this with the applicant. Following this discussion and subject to the cost being for the works themselves, Cllr. Fuller proposed and Cllr. Oakley seconded a motion and it was unanimously agreed to support this application.

ACTION POINT: CLERK TO CONTACT APPLICANT

Christ Church: an application to redecorate the lower walls providing washable panels and wall hooks for activities in the Wesley Hall (£5,500). Cllr. Fryer queried whether this was just maintenance or an enhancement of the facilities. Following this discussion, Cllr. Fuller proposed and Cllr. Wright seconded a motion and it was agreed to support this application (Cllr. Oakley abstained from the vote).

Christ Church: an application to provide external cameras and security lighting (£1,200). Cllr. Adams proposed and Cllr. Wright seconded a motion and it was unanimously agreed to support this application.

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Christ Church: an application to provide a portable hearing loop (£1,200). Cllr. Wright proposed and Cllr. Oakley seconded a motion and it was unanimously agreed to support this application.

Christ Church: an application to replace the main entrance double doors (£6,000). Cllr. Fryer queried whether this was just maintenance or an enhancement of the facilities. Following this discussion, Cllr. Adams proposed and Cllr. Wright seconded a motion and it was agreed to support this application (Cllr. Fryer voted against).

Christ Church: an application to upgrade areas of the car park to permeable block paving (£36,000). Cllr. Adams queried the costs involved and how much of the car park was being upgraded. It was agreed that the Clerk should clarify this with the applicant. Following this discussion and subject to clarification, Cllr. Oakley proposed and Cllr. Giles seconded a motion and it was unanimously agreed to support this application.

ACTION POINT: CLERK TO CONTACT APPLICANT

Christ Church: an application to install a video system for streaming activities (£4,750). Cllr. Fuller proposed and Cllr. Adams seconded a motion and it was unanimously agreed to support this application.

Scout/Community Hall: an application covering various building/facility improvements including works to prepare for the re-opening of the building (£20,340.42 + VAT). Cllr. Oakley queried how open the building is to the wider community and suggested that the Guides had previously been told that they couldn't access it. Cllr. Clarke joined the debate to answer a point of clarification and advised members that the local Scout packs already use the building for their meetings on Monday, Wednesday and Thursday evenings. He suggested to members that a new Executive Committee and Group Scout Leader are working to build better links with the wider community but couldn't confirm whether the local Guides had been specifically contacted. Cllr. Fryer acknowledged that historically the facilities haven't been made available to the wider community e.g. the climbing wall. It was agreed that the Clerk should clarify how available the building is to the wider community with the applicant. Following this discussion it was agreed to wait for clarification from the applicant before any support could be given to the application (possibly agreed via email and prior to the next Parish Council Meeting).

ACTION POINT: CLERK TO CONTACT APPLICANT

(Cllr. Miller re-joined the meeting).

7. To receive an update on the proposal to convert the school crossing signs either side of the pedestrian crossing outside the Village Hall with an advisory 20mph speed limit and to agree any next steps.

It was acknowledged that the Parish Council had received information from a Senior Engineer in the Safer Roads – Traffic department at Hampshire County Council regarding the conversion of the existing school signs close to the pedestrian crossing outside the Village Hall. Cllr. Fryer queried whether the lights would flash constantly or just during School drop off and pick up times and he suggested that anything that might improve safety would be a good idea. Cllr. Oakley suggested that any measures to improve safety would be a reasonable step for the Parish Council to take particularly given the location of the bus stop in that area too. Cllr. Adams queried whether it would be better to install a light controlled crossing but Cllr.

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Thornton and the Clerk confirmed that this had been turned down on technical grounds. Cllr. Miller referred to the National Cycle route in that area too and suggested that more people should use the pedestrian crossing and take personal responsibility for crossing the road. Following this discussion, Cllr. Clarke proposed and Cllr. Oakley seconded a motion and it was unanimously agreed that the Parish Council should confirm that the Safer Roads – Traffic team should go ahead with the installation at a cost of £5555.36.

ACTION POINT: CLERK TO CONTACT HCC

- 8. To acknowledge that the Lengthsman will be undertaking the necessary maintenance work on the rights of way in Chineham in lieu of the Priority Cutting List (PCL) works usually undertaken by the Hampshire Access Team which have been postponed for 2020.**

It was acknowledged that the Parish Council had agreed via email to use the Parish Lengthsman to cut the three rights of way paths in Chineham this year.

- 9. To note the current financial situation.**

The current financial situation was noted (Appendix B). Cllr. Fryer asked whether there were any outstanding invoices relating to the allotment rental and the Clerk confirmed that there are currently six who have not paid yet.

- 10. 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.

Payment Requests June 2020		
FROM	ITEM	AMOUNT £
Staff	Expenses – Zoom Pro monthly subscription (20/5/20 – 20/6/20)	£14.39
Staff	Expenses – mileage May	£6.48
Staff	Expenses – Land Registry Search	£6.00
Staff	Expenses – Virus protection renewal/Asst. Clerk's laptop	£30.00
BT	Phone/Broadband – Parish Clerks/Office	£393.78
HALC	Annual subscription for HR service	£192.00
Information Commissioner	Data Protection Renewal 2020/21	£40.00

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Aviva	Pension contributions – June	£118.49
HMRC	Tax/NI - June	£58.85
Staff	Total salary costs for 3 members of staff	£1902.18

Cllr. Fryer noted the annual subscription for the HR service from HALC and it was acknowledged that whilst this service was not used last year it is useful to have it available to the Parish Council.

11. To review the effectiveness of the Parish Council’s system of internal control.

Cllr. Fryer referred to the following internal controls previously outlined by the Clerk: Standing Orders, Financial Regulations, cheques signed by two signatories, invoices initialled, payment requests agreed at monthly Parish Council Meetings, monthly finances noted at Parish Council Meetings, quarterly original bank statements and bank reconciliations verified, proper Payroll and payments of PAYE/NIC, half yearly VAT reclaims, having a Responsible Financial Officer (RFO), having an Asset Register and Risk Assessment with adequate insurance in place. It was therefore acknowledged that the Parish Council’s system of internal controls is effective. Cllr. Fryer advised members that this will be covered in the Governance Statement (part of the Annual Governance & Accounting Return) which will be agreed by the Parish Council in due course. Cllr. Thornton thanked the Finance Committee and the RFO for their work.

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

Cllr. Fuller advised the following:

Community Orchard

The Recreation Committee has started a watering rota (if Cllrs. can collect empty milk cartons/some 5L) for the summer and the Asst. Clerk has bought some bark which will be spread around the bases of the trees this week. We were advised that the grass cutters had knocked one of the trees so are monitoring it to make sure no long term damage has been done.

Allotments

All five of the vacant plots have been re-allocated. All apart from six annual rent invoices have been paid and the Clerk will send out reminders to non-payers. Almost all plots are looking very good at the moment. We have added 11 names to the waiting list since the beginning of 2020. The current number of people on the waiting list stands at 36. No plot inspections are being carried out during the COVID-19 pandemic.

Moat Park

The deadline for the Local Infrastructure Fund application for a grant to replace the two bridges into the moat park site is Friday 12th June and the application is almost complete and ready for submission. Access to the Survey Monkey survey from our website has been closed today and we have had received 95 responses. By far, the greatest majority of respondents are in favour of the project. This will form part of the submission. We received nine responses from the 69 letters that were sent to households living closest to the site.

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Chairman

13. To note the minutes of the Planning Committee Meeting held on 11th May 2020.

The minutes of the Planning Committee Meeting held on 11th May 2020 were noted.

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

Cllr. Thornton advised members that a Committee Meeting was not required this week and that planning has been relatively quiet during the COVID-19 pandemic. Cllr. Fryer asked whether the Parish Council is ever advised of the numbers of permitted developments taking place in Chineham. Cllr. Thornton confirmed that the Parish Council is not notified of these.

15. To formally note the resignation of Cllr. Oakley and to receive an update on the procedure to fill the casual vacancy.

On behalf of the Parish Council, Cllr. Thornton thanked Cllr. Oakley for all of his time and hard work and wished him well for the future. Cllr. Oakley confirmed that he is content to stay on as a Parish Councillor until the legal formalities on his house sale have been completed. The Clerk advised members that the procedure to fill the casual vacancy involves advising Electoral Services at Basingstoke & Deane Borough Council which allows local residents the opportunity to call for a poll. If a poll is called by ten or more residents then the election will be held on 6 May 2021 and the Parish Council will have to operate with eight Councillors until that time. If no poll is called then the Parish Council may co-opt a replacement Councillor.

16. To confirm the date of the next meeting of Chineham Parish Council – 13 July 2020 (expected to be held remotely).

The next Full Council Meeting will be held on 13 July 2020.

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

17. To complete an amended Standing Order relating to the payment of staff salaries.

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 8.30pm.

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Chairman

Appendix A**May 2020 RRW monthly summary**

- Trolleys: 16 (8) (reported to Trolleywise).
- Grass cutting: has been continued around the parish.
- Play areas: people seem to be respecting the locked playground and fitness trail notices.
- Litter: some plastic bottles & food wrappers around Bowman road, Thornhill Way & Hanmore Road.

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Chairman

Appendix B

Balance at 1 May 2020	£155,240.08
Allotment rent - plot 29	£40.00
Allotment rent - plot 14	£40.00
Allotment rent - plot 36	£60.00
Allotment rent - plot 19	£40.00
Allotment rent - plot 28	£40.00
Allotment rent - plot 28a	£40.00
Allotment rent - plot 25	£40.00
Allotment rent - plot 32	£80.00
Allotment rent - plot 11	£40.00
Allotment rent - plot 6	£40.00
Allotment rent - plot 31	£60.00
Allotment rent - plot 8	£40.00
Allotment deposits/rent - plot 13	£95.00
Allotment rent - plot 2	£80.00
Allotment rent - plot 12	£40.00
Allotment rent - plot 26	£60.00
Allotment deposit - plot 3	£60.00
Allotment rent - plot 22	£40.00
Allotment deposits/rent - plot 21	£95.00
Allotment rent - plot 1a	£40.00
Allotment rent - plot 30	£60.00
Allotment rent - plot 24	£60.00
Allotment rent - plot 37	£60.00
Allotment rent - plot 15	£40.00
Allotment deposits - plot 29a	£60.00
HMRC - VAT reclaim	£347.55
Interest - May	£24.54
	<u>£156,962.17</u>

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	DD	Aviva	Employer pension charge	£33.00
	103367	Staff	Expenses - mileage/March & April	£1.80
	103367	Staff	Expenses - virus protection renewal/Clerk	£64.99
	103367	Staff	Expenses - Zoom Pro monthly subscription	£14.39
	103368	C. Moore	Refund of allotment deposits - plot 4	£60.00
	103369	S. Goddard	Refund of allotment deposits - plot 13	£60.00
	103370	A. Tyler	Refund of allotment deposits - plot 29a	£60.00
	103371	HALC	Affiliation fees - 2020/21	£1,301.22
	103372	Vision ICT Ltd	Data back-up service 2020/21	£144.00
	103373	Viking	Stationery order - 2nd class stamps/envelopes - moat park letter drop	£108.38
	103374	Viking	Stationery order - large 2nd class stamps - allotment invoicing	£49.26
	103375	Staff	Salary - May	£9.72
	103376	Staff	Salary - May	£9.72
	103377	Staff	Salary - May	£189.59
	103378	HMRC	Tax/NI - May	£58.85
	DD	Aviva	Pension contributions	£118.49
	SO	Staff	Salary - May	£814.12
	SO	Staff	Salary - May	£879.03
				<u>£3,976.56</u>
Balance at 31 May 2020				<u>£152,985.61</u>
Business Money Manager A/C				£145,665.81
Community A/C				£7,319.80

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