**CHINEHAM PARISH COUNCIL**

Minutes of the Meeting of the Council

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| Date: | Monday 14th September 2020 | |
| Time: | 7.30pm | |
| Place: | Meeting held remotely via Zoom | |
| Present : | Cllr. Marian Adams | 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.**

Apologies were received and accepted from Cllr. Andy Clarke.

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

It was acknowledged that the minutes of the Full Council meeting held on 10 August 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:**

**Borough Councillor Paul Miller**
Cllr. Miller advised that he was dealing with a number of complaints about raised manhole covers relating to utilities and two neighbour boundary disputes. He confirmed that he was in touch with Tellon and that works will start at the Chineham District Centre as soon as possible in the New Year. He also referred to the official notification from Post Office Ltd. that they have been unable to find someone to take on the Chineham Post Office.

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**Borough Councillor Laura Edwards**
Cllr. Edwards also referred to the official notification from Post Office Ltd. and that no-one has come forward to take it on at the Chineham District Centre. She informed members that the Greek Street food van has now moved into an empty unit at the Centre.

**County and Borough Councillor Elaine Still**
Cllr. Still informed members that the County Council had been relatively quiet during August. She also referred to the Chineham Post Office and advised members that the Ward Cllrs. are still actively supporting it. She reminded Cllr. Fryer that the Chineham Village Hall Management Committee could apply to her for a grant from her devolved budget.

**CVHMC**
Cllr. Fryer informed members that fifteen of the original eighteen hirers had agreed the new COVID-19 conditions of hire and would be starting back up at the Village Hall. He advised members that there may be a time delay on the recent S.106 funding applications whilst the Borough Council agreed that budgets could be brought forward.

Cllr. Adams advised members that the Sherfield-on-Loddon Post Office has now reopened.

**6. To consider a resident's suggestion to conduct a survey on Post Office services and to agree any next steps.**

The Chairman acknowledged that the resident who had made the suggestion was not in attendance and so without any further information it was agreed that no further action would be taken at this time.

**7. To consider Cllr. Adams' suggestion to conduct a survey on the Library opening hours and to agree any next steps.**

Cllr. Adams outlined her reasons for suggesting that the Parish Council undertake its own survey on Library opening hours. However, it was acknowledged that without consulting the wider community of Chineham Library users e.g. Popley, Old Basing etc. the results would not be representative. It was further acknowledged that it would be difficult for the Parish Council to engage with all Chineham Library users.

Cllr. Still acknowledged that she had not seen the results of the recent Hampshire County Council (HCC) consultation on opening hours but would try and find out. She confirmed that HCC will publish the results in due course. She also confirmed that she would find out if HCC would acknowledge any survey undertaken by the Parish Council.

The Chairman concluded that at this stage no further action would be taken until Cllr. Still had reported back to the parish Council.

**ACTION POINT: CLLR. STILL TO FIND OUT ABOUT SURVEY RESULTS & ANY POTENTIAL CPC SURVEY**

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

The current financial situation was noted (Appendix A). Cllr. Fryer advised members that the second half of the precept was due to be paid in September.

**9. 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. It was acknowledged that the Parish Council had an opportunity to agree a three year Long Term Agreement with its insurance provider and so the sum of £1311.50 was agreed to be paid.

| **Payment Requests September 2020** | | |
|---|---|---|
| **FROM** | **ITEM** | **AMOUNT £** |
| Staff | Expenses – mileage August | £2.70 |
| Staff | Expenses – Zoom Pro monthly subscription (20/8/20 – 19/9/20) | £14.39 |
| Staff | Expenses – mileage August | £2.60 |
| Staff | Expenses – Land Registry title search/Puttenham Rd | £3.00 |
| Staff | Expenses – Minuteman Press/poster for Orchard | £15.36 |
| Citizen's Advice Basingstoke | S.137 Grant (already paid) | £499.00 |
| BT | Phone/Broadband – Clerks/Parish Office | £420.36 |
| Came & Company | Insurance premium (1.10.20 - 30.9.21)<br>(3 year Long Term Agreement option available - £1311.50) | £1377.89 |
| Rocon Contractors Ltd | Install noticeboard at Orchard plus obtain S.50b licence | £992.16 |
| Spacemaster Ltd | Replace damaged polycarbonate screen on bus shelter/Thornhill Way | £102.00 |
| Aviva | Pension contributions – September | £118.49 |
| HMRC | Tax/NI - September | £58.85 |
| Staff | Total salary costs for 2 members of staff | £1712.59 |

**10. To agree the Parish Council's insurance arrangements.**

Cllr. Fryer advised members that the Parish Council's Insurance Broker had recommended Hiscox and that the insurance schedule provided identical cover for a reduced premium. He also acknowledged that this

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premium could be further reduced by agreeing a three year Long Term Agreement (LTA) with Hiscox. Cllr. Fryer proposed and Cllr. Miller seconded a motion and it was unanimously agreed to enter into a three year LTA with Hiscox.

**ACTION POINT: CLERK TO ADVISE BROKER**

**11. To note the External Auditor's report on the Annual Governance & Accountability Return for the year ended 31 March 2020 (if available).**

The Clerk advised members that the External Auditor's report had not been received in time for this meeting.

**12. To agree that the Parish Council should apply to its Bank for a debit card for use by the Clerk in accordance with its Financial Regulations.**

Cllr. Fryer suggested that the Parish Council apply to its Bank for a debit card for use by the Clerk although it was acknowledged that this would require a visit in person to the local Branch. Cllr. Miller suggested that the Parish Council should also investigate its options with regard to electronic banking with the appropriate security/verifications. Cllr. Adams proposed and Cllr. Fuller seconded a motion and it was unanimously agreed that the Parish Council should apply to its Bank for a debit card for use by the Clerk.

**ACTION POINT: CLERK TO LOOK INTO ELECTRONIC BANK TRANSFERS & ARRANGE A DEBIT CARD**

**13. To agree that the bank mandate should be signed to remove an authorised signatory on the Parish Council's bank accounts.**

Cllr. Fryer proposed and Cllr. Adams seconded a motion and it was unanimously agreed that a bank mandate should be signed to remove an authorised signatory on the Parish Council's bank accounts.

**ACTION POINT: CLERK TO ARRANGE SIGNATURES ON BANK MANDATE FORM**

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

Cllr. Fuller advised the following:

**Community Orchard**
The new interpretation board has been installed and fits perfectly into its setting. The apple trees are looking healthy and have apples - although many appear to be getting picked before they are ready to eat. Cllr. Fuller informed members that she has carried out some more maintenance at the site and watered the trees and will do some more watering this week while the hot weather continues. Hopefully the watering can stop soon for this year.

**Allotments**
Almost all plots are being worked and a couple that hadn't been attended to were for COVID-19 reasons and we have heard from both sets of plot holders that they wish to keep their plots. The Parish Council currently have 42 names on the waiting list.

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**Moat Park**

The Clerk received confirmation on Friday that our application for a Local Infrastructure Fund grant had been successful. We have been offered a grant of up to £49,500 to improve the Moat Park. This will primarily cover the cost of the two replacement bridges and some new seats (if there's any money left over after the bridges). This is subject to a number of conditions which we are currently seeking some clarification on. We also need to nominate two Parish Council signatories who will accept the grant and agree to the conditions on behalf of the Parish Council. It is proposed that the signatories are the Clerk as the Proper Officer and Cllr. Thornton as Chairman and this was agreed. The Clerk will circulate the offer and conditions and everyone is asked to read them and raise any queries within the deadline set so that we can meet the Borough Council's deadline for accepting the offer and agreeing to the conditions. As soon as the offer is formally accepted, we will seek an early meeting with Borough Council officers to agree a timetable for the bridge work. The Clerks were thanked for their work on this application.

Cllr. Fryer queried the status of the new bench project and the Asst. Clerk confirmed that no further information had been received from the Borough Council since the Officer involved in the project had left. Cllr. Miller agreed to pick this up with the Department Manager.

**ACTION POINT: CLLR. MILLER TO CONTACT THE BDBC MANAGER/CLERK TO CIRCULATE LIF AGREEMENT**

**15. To agree that the remaining S.106 monies held by Basingstoke & Deane Borough Council for "open space" improvements be used for match funding for the "moat park" project should the Local Infrastructure Fund (LIF) grant application be successful.**

It was acknowledged that this had been previously agreed via email and so this was a formal motion for the minutes. It was further acknowledged that the Local Infrastructure Fund grant application had been successful. There was a discussion around the use of the phrase "for match funding for" in this motion and Cllr. Miller proposed and Cllr. Adams seconded a motion to change this to "to supplement" and this was unanimously agreed. Cllr. Fuller then proposed and Cllr. Adams seconded the revised motion and it was unanimously agreed that the remaining S.106 monies held by Basingstoke & Deane Borough Council for "open space" improvements be used to supplement the "moat park" project now that the Local Infrastructure Fund grant application has been successful.

**ACTION POINT: CLERK TO FORMALLY ADVISE BDBC OFFICER**

**16. To note the minutes of the Planning Committee Meetings held on 10 and 24 August 2020.**

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

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

Cllr. Thornton advised members that HALC had recently distributed details of three consultations on the proposed reforms to the planning system. He suggested that the Planning Committee would look at these at their extended Planning Committee Meeting at the end of the month and that draft responses would be circulated to all Cllrs. for comments. He also advised members that whilst the Planning Committee had requested that Ward Cllrs. call in the two separate applications for 23 Tangway to the Development Control Committee at the Borough Council, it had been noted that both applications had been granted since the call in had been withdrawn. He wondered if there was any update on this.

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Cllr. Fryer queried why the Redlands access application appeared to have been agreed. Cllr. Thornton advised that in fact permission had been refused for the temporary site access at a recent Development Control Meeting and so local residents had been surprised to see large lorries entering the site via this entrance. It has since been acknowledged that these are lorries involved in the archaeological works currently taking place on site rather than construction vehicles.

**ACTION POINT: CLERK TO INCLUDE FORMAL AGREEMENT OF CONSULTATIONS ON OCTOBER AGENDA**

**18. To receive an update on the casual vacancy arising from the resignation of Cllr. Oakley and to agree any next steps.**

The Clerk confirmed that the Monitoring Officer at the Borough Council had not received any requests for a poll and so the Parish Council was now free to seek to co-opt a new Parish Cllr. to fill the casual vacancy. It was acknowledged that the vacancy could be advertised via the Chineham Chat, the Parish Council website and noticeboards. It was further acknowledged that the Clerk had received an expression of interest from a local resident about becoming a Cllr. in 2019 and so she would contact him direct. Cllr. Adams proposed and Cllr. Fuller seconded a motion and it was unanimously agreed to advertise the vacancy with a deadline of 31 October 2020.

**ACTION POINT: CLERK TO ADVERTISE VACANCY**

(Cllr. Still left the meeting).

**19. To confirm the date of the next meeting of Chineham Parish Council – 12 October 2020 (expected to be held remotely).**

The next Full Council Meeting will be held on 12 October 2020. Cllr. Adams gave her apologies for this meeting.

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

**20. To receive an update on the recruitment process for the staff vacancy and to agree any next steps.**

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

**21. To consider staff appraisals and salaries 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 9.10pm.

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**Appendix A**

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| Balance at 1 August 2020 | | | £146,130.23 |
| Interest - August | | | £1.19 |
| | | | £146,131.42 |
| DD | Aviva | Employer pension charge | £33.00 |
| 103393 | Staff | Expenses - Zoom Pro monthly subscription | £14.39 |
| 103393 | Staff | Expenses - mileage/July | £3.60 |
| 103394 | | Cancelled - error in completing cheque | |
| 103395 | Staff | Expenses - topsoil/Community Orchard | £16.49 |
| 103395 | Staff | Expenses - title check re: tree query | £3.00 |
| 103395 | Staff | Expenses - Noticeboard/Community Orchard | £381.00 |
| 103395 | Staff | Expenses - mileage/July | £4.41 |
| 103396 | Staff | Expenses - Noticeboard/Community Orchard | £381.00 |
| 103397 | HMRC | Tax/NI - August | £58.85 |
| 103398 | Citizens Advice Basingstoke | S.137 grant | £499.00 |
| DD | Aviva | Pensions Contributions - August | £118.49 |
| SO | Staff | Salary - August | £823.84 |
| SO | Staff | Salary - August | £888.75 |
| | | | £3,225.82 |
| Balance at 31 August 2020 | | | £142,905.60 |
| Business Money Manager A/C | | | £138,200.94 |
| Community A/C | | | £4,704.66 |

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