

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 20<sup>th</sup> May 2013 – 7.30 pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB), Pat Lowe (PL), Gill Scott (GS), Jenny Radley (JR), Andrea Ong (AO), Bill Shambrook (BS), Michael Burford (MB)

Also: Jayne Hawkins (Clerk)

There were no members of the public present.

**100/13 Appointment of Chairman and Chairman's declaration of acceptance of office and the code of conduct.**

Councillor Harris proposed Councillor Andrea Ong as Chairman of the Parish Council this was seconded by Councillor Lowe and agreed by all. The Chairman signed the declaration of acceptance of office and the code of conduct.

**101/13 Appointment of Vice- Chairman and Vice-Chairman's declaration of acceptance of office and the code of conduct**

Councillor Ong proposed Councillor Jenny Radley as Vice-Chairman of the Parish Council this was seconded by Councillor Burford and agreed by all. The Vice-Chairman signed the declaration of acceptance of office and the code of conduct.

**102/13 Apologies for Absence**

There were apologies for absence from Cllr. Kate Grant

**103/13 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 22<sup>nd</sup> April 2013 were agreed and then signed as a true reflection of the meeting.

The minutes and recommendations of the following committee meetings were also accepted.

Planning – 22/4/2013

**104/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**105/13 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**106/13 To receive Chairman's announcements**

The Chairman made the following announcements:

- The Chairman thanked Councillor Harris for his excellent work as Chairman since the Parish Council formed in April 2010.
- Emails have been received regarding a fence that has been damaged on Aldershot Road. The fence borders a piece of land that originally belonged to a developer. Issue is with HDC to try and establish ownership of the land.
- Fleet and Church Crookham Society have offered to run a social media workshop for the Parish Council and the Friends of Azalea Park Group. Let



the Clerk know if you would like to attend. It was decided to put this on hold for now.

- Calthorpe Park School briefing - June 4th (7 -8.30pm at Calthorpe Park school) SdG, HB and GS agreed to attend Councillor Radley was keen for Councillors to ask questions about the future capacity of the school to establish if there will be sufficient spaces for Church Crookham children to attend a local school in the longer term.

**107/13 Public Session**

**An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15mins maximum).**

There were no members of the public at the meeting.

**108/13 To receive a letter of resignation from Councillor John Bennison**

It was reported that a letter of resignation had been received on the 15<sup>th</sup> May from Councillor John Bennison. The resignation was accepted and there was a vote of thanks for John's contribution to the Parish Council, the Clerk was also asked to write to John to congratulate him on his appointment as a County Councillor.

Clerk

**109/13 To agree timing and number of Parish Council meetings.**

It was agreed to hold 10 monthly Parish Council meetings (no meeting in August or December) on 4<sup>th</sup> Monday of each month.

**110/13 To agree which committees should be formed and how regularly they should meet.**

It was agreed to form the following committees to meet on the dates given below.

Sports and Rec – 4 per year, 2<sup>nd</sup> Monday – 13/5, 12/8, 11/11, 10/2  
Policy and Finance – 4 per year, 2<sup>nd</sup> Monday – 15/4, 8/7, 14/10, 13/1  
Community Centre – 4 per year, 2<sup>nd</sup> Monday – 10/6, 9/9, 9/12, 10/3  
Highway – 4 per year, 2<sup>nd</sup> Monday - 10/6, 9/9, 9/12, 10/3  
Planning – 2<sup>nd</sup> and 4<sup>th</sup> Monday as required

The Clerk to update the website and calendar

Clerk

**111/13 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council**

The following appointments were agreed by all.

- Policy and Finance NH, AO, JR, MB BS
- Sports and Recreation HB AO JR GS PL NH
- Planning MB AO JR PL BS HB GB
- Community Centre GS KG AO JR MB PL HB
- Highways JR AO GS KG MB HB NH
- Joint consultative committee Transport Agree not to attend
- Crookham Park Highways S106 steering group MB, KG (NH reserve)
- Joint consultative committee Policing Agree not to attend
- Joint consultative committee Schools HB, GS, JR
- HDAPTC AO, JR
- Fleet Link HB
- FACC NH MB
- Ramblers Association AO
- Allotments HB PL
- Memorial Hall MB
- Alms Houses NH
- Friends of Azalea Gardens Group, HB



- Community Plan, NH, KG
- Fleet and Church Crookham in Bloom PL AO
- Bourley and Long Valley conservation Group JR
- Fleet and Church Crookham Society JR

**112/13 To review and agree subscriptions and memberships of other bodies for 2013/2014**

The following subscriptions and memberships were all agreed for the coming year.

- SLCC (both clerks) – £326
- HALC - £1021
- CPRE - £36
- Hampshire Association of Playing Fields -£60
- Navigus planning - £50
- Get Mapping - £90

**113/13 To remind Councillors to update their register of interests for the coming year if appropriate.**

All Councillors agreed to review their interests and update if necessary.

**114/13 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

The following contributions were agreed.

- Fleet Link - £5000
- Basingstoke Canal - £6750

**115/13 To receive comments from internal auditor and to approve accounts and sign external audit form**

The formal report from the internal auditor had been circulated.

The internal auditors report was reviewed and the following was agreed:

- 1) Policy and Finance Committee to produce a treasury policy to include the following:
  - the limits (if any) on the amount that may be placed with a particular institution,
  - which institutions (or types of institutions) the Council may place deposits with,
  - how deposits and transfers are to be approved and reported,
  - whether interest received on S106 monies should be credited to the S106 reserves or to the Council's General Reserve,
  - guidance on the use of the Unity pre-payment card, in particular what expenditure may or may not be paid for and how expenses incurred are to be reimbursed.
- 2) Update financial regulations to include that invoices should continue to be raised as soon as bookings are confirmed and that reliance is placed on Omega reports to manage accounts receivable.
- 3) Council looks at using the Omega cashbook listing for reporting to Council
- 4) All documents confirming changes to terms and conditions will be promptly signed, issued and retained on file. The existing letter regarding a 1 point increase in salary for the Clerk will be signed by the Chairman.
- 5) Employment contract for Sports Officer to be corrected and re-issued with correct annual salary figure.
- 6) The Council will review the classification of staff costs in Omega to ensure that costs are correctly classified. The Council should ensure that the values stated last year are restated to be comparable with those of 2012-13, Councillor Ong asked the Clerk to check with the external



auditor before implementing this change.

It was decided to bring the annual audit form and the additional questionnaire to the Full Council at the end of June for approval to give the Clerk additional time to check the responses to the questionnaire following the internal audit last week. Clerk

**116/13 To decide whether to approve a recommendation from the Sports and Recreation Committee to install Street Snooker and two benches at Peter Driver for a cost of: £15,288 plus vat.**

It was reported that the actual costs was £15,488 the installation cost of two benches had been missed off the reported cost at Sports and Recreation Committee. It was agreed by all to proceed with the order for the Street Snooker and two benches for £15,488 and a deposit of 50% will be sent with the order. Clerk

**117/13 To receive an update from a meeting with the athletics club and the cricket clubs and to decide whether to accept a proposal to remove the sports changing rooms from the requirements for the community centre and instead include a couple of toilets with access from outside of the building and allow space to the side of the building where a modular building could be sited should there be a need for changing rooms in the future.**

**Councillor Scott gave the following update:**

- Athletics require – Storage, drained track, flood lighting, long jump, throwing circle, fencing, parking for 30 cars, meeting room, male, female and disabled toilets, kitchen to make tea and coffee
- Cricket requirements – artificial wicket to be protected from throwing events, storage cupboard, male and female toilets, temporary nets, fencing useful
- Changing facilities appreciated but not necessary
- Each club will discuss options internally and hold a working party together to agree details.

The Clerk was asked to send a copy of the minutes to the cricket and athletics clubs It was agreed to remove the requirement of internal changing rooms from the specification for the community centre. This was proposed by GS seconded by MB. 7 in favour and 1 abstention. One of the toilets accessible from outside should be a disabled toilet. Clerk

**118/13 To receive an updated requirements document for the community centre and to decide whether to adopt this as the agreed requirements in future negotiations with all third parties**

A number of amendments were discussed and agreed, Cllr Scott agreed to update the list. The requirements document with the discussed updates was agreed. GS

**119/13 To receive an update on the community centre project to include an overview of the options considered to date:**

The following update was given by Councillor Scott.

- a) Taylor Wimpey to build for £850K - the latest position following a meeting on 1<sup>st</sup> May 13 is that Taylor Wimpey is unable to build a community centre that the working party considers viable and fit for purpose within the £850K construction budget. Taylor Wimpey would be looking to build a building less than 350 sqm, this would indicate an excessive construction cost per sq m. Show the latest plans.
- b) Architect led design and build (McCallum Penfold) the Parish Council have tried to tie in with Taylor Wimpey but design was considered too expensive, option exhausted. PC felt that there would be insufficient emphasis on controlling



costs on an architect led project.

- c) Engage a design and build company Wessex to design and build the community centre based on a standard design – seemed to be a viable option but company is no longer trading.
- d) Engage an employer's agent/project management company (Welling Partnership, Jackson Rowe, Rund) to come up with an alternative design and costing and to initially take the project through to planning permission. Should this stage be successful the company chosen for the planning phase would also be considered for managing the construction phase of the project if the Parish Council were to decide to take the Community Building contribution. Rund have previously calculated that a 400m<sup>2</sup> building would be feasible with a £800K construction cost based on data collected by the Building Cost Information service which gives an average upper percentile cost of £2,000 per sqm.

**120/13 To receive a proposal from the Community Centre working party to engage with Rund to produce a detailed design brief, plans and costings within the 16K budget, based on a build budget of £800K plus contingency, plus professional fees.**

It was decided to accept this proposal with the amendment that RUND would be asked to supply a choice of architects with portfolios for the Parish Council to choose from. This was proposed by Councillor Harris and seconded by Councillor Shambrook. In favour: Councillors Harris, Lowe, Scott, Butler, Shambrook, Burford, Radley. Against: Councillor Ong.

**121/13 To receive a proposal to initiate discussions with DCK Beavers or Menzies to find out costs and what would be needed to put in place the option to tax on the land where the community centre would be built and find out whether the Parish Council have to own or be leasing the land before the option to tax can be submitted.**

The Chairman gave the following options:

Derek Kemp from DCK Beavers. His charges are £425 per day plus travel. He suggests half a day for a meeting and then half a day to put the paperwork in place. Can opt to tax on land that the PC does not own but would need to specify a date from which the transfer would take place and when the opt to tax would become operational.

Jayne Simpson - Menzies quote:

- To prepare and submit the option to tax for the building or site including the building – up to £300
- To provide advice on VAT clauses for disapplication of the option by a charity – up to £500

It was agreed that this decision would be postponed until the Parish Council had made a decision on whether to build or whether to let Taylor Wimpey build the community centre

**122/13 To review a response from Hart District Council on the SANG land letter sent jointly from Ewshot Parish Council and Church Crookham Parish Council and to decide if further action should be taken.**

A letter from Robert Jackson at Hart District Council had been circulated. The Clerk was asked to contact Ewshot Parish Council to request a follow up meeting to discuss if there was further joint action that could be taken.

Clerk



**123/13 To authorise presentations and annual report to be presented at the Annual General Meeting on Thursday 23<sup>rd</sup> May.**

The Clerk was asked to add resignation of John Benison. Otherwise the presentations and annual report were all agreed.

**124/13 To approve payment of accounts and to review any quotations received**

The accounts for April and payments for May were approved by all and signed. It was agreed to accept a quote for a metal barrier at the edge of the pavement in Lynwood.

Church Crookham Parish Bank Accounts Summary as at 30th April 2013					
Financial Year ending 31/3/14	Closing balance per Mar Statement	Income - Credits received at bank in Apr	Expenditure - Cheques presented in Apr	Petty Cash at hand	Closing balance per Apr Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/C	£ 542.94	£ 94,102.51	£ 91,235.66		£ 3,409.79
Unity Bank Current A/c	£ 36,446.46	£ 1,676.00	£ 10,435.74		£ 27,686.72
HSBC Deposit account	£ 4.27	£ -	£ -		£ 4.27
Unity Bank Deposit A/c	£ 132,570.72	£ 91,000.00			£ 223,570.72
HSBC S106 Deposit A/c	£ 149,185.27	£ 3.49	£ 140,040.00		£ 9,148.76
Alto prepaid card	£ 194.00	£ -	£ -		£ 194.00
Santander 12 month Business bond	£ -	£ 140,000.00	£ -		£ 140,000.00
<b>Grand Total</b>	<b>£ 318,943.66</b>	<b>£ 186,782.00</b>	<b>£ 241,711.40</b>	<b>£ -</b>	<b>£ 264,014.26</b>
NB £140,000 transferred from HSBC S106 deposit account to Santander 12 month Business Bond					
Approval for payments in May 2013			Invoice Number	Cheque Number	£
Area Distribution - distribution of Annual Parish meeting leaflet	PAID			300043	£ 129.32
Employment costs					£ 3,942.49
Total expenses					£ 21.19
Adabe Engraving Services - name badges for Councillors			2013/378	300050	£ 21.60
Ashby Welding & Fabrications - repair to barrier at Peter Driver			6164	300051	£ 222.00
Chromatec - printing of Annual Parish meeting leaflets			8141	300052	£ 107.16
CBS - service contract May 2013			35030	300053	£ 196.60
Crookham War Memorial Hall - Hall hire May 2013			2117	300054	£ 71.00
The Information Commissioner				300055	£ 35.00
KMC Cleaning Ltd - cleaning P Driver Sports pavilion Apr 2013			844	300056	£ 350.40
Simone Surveys - SLR May 2013			4951	300057	£ 240.00
Winchfield Landscape Services - GM contract Apr 2013			975	300058	£ 1,396.97
HALC - Neighbourhood plan update attended by deputy clerk			10733	300059	£ 18.00
Playinnovation - 50% deposit Street Snooker			Q 1154rev2	300060	£ 9,292.80
Printerland.co.uk - ink cartridges for office printer			812411	300061	£ 178.68
IAC - Internal Audit 2012 2013			153	300065	£ 414.00
Upper Bridge Ltd - web hosting -				SO	£ 36.00
<b>Total payments for April</b>					<b>£ 16,673.21</b>
					<b>£ 16,673.21</b>
NB Upper Bridge standing order paid twice in April - refund requested					

**125/13 To receive the Clerks report.**

- Civic Action Day** – 22nd June, 9.30am – 12.00pm. Meeting at Azalea Park.  
Tasks to be completed:
  - Litter pick in Humphrey Park
  - Varnish the parish noticeboard at Sandy Lane
  - Litter pick round Tesco
  - Litter picking at Azalea Park
  - Erect nesting boxes in Lynwood
  - Possibly paint some of the fence panels in Azalea Park if we have enough volunteers
- Crookham Park** - There are 59 occupied properties on site as of 09 May, and by July there will be approx. 100. The first phase of the allotments will be delivered as required under the S106 obligations; phase 2 is likely



to be earlier than required. Sainsbury's plan to open in Feb/Mar 2014.

There is no news on when the new gate will be installed on Sandy Lane, the clerk is chasing ALS.

**3. Nursing Home** development next to Peter Driver playing fields.

Sub floor masonry near completion, ground floor construction due this week, superstructure commences 24 May. No update on services as yet. They are still awaiting a full response from Highways to their initial request regarding a second exit from the car park.

**4. Grant for footpath at Azalea Park:** A grant request has been submitted to Hart District Council and will be considered shortly by Jonathan Glen. Councillor Glen has the authority to make decisions on these applications. Once a decision has been made there is a 5 day calling in period when other Councillors are able to raise objections to the decision.

**5. Allotments:** We have 44 responses out of 57 letters sent out. So far we have requests for 20 standard (half) plots, 15 small (quarter) plots and 9 starter plots which includes 1 raised small bed.

**126/13 To receive monthly safety report**

The monthly safety report was circulated.

**127/13 To receive monthly crime report**

The monthly crime report was received and reviewed

**128/13 To receive other reports.**

1. Quetta and Humphrey Park – finally construction traffic has stopped parking on Leipzig Road.
2. Fleet Link (HB) - Next meeting late June
3. HDAPTC (NH) – Nothing to report
4. FACC (JB) – Nothing to report, meeting June 4<sup>th</sup>, June 27<sup>th</sup>
5. Memorial Hall (MB) – Grounds have been maintained and refurbishment of Willis Hall toilets is continuing.
6. Allotments (HB) – Update in clerks report
7. Community Plan – Meeting 22<sup>nd</sup> May to review data and graphs.
8. Alms Houses – Nothing to report

**129/13 Items for next meeting**

- SANG land meeting Ewshot
- Approval of audit form and submission reports

**130/13 Date of next meeting:** 24<sup>th</sup> June 2013 - AGM

**There being no further business, the meeting closed at 9.50 pm**

Signed.....

Date.....