

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 20th December 2010 – 8.10pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), John Bennison (JB), Andrea Ong (AO), Mary Barry (MB), Bill Shambrook (BS) and Pat Lowe (PL)

Also: Cllr James Radley – HDC
Cllr Jenny Radley – HDC, HCC
Jayne Hawkins - Clerk
1 member of the public

156/10 Apologies for Absence

Apologies were received and accepted from Councillors Helen Butler (HB), Jenni Kenyon (JK) and Michael Burford (MJB)

157/10 Approval of the minutes

One amendment was made to the minutes from the Parish Council meetings on 22nd November 2010 Nick Harris initials was added to councillors that agreed to the resolution. The change was initialled and the minutes were then signed as a true reflection of the meeting.

158/10 Declarations of Interest in any item on the agenda

No declarations of interest.

159/10 To receive Chairman's announcements

- The Chairman wished members of the Parish Council and members of the public a Merry Christmas.
- The Chairman requested that when agenda items are considered all Chairmen should ensure that clear actions are given before moving onto the next item.
- A reminder to send agenda items for Parish Council and Committee meetings to the Clerk.
- The Chairman said that it was important for Councillors and Member of the public to try and finish the Parish Council and Committee meetings at a reasonable time. He said that Councillors should be aware that he would be moving the meeting on if discussions went on for too long.

160/10 Public Session

A member of the public asked what the arrangements were for filling the new grit bins that had recently been put in various locations around the Parish. The resident noted that the bins had been recently topped up. Cllr. Jenny Radley said that due to the recent bad weather the country wide salt supplies were now being co-ordinated by the government. Hampshire County Council is responsible for filling the grit bins and will do so as long as there is grit or salt available. Cllr Radley said that there should be a telephone number displayed inside the grit bins which residents can call when the bin is running low, the County will then top them up.

The Clerk was asked to add grit supplies for Quetta Park to the next Parish Council agenda. The Clerk was also asked to email Captain Symons regarding the filling all the grit bins at

Clerk

Quetta Park with road salt as residents had reported that most were now empty.

Clerk

161/10 To discuss matters of crime and disorder

The clerk provided a neighbourhood watch report containing crimes recently reported in Church Crookham. Cllr. Bill Shambrook gave an overview of the Police Liaison Partnership meeting which took place with Fleet Town Council on the 8th December 2010. The Clerk will circulate the minutes when they are available.

Clerk

162/10 To receive a report from the Policy and Finance Committee on the recommended budget and precept for 2011/2012 and to decide whether to accept the recommendation

AO reported that the Policy and Finance Committee had agreed a proposed budget for 2011/2012 and were recommending that the Parish Council accept the proposed budget and that the precept is kept the same in 2011/2012 as in the current year.

Cllr. Mary Barry suggested that the Parish Council look at building an extension to the Peter Driver changing rooms to house a store room and a club room rather than spending money on a new portacabin. It was agreed that this may be a long term solution but would not be quick enough to solve the vandalism issues at Peter Driver.

Cllr. Nick Harris asked the Council members to think about whether they may want to have a permanent deputy clerk as the work load is high. It was suggested that the Council look for a temporary deputy clerk with a view to extending it if the work load remains high.

Cllr John Bennison proposed that the budget was accepted this was seconded by Cllr Andrea Ong and unanimously agreed by all.

163/10 To Discuss the Parish Plan including consideration of a draft Terms of Reference for a temporary part-time resource to help initiate work on the Parish Plan. To decide whether to advertise for a paid resource and if so for how many hours and at what rate of pay.

The Chairman reported that an initial meeting to consider a Parish Plan had been organised for the 31st January in the Willis Hall from 7.30pm. Councillors AO, NH, HB and BS had agreed to attend and 4 members of the public had been invited. The Chairman suggested that the working group uses the Fleet and Church Crookham Health check as a starting point to their discussions.

A terms of reference for a temporary deputy Clerk was reviewed. The clerk agreed to make a few minor changes.

NH proposed that the Parish Council recruit a temporary deputy Parish Clerk from 31st January to end of April for 18 hours a week at £9.253 per hour SCP 19. This proposal was agreed by all.

The Clerk was asked to advertise the vacancy and arrange interviews in the new year.

Clerk

164/10 To Decide whether to form a Queen Elizabeth Barracks Committee and to appoint members including members of the public

Chairman NH proposed that a Queen Elizabeth Barracks Committee was formed and that the following Councillors were members: N. Harris, H. Butler, J. Kenyon, P. Lowe, J. Bennison, M. Barry, A. Ong, M. Burford and that Steve Love a member of the public was co-opted on to the committee. This was seconded by JB and unanimously agreed by all.

It was decided to meet on the third Monday of the month at 7.30pm in the Willis Hall (if available).

Clerk

Clerk to book meeting rooms

165/10 To decide which internal auditor to appoint, an auditor from HALC or a local accountant.

The Chairman explained that the Parish Council must appoint an internal auditor and suggested that the council consider two options either to sign up to the HALC internal audit service or to appoint a local accountant experienced in Parish Council internal audit. The Clerk had spoken to an independent internal auditor who in principle would be prepared to be the internal auditor for Church Crookham Parish Council subject to meeting with the Clerk in January to review the current documentation and to the Council accepting his quote.

Clerk

The Clerk was asked to liaise with the independent internal auditor to obtain a quote. NH proposed that the Council agree to appoint this internal auditor subject to him being suitably qualified and that his quote was less than the HALC internal audit fee. This was seconded by BS, and agreed to by MB, PL and JB. AO abstained.

166/10 To approve the authority for the Clerk to spend up to £500 on small items and up to £1000 on emergency repairs within budget.

BS proposed that the Clerk is authorised to spend up to £500 on small items and up to £1000 on emergency repairs within budget. This was seconded by AO and unanimously agreed.

167/10 To discuss the use of speed limit reminders to be used in the Parish.

The Chairman reported that the Clerk had contacted Ash, Chineham, Bramley, Pamber, Crondall and Crookham Village Parish Councils to find out if they owned their own SLR's and if so how they managed them.

The devices cost approx: £3000 and if the Parish Council wanted Basingstoke and Deane to manage one (erection, charging batteries, downloading data and moving them around) it would cost approx £1365 - £1495 per year. An alternative is for the Parish Council to rent a device from B&DBC or from another Parish Council.

BS reported that a mains operated device would be cheaper to run

It was agreed that further research was needed, the clerk agreed to prepare a report to be considered at the next Parish Council meeting. The Clerk also agreed to contact HCC to see if they would allow the Parish to connect an SLR device to the mains electricity on a County owned lamp post. Clerk also agreed to ask HDC if S106 BEST money could be used to purchase SLR devices.

Clerk

168/10 To decide on a date and format for the annual Parish Meeting

The Clerk was asked to book the memorial hall on the 16th May 2011 for the annual Parish Meeting if it was available. The Chairman would give a report on achievements and future plans. Councillors agreed to come up with ideas for a guest speaker.

Clerk

All

It was agreed to issue a newsletter just before the Annual Parish Meeting to advertise the event.

169/10 To report on findings of a formal complaint hearing held on 6th December 2010

The Chairman read out in full the Councils response to two formal complaints made to the Parish Council and considered at a complaints hearing on the 6th December 2010.

Having considered carefully the points raised by the complainant and Councillor Bennison the Parish Council has reached the following decisions.

Complaint 1: the decision against application 10/02234/HOU was not in fact grounded in planning law but on personal preference and casual conclusion without regard to confirming the facts.

The Council's decision is that the Planning Committee did adhere to the planning process and commented on the planning application in a manner consistent with the requirements placed on the Parish Council by the planning authority.

With regard to planning application 10/02234/HOU they are satisfied that the planning committee based their decision on the information presented on the submitted plans, their knowledge of the local area and their knowledge of the Hart District Local Plan.

The planning officer from Hart District Council in his delegated report stated that the concerns raised by the Parish Council are legitimate planning reasons and there is no justification to ask the Parish Council to re-consider the development proposal on this basis.

The Parish Council will not be taking any further action with regard to this complaint.

Complaint 2: At the time that my application was commented upon by the Parish Council its policy and procedure prevented affected individuals from ensuring that the committee was in full possession of the facts by enabling them to speak at planning meetings.

The Parish Council believes that the planning process which they are operating is robust, reasonable and fair.

The Parish Council would like to note that the complainant did not attend the planning meeting where the application was heard and did not make any contact with the Parish Council until 8 days after the planning meeting. The Parish Council will always endeavour to allow any member of the public who attends a planning meeting to speak in the public session when the application is on the agenda.

The Parish Council is satisfied that all requirements to advertise the planning committee meeting on the 11th October were met. The agenda was posted on the notice board and put on the website 3 clear days ahead of the meeting.

The Parish Council accepts that some of the words on the Parish website may have been confusing with regard to the notice period required for speaking at the planning meeting. It did however clearly state that the Parish Council would also try to accommodate late requests. This wording was removed from the website until the full process can be considered at the next Policy and Finance Committee meeting. The council does not believe that the complainants planning application was affected by this as the complainant could have attended the planning meeting at which the application was heard and would have been allowed to speak. The Parish Council did give the complainant the opportunity to speak at the Parish Council meeting held on the 25th October.

The Parish Council will review their planning process and complaints procedure at the next Policy and Finance Committee meeting and will implement any recommendations made by the committee to improve the procedures and documentation.

170/10 To receive reports and recommendations:

1. Planning Committee – nothing to report
2. Sports and Recreation Committee – nothing to report
3. Finance and Policy Committee – AO reported that David Millet from the Canal Society attended the committee meeting and explained how the donation from the Parish Council was spent.
4. QEB working party – nothing to report

5. Quetta and Humphrey Park – nothing to report, next meeting mid January
6. Call & go – nothing to report
7. HDAPTC - next meeting January
8. Memorial Hall – nothing to report
9. Basingstoke Canal – BS reported that one of the big problems for the canal is repairing the lock in Surrey as this prevents fee paying boats from using the canal.
10. Humphrey Park Youth Worker Meeting – AO reported that she and MB had attended a meeting with a youth worker from the RAF who was keen to set up some activities with young people aged 11 – 18 living at Humphrey Park. He may look at the Hype truck and the Parish Council could co-ordinate so that they book in alternate weeks.

171/10 Items for next meeting

PL requested an update on the status of the QEB planning application

MB said she may be putting forward a proposal for a skate board park at Peter Driver and a table tennis club. Both ideas would go to the Sports and Recreation Committee first.

172/10 Clerks Report

Nothing to report

173/10 Payment of Accounts

The December payments were presented for review. AO proposed that these were accepted, this was seconded by NH and agreed by all.

Church Crookham Parish Bank Accounts Summary as at 30th November 2010

Financial Year ending 31/3/11	Petty Cash	HSBC Current A/C	HSBC Deposit account	Grand Total
Closing balance per Oct Statement				
		£ 150,874.42	£ -	£ 150,874.42
Income - Credits received at bank in Nov				
		£ 3,510.56	£ -	£ 3,510.56
Expenditure - Cheques presented in Nov				
		£ 26,434.98	£ -	£ 26,434.98
Petty Cash at hand	£ -			£ -
Closing balance per Nov. Statement (cash at bank and in hand)				
	£ -	£ 127,950.00	£ -	£ 127,950.00
<u>Approval for payments due in December</u>				
			cheque no:	
Employment Costs: Clerks Salary	December		100088	1315.66
PAYE/NI	December		100089	434.96
Primavera Cleaning Services			100090	405.37
Crookham War Memorial Hall			100091	32.50
CBS			100092	327.68
Linpac - 3 grit bins, 1 recycling bin, 2 black waste bins			100093	1333.63
Elliiots Landscaping - Trees cut back at Peter Driver			100094	800.00
J. Hawkins(expenses: Travis Perkins Grit, paper)			100095	259.80
Memorial Hall Donation - lights			100096	327.03
Midas Leisure - Football nets and equipment			100097	117.99
J and CJ Davidson - Fencing Sian Close			100098	1233.75
Hart District Associations of Parish & Town Councils - Training			100099	20.00
Mary Barry - expenses car parking			100100	8.80
DD PCMS telecoms				
SO Abacus HR				13.58
DD Electricity Peter Driver				87.44
Total Payments for December				£ 6,718.19

Quotes for play bark, office lap top and payroll service were reviewed the following decisions were made:

Play Bark – Three quotes were considered. It was agreed to order 42 80L bags of play chips from AHS for £180 plus vat including delivery for the play area at Azalea gardens. The clerk will ask Winchfield Landscapes to take delivery and spread out the new bark.

Laptop – Two quotes were considered. It was agreed to purchase a new laptop with docking station, keyboard, external hard drive, mouse and screen for the Parish Office from Brian Bass Computers for £1,152 plus vat.

Payroll – The clerk was asked to check who the payroll companies were registered with before the Council decide which company to go with.

174/10 Date of next meeting

24th January 2011

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

Signed.....

Date.....