

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 22nd April 2013 – 7.30 pm

Place: Willis Hall, Church Crookham

Present:

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

Also: Jayne Hawkins (Clerk)

There was 3 members of the public present.

75/13 Apologies for Absence

There were apologies for absence from Cllr. Kate Grant and Cllr. Michael Burford.

76/13 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 25th March 2013 were agreed and then signed as a true reflection of the meeting.

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

Planning – 25/03/2013, 8/4/2013

Sports and Recreation – 8/4/2013

Policy and Finance – 15/4/2013

77/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

78/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

79/13 To receive chairman's announcements

The Chairman gave the following announcements:

- Safer places cards were available for Councillors to look at.
- The Clerk had been asked to write an article on Crookham Park for the Gurkha Welfare Trust magazine.
- Reminder CPRE training – 7th May, Winchester, Parish and Neighbourhood plans. JR agreed to attend.
- Working Practices – meeting paperwork will be sent out by email, if councillors require hard copies they must ask the clerk
- Any presentations for the Annual Parish Meeting should be circulated before and approved at the Parish Council meeting on 20th May
- LEAP and LAPS at Hightrees – final design sent to Helen following amendments requested by residents. Helen will agree to the design.
- Street Snooker – issues are starting between paid booking and free use of the five a side. More bookings are reducing the time available for local children especially now the evenings are getting lighter. Football teams at Peter Driver have been consulted and those that attended the football meeting voted unanimously for the street snooker to be installed at Peter



Driver.

Kick board, plus score board, plus sand filled artificial turf and two robust benches installed in concrete. Comes out at £15,998 plus vat. If ordered on 13th May after Sports and Rec it should be installed by end of June. This will be put on the next Sports and recreation committee agenda for discussion and approval.

- Request from a resident to install a memorial bench at Azalea Park. The lady has been asked to supply details of bench and preferred location and it will be brought to the next Sports and Rec meeting.
- Cllr Ong attended a changing futures event on Friday – updates to be circulated.

80/13 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 comments from members of the public.

81/13 Village Agent

Clive Heathcock the Village Agent for Church Crookham gave a brief talk about the Village Agent Scheme and his role. Clive explained that this was a voluntary role for 4-6 hours a week. The scheme aims to look after the wellbeing of older people by helping them to access services and resources that may be helpful to them. The scheme is managed by age concern and Hampshire County Council.

Councillor Radley agreed to pass on the details of the manager at the Grange. Mr Heathcock was invited to attend the APM and hand out leaflets. It was agreed to advertise the Village agents public meeting in the Parish Magazine. The Chairman thanked Mr Heathcock for his role in this worthwhile venture.

JR

82/13 Year-end reports

The Chairman reported that year end summaries had been circulated to all Councillors and that the Chairman of Policy and Finance Committee and the Clerk had reviewed all the end of year reports in detail including the P35 annual payroll form and the annual pension return. The following summary was circulated.

Summary

Income: £426,339

Additional income due to S106 payments from Crookham Park £149K, S106 grant for playground 50K and £25K from land transfer and release of covenant.

Expenditure: £269,972

Expenditure high mainly due to Azalea Park playground project which cost £115K

Annual Precept:	£173,530
Other income:	£252,809
Total income:	£426,339
Employment costs:	£46,210
Administration costs:	£23,748
Peter Driver premises	£17,986
Grounds Maintenance	£31,961
Supplies and Services	£726
Community Support	£21,860
Project costs	£124,540
Total expenditure	£269,972



Earmarked Reserves	£216,476
General reserves	£87,508.48
Total Reserves	£303,984.48

Year End Reserves:

S106 Crookham Park money added to earmarked reserves at end of year
Green Energy, Playground replacement, 3G replacement and community centre running costs also added to earmarked reserves at year end.
Giving £304 total reserves, £87K general reserves and £216K earmarked reserves

The Parish Council approved the year end reports. Nick Harris (chairman) and Jayne Hawkins (RFO) signed the balance sheet, income and expenditure account, draft annual form, working detail for reserves reconciliation, Payroll and Pensions forms.

The Clerk was asked to complete the annual audit return based on these figures. It was explained that all variances have to be explained and this year there will have to be a lot of detail due the large variances from last year, this information and the annual audit form will be brought to the AGM on 20th May for approval. **Clerk**

83/13 Reserves

It was decided to accept the recommendations of the Finance and Policy Committee with regard to earmarked reserves for 2013 2014. Peter Driver Boiler, Steel roof and pitch levelling will be amalgamated into a Peter Driver improvements reserve and 10K added from general reserves. 10K would be added to Community Youth Projects from general reserves and 17K would be put into a new earmarked reserve for Community Centre planning costs.

Proposed earmarked reserves:

- Community Youth Projects (skate park) - 40K (plus 10K)
- Peter Driver Improvements – 25K (Boiler, Steel roof, pitches, + 10K)
- Community Centre Green energy Projects - 5K
- Community Centre running costs - 10K
- Playground replacement - 4K
- 3G surface replacement - 3K
- Planning Community Centre – 17K
- S106 - Sandy Lane Car Park – 20.22K
- S106 Allotment SANG Car Park - 128.9K

It was noted that once the above changes were made to the earmarked reserves the general reserves would be £50.5K. The Clerk will put the additional reserves into RBS. **Clerk**

84/13 Annual Parish Meeting 23rd May

A draft agenda and a draft annual Parish Report were circulated. A leaflet advertising the event was also circulated. All documents were approved.

It was reported that Baxter and King have agreed to set up a stand showing plans of the nursing home, Clive Heathcock – village agent, Caroline Webster and Adam Merrick had been invited. The clerk was also asked to invite Community Safety team and the dog warden. **Clerk**

85/13 Newsletter

It was agreed to include the following topics in the next newsletter providing there is sufficient space to be distributed early June. It was suggested that we could issue a 6 or 8 page newsletter with larger print if there is a large response from local clubs.

Local societies:

- Village agent Clive Heathcock
- Church Crookham Garden Society Terry Eggerton



- Riding for disabled

Parish Council grants overview SDG

Civic action day – Gillian Wain

Parish Precept AO

Crookham Park to include update on School, community centre and SANG land GS/JH

Peter Driver update (Nursing home, street snooker, other improvements) JH

Councillor diary KG

Chairman's update Chairman

Memorial improvements SDG

Azalea Park improvements: planting, Map board, footpath JH

Football advert for summer SDG

Coronation note following last year's Jubilee celebrations

Parish Plan update – refer residents to graphs on website. Maybe pick put some of the more interesting data.

If information is available also include an update on FACC consultation.

Clerk/
Deputy
Clerk

86/13 Resident request regarding overhanging branches

A letter had been received from a resident requesting that the Parish Council cut back branches on Parish Council owned trees that overhang the resident's garden. The letter had been circulated.

It was decided that the Parish Council should produce a tree policy so that a common policy could be applied to all requests such as this.

It was agreed that the resident should be advised that he could remove branches that overhang his land but that permission would be needed from Hart District Council as the trees all had TPOs on them. The Clerk should also ask the resident to inform her if he wished the rubbish to be removed. This was proposed by Cllr. Harris, seconded by Cllr. Shambrook and agreed by all.

The Clerk was asked to investigate tree policies used by other parish councils

Clerk

87/13 Resident request regarding unnecessary signage and litter

It was reported that the Parish Clerk had received a request from a resident wanting action taken about the number of unnecessary signs in the Parish and litter around Tesco Express

The clerk was asked to reply to the resident and inform him that the Civic action day would be asked to address litter around Tesco Express and that he would be welcome to join in and that a letter would be written to Tesco Express regarding the amount of litter around the site.

With regard to unwanted signage in the Parish, Highways have a right to remove any signs that are a danger to road users because they block sight lines

Clerk

88/13 SANG land project

It was reported that a draft letter had been circulated that outlined the concerns that Ewshot Parish Council and Church Crookham Parish Council had about the SANG Land Project. The content was agreed and the Clerk was asked to send the letter to Hart District Council.

The Clerk was asked to ask Ewshot Parish Council if they would like to meet again to decide if they wish to continue to work together and whether they would like to request a meeting with Hart District Council to raise some of the issues brought up by Matt Beal (Area Countryside Access Manager – North)

Clerk



89/13

2014 Commemorations

To consider whether the Parish Council want to plan any 2014 Commemorations – WWI Centenary and D-Day 70th anniversary. Initiate restoration work on war memorial and new engraving.

It was decided to start work on the war memorial and get quotes for lettering and painting of letters. The Clerk has contacted RBL to ask if they are planning any events but was still waiting a reply.

The clerk was asked to make enquiries to find out if the following organisations had any plans for 2014:

- Crookham War Memorial Trust
- Aldershot Garrison
- RAF Odiham
- Fleet Historical Society

The Clerk was asked to get quotes for the lettering on the war memorial with an aim to completing the work before November 2013.

Clerk

90/13

To discuss Parish Council representation on external bodies

To review those external bodies which the Parish Council has representation on and to decide whether they wish to continue in 2013 2014 and whether there are any more that should be added. The following list was agreed:

Fleet Link	HB
FACC	JB MB
HDAPTC	NH AO
Memorial Hall	MB
Parish Plan group	NH KG
Friends of Azalea Park	HB
Alms Houses	NH
Fleet and Church Crookham in Bloom	PL AO
Schools Committee	HB GS JR
Crookham Park Highways Steering Group	MB KG NH
Bourley & Long Valley Conservation Group	JR

It was agreed to add the following for review at the AGM on 20th May.

Clerk

91/13

Highways

To receive an update on highways projects and to discuss forming a Highways Committee to drive projects forward.

It was agreed that a Highways Committee should be formed, it was suggested that Councillors JR, KG, MJB,NH,AO,HB would sit on the committee, the clerk will have to check with Cllr Grant and Cllr Burford who were not at the meeting.

Along with taking the lead with all highways related issues the highways committee would be tasked with prioritising the existing highways projects and discussing these with Andrew Kettlewell from HCC Highways to establish which if any could be progressed this year using the S106 money that was allocated to Church Crookham.

Clerk

The Clerk agreed to organise a meeting.

Cllr Harris suggested that the road from the allotments to Naishes Lane requires resurfacing and this may be a possible contender for S106 money, although it will have to be prioritised alongside other highways projects.

Councillor Radley gave an update on the Hope and Clay construction of the new roundabout on Sandy Lane/Naishes Lane.

92/13 Community Centre update

To receive an update on the community centre following a meeting with TW on 17th April 2013.

Councillor Scott gave the following update:

Taylor Wimpey have produced 3 plans

- Option 1 – 350 sq m cost £933K
- Option 2 – 435 sq m cost £1.125 million increased play group space and office meeting room space.
- Option 3 – 441 sq m cost £1.142 million increase all hall space and office and meeting room space

All designs were metal frame with block and brick.

Next meeting planned for 1st May at 3.00pm, TW to look at removing changing rooms from main building and adding portacabin building on side for sports changing.

It was reported that a meeting with the Athletics and Cricket club would also be taking place on the 1st May in the evening.

93/13 To approve payment of accounts and to review any quotations received

The accounts for March and payments for April 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 31st March 2013

Financial Year ending 31/3/13	Petty Cash	HSBC Current A/C	Unity Bank Current A/c	HSBC Deposit account	Unity Bank Deposit A/c	HSBC S106 Deposit A/c	Alto prepaid card	Grand Total
Closing balance per Feb Statement		£ 22,812.23	£ 72.00	£ 152,565.06	£ -	£ 149,174.11		£ 324,623.39
Income - Credits received at bank in Mar		£ 156,568.00	£ 37,395.73	£ 4.22	£ 132,570.72	£ 11.16	£ 200.00	£ 326,749.83
Expenditure - Cheques presented in Mar		£ 178,837.29	£ 1,021.27	£ 152,565.00			£ 6.00	£ 332,429.56
Petty Cash at hand	£ -							£ -
Closing balance per Mar Statement (cash at bank and in hand)	£ -	£ 542.94	£ 36,446.46	£ 4.27	£ 132,570.72	£ 149,185.27	£ 194.00	£ 318,943.66

Approval for payments in April 2013

	Invoice Number	Cheque Number	£
Employment costs			£ 3,942.49
Total expenses			£ 60.00
Crookham War Memorial Hall - Hall hire April 2013	2087	300030	£ 71.00
HALC - 2013/2014 Membership	10473	300031	£ 1,021.00
HCC - office stationery & litter pickers	57859707 & 57859706	300032	£ 196.81
Hart DC - business rates Peter Driver Sports Ground		300033	£ 727.65
KMC Cleaning Ltd - cleaning P Driver Sports pavilion Mar 2013	803	300034	£ 350.40
npower - electricity 20.12.12 to 31.03.13	LGULFHCS	300035	£ 1,012.64
Simone Surveys - SLR April 2013	4935	300036	£ 240.00
Winchfield Landscape Services - GM contract Mar 2013	968	300037	£ 1,924.42
CBS - service contract April 2013	34902	300038	£ 196.60
Zurich Municipal - annual premium		300039	£ 2,698.76
RBS - Year end & software upgrade to Omega	23100	300040	£ 2,168.22
TM Roofing - replacement guttering on Peter Driver pavilion	6289	300041	£ 624.00
Man About the House - "No Parking" signs at Sandy Lane car park	660	300042	£ 28.50
Hart CAB - grant (cheque written & signed Feb 2013)		100695	£ 3,000.00
HSBC - bank charges 20.02.13 to 30.03.13		DD	£ 30.41
Upper Bridge Ltd - web hosting		SO	£ 36.00
BT - office phones and broadband		DD	£ 85.83
Total payments for April			£ 18,414.73
			£ 18,414.73



To receive the Clerks report.

1. **Football Meeting** – A meeting with football teams took place on 16th March and was chaired by Sam Knowles and Sally du Gay. 6 teams attended 3 grass and 3 five a side. All praised the facilities and all supported installing street snooker. They discussed other improvements they would like at Peter Driver which included: nets across top of goals, secure storage for balls and nets, some urinals, improvements to goal mouth maintenance. Car parking is seen as the main issue. Lots of tension on Tuesday evenings and poor parking would prevent emergency vehicle access.
2. **SANG land update** –ALS are on last stages of the Bridal Path and are putting the top surface on. This will be finished this month. They will be onto the bund next month for which they now have final approval. They are currently agreeing the detail of the 5 year maintenance plan and hope to have this in place in the next couple of weeks. They have maintenance built into their contract up to the end of July and then they will start the 5 year plan. The fencing and tree works continue. They have not been instructed to put any new gates in on Sandy Lane but I believe that Bill Luck is now going to give instruction to do this. ALS has said that the Bridal way is definitely just for horses and quite definitely not for cyclists or pedestrians. There are a number of crossing points on the route but these are just for transiting over the Bridal Way. They will shortly be installing the horse gates at all the entrances and exits which will prohibit any other access.
3. **Crookham Park update** –The Local Centre is progressing, the private flats are now in the dry this week and they will be dry-lining next week. The roof construction is on-going and they expect it to be finished by the end of next week (roof trusses), with the roof tiling following on. Inside, the first fixes are complete to the first floor, and they are now, as the roof is been covered in, starting on the top floor. Externally, they should be adapting the scaffolding next week to start cleaning down, mastic to windows, etc, from the private flats end.

The Spine Road - from Naishes Lane, the road, to base level, is 50% complete (by the Twin Oakes) works are progressing to complete these works by the end of June.

School -There is a meeting with Miller Construction and Hampshire CC to discuss their starting on site on Friday, 19th April. Contrary to rumours circulating the school is progressing as planned.

The public art contribution is due on the 237th occupation which is anticipated to be July 2014.

The Allotments -no further works have been undertaken as the weather has been too bad to send any plant or machinery into it. Once the weather improves, they will then proceed to level and import the topsoil. Phase 1 of the allotments is due for handover on the 200th occupation which is anticipated to be January 2014. Phase 2 is due by 610th occupation which is anticipated to be January 2017. However there is a possibility that all the allotments will be handed over in one tranche.

4. **Baxter and King Nursing Home update** – Works have commenced on site, footings and sewer connections are in progress. Masonry due to commence on the 23.04.13. Ground floor planks due 13.05.13, they will have mobile cranes in operation during this period.

Water has been connected, from the pavilion. They are still trying to establish a line of communication with the appropriate highways department to confirm the possibility/ feasibility of a second entrance to the car park.



Initial comments are that the entrance would pose a risk of damage to the highway and vehicles due to the angle of the slope.

5. **Allotments** – letters sent out to residents on the waiting list last week
6. **Parish Lengthsman Scheme** – in contact with Newnham Parish Council who would be the lead council in the cluster if the scheme goes ahead. The Newnham Clerk is in contact with HCC, awaiting update.
7. **Saving deposit bond** - 12 month bond opened, 2% interest, deposit £140,000, interest payable £2,503.64, total repayment 1/3/2014 £142,503.64
8. **Training Courses** – HALC and SLCC list circulated, Councillors to let the Clerk know if they wish to attend any courses.
9. **Year end:** RBS completed the year end accounts and software upgrade on 9th April 2013. Main audit visit will take place on 16th May 2013 and the audit forms will need to be signed and sent to BDO by the 25th June at the latest.

95/13 To receive monthly safety report

The monthly safety report was circulated.

96/13 To receive monthly crime report

The monthly crime report was received and reviewed

97/13 To receive other reports.

1. Quetta and Humphrey Park –nothing to report
2. Fleet Link (HB) -nothing to report, meeting coming up in June
3. HDAPTC (NH) – minutes circulated
4. FACC (JB) – nothing to report, meeting coming up in June
5. Memorial Hall (MB) – nothing to report
6. Allotments (HB) – allotment letter has been sent to those on the list within the qualifying parishes
7. Community Plan – most of graphs have been produced
8. Alms Houses – meeting this week

98/13 Items for next meeting

- Feedback from internal auditor
- Approval of audit form and submission reports
- Full approval for street snooker of approved by S&R
- Approval of annual report and Chairman's presentation plus any other presentations

99/13 Date of next meeting: 20th May 2013 - AGM

There being no further business, the meeting closed at 10:15 pm

Signed.....

Date.....