



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 22nd September 2014 – 8.00pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Gill Chatfield (GC), Gill Scott (GS), Michael Burford (MB), Richard Newbigin (RN), Nick Harris (NH), Richard Jackson (RJ) - arrived at 8.27pm

Also: Jayne Hawkins (Clerk)
Sally du Gay (Deputy Clerk)
Cllr. John Bennison (HDC, HCC)
Cllr. Jenny Radley (HDC)
Cllr. Tony Clarke (arrived at 8.06pm)

198/14 Apologies for Absence

There were apologies from Cllr. Whibley and Cllr. Chettle.

199/14 Suspension of standing order 3(i)

Following amendment of S. 1 of the 1960 public bodies act on 5th August 2014 It is proposed that standing order 3 (i) below is suspended until such time that it is replaced.

3(i) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

It was reported that this will be reviewed by Policy and Finance committee in October and standing orders amended. It was agreed that Standing order 3(i) would be suspended until the standing orders could be amended and approved.

200/14 Approval of the minutes

Minutes of the Full Council Meetings on 28th July 2014 were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 28th July, 11th Aug and 8th Sept 2014
Facilities Committee – 11th August 2014 and 8th September 2014

201/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

202/14 Declaration of interest relating to items on the agenda

Cllr. Chatfield, Cllr. Burford and Cllr Newbigin all declared a personal interest in item 216/14 as they have all applied for allotments.

203/14 To receive Chairman's announcements

The Chairman made the following announcements:

1. Resilience planning event – 3rd October
2. Hampshire ALC AGM, 4th October, Hartley Witney – Cllr Lowe and the clerk agreed to attend.
3. Hampshire Countryside access plan – stakeholder survey to be completed by 26th October.



4. A visit to RAF Odiham could be arranged if councillors would like to go on a visit. Cllr Harris agreed to arrange this. NH
5. Offer from Patricia Hughes – Chief Executive with Daryl Philips at Hart DC to come and talk to the parish council about engaging with Hart DC on current topics. The council asked the clerk to organise this. Clerk
6. Notification received about Post office changes at the Verne – post office till moving to the retail counter, will be open for longer Mon – Sat 06:00am – 22.00pm, Sun 07:00 – 22:00. Changes taking place in Oct – Nov. Some services will not be available after the changes.
7. An update from the Friends of Azalea Park was given.
Volunteer event - Sunday 28th September from 10am in Azalea Park
Friends of Azalea Park AGM - Tuesday 21st October 8-10pm The Tweseldown Pub.
8. Fleet and Church Crookham Society are looking for sites to plant bulbs. Ideally sites which are visible to lots of people. The clerk has suggested along the edge of Peter Driver playing fields and entrances to Azalea Park. Also around the new parish boundary and gateway signs but these would need permission from HCC. Clerk
9. An article written by the clerk for the Gurkha Welfare Trust magazine had been circulated.

204/14 Public Session

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

Cllr. Radley gave the following updates:

- Hart local plan exhibition is taking place on 30th Sept from 10am to 8pm in the Harlington. She encouraged the Parish Council to respond.
- Bourley training grounds user group – a meeting will be organised by the MoD. Cllr Jackson and Whibley have been put forward to represent the Parish Council.

205/14 Committees

To review the membership of committees.

It was **resolved** to make the following appointments to committees:

- Cllr. Richard Newbiggin to join the Facilities Committee.
- Cllr. Chettle to be removed from the Facilities Committee and the Community centre sub- committee
- Cllr. Gill Scott to join the Staff Committee
- Cllr. Nick Harris to join the Planning Committee

206/14 Highway Schemes

To receive an update from HCC for parish highways schemes.

The Chairman gave the following update:

- Parish Gateways and pedestrian refuges on Aldershot Road and Beacon Hill – These are with Highways officer Helen Merrills, Councillor Bennison will ask for an update when he is next at Winchester.
- Parish Boundary signs – The Clerk met with James Holt on Monday 15th Sept. to review positions of signs. Layout of sign circulated. New sign has to have a black border. Signs will be same size as current signs. No need to have the Hart DC or HCC logo on, signs for other Parishes in Hampshire do not have these on. Sharyn Wheale has asked the Hampshire logo to go on the Fleet signs. The location of the signs will be amended to reflect new parish boundaries and road safety issues at each location. The signs should be installed November 2014.
- A replacement for Greg Churcher has not yet been found.
The clerk agreed to check the drawings and respond to James Holt at HCC. Clerk



207/14 Highways – Community Speed Watch Scheme

To consider whether the Parish Council wish to set up a community speed watch scheme and possibly share equipment with Fleet Town Council.

It was reported that a member of the Fleet speed watch scheme has made contact after putting up a post about speed watch locations. He had quite a few responses from people in Church Crookham. The most popular locations outside Fleet were:

Aldershot Road
Gally Hill Rd
Sandy Lane
Redfields Lane
Beacon Hill Road

He suggested that a Church Crookham Scheme might be able to rent equipment from Fleet if they had sufficient trained volunteers.

It was reported by the clerk that there is an item on our website and we have advertised it before in the newsletter. It was **resolved** to put an appeal on the front page of the website and to put an article in the next newsletter.

Clerk

208/14 To decide whether the Parish Council wants to order any speed surveys in 2014 2015

It was reported that Simone Surveys can conduct these on behalf of the Parish Council. Provision has been made for two surveys in the budget. Surveys on the Verne, Northfield Road and Ferndale were conducted in May 2012. £150 each for 7 days. Information from last survey circulated.

WSP Speed surveys recently carried out in 2014 on Sandy Lane show a reduction in average speeds since 2010. HCC consider the speeds to be within acceptable levels and beneath the levels that they would consider traffic calming measures.

Councillors discussed organising speed surveys close to the sites of the new proposed parish gateways before they are installed so that their impact on average traffic speeds coming in to the parish could be measured. They also considered requesting a speed survey on Gally Hill Road which is a site where traffic speeds concern a number of residents.

It was **resolved** that the clerk should contact John Foggo in Hart District Council to discuss the merits of speed surveys close to the proposed new gateway locations and one on Gally Hill Road between the school and Coxheath Road. The Clerk will then select the two locations that would seem to offer the most benefit and order the surveys.

Clerk

209/14 Highways – Parish Lengthsman Scheme

To receive an update on the Parish Lengthsman scheme.

It was reported that an application form handed in March 2014 for 2014/2015, there has been no response from Hampshire Highways North. Cllr. John Bennison has reported that Steve Pellet would want to appoint a lead parish to act for a number of parishes. Councillors welcomed the Parish Lengthsman scheme but did not feel that Church Crookham Parish Council had the capacity to be a lead parish with the current workloads.

210/14 Community Centre Update

To receive an update on the community centre project.

The following was reported:

- Land Transfer – the land registry has completed the application for registration of the freehold transfer. The freehold title is HP774816 and it was entered on the register of title on 12th September 2014. The clerk has copies of the land registry document and the transfer deed which is dated 1st September 2014. The clerk has sent these details to Menzies so that the ownership of the land can be confirmed with HMRC for the option to tax.
- Ground investigation – report received on Friday 19th September and has



been issued to Calcinnotto for review of any changes required to the foundation layouts.

- S106 funds have been received apart from the indexation this is being chased.
- Quotes for canopy extension and acoustic boards – costs should be available later this week.
- Design is nearing completion for start on site, steelworks and foundations have been the main focus. Bricks are on pre-order and waiting for confirmation from planners. Possible issue with the raked external wall to the corner of the meeting room – this may need to be straight vertical rather than sloping, this is currently being reviewed.
- Revised construction plan – Revised plans and scheduled has been issued for review by the Community Centre sub-committee.
- Planning conditions – Pre-construction planning conditions were due to be signed off by 19/09/14. Still waiting formal documentation.
- Ground breaking ceremony will take place mid-October – excavation is due to start 13th October. Date to be confirmed when ground investigation results have been reviewed and planning conditions have been confirmed.
- Service provision in hand – discussion taking place about the surface water discharge. TW are suggesting that the water needs to be taken down to the ditch running in front of the athletics track. Mildren believe that TW should provide a drainage point at the boundary of the Community Centre site.
- Project meetings to take place on the 3rd Monday of each month at 10.00am. 1st meeting due to take place on 20th October 2014.
- Tree protection - TW are not providing tree protection. Mildren has the CBA quote and intend to use them.
- Policy documents – Cllr. Gill Scott has drafted a number of policy documents after studying documents supplied from Acre and documents being used by other community centres. These have been circulated for comment. The clerk will start work on a business plan during September and liaise with members of the community centre sub-committee.

211/14 Grant Request CPRE

It was reported that a letter had been received from CPRE requesting a donation. They have suggested between £20- £100. The money would be used to support services throughout Hampshire. No grant application form received.

The Clerk was asked to request a completed form for presentation at the next Parish Council meeting.

Clerk

212/14 Audit 2013 2014

To accept and approve the Annual Return for 2013 2014

It was reported that the External Audit had been returned. There was only one issue arising from audit – the figure inserted in box 3 was unclear, recommendation by auditor – the Council should ensure in future years that the figures are clear when inserted into the Statement of Accounts. No action is required.

It was **resolved** to accept and approve the annual return for 2013 2014. PL/MB all in favour.

213/14 Auditor appointment

To decide whether to appoint the internal auditor Kevin Rose from IAC Audit for 2014 2015.

It was **resolved** to appoint Kevin Rose from IAC Audit for 2014 2015.

Clerk



214/14 War Memorial Cleaning

To decide whether to agree to a five year contract and pay the full amount £1400 plus vat in advance to clean the war memorial annually.

It was reported that Crookham Village have agreed to pay half but have only budgeted this year for half of one year - £140. Church Crookham could pay the full amount and then invoice Crookham Village annually. If the Parish Council don't commit to 5 years then the price could go up each year.

It was **resolved** to book an annual clean for this year only. PL/RJ all in favour and review next year.

Clerk

215/14 Athletics Club – long term lease at Crookham Park

To decide whether to grant the athletics club a long term lease to use the public open space at Crookham park.

It was reported that the clerk was trying to arrange a meeting with the Athletics club. The cost of asking Solicitor to prepare a lease agreement was approx.£1,200. It was **resolved** that the Parish Council agreed in principle to granting a long term lease to the Athletics club subject to the clarification of the terms and conditions and confirmation of what evidence is required by the lottery funding organisations to show that a long term lease would be granted.

216/14 Allotments

To receive an update on the allotments.

The following update was provided:

- Taylor Wimpey is keen to hand over the allotments. Snagging report has been issued to Taylor Wimpey and ALS/TCL at a site meeting on the 11th September.
- Raised beds have been built on four plots.
- Grass paths are going down and should be completed by 8th September (although in one area grass has died back completely will be added to snag list)
- Numbers have been attached to plot markers and Taylor Wimpey have agreed to put them in for us
- Water is now connected.
- CCTV installation has been completed
- A simple wooden bar will be attached to the wall of sheds with an equal section allocated to each plot. Plot holders can then install a simple storage solution using a plastic trug and chain or install a locker in their allocated space.
- Plot areas have been measured and calculations will be made to divide the areas up as appropriate (into 2, 4 or 6 plots as required on layout plan). Corners of plots will be marked with small stakes.

It was agreed that grit bins should be provided for the car park and access road and that Taylor Wimpey should be asked about the drainage of water from the shed when the water butts were full.

217/14 To receive correspondence

To receive the following correspondence and to agree responses if required.

1. Hampshire constabulary – letter regarding new policing model
2. Cyclist access to MoD land email received 11/08/14 response sent 20/08/14
3. RBL, thank you letter and letter regarding Remembrance Sunday 9th November
4. Flooding Curtis Court – letter from resident copied to Cllr. Lowe.

Correspondence had been circulated and was discussed.



It was **resolved** that no further action was required for items 1, 2 and 3 above. It was **resolved** that the clerk should respond to the letter from the resident living close to Curtis Court thanking them for informing the Council of the issue and suggesting that they contact the council again if the matter is not resolved following their correspondence with Sentinel.

Clerk

218/14 To discuss the permanent appointment of the Sports and Recreation Admin assistant following completion of a six month probationary period and joining of Local Government Pension scheme.

A discussion took place it was **resolved** to appoint Claire Inglis on a permanent basis and to allow her to join the local government pension scheme. PL/GS all in favour.

219/14 To approve payment of accounts and to review any quotations received

The accounts for August and payments for September were approved by all and signed by the Chairman. **PL/NH all in favour.**

Quotes for planting the area at the Peter Driver Sports Field car park were reviewed. It was **resolved** to accept a quote from Nigel Jeffries for £695. PL/HB all in favour

Bank Accounts Summary as at 31st August 2014					
Financial Year ending 31/3/15	Closing balance per July Statement	Income - Credits received at bank in August	Expenditure - Cheques presented in August	Inter account transfers	Closing balance per August statement (cash at bank and in hand)
HSBC Current A/c	£ 24,364.69	£ 952.00	£ 10.20	£ 16,546.92	£ 41,853.41
Unity Bank Current A/c	£ 46,638.18		£ 12,488.64	£ 12,967.68	£ 47,117.22
HSBC Deposit account	£ 150,159.49	£ 7.61		-£ 24,091.97	£ 126,075.13
HSBC S106 Deposit A/c	£ 12,710.18	£ 0.73		-£ 5,422.63	£ 7,288.28
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 538.99		£ 494.14		£ 44.85
Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
Unity Bank Allotments Deposits A/c	£ 4,350.48	£ 150.00			£ 4,500.48
Barclays Community Centre Current A/c	£ -				£ -
Barclays Community Centre Contribution Deposit A/c	£ 526,121.00				£ 526,121.00
Lloyds Community Centre Contribution Current A/c	£ -				£ -
Lloyds Community Centre Contribution Deposit A/c	£ -				£ -
Lloyds Community Centre Contribution 3 Month Short -Term Deposit A/c	£ 700,000.00				£ 700,000.00
Grand Total	£ 1,603,835.01	£ 1,110.34	£ 12,992.98	£ -	£ 1,591,952.37

Payments in September 2014:

Pavee name	Date	Cheque number	Total amount	Transaction detail
Employment costs			£ 4,539.40	
Total expenses			£ 108.03	
British Gas	16/09/2014	DD	£ 150.76	Gas 28 May to 27 Aug 2014 Peter Driver Sports Ground pavilion
BT	30/09/2014	DD	£ 63.82	Office phones & broadband
HSBC	21/09/2014	DD	£ 10.40	Bank charges 31 July to 30 Aug 2014
Upper Bridge Enterprises		DD	£ 38.40	Website hosting September 2014
Charterlith	23/09/2014	300404	£ 37.38	Printing
Comfort Building Services Ltds	23/09/2014	300405	£ 196.60	Sept 2014 Service contract Peter Driver Sports Ground pavilion
Crookham War Memorial Hall	23/09/2014	300406	£ 54.75	Hall hire September 2014
Disconsulting IT Ltd	23/09/2014	300407	£ 12.00	Online backup August 2014
Hampshire Association of Local Councils	23/09/2014	300408	£ 138.00	Annual HR service subscription
KMC Cleaning Ltd	23/09/2014	300409	£ 139.20	Out of season cleaning at Peter Driver Sports Ground
Rund Partnership	23/09/2014	300410	£ 3,600.00	Final payment of tender costs for Community Centre
Simone Surveys Ltd	23/09/2014	300411	£ 720.00	Deployment of SLR around parish June to August 2014
Steven Dettmat Property Services	23/09/2014	300412	£ 245.00	Supply and fit 50 clamps to fencing around MUGA
Winchfield Landscape Services Ltd	23/09/2014	300413	£ 1,695.30	Grounds maintenance August 2014
Lee Brothers Ltd	23/09/2014	300414	£ 684.00	Replacement of two fence panels surrounding 5-a-side pitch
Payments in September 2014			£ 12,433.04	



220/14 To receive the Clerks Report for September

The Clerks report was received:

1. **ALS** – Richard Anderson from ALS has sold the company to TLC who will be taking over the work at Crookham Park. Richard will be doing some consultancy work for TLC.
2. **Football invoices** - invoices for the new season have been issued, same number of bookings as last year.
3. **Precept** - 2nd instalment of precept has been received
4. **Training** - Sally will be attending RBS Omega budgeting and reporting courses on Monday 22nd September.
5. **Fencing five a side** – the damaged fence panels behind both goals have been replaced by Lee Brothers but clerks have noticed that one of the panels seems to be thinner gauge and will be raising this with Lee Brothers, 50 new style clips have been fitted to the fencing to hold the two panels together. More clips are needed. The grounds maintenance company have noticed that one of the seams has lifted on the centre line and also near to the main gate. This has been reported to Replay and the clerk is waiting for a call.
6. **Surfacing in the Play Park** – Work was completed for a cost of £11,440
7. **Hart District Council Planning Committee 10th September 2014**
14/00504/MAJOR – Land at Watery Lane, Church Crookham the application for up to 300 dwellings was refused on the grounds that flooding on the proposed SANGS land would make it unsuitable for year round access to the public and its impact on existing facilities and infrastructure such as leisure facilities, social housing, transport/roads and schools and the risk of flooding.
14/00733/MAJOR, London Road, Hook – an application for 550 houses in Hook was granted permission.

221/14 To receive monthly safety report

The safety report was received and reviewed.

222/14 To receive monthly crime report

The monthly crime report was received and reviewed.

223/14 To receive other reports.

1. Quetta and Humphrey Park - not update
2. Fleet Link (HB) - meeting due next week
3. FACC (NH) - No meeting
4. HDAPTC (PL) - Pat will attend next meeting in Odiham
5. Memorial Hall (MB) - New toilets are being progressed
6. Allotments (HB) - Report given above
7. Community Plan (NH) – No action
8. Alms Houses – (AW) - Meeting due to take place soon
9. Fleet and Crookham Welfare Trust(GS) - nothing to report
10. Athletics Club (RJ) – Nothing to report
11. Safe routes to schools (NH) – Nothing to report

Suggested that PC Webster is invited to attend a Parish Council meeting to give an update on latest changes and how it may impact policing in the parish. Clerk to organise.

224/14 Items for next meeting

- Athletics update and decision on lease agreement
- Art location
- Name of Community Centre
- Double yellow lines on Sandy Lane, Haig Lane and Moore Road.



225/14 **Date of next meeting:** October 27th 2014
- Apologies from Cllr. Butler

There being no further business, the meeting closed at 9.30pm

Signed.....

Date.....