



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday April 23rd 2012 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB) (Vice Chairman), Pat Lowe (PL), Mel Williams (MW), John Bennison (JB), Kate Grant (KG), Bill Shambrook (BS), Andrea Ong (AO)

Also: Jayne Hawkins (Clerk)
Councillor Jenny Radley (JR) HCC arrived at 9.15pm
There were no members of the public

81/12 Apologies for Absence

Apologies were received and accepted from Michael Burford.

82/12 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 10th April 2012 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 - 26.03.2012
Crookham Park - 02.04.2012
Finance and Policy – 10.04.2012

83/12 Declaration of interest relating to items on the agenda

Councillor Kate Grant declared an interest in item 89/12 as some of the unauthorised banners are at the end of her road.

84/12 Chairman's Announcements

- AGM of CPRE – 17th May 2012 Itchen Abbas, 11am, KG and MW said they wished to attend
- Hart Volunteer Recognition Event is being held at the Robert Mays School in Odiham at 7pm on Tuesday, 24th April 2012
- Scouts AGM - Tuesday 24th April 2012 at Crondall Scout Centre 7.45pm for 8 p.m. HB will be attending.
- The Chairman said that if any Councillors wished to following up on the email received from HDC regarding contamination they need to research the issues and put forward a proposal to the next Parish Council Meeting.
- Traffic Calming consultation Sandy Lane and Tweseldown Road 28th April 2012, Memorial Hall, Sandy Lane.

85/12 Public Session

There were no members of the public present.

86/12 Crookham Park Construction Traffic

To receive responses from Hart District Council and Hampshire County Council following a letter from the Parish Council requesting a risk assessment on the roads around Crookham Park.



Responses have been circulated.

To decide whether to further action is required.

The Chairman reported that a letter was sent from the Clerk to Robert Jackson and Ben Clifton on 5th April 2012. Both replied as follows:

- Ben Clifton: The latest information I have is that Leipzig Road, if not already, should be open to traffic by the end of today. This will enable construction traffic to use the agreed construction traffic route and remove the need for construction traffic to approach via Sandy Lane.
I am on leave next week but the local highway inspector is frequently on site and I have forwarded your letter so that the situation can be monitored next week.
- Robert Jackson: I was down there this morning - looking at the school plans and the transformer substations - and drove along Leipzig Road - it's open.

The Council decided to take no further action at the moment but will continue to monitor. It was confirmed that Leipzig road was now open and the cycle path was being put down

All

87/12

Year End Reports

To receive and approve year-end financial reports for Church Crookham Parish Council to include P35 annual payroll form and annual pension return.

The Chairman reported that the year-end reports had been circulated via email and a final paper copy of the Annual Audit return will be completed for the internal auditors visit next month. P35 form for annual payroll return needs to be signed. Pension return will be completed by end of month.

With the proviso that Councillor Ong would check the P35 at the end of the meeting Councillors resolved to approve and accept the year end reports. This was proposed by Councillor Bennison and seconded by Councillor Harris and agreed by all.

The Chairman thanked the clerk and the deputy clerk for all their work keeping the accounts up to date.

88/12

Newsletter

**To receive and approve the draft May edition of the newsletter
Previously circulated.**

It was reported that the final draft had been circulated for approval and will be sent to the printers on 24th April. Clerks need to receive any changes by 9.00am on 24th April.

The newsletter was approved and would be printed and distributed during the first week of May.

89/12

Unauthorised Banners in Parish

To receive a complaint from a member of the public regarding the amount of unauthorised advertising banners appearing on the edge of the Highway. The complaint was passed on to planning in Hart District Council.

The Chairman reported that a second complaint has also been received and passed on to Hart District Council. The company displaying the banners had received an order to remove by HCC Highways.

The Chairman said there was insufficient time for the Parish Council to apply for permission to put up their Big Lunch Banners. The following locations have been suggested:

- Byrne Brothers shop front



- Side of Beacon Hill
- Side of Tweseldown Race Course (2)
- Entrance to Schools (3)
- Memorial Hall
- Tesco express

It was resolved to put banners up to advertise the Diamond Jubilee event for 30 days and ensure that they were all removed within 5 days following the event. Permission from the land owners has been requested for all sites. This was agreed by all.

90/12

Annual Parish Meeting

To receive and approve a draft agenda and a draft copy of the Annual Parish Report to be presented by Councillor Harris at the Annual General Meeting.

A draft report, agenda and advert had been circulated prior to the meeting. It was reported that the cost of printing a separate Annual Parish Meeting leaflet to deliver with the newsletter was £95 plus £16 to distribute. It was decided to produce and distribute a separate leaflet for the APM.

It was agreed to run a slide show advertising the Big Jubilee Lunch when people were arriving between 7.00pm and 7.30pm.

The Clerk was asked to add an update on the Jubilee to the agenda.

Clerk

91/12

Scouts Volunteering

To receive a request from PCSO Adam Merrick and two local scout groups for the Scouts to do volunteering in the Parish for 2 hours of litter picking, 2 hours prep and 2 hours of wildflower or bulb planting at the end June/early July.

It was reported that the bank at Peter Driver will be used for spoil from the five a side and therefore the Parish Council may need to postpone until the Autumn for planting. It was decided to inform the Scouts and PCSO Merrick that the volunteering would have to be postponed until September/October which would be a better time to plant the wildflower plugs and that they would be planting alongside the fence by Beacon Hill on the playing field side.

Clerk

It was agreed to accept 50g of wild flower seed from Alan Oliver

92/12

Azalea Park Update

To receive the final report from TLC and comments from Hart District Council Environmental Health Team to include an update on the order for the play equipment for the Play Park

It was reported that the final report is still being discussed between TLC and EHO. It was reported that the play equipment had been ordered from Miracle. The Clerk would be applying for additional S106 funding from Hart District Council to cover some of the cost of the mitigation steps such as additional grass matting and the tarmac pathway.

It was decided that the revised plans would be put on the website and a letter circulated to residents living next to the existing play park.

Environmental Health Officers has said the park should remain closed until the new park with the grass matting was installed. The Clerk was asked to put up new signs at the Park saying that the Park was closed.

Clerk

Friends of Azalea Park had asked if it would be possible to remove bark from the bark pits before the construction work started. Environmental health officers did not have a problem so long as resident didn't dig down into the soil. The Parish Council decided that they didn't have a position on this but would not object if the bark was taken just before the construction started and before the area was fenced off.



**93/12 Tweseldown Infants and Crookham Juniors Update on expansion plans
To receive an update on the plans to expand Tweseldown Infants School and Crookham Juniors school**

It was reported that a letter on Pan numbers had been circulated and Councillors Butler, Harris and Williams had attended a schools meeting on 17th April. Councillor Butler gave a brief update.

- Tweseldown – 90 from September 2012
- Crookham Juniors – 120 from September 2012

It was decided that as the schools were happy with the revised Pan numbers the Parish Council would not make any comment

**94/12 Diamond Jubilee Celebrations
To receive an update on the Diamond Jubilee Big Lunch celebrations**

Councillor Williams reported that Church Crookham Big Jubilee Lunch was featured on the Big Lunch website. An editorial would be going in the Fleet News. Hart District Council could provide litter pickers for use by the cadets. A Jubilee working party meeting and a walk of the site would be taking place on 26th April.

95/12 To approve design and expenditure for a new sign at Peter Driver five a side, new signs – no parking in front of gates for Azalea Park and Sian Close and a new bin for Azalea Park.

Draft signs for the new five a side and no parking signs for the gateways at Sian Close and Azalea Gardens had been circulated.

Clerk

It was resolved that the Clerk should order new signs up to the value of £200. It was also resolved that two new dog bins should be ordered up to the value of £150.

Clerk

Clerk was asked to check with Phil Mundy who owned the footpath between Wynn Gardens and Tudor Way.

**96/12 Standing Order
To approve a new standing order to Upper Bridge Enterprises for £34.80 per month for web hosting starting May 2012. This will reduce our bank and postage charges.**

Clerk

It was resolved to set up a new standing order to Upper Bridge Enterprises, this was proposed by Councillor Ong seconded by Councillor Lowe and agreed by all.

**97/12 To approve payment of accounts and to review any quotations received.
The finance report was approved.**

The following quotes were reviewed:

- Footpath clearance between Wynn Gardens and Lynwood - £150 - approved
- Levelling playing fields £2364 - approved
- RBS Omega upgrade – approved but Clerk may decide to upgrade for 2013 2014 financial year. Clerk to check if annual licence included upgrades to package.



Church Crookham Parish Bank Accounts Summary as at 31st March 2012

Financial Year ending 31/3/13	Petty Cash	HSBC Current A/C	HSBC Deposit account	Grand Total
Closing balance per Feb Statement		37138.97	140138.60	177277.57
Income - Credits received at bank in Feb		2371.56	6.92	2378.48
Expenditure - Cheques presented in Feb		20303.77		20303.77
Petty Cash at hand	0.00	0.00	0.00	0.00
Closing balance per March Statement (cash at bank and in hand)	0.00	19206.76	140145.52	159352.28
Approval for payments due in April:				
		invoice no:	cheque no:	
	Clerks Salary April		100447	1451.84
	Sam Knowles Salary April		100448	75.45
	Sally du Gay Salary April		100449	718.58
	PAYE/NI April		100450	660.68
	Pension Payment April		100451	706.10
	Employment costs			3612.65
Expenses:	Clerk April		100447	142.57
	Cllr M Williams		100456	34.55
	Total expenses			177.12
	Crookham Memorial Hall hire	1734	100452	61.20
	Primavera Cleaning Services - March 2012	1763	100453	360.00
	Winchfield Landscape Services - grounds maintenance	861	100454	659.52
	CBS service contract	33174	100455	196.60
	Fleet Phoenix - grant	11/006	100457	2000.00
	HALC Affiliation fee 2012/13	9838	100458	1005.00
	ToxicLand Check	1123	100459	1135.00
	Npower chgs 1/10/11 to 19/3/12 less payment of £240.41 made in January 2012	LGUHRQQJ LGUHR00F LGUHQY2F	100460	642.24
	Hart DC - litter picking	HD0005787	100461	1500.00
	Hart DC - first installment of rates on Peter Driver	2201024806	100462	69.75
	Zurich Municipal - insurance	3459	100463	2064.84
	SLCC - clerk annual membership		100464	197.00
	Miracle Design & Play - 60% instalment Azalea Pk playground equipment	2603	100465	82754.65
	RBS Year end	22519	100466	583.20
	Simone Surveys	4578	100467	240.00
	British Gas		DD	378.09
	BT includes £45.55 credit from Mar		DD	35.35
	HSBC bank charges to 30.03.2012		DD	15.27
Total Payments for April				97687.48

* Chq number 100447 combines Clerk's Salary & expenses

Area Distribution will require a cheque next week for either £240 or £256 dependent on whether there is a leaflet inserted in the newsletter



To receive Clerks report

1. **Crookham Park:** There will be a Public exhibition on speed calming proposals for Sandy Lane and Tweseldown Road to be held on 28th April in the Memorial Hall, Sandy Lane.
2. **Update from Crookham Park Project Manager:**
 - a. Allotment Car Park - a contractor should be appointed within the next couple of weeks allowing work to start.
 - b. SANG Land - Natural England have responded to our proposals asking for a few minor changes and a contractor should be appointed soon.
 - c. Memorial Orchard -The trees have been pruned and fenced off to protect them.
 - d. Leipzig Rd is now open to traffic and all construction traffic should now be coming in to Crookham Park via Leipzig Rd off Beacon Hill Rd. The footpath down Leipzig Rd through the trees is underway now that a method of construction has been agreed that doesn't impact on the trees.
 - e. Naishes Lane - The road widening & new site entrance is progressing well i.e. no unidentified mains services.
 - f. Sandy Lane - works to Sandy Lane roundabout has started and is expected to go on until June.
 - g. On-site demolition is well over half-way through and should be completed late May or early June.
 - h. Work on the MUGA will not start for at least a couple of years, the exact time scale will depend on sales rate.
 - i. Work to the Local Centre will start next month with a projected completion of Dec 2013.
 - j. The new school - design work is still on-going, start date is not yet agreed but it is due for completion in 2013.
3. **Azalea Park:** the playground has been ordered from Miracle, a payment of 60% is required on order which is approx. £82K. This includes VAT which can be claimed back as it is for a non-business activity. The final report from TLC has been received but is being amended following comments from the Environmental Health team at Hart. Winchfield Landscapes is not cutting the grass in the playground to try and discourage people from using it but they will have to cut soon.
4. **Footpath at Azalea Park** - The new footpath through the woods at Azalea Park has been widened to 1.5 metres. Hampshire County Council have sent the Parish Council a cheque for half the cost £2939.70. This includes half the funding for a map board. This will need to be designed soon with the help of HCC.
5. **Highways** – A meeting with HCC Highways is now planned for June to discuss the various road schemes that the highways working party raised. Further work on the boundary signs to identify exact locations and to talk to neighbouring parishes may be useful before the meeting with HCC.
6. **Peter Driver five-a-side** – work has started in April. The fences on the five-a-side have been moved and the smaller five-a-side has been remarked. The clerk has now received a programme for the construction of the new five-a-side. Surfacing Standards will be making their first visit next week to review the construction. The smaller football pitch has been moved and two benches taken out, these should now have been replaced. There have been a number of issues such as the car park being closed off and the electricity cable being cut. These have now been resolved.
7. **War Memorial** – HCC have agreed to pay for the replacement of the broken bollards at the War Memorial on Gally Hill Road. May have to wait a couple of months for the work to be completed.
8. **Accounts Package:** It is recommended that the Council upgrades its accounts package to Omega from Alpha. Omega includes cash book, management accounts, budgets, Sales Ledger with invoicing and Purchase ledger. The cost of upgrading plus 1st year licence would be £1643, on-going annual licence cost £428. Training would also be needed, onsite £399 per day or in Swindon £250 per day. Would also like to purchase an allotment management package: Software, initial set up, 1st year maintenance licence - £624, on-going annual licence: £104. Further information available from the Clerk.
9. **Fence at Peter Driver:** a new fence will be put up between the Tweseldown public house



and the pavilion on 26th April.

10. **Tree Survey:** Waiting confirmation of date
11. **Electrical work Peter Driver:** CBS have addressed the issues raised but still haven't supplied information on the investigation work. Invoice has not been paid.
12. **Redfields Garden Centre:** Plans have been submitted for a new main building by Bell Cornwall. Michael de Courcey is hoping to set up a meeting with Crookham Village Parish Council to explain the plans, he will invite Church Crookham Councillors to attend
13. **Community Centre:** The clerk has made contact with a number of design and build companies in Hampshire, with Carolyn Whistlecraft and with Mark Penfold. A report will be prepared for the next Crookham Park committee meeting if Councillors have also gathered information please send to the clerk for inclusion in the report.

99/12 To receive monthly safety report

The monthly safety report was received and reviewed.

100/12 To receive the monthly crime report

The monthly crime report was received and reviewed.

101/12 To receive reports and recommendations

To receive reports and recommendations

1. Quetta and Humphrey Park – Still waiting news on a residents association
2. Fleet Link (HB) – item to review at end of agenda
3. FACC (JB) – Report at next meeting
4. HDAPTC (NH) - minutes circulated
5. Memorial Hall (MB) – nothing to report
6. Alms Houses (NH) – nothing to report
7. Allotments (PL) – nothing to report
8. Jubilee Project (MW) – Update above.
9. Friends of Azalea Gardens (AO) – nothing to report
10. Report on Community Plan – see clerks report

102/12 Items for next meeting.

Councillors to send agenda items to the clerk before the 18th May

103/12 Date of next meeting

The next meeting will be on 28th May

There being no further business, the meeting closed at 10.30pm

Signed.....

Date.....