

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 23rd May 2011 – 8.10pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), John Bennison (JB), Andrea Ong (AO), Bill Shambrook (BS), Pat Lowe (PL), Helen Butler (HB), Michael Burford (MJB)

Also: Cllr James Radley - HDC
Cllr Jenny Radley – HDC, HCC (arrived 9.30pm)

Jayne Hawkins - Clerk
6 members of the public

93/11 Appointment of Chairman and chairman’s declaration of acceptance of office and the model code of conduct.

Cllr. Bill Shambrook proposed Cllr. Nick Harris as Chairman this was seconded by Cllr. John Bennison and agreed by all. Cllr Nick Harris accepted the role of Chairman and the model code of conduct

94/11 Appointment of Vice- Chairman and vice-chairman’s declaration of acceptance of office and the model code of conduct.

Cllr. Bill Shambrook proposed Cllr. Helen Butler as Vice-Chairman this was seconded by Cllr. Andrea Ong and agreed by all. Cllr Helen Butler accepted the role of Vice Chairman and the model code of conduct

95/11 Apologies for absence

None. The Chairman reported that Councillor Mary Barry had resigned from the Parish Council. There was a vote of thanks and the Clerk was asked to send a letter of thanks.

Clerk

96/11 Declaration of interest relating to items on the agenda

There were no declarations of interest.

97/11 Approval of the minutes

Cllr. John Bennison requested a change to the previous minute’s item 88/11 to include Tim Horn (Chairman of the civilian residents association), this was agreed and the minutes of the Parish Council meeting held on the 26th April 2011 were signed as a true reflection of the meeting.

98/11 Chairman’s Announcements

- The Chairman warned Councillors that the agenda was quite full and as such he may have to move discussions along to ensure the meeting did not overrun.
- The Chairman confirmed that Councillor Mary Barry had resigned from the Parish Council.

99/11 Public Session

There were no comments from the public.

100/11 To agree timing and number of Parish Council meetings

The Chairman proposed that the Council hold monthly meetings on the 4th Monday of the month but aim not to have meetings in August or December. Emergency meetings will be called if necessary. Any meetings which fall on a bank holiday will be moved to the Tuesday. This was seconded by John Bennison and agreed by all. Clerk to update website

Clerk

101/11 To agree which committees should be formed and how regularly they should meet

It was agreed to keep the same committee meetings as in the previous year but from August to move the Policy and Finance Committee and the Sports and Recreation Committees to quarterly.

- Sports and Recreation – quarterly on 2nd Monday month
- Planning – as required
- Policy and Finance – quarterly on 2nd Monday month
- QEB – monthly 1st Monday of month

The Clerk was asked to circulate an updated meeting schedule

Clerk

102/11 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council

It was agreed that the following committees would remain in place and the Councillors appointed to each committee would be as follows.

- Policy and Finance – AO, BS, JB, HB, NH, MJB,
- Sports and Recreation – HB, AO, NH, PL, BS
- QEB – JB, MJB, NH, HB, PL, BR
- Planning – JB, MJB, BS, NH, HB, PL, GB
- Joint consultative committee Transport - MJB
- Joint consultative committee Policing - BS
- HDAPTC - NH, HB
- FACC - JB, MJB
- Ramblers Association – JB
- Memorial Hall Trustee – MJB
- Fleet Link – HB
- Quetta Park Residents Association – NH
- Jubilee Committee - BS

103/11 To review and agree subscriptions and memberships of other bodies for 2011/2012

It was agreed to continue with subscriptions to the following bodies: SLCC, HALC

104/11 To remind Councillors to update their register of interests for the coming year if appropriate.

The Chairman reminded councillors that it is their responsibility to update their register of interests if there are any changes from last year

105/11 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

The Parish Council agreed to continue with the following contributions as agreed and included in the budget for 2011/2012

- Fleet Link - £4483.75
- Canal - £6771.87
- The Point – £3450
- The Harlington – £5K plus possible £10K

106/11 To receive update on Councillor vacancies and to consider options to fill councillor vacancies

The Chairman reported that there had been no applicants, although some interest had been shown. The Parish Council agreed to continue to try to fill the vacancies by advertising in the local papers. The Clerk was asked to prepare an advertisement.

Clerk

107/11 To review comments from internal auditor and to approve accounts and audit form
Councillor Ong and Councillor Harris had examined the accounts and reviewed the internal auditors report. The accounts were approved. The Chairman and the clerk signed the audit form.

It was resolved to carry out the two recommendations made by the internal auditor:

- 1) To get professional valuations on the council's major assets, the clerk was asked to progress this. **Clerk**
- 2) To review the Councils responsibilities with relation to fraud, namely the responsibilities of the internal auditor and officers in relation to fraud. It was agreed to put this on the agenda of the next Policy and Finance committee **Clerk**

108/11 To decide whether to accept a recommendation from the QEB committee for the Parish Council to build the community centre themselves if the planning application is approved. To consider what professional services need to be appointed to progress the community centre.

It was reported by the Chairman that Geoff Armstrong had agreed that T.W. will work with the Parish to develop plans for a community centre and then T.W. will decide if they can build it within their budget or the Parish can use the 1.1 million being made available.

It was agreed that the Clerk would draft a detailed specification for the community centre based on the requirements spreadsheet to be circulated and agreed at the next QEB Committee meeting. The Clerk should include information from the Athletics club on what they need. **Clerk**

Roger Taylor (Solicitor) has recommended that the specification is essential and that the Parish Council should be wary about incurring costs with other professional until the requirements are very clear.

It had been suggested that the Parish take on a planning consultant to help with the final points on the S106. The planning consultant would work with the Solicitor. Clerk had contacted 3 consultants

- Graham Skelcey (recommended) would act as consultant and work with solicitor to finalise S106. Suggests that he talks with Solicitor first. Normally £175 an hour would charge Parish Council £150 an hour
- JKL Planning - based in Fleet. Received documents would be pleased to assist £110 per hour
- Gregory Gray Associates – Fleet. Too busy suggested Bell Cornwell

The clerk was asked to speak to Graham Skelcey and request that he talks to the Parishes Solicitor to establish where he could assist and to ask for an estimate of the time required. The clerk should also ask for details of other projects he has worked on. **Clerk**

It was resolved that once a specification had been agreed the clerk would approach 2-3 architects and Taylor Wimpey with a specification and maximum budget of £900K and ask them to prepare outline plans for consideration by the Council. 5 in favour and 2 abstentions.

Architects to approach: **Clerk**

- Macallum Penfold – Church Crookham
- Broadway Malyon – Reading
- Scott Brownrig – Guildford
- Taylor Wimpey
- Wessex Building Contractors

109/11 To review latest version of S106 for QEB and to decide whether the Parish Council are satisfied with the content and are in a position to sign it

It was reported that final S106's are not yet available. The Parish Council discussed the latest ideas for the emerging traffic issues fund. The Clerk was asked to write to Geoff Armstrong and ask if he could provide details of how this fund would be split between FTAP, Travel plan and Emerging issues to request feedback on the commuted sums **Clerk**

110/11 To review latest version of S106 for Peter Driver and to decide whether the Parish Council are satisfied with the content and are in a position to sign it.

It was reported that the Solicitor was happy with content of the planning S106 and the car park S106. The Parish Council agreed the specification.

It was reported that the land transfer contract is still being finalised. There is a small strip of land that the solicitors are discussing to ensure it is included in the land registrations – minor issue that is being resolved. There were also some ongoing discussions about the release of the covenant.

It was agreed that two councillors could sign the S106 and transfer documents when the Steering Group (JB, HB, PL) had approved all the documents and the solicitor recommends that they are ready for signing.

JB/HB/PL

111/11 To receive a letter from Crookham Juniors regarding school provision in the Parish and to consider a response from the Parish Council.

The Council reviewed a draft response prepared by Cllr Harris, a number of amendments were suggested and the clerk agreed to circulate an updated draft for review. It was agreed to send the letter to HCC and HDC.

Clerk

Cllr. Shambrook was keen that the response should be strong, clear and firm.

112/11 Consultations:

- Planning for traveller sites – it was agreed to review the consultation at the policy and Finance committee meeting on 13th June.

113/11 To receive reports and recommendations

- Planning Committee – no comments
- Policy and Finance Committee – no meeting this month
- QEB Committee and QEB S106 – JB will be attending the athletics club AGM on 9th June
- Quetta and Humphrey Park – NH reported that the residents association would be re-starting.
- Fleet Link (Call & Go) (HB) - Annual Meeting will be held on 22nd June
- Memorial Hall (MB) – Confirmed that the notice board can be erected on the car park. The memorial hall had a small problem with the roof over the store room that needs fixing.
- Allotments (PL/MB)- Nothing new to report
- Report on Parish Plan (AO) - Questionnaires had been sent out to local schools

114/11 Clerks Report

1	Portacabin moved successfully, additional work was required to locate stop cock for portacabins, to cement in new man hole covers for sewage and wate . Work will be done this week to make electricity safe. Crane managed to get in without removing bollard at far side of football pitch suggest new permanent bollard is fixed in. Agreed.
2	Website quotes have been requested to be considered next month
3	Following APM Claire reported overgrown passageway, met highways today and they are sending in a team.
4	Two letters of thanks received from residents after the Annual Parish Meeting
5	Grounds maintenance contract signed by contractor to be signed by clerk
6	Requested quote for path in woods from Wynne Gardens to Azalea gardens Park to provide disabled access
7	Instructed Baliff – Trampoline Sian Close

8	Bin has been installed at bottom of Florence Road
9	BT agreed to bury cable at back of Peter Driver

115/11 Payment of account and review of quotes

The finance report was approved and cheques were signed.

The following Quotes were reviewed:

Replacement Bollard and fix bin : £210

Painting portacabins: Prepare, mask and paint

FTG UK £900

SW Young £930

Brush Strokes £1,520

Fencing at Peter Driver: 1.8m 100m length, 3.55 green gauge chain link

1) Martin Cashmore £2,390

2) J Davidson £2,980

3) Oasis £3,050

It was agreed to get a new bollard put in and the recycling bin fixed to the ground. It was decided to ask FTG UK to complete the work on the portacabins and to ask Martin Cashmore to put in the fence at Peter Driver and maintain the current access points.

116/11 Date of next meeting

Monday 27th June 2011

There being no further business, the meeting closed at 10.00 pm

Signed.....

Date.....