

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 23rd June 2014 – 8.09pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Gill Scott (GS), Nick Harris (NH), Richard Jackson (RJ), Gill Chatfield (GC), Michael Burford (MB), Annette Whibley (AW), Colin Chettle (CC),

Also: Jayne Hawkins (Clerk)  
Sally du Gay (Deputy Clerk)  
Cllr. Jenny Radley - HDC

There was one member of the public present (Cllr Radley).

**150/14 Apologies for Absence**

There were apologies from Councillor Newbigin who is working abroad.

**151/14 Approval of the minutes**

Minutes of the Full Council Meetings on 29<sup>th</sup> May 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 - 29/5/14, 9/6/14  
Facilities Committee – 9/6/14

**152/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**153/14 Declaration of interest relating to items on the agenda**

Cllr. Chatfield, Cllr Burford and Cllr. Jackson declared a personal interest in items 163/14 and 164/14, as they have all applied for allotments

**154/14 To receive Chairman's announcements**

The Chairman gave the following announcements

- Reminder that the Clerk is on leave from 26<sup>th</sup> June to 7<sup>th</sup> July and on a course in the morning on the 24<sup>th</sup> June.
- Interest forms must go to HDC for new Councillors within one month of accepting office.
- "Lights out" ceremony on Monday 4<sup>th</sup> August 10pm to 11pm – John Coombes (RBL) has asked if the Parish Council would assist with the organisation of health and safety for the event. Organise/coordinate first aid/ambulance cover, road closure HDC, street lights to be turned off, signing and marshals from Fleet lions, Police support for road closure.
- Suggested that the next newsletter is brought forward to July so that the "Lights out" ceremony and the Street Snooker events can be publicised. Also inform public about the Community Centre decision.
- Suggested changes to Swales at Hightrees were not favoured by HDC planning but Taylor Wimpey has asked for them to be progressed.
- A response had been received from Rushmoor Borough Council to a letter sent regarding the TAG environment fund. Scanned and circulated.



**155/14 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 an update on the SANGS site visit with HDC and Natural England and also reported that following the MoD public meeting about the training grounds, Lt Col Ludlow was looking to set up a user group with representatives from different community groups that are interested in the public use of the training grounds. Clerk agreed to send Cllr. Radley contact details for cyclists and Scouts that had contacted the Council following the meeting. Cllr Radley reported that the Quetta Park litter pick would take place on Saturday 12<sup>th</sup> July.

**156/14 To receive update on Community Centre project. Report circulated**

- Report from Rund on tender returns and recommendations had been circulated.
- Rund's recommendation is to accept the tender from Mildren if the Parish Council decides to request the Community centre contribution.
- Review of tender information held on 17<sup>th</sup> June, most queries answered.
- Contamination and soil samples – Taylor Wimpey have carried out some contamination soil tests on community centre site but cannot do trial pits for soil structure during the bird nesting season.
- Provision of services to site – request will be sent to TW to provide access to services at the preferred location.

**157/14 Community Centre**

**To decide whether to accept a proposal from the Facilities Committee to request the Community Building contributions and Community Building Land from Taylor Wimpey and to accept the tender as recommended by the employers agent Rund.**

Cllr Chettle expressed concerns that CCTV and lighting in the car park were not included in the tender at this stage and felt that these items were essential for a functioning Community Centre. Cllr Jackson said that all excluded items will be reviewed and prioritised and the Council may decide to put them back in once the building was out of the ground and less contingency was required.

Clerk

It was **resolved** to request the community centre contribution and community building land from Taylor Wimpey and to move forward with Mildren the contractor recommended by Rund to agree the final finishes. This was proposed by Cllr. Lowe, seconded by Cllr. Scott 8 in favour (PL,RJ,GC,AW,GS,NH,HB,MB) and one against (CC)

The Clerk was asked to send a letter to Taylor Wimpey and Hart District Council informing them of the decision on the 1<sup>st</sup> July RJ/PL all in favour.

**158/14 Community Centre**

**Subject to item 157/14 to decide whether to appoint RUND to act as the Quantity Surveyor, Project Manager CDMC and employers agent and Worldwise to provide mechanical and electrical services during the Construction phase of the Community Centre Project.**

It was reported that the construction phase was a separate project dependent upon the decision in 157/14 and that there was no need to suspend standing orders to appoint Rund as the Quantity Surveyor, Project Manager and CDMC on the project as they are professional services that are not subject to the tender restrictions and that for this phase of the project they fall under the £60k limit.

It was **resolved** to appoint Rund as the Quantity Surveyor, Project Manager, CDMC and Employers Agent for the construction phase and to appoint Worldwise to provide

Clerk



mechanical and electrical services during the construction phase. PL/MB all in favour.

**159/14 Mod Training grounds – public meeting**

**To receive an update on the MoD presentation on the 5<sup>th</sup> June and to decide whether to respond to the presentation.**

- Report circulated
- It was reported that the Parish Council had received two letters from cyclists following the meeting and a phone call from Scouts who were all keen to work with the MoD to resolve any access issues.

Cllr. Jackson and Cllr. Whibley both said they would be happy to be Council representatives on any user groups set up by Lt Col Ludlow on the training estates.

**AW/RJ**

**160/14 New Bank Accounts**

**To decide whether to open bank accounts with Barclays plc and Lloyds Bank plc to receive the S106 funds and that the following councillors will be signatories on the accounts: Cllr Lowe, Cllr Harris, Cllr Scott, Cllr Chatfield, and Cllr Burford.**

It was **resolved** to open accounts with Barclays and Lloyds Bank plc to receive Community Centre S106 funds. PL/MB all in favour.

Councillors Lowe, Harris, Scott, Chatfield and Burford were signatories and signed the bank mandate for Barclays.

Copies of Councillors passports were required for the Lloyds application. The deputy Clerk will progress the opening of these accounts.

**Deputy Clerk**

**161/14 Treasury Policy amendments**

**To receive an updated treasury policy with an amendment to increase the limit deposited in each financial institution of the S106 funds for the community centre from £600K to £700K.**

It was **resolved** to accept the updated treasury policy. NH/MB all in favour.

**162/14 Grounds Maintenance Quotes for allotments**

**To receive quotes for the grounds maintenance for the allotments and area I and decide which one to accept.**

A report had been circulated. Three quotes had been received for the grounds maintenance at the allotments.

It was **resolved** to appoint contractor C on a one year contract when the allotments are handed over to maintain the ground in the allotments and area I. PL/HB all in favour.

The Clerk was asked to set up a one year contract with an option to extend.

**Clerk**

**163/14 Allotment allocation Policy**

**To receive an updated allotment allocation policy and to decide whether to accept it.**

An updated policy had been circulated. It was **resolved** to accept the amended policy. PL/HB 6 in favour, 3 declarations of interest from RJ, GC, MB so didn't vote.

**Clerk**

**164/14 Allotments**

**To receive an update on the allotments.**

The following report had been circulated.

**Allotments update following site visit on 19<sup>th</sup> June.**

Fencing is well under way with posts installed around the majority of site. The contractor installing the fencing confirmed that the fence posts will be running behind the allotment shed. The method of install has changed. Foot plates will be bolted to the car park surface



by drilling down rather than lifting two rows of brick to car park edge.

The rabbit proofing to the edge of the fence line has been adapted due to ground conditions but the contractor gave reassurance that the alternative would be fit for purpose.

The fencing should be complete in the next few weeks. The gates are due next week. CCTV pole has been installed.

Water pipes have been laid and connections can be seen underground.

Pathways were marked out so the plots can be rotovated. All top soil has been laid and seeded and is starting to green up.

Electric supply Electricity should be live any day. Cables were seen in the ground and information has been requested from Taylor Wimpey to enable the meter connection to be made with the CCTV install to follow as soon as possible. The CCTV company is on standby for a short lead time.

Gravel pathway has been installed outside of the fence line.

Soil Samples have all been taken and will be reviewed by environmental health.

**165/14 Container**

**To receive an update on the storage container at Peter driver following issues regarding site access and to decide whether to order a flat pack version of the container.**

The contractor was unhappy about delivering the container to the site now that the nursing home is in place and felt that the heavy delivery lorry would damage the football pitch and needed a bigger turning circle. Clerks have looked at a flat pack option but this is restricted to certain dimensions.

The Sports and Rec admin assistant is going to take this on and look at alternative solutions. Possibly addressing the goal storage and CUV storage as separate projects.

**166/14 Employer Pensions scheme discretion policy**

**To decide whether to approve an employer pensions scheme discretion policy which is a mandatory requirement to have a policy in place by 30<sup>th</sup> June.**

- Policy circulated for approval
- This has resulted from recent pension changes
- SLCC notified the Parish of this requirement.
- Policy agreed by HCC and circulated

It was **resolved** to accept and adopt the circulated policy. PL/NH all in favour.

**167/14 To approve payment of accounts and to review any quotations received**

The accounts for May and payments for June were approved by all and signed by the Chairman. **PL/MB all in favour.**

**Quotes were reviewed:**

It was resolved to accept a quote for £175.00 for repairing the barriers by Cadet Way.

It was resolved to accept a quote to replace the steering wheels on the fire engine for £90.00

It was resolved to accept a quote for 123 wooden stakes. Clerk to check if the wood is treated and to order some spare stakes.



Church Crookham Parish Bank Accounts Summary as at 31st May 2014

| Financial Year ending 31/3/15      | Closing balance per Apr Statement | Income - Credits received at bank in May | Expenditure - Cheques presented in May | Inter account transfers | Closing balance per May Statement (cash at bank and in hand) |
|------------------------------------|-----------------------------------|------------------------------------------|----------------------------------------|-------------------------|--------------------------------------------------------------|
| HSBC Current A/C                   | £ 22,821.11                       | £ 1,584.00                               | £ 16.00                                | £ 50,250.90             | £ 74,640.01                                                  |
| Unity Bank Current A/c             | £ 24,479.95                       | £ 120.00                                 | £ 32,192.84                            | £ 15,934.25             | £ 8,341.36                                                   |
| HSBC Deposit account               | £ 245,346.76                      | £ 14.66                                  |                                        | -£ 66,169.10            | £ 179,192.32                                                 |
| Unity Bank Allotments Deposits A/c | £ 16.05                           | £ 3,900.00                               |                                        | -£ 16.05                | £ 3,900.00                                                   |
| HSBC S106 Deposit A/c              | £ 12,707.93                       | £ 0.76                                   |                                        |                         | £ 12,708.69                                                  |
| Unity Bank S106 Deposit A/c        | £ -                               |                                          |                                        |                         | £ -                                                          |
| Alto prepaid card                  | £ 186.43                          | £ 230.36                                 | £ 53.37                                |                         | £ 363.42                                                     |
| Santander 12 month Business bond   | £ 138,952.00                      |                                          |                                        |                         | £ 138,952.00                                                 |
| <b>Grand Total</b>                 | <b>£ 444,510.23</b>               | <b>£ 5,849.78</b>                        | <b>£ 32,262.21</b>                     | <b>£ 0.00</b>           | <b>£ 418,097.80</b>                                          |

PAYMENTS IN JUNE 2014:

| Payee Name                             | Date       |            | Total amount       | Transaction detail                        |
|----------------------------------------|------------|------------|--------------------|-------------------------------------------|
| Employment costs                       |            |            | £ 4,451.25         |                                           |
| Expenses                               |            |            | £ 124.53           |                                           |
| Chromatec                              | 24/06/2014 | 300337     | £ 144.00           | Printing of Allotment Terms & conditions  |
| Comfort Building Services              | 24/06/2014 | 300338     | £ 196.60           | Service contract June 2014                |
| Crookham War Memorial Hall             | 24/06/2014 | 300339     | £ 92.00            | June 2014 hall hire                       |
| Disconsulting IT Ltd                   | 24/06/2014 | 300340     | £ 12.00            | Online backup May 2014                    |
| Fleet Town Council                     | 24/06/2014 | 300342     | £ 6,000.00         | Office rent 2014 2015                     |
| Hampshire Association of Local Council | 24/06/2014 | 300343     | £ 156.00           | New councillor training                   |
| Internal Audit & Compliance Ltd        | 24/06/2014 | 300344     | £ 414.00           | Final internal audit 2013 2014            |
| KMC Cleaning Ltd                       | 24/06/2014 | 300345     | £ 302.40           | Cleaning May 2014                         |
| Printerland.co.uk                      | 24/06/2014 | 300346     | £ 187.20           | Printer ink for office                    |
| Safe Play Zones                        | 24/06/2014 | 300347     | £ 85.00            | Annual playground inspection 2014         |
| Simone Surveys Ltd                     | 24/06/2014 | 300348     | £ 240.00           | SLR May to June 2014                      |
| SLCC                                   | 24-Jun-14  | 300349     | £ 82.80            | Dep clerk - SLCC regional conference      |
| Winchfield Landscape Services          | 24/06/2014 | 300350     | £ 2,688.65         | Grounds maintenance May 2014              |
| DP (Fleet) Ltd                         | 24/06/2014 | 300341     | £ 619.96           | Erection of new signage at Azalea Park    |
| DP (Fleet) Ltd                         | 24-Jun-14  | 300353     | £ 120.00           | 2x A3 signs for Sandy Lane car park       |
| HSBC Bank plc                          | 21/06/2014 | DD         | £ 17.10            | Charges to 30 May 2014                    |
| British Gas                            | 24/06/2014 | dd         | £ 51.04            | 28 04 to 27 05 2014 Peter Driver pavilion |
| BT                                     | 24/06/2014 | Direct deb | £ 60.61            | Office phones & broadband                 |
| Upper Bridge Enterprises               | 28/06/2014 | DD         | £ 38.40            | Website hosting June 2014                 |
| <b>Payments in June 2014</b>           |            |            | <b>£ 16,083.54</b> |                                           |

168/14 To receive the Clerks Report for June

The Clerks report was received.

Clerk

- Nursing Home** – The Ridings Opening event will be held on 24<sup>th</sup> June from 2pm to 5pm. Councillors Lowe and Scott will attend. The Clerk has asked the nursing home not to use the Peter Driver car park for staff cars.
- Peter Driver Car Park Barrier**. Clerk has requested further information from a member of public who reported damage to the top of his camper van from the new height barrier at Peter Driver.
- Grounds Maintenance** – Meeting has taken place with the grounds maintenance company to review works on Parish Council sites.
- Football Meeting** - Annual football meeting took place on 11<sup>th</sup> June, no major issues raised. Footballers would like more football facilities in the area such as a full size 3G pitch. Discussions took place about floodlights on grass pitches and installation of CCTV to reduce litter. Similar level of bookings as last year.
- Safe Routes to School** – a meeting with Crookham Juniors and Tweseldown Infants School took place on June 19<sup>th</sup>. Notes circulated by Councillor Harris.
- Option to tax** – Requested option to tax to be progressed 5<sup>th</sup> June, forms signed on 18<sup>th</sup> June sent back to Menzies for submission to HMRC.
- Grant Application** – Solar Panels. There will be a meeting with the Cabinet Member for Environment and Head of Community in the next few weeks to look at all TAG applications. Recommendations are made at the initial meeting, these



then go to a representative at TAG before being approved at Cabinet so from the date of the initial recommendation meeting through to the rubberstamping at cabinet, usually takes 6 weeks. Hopefully we will know by end August at the latest.

8. **Community safety** - Service will no longer be funded by HCC, the Clerk has asked HDAPTC to look at whether the Parishes would be interested in jointly funding a community safety officer.
9. **Signs** at the car park on Sandy Lane have been replaced.
10. **Swales at Hightrees** – HDC questioned whether it was sensible to reduce the depth of the Swales at Hightrees due to increased maintenance costs. The Clerk pointed out that the Swales do not appear to receive any water from the roads even in very wet weather. TW have asked HDC to proceed with the planning application.
11. **Annual Playground Safety inspection** has been carried out, the report will be presented at the next facilities committee meeting.

**169/14 To receive monthly safety report**

The safety report was received and reviewed.

**170/14 To receive monthly crime report**

The monthly crime report was received and reviewed.

**171/14 To receive other reports.**

1. Quetta and Humphrey Park – litter pick in July.
2. Fleet Link (HB) - no update
3. FACC (NH) - Meeting this Thursday
4. HDAPTC (PL) - No meeting
5. Memorial Hall (MB) - Oak tree has been cut back
6. Allotments (HB) - Update above
7. Community Plan (NH) – no update
8. Alms Houses – (AW) - AW gave a brief review
9. Fleet and Crookham Welfare Trust(GS) - no update
10. Athletics Club (RJ) – Clerk was asked to email athletics club and ask for update **Clerk**
11. Safe routes to schools (NH) – notes will be circulated.

**172/14 Items for next meeting**

- Allotments
- Community Centre
- Street Snooker

**173/14 Date of next meeting:** July 28<sup>th</sup> 2014

**There being no further business, the meeting closed at 9.45pm**

**Signed.....**

**Date.....**