

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th January 2011 – 8.30pm

Place: Willis Hall, Church Crookham

Present:

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

Also: Cllr Jenny Radley – HDC, HCC
Jayne Hawkins - Clerk
1 member of the public

01/11 Apologies for Absence

Apologies were received and accepted from Councillor Jenni Kenyon (JK)

02/11 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 20th December were agreed and then signed as a true reflection of the meeting.

03/11 Declarations of Interest in any item on the agenda

Councillor Michael Burford declared a personal and prejudicial interest in item 11/11 which is request for a donation to the Memorial Hall. Cllr Michael Burford is on the committee of the memorial hall and agreed to leave the room when this item is discussed.

04/11 To receive Chairman's announcements

The Chairman reminded members of the Parish Council to let the clerk know if they wished to attend any of the HALC and SLC training courses that are currently being advertised.

The Chairman explained that a draft Asset Register and Risk assessment would be circulated prior to the next Policy and Finance meeting and requested that councillors took time to read these documents and feed any comments or omissions to the Clerk. These are documents that should be updated regularly and will be inspected as part of the internal audit process.

The Chairman reported that had updated the QEB requirements spreadsheet and circulated it to Councillors. He asked Councillors to review it before the QEB meeting on the 7th February.

05/11 Public Session

No comments

06/11 To discuss matters of crime and disorder

The clerk provided a neighbourhood watch report containing crimes recently reported in Church Crookham. Cllr Bill Shambrook reported that the CCTV equipment at Crookham crossroads is fifteen years old and there is no capacity to install a CCTV at Peter Driver

07/11 To receive an update on the appointment of a temporary deputy Parish Clerk

The Chairman reported that Claire Bennett will be starting on 31st January and will be attending the first Parish Plan meeting in the evening on the 31st January. Initially she will

be working in the office for 18 hours a week on specific tasks such as the Parish Plan, the allotment list, allotment procedures, the website and the notice boards.

- 08/11 To decide if the Parish Council want to consider organising a community event in the Parish to mark either of the following:**
- RBL Great Poppy Party weekend RBL 90th birthday 10th-12th June 2011
- Queens 2012 Diamond Jubilee 2nd- 5th June 2012 should the Parish Council plan an event in the Parish.

It was resolved to put an article in the next Parish newsletter about the Diamond Jubilee in 2012 and see if any residents or local groups were interested in organising a community event such as a picnic at Azalea Gardens.

The clerk was asked to contact local groups such as the Quetta Park resident association and the Gurka association to see if anyone was interested in organising an event for the Great Party Poppy weekend on 10th-12th June. If anyone was interested the Parish Council would consider supporting the event.

Clerk

- 09/11 To discuss a request for contributions to the maintenance costs of Fleet cemetery and to decide if the Parish Council would be prepared to make a contribution which would allow the charges to Church Crookham resident to stay the same as in Parish residents.**

The chairman reported that a report had been circulated to Parish Councillors regarding Fleet Town Councils plans to double the fees for burial plots in Fleet cemetery for all Church Crookham residents now that they were outside of the Fleet Parish.

It was resolved to propose to Fleet Town Council that Church Crookham Parish Council would contribute £2500 per year for 4 years towards the maintenance costs of the cemetery in return for the fees charged to Church Crookham residents remaining the same as for Fleet residents. The Clerk was asked to write to Fleet Town Council with this proposal

Clerk

- 10/11 To consider a request for a donation to the Hart Young Musician of the year competition organised by the Rotary Club of Hart.**

It was resolved to donate £100 towards the Hart Young Musician of the Year competition. The clerk was asked to action this.

Clerk

9.10pm Councillor Burford left the room

- 11/11 To consider a request for a donation to the memorial hall to cover the costs of upgrading the toilets in the Willis Hall. Quotes in the region of 4-6K**

The Chairman reported that a letter had been received asking if the Parish Council would be prepared to contribute to the cost of upgrading the toilets in the Willis Hall. Quotes are still being finalised but they would like an indication of the level of support that the Parish Council might be prepared to make.

The clerk was asked to write to the Memorial Hall requesting that they are sent copies of all quotes for the work and a plan of the proposed work and to inform them that the Parish Council was supportive but would not donate more than 50% of the cost.

9.20 Cllr Michael Burford returned to the meeting

- 12/11 To receive an update on the possible sites for Parish notice boards and to decide on the**

type of notice board to install on any sites where agreement has been reached

The Chairman reported that MJB has asked the memorial hall and they are happy for a notice board to go outside the Willis Hall. The Clerk passed round a picture of a large oak notice board that would take 18 A4 sheets. Councillor Bill Shambrook said he could get quotes for an aluminium notice board,

Clerk/BS

The Clerk and BS agreed to get quotes for a large notice board that would hold 18 sheets of A4 for the next PC meeting.

Clerk

NH reported that he had talked to the manager at the Verne COOP and they would be willing to display a folder as long as the PC maintains it. The Clerk was asked to set up a file to be shown to the Parish Council. It was suggested that a discussion on a Parish Logo was put on the next PC agenda.

13/11 To receive a report on a meeting with HCC regarding the crossing on Reading Road South and to decide if S106 BEST money should be used on this project

Councillor John Bennison reported that he had attended a meeting with Andrew Kettlewell at the site of the crossing with the clerk, PL, HB, Councillor Jenny Radley and a member of the public. Andrew agreed to investigate whether the crossing could be moved further up the road towards Fleet. There was only one possible location next to Pine Grove. He also agreed to ask Tesco if the no right turn could be mounted on a post and if white lines could be painted on the road to encourage drivers to turn left. JH agreed to ask HDC if the S106 BEST money could be used for this project

Clerk

Jenny Radley suggested that the Parish Council request that the refuge by the roundabout is improved with S106 money from the QEB development if it goes ahead

14/11 To receive a report on Speed limit reminders and to decide how to proceed

The Clerk gave the following update on speed limit reminders (SLRs):

- The Parish Council could buy, rent or request the Hart District SIDS to be placed in the parish. Hart would only be likely to get to the Parish a couple of times a year.
- Crondal have a Viasis Basic which cost £2600 in 2008, deployed around the parish for 2-3 weeks at each location
- Data can be processed in Excel
- The SLRs have two batteries per unit, charge one while one is being used. Batteries last 2-3 weeks.
- It is generally recommended that each device is moved every 2 to 3 weeks for best effect
- HCC will not allow them to be connected to mains power
- HCC will only allow someone with the relevant training to install and move them.
- Sites have to be approved by HCC
- Tim Crowley (a contractor that does work for HDC) would move an SLR. Costs: £60 to install a post, mount unit and remove 2 weeks later or £50 to mount on an existing lamppost or road sign. He has 10 million public liability and all the training and procedures for working on roads.
- Crondal PC might be interested in renting their SID to Church Crookham which may be worth considering for a trial period.
- B&DBC will rent you an SLR on a weekly basis
- B&DBC will manage your SLR if you purchase one

The Clerk will produce a full report for circulation before the next Parish Council meeting.

Clerk

15/11 To decide whether to book Leroy (Youth Truck to attend Peter Driver) on a Friday night once a month for six months cost: £900.

It was resolved to book the Youth truck (Leroy) to attend the Peter Driver site once a month on a Friday night for 6 months. The clerk agreed to talk to Charlotte Tickner about a suitable start date

Clerk

16/11 To decide if the Council wishes to contribute to the following consultations and to allocate to interested councillors

- **Electoral Review of Hart** - Councillor John Bennison gave an overview of the ward changes, comments have to be submitted by 3rd April 2011 so it was decided to review at the next PC meeting when Councillor had looked at the details on www.lgbce.org.uk
- **Mobile Library Service** - Councillor Jenny Radley gave an overview of the changes, Councillor MB agreed to respond.

MB

17/10 To receive reports and recommendations:

1. Planning Committee – nothing to report
2. Sports and Recreation Committee – a discussion took place about the minutes of the Sports and Recreation Committee meeting held on the 10th January, the agreed actions were reviewed.
3. Quetta and Humphrey Park – it was reported that the QEB committee meeting is scheduled to take place on 7th February in the Willis Hall at 8.00pm.
4. HDAPTC - It was reported that the minutes would be circulated. HDC need to save 1.3 M from a 10M budget, cuts likely to result in reduced CCTV monitoring, increased planning fees, reduced grants and a reduction in park rangers. Some possible savings may be made from outsourcing refuse collection. Fleet successful in a play builder grant. HDC offered advice on best practice for preparing a Parish Plan.
5. Fleet Link – the clerk reported that the Parish had not been invoiced for their contribution.
6. Memorial Hall – nothing to report
7. Basingstoke Canal – nothing to report
8. Roads and Transport Liaison Meeting.

It was reported that a meeting took place with Fleet Town Council an Elvetham Heath Parish Council on 18th January. Concerns were expressed about the number of BT boxes being installed on grass verges in the parishes. The Police introduced a new scheme whereby residents could be trained and issued with speed devices to monitor the speed of cars on roads in their areas

NH agreed to speak to Bob Scoffield about making the meetings shorter and of general interest.

NH

18/11 Items for next meeting

- QEB update on planning application
- HCC play strategy

19/11 Clerks Report

- Internal Auditor Mr Eric Schimmin has been appointed
- Decoration at P Driver completed, lock at P driver replaced
- Office laptops – 2 new laptops have arrived and will be set up in the next week.

- Portacabin update – The Clerk has a quote for a 20ft Green container to replace the storage portacabin at Peter Driver. The objective being to prevent vandals jumping on to the Peter Driver roof. Still awaiting information on removal of existing portacabin.
- It was reported that the surface at playground under swings had been replaced. The pits will be filled with new bark. Issue with a gate that needs looking at. Trapping hazard.
- Annual Parish Meeting booked 19th May 2010 – Christ Church Hall only seats 50
- Parish Precept update (Submitted request for £173,599 to keep household precept the same)
- Bulb planting – Clerk reported that a company had contacted the clerk regarding planting bulbs in the parish. To be reviewed in the Autumn.

20/11 Payment of Accounts

The January payments were presented for review. AO proposed that these were accepted, this was seconded by NH and agreed by all.

Church Crookham Parish Bank Accounts Summary as at 31st December 2010

Financial Year ending 31/3/11	Petty Cash	HSBC Current A/C	HSBC Deposit account	Grand Total
Closing balance per Nov Statement				
		£ 127,950.00	£ -	£ 127,950.00
Income - Credits received at bank in Dec				
		£ 30,079.19	£ 100,002.41	£ 130,081.60
Expenditure - Cheques presented in Dec				
		£ 112,815.74	£ -	£ 112,815.74
Petty Cash at hand				
	£ -			£ -
Closing balance per Dec. Statement (cash at bank and in hand)				
	£ -	£ 45,213.45	£ 100,002.41	£ 145,215.86
Approval for payments due in January				
			cheque no:	
Employment Costs: Clerks Salary	January		100102	1315.86
Sam Knowles Salary	January		100103	75.45
PAYE/NI	January		100104	453.56
Brian Bass Computer networks - Computer equipment for office			100101	1391.54
Primavera Cleaning Services			100105	211.5
Crookham War Memorial Hall			100106	32.50
CBS			100107	327.68
Hart District Council - Grounds maintenance & outside sports			100108	6566.29
D. Scutt - Decorating work at Peter Driver			100109	1275.00
M Scutt - Replacement Ceilings and plastering at P Driver			100110	2670.00
Navigus Planning subscription - Journal of local planning			100111	50.00
M C. Jameson - Computer support services			100112	710.50
Christ Church Hall booking - 19th May for Annual Parish Meeting			100113	25.00
Vero Screening Ltd - CRB application 1 Councillor			100114	18.00
J. Hawkins(expenses:Stamps, Cartridges, extension lead, First aid kit)			100115	115.72
J Bennison expenses - Mileage Winchester			100116	24
HMRC cheque for April Tax and NI, original cheque not cashed			100117	174.41
Pro Teq Surfacing (UK) Ltd - repair of surfaces under swings			100118	2700
Hart Young Musician Competition - Donation			100119	100
DD PCMS telecoms				54.52
SO Abacus HR				11.56
DD Electricity Peter Driver				87.54
Total Payments for January				£ 18,390.63

The following cheques were issued after the December PC meeting:
Cllr. M. Barry expenses

100100 £ 8.80

Note: Saving Account set up and £100,000 transferred on 21st December 2010

21/11 Date of next meeting
28th February 2011

There being no further business, the meeting closed at 11.10pm

Signed.....

Date.....