



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th February 2014 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Jenny Radley (JR), Helen Butler (HB), Gill Scott (GS) , Nick Harris (NH), Richard Jackson (RJ) – arrived at 8.15pm

Also: Cllr. Tony Clark (HDC)
Cllr. John Bennison (HCC)
Jayne Hawkins (Clerk)

There were no other members of the public present.

31/14 Apologies for Absence

Apologies for absence were received from Cllrs. Bill Shambrook and Cllr Michael Burford. Cllr Richard Jackson sent apologies as he will be attending but arriving late.

32/14 Approval of the minutes

Minutes of the Full Council Meetings on 27th January were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings: 27/01/2014, 10/01/2014
Sports and Recreation Committee: 10/02/2014

33/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

34/14 Declaration of interest relating to items on the agenda

Cllr. Chatfield declared an interest in item 46/14 as she is on the allotment waiting list.

35/14 To receive Chairman's announcements

The Chairman made the following announcements:

- Rushmoor and Hart transport forum Tuesday 25th March 2014 The Harlington 2pm to 4pm. Cllr. Butler will attend
- New codes of conduct – Daryl Philips is looking at a pan Hampshire code of conduct.
- Appeal hearing for Crookham Park additional 100 houses will be taking place at Hart District Council offices on 25th February from 10.00am.
- Baxter and King have requested whether they could put their construction office on the Parish Council car park until end May 2014. Clerk suggests that this request is turned down but that they could position it on the playing field as long as any damage was repaired when they remove the portacabins.

36/14 Public Session

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

Councillor Bennison apologised for missing the January Parish Council meeting. He reported



the following:

- Hampshire's Council tax would not be increasing in 2014 2015.
- Bus stops along Aldershot Road were being moved slightly to improve access.
- Flooding within Hampshire had been very bad giving Hampshire County Council a lot of additional work.
- The Basingstoke Canal joint management committee had reported lots of fallen trees that had blocked the waterways. The level of water in the canal was being kept quite low.

37/14

Annual Parish Meeting

To confirm date and to review a draft agenda and a draft report

It was reported that the Annual Parish Meeting would be taking place on Thursday 3rd April 2014, doors open at 7.15pm at the Memorial Hall on Sandy Lane.

It was agreed to print and distribute an advert for the Annual Parish Meeting and to also advertise the Parish Council elections. Cost £167.32 to print and £268 for delivery.

A draft agenda was reviewed and agreed. The final version of the annual report would be agreed at the March Parish Council meeting.

Clerk

38/14

Compacted mats in playground

To decide whether to accept a proposal from the Sports and Recreation Committee to replace play mats in the play park with Rhyno matting and to dig under the roundabout to resolve issues raised by the annual playground inspection.

It was reported that work could be scheduled to take place in mid-March and the total cost of the work was £5776. The cost of the work would be split over the current and next year's budgets.

It was **resolved** to accept the recommendation from the Sports and Recreation Committee and proceed with the work to replace the compacted mats in the play park with Rhyno matting and to increase the clearance under the roundabout. HB/GC all in favour.

Clerk

39/14

Harts review of homelessness

To agree a response to a consultation on homelessness.

The Parish Council **resolved** to submit a response prepared and circulated by Cllr. Harris following consultation with the trustees of the Alms houses in Church Crookham. The Clerk was asked to amend the title and submit the response.

Clerk

40/14

Fleet Link Joint Funding agreement

To agree to a new joint funding agreement for Fleet Link Service from 1 February 2013 for two years and thereafter subject to extensions for further periods upon agreement of the funding partners up to a maximum of 6 years.

It was reported that a revised joint funding agreement for the Fleet Link service had been circulated and that Fleet Link were requesting £4,761 to be paid by end Mar 2014 and £4,761 plus inflationary CPI increase by end of Mar 2015 (expected to be approx. £4,900). £5,000 had been included in this year's budget and in the 2014 2015 budget.

It was **resolved** to accept the agreement which was signed by Cllrs Lowe and Butler. HB/NH all in favour. Clerk to send signed documents to HCC.

Clerk

41/14

Parish Council Elections

To receive information on the process for standing for election and to receive an update on the Parish Council recruitment project being run by the university of Southampton.

A Clerks report had been circulated giving a timetable for nominations for the May elections. It was noted that all nomination forms must be submitted to Hart District Council by 4pm on 24th April 2014. It was agreed to advertise the election seats via the following media: Annual Parish Meeting leaflet, Mumsnet and other social networks, parish website, parish notice boards, networking. Where possible the advert will be tailored to suit the audience. The Clerk agreed to send the advert to the Grange Estate and the MoD contacts.

Clerk



42/14 Athletics Club Business Plan

To receive a draft business plan prepared by the Athletics Club for running the athletics area at Crookham Park and to decide what action should be taken to take matters forward.

It was reported that the Fleet and Church Crookham Athletics Club had produced a business plan that has been circulated. The Parish Council resolved to discuss the details of the plan at a committee meeting (HB, GS, JR, NH, RJ) and to then arrange to meet with the Athletics Club at the end of March, early April.

The Clerk was asked to arrange the meetings.

Clerk

43/14 Community Centre

To receive an update on the Community Centre Project – report circulated and to decide whether to introduce monthly community centre committee meetings on the 3rd Monday of every month during the tender and construction phases of the community centre project.

It was reported that a report had been circulated.

It was **resolved** to set up a monthly Crookham Park Committee to include the community centre and also the sports area at Crookham Park and the play grounds to be held on the 3rd Monday of each month. The following Councillors agreed to sit on the Crookham Park Committee: HB, GS, GC, JR, RJ, NH, PL. The Community Centre Committee would be disbanded and the TOR of the Sports and Recreation Committee will be amended. It was agreed that once facilities come in they can move to the Sports & Rec Committee. The Clerk was asked to organise the committee meetings and to book the Willis Hall.

Clerk

44/14 Community Centre Budget

To consider a proposal that the overall budget for the community centre project for the Parish Council build option should be the community centre contribution plus the additional amount due based on the RICS index at the time of the decision. That the budget for the tender phase is set at £34,750 and that the overall budget should be adjusted to incorporate the additional £126K if TW win the appeal for the additional 100 houses.

It was **resolved** to include the index linking into the budget for the community centre. PL/GC, 6 in favour, 1 against. It was also **resolved** to set the budget for the tender phase at £34,750. HB/RJ all in favour.

Clerk

It was **resolved** not to make any decision on additional S106 funds that might result if the planning permission for the additional 100 houses is approved until after the results of the appeal were known. This will be reviewed at the next Parish Council meeting if there are any changes. PL/RJ all in favour.

45/14 Community Centre delegated authority

To decide whether to accept a proposal to grant delegated authority to the Clerk and three members of the Community Centre Committee to make decisions regarding the design of the community centre resulting from information from the structural, electrical, mechanical and sustainability consultants within the agreed budget during the tender phase and construction phase of the Community Centre project.

It was **resolved** that the Parish Council would ask the Clerk and 1 Councillor from a core of 3 Councillors to attend all Rund Project meetings during the tender phase.

It was **resolved** that Councillors Jackson, Lowe and Scott and the Clerk will form the core team and be given delegated authority to make decisions regarding changes to the design of the community centre during the tender phase of the project as long as the project remained within the agreed budget.



The Clerk was asked to speak to RUND and ask that the Council are given a maximum of 2 working days to respond to queries resulting Rund during the tender phase and to request that when the Council were asked to make decisions they would be given clear proposals and recommendations to respond to.

Clerk

When the core team had prepared a response to queries they would be circulated to all Councillors and marked URGENT, so that other Councillors could contribute comments if they wished to do so.

46/14 Allotments

To decide whether to accept a proposal from the Sports and Recreation Committee to set the allotment rates as follows:

Standard plot £60

Small plot £30

Starter plot £20

To review a letter to send to residents giving an allotment update and informing them of the rents for the allotments.

It was **resolved** to accept the proposal from the Sports and Recreation Committee to set the allotment rents at £60, 30 and £20 per annum. PL/HB all in favour. Councillors Chatfield and Jackson declared an interest as they are both on the allotment waiting list and did not vote on this proposal

A draft letter to be sent to residents was circulated and agreed with the following amendments:

- Make it clear that the plots will not be allocated until the Parish Council receive a final plan of the site from Taylor Wimpey.

Clerk

47/14 Speed Limit Reminder signs new batteries

To decide whether to purchase two new batteries for the Speed Limit Reminder sign

It was **resolved** to purchase two new batteries for £160 as long as B&DBC will commit to the supply of the SLR for a at least a further 2 years. The Clerk was asked to action.

Clerk

48/14 Signs for Azalea Park and Peter Driver

Three quotes for new signs for Azalea Park and Peter Driver were reviewed.

Quote 1: Signs: £1,086 delivery and installation: £495, **Total £1581**

Quote 2: Signs: £560, delivery and installation: £200, artwork £70, **Total: £830**

Quote 3: Signs £532.92, delivery and installation: £360 (delivery £80) **Total £892** (might need to pay for some artwork, additional £70)

It was **resolved** to accept quote 2 from Designer Print and ask them to provide the signs for Peter Driver and Azalea Park. Proposed by PL, seconded by NH, 6 in favour 1 against

Clerk

49/14 Santander Business Bond

To decide whether to deposit the maturing funds from the Santander Business Bond into a new 1 year fixed rate Business Bond at a rate of 1.4% gross/AER and to agree whether to accept a proposal to reinvest £138,952

It was reported that the bond matures on 1st March 2014.

It was **resolved** to sign the bond application form and to reinvest £138,952. This would leave sufficient funds in the current account to cover the allotment set up costs and man power time for administrating the allotments in the first year as agreed in the budget. Councillors to sign the bond application form.



50/14 To agree an amendment to the FTE salary of the Administration Assistant
A minor amendment is required to the agreed salary of the new administration assistant due to an error reading the values on the NJC salary table. The admin assistant will be working 15 hours a week at grade 20, £9.69 per hour, FTE £18,638 pro-rated pay £7,555.95 rather than the £9.55 per hour, FTE £18,600 agreed at the January Parish Council meeting. It was resolved to accept the amendment to stay in line with the NJC rate tables. PL/HB all in favour.

51/14 To approve payment of accounts and to review any quotations received
The accounts for January and payments for February were approved by all and signed by the Chairman. PL/NH all in favour.

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

Financial Year ending 31/3/14	Closing balance per Dec Statement	Income - Credits received at bank in January	Expenditure - Cheques presented in January	Petty Cash at hand	Closing balance per January Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/C	£ 494.79	£ 90.00	£ 5.50		£ 579.29
Unity Bank Current A/c	£ 20,170.29	£ 8,228.09	£ 14,346.85		£ 14,051.53
HSBC Deposit account	£ 175,053.66	£ 13.08			£ 175,066.74
Unity Bank Deposit A/c	£ 30,525.33				£ 30,525.33
HSBC S106 Deposit A/c	£ 9,152.23	£ 0.44			£ 9,152.67
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 268.71		£ 25.20		£ 243.51
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 375,665.01	£ 8,331.61	£ 14,377.55	£ -	£ 369,619.07

Approval for payments in February 2014	Invoice Number	Cheque Number	£
Employment costs			£ 4,400.34
Top-up Alto pre-paid Mastercard		DD	£ 444.85
C & S Banners Ltd	CSL11055	300242	£ 295.20
CPRE - annual membership		300243	£ 29.00
Crookham War Memorial Hall - hall hire Jan & Feb 2014	2342	300244	£ 123.40
Disconsulting IT Ltd - online back up Jan 2014	5678	300245	£ 12.00
IAC - interim internal audit services	187	300246	£ 414.00
KMC Cleaning Ltd - January 2014 Peter Driver Sports Ground pavilion	973	300247	£ 350.40
Simone Surveys - SLR traffic calming	5160	300248	£ 240.00
SLCC - deputy clerk annual membership		300249	£ 147.00
U B Corporation - office computer and installation	14021401	300250	£ 756.00
Fleet & Church Crookham in Bloom - grant for new trophy, stationery & postage, agreed Jan 2014 PC meeting ref 16/14		300251	£ 260.50
Winchfield Landscape Services - GM contract Jan 2014	1048	300254	£ 878.11
Comfort Building Services - service contract Feb 2014	36255	300255	£ 196.60
Hampshire County Council - Fleet Link grant		300256	£ 4,761.83
Upper Bridge Enterprises - web hosting	2633	SO	£ 38.40
British Gas - Gas charges Peter Driver sports Ground pavilion 30 Oct 2013 to 06 Jan 2014	102250017	DD	£ 138.71
BT office phones & broadband	M031	DD	£ 55.71
HSBC Bank plc - monthly account charges Dec 2013		DD	£ 5.50
Total payments for February			£ 13,804.04
			£ 13,804.04

52/14 To receive the Clerks Report for February

The Clerks report was received.

- **Admin Assistant** – the new admin assistant Claire has started work in the Parish Office. She has been on a tour around the parish and has started working with the deputy clerk on the handover of the allotments and carried out the safety inspection. She has addressed the issues raised on the safety inspection and has started work on



requesting a number of quotes.

- **Container at Peter Driver** – Claire will be working to finalise the design and hopefully order the container early in March.
- **Insurance money for damaged bollard** – the Parish Council has received an insurance cheque for the cost of the bollard repairs at the War Memorial.
- **Azalea Park Playground** – a silver mountain bike was left in the playground at Azalea Park, after a week the grounds maintenance contractor has taken it back to his yard, a sign will be put in the play park.
- **Baxter and King Nursing home update** – The pavement has been tarmacked and a new height barrier should be erected soon. The water connection has been removed and an invoice has been raised for the water used. Cllr. Lowe has suggested that the bank is planted with Cotoneaster or Hypericum.
- **Pavilion** – work to rectify a number of issues has been started. Loose tiles have been replaced, a faulty flush has been fixed, new grills are being made for the vents and existing window grills will be fixed and refitted. Shower heads will be cleaned and replaced where necessary. One set of urinals will be removed and a new sensor will be fitted to the other set of urinals
- **Bench request** – A gentleman who lives next to the grassed area at Sian Close has requested that a bench is put inside the green area for local residents to sit on.
- **Hightrees** – residents at Hightrees have been enquiring about when the playground will open and about trees that have been removed. The Clerk has sent correspondence informing residents that the trees were identified for removal and had approval and that the Parish Council is working with Taylor Wimpey to resolve a number of issues so that the playground can be transferred and opened.
- **Unity Bank** – Bank is only 26.7% owned by Co-operative bank and they are in discussions with Co-op about a potential sale of the Co-op banks shareholding.
- **Letter to QEB steering group** – a letter regarding the Parish Councils concerns over the way in which the steering group is structured and run has been issued.

53/14 To receive monthly safety report

The safety report was received and reviewed

54/14 To receive monthly crime report

The monthly crime report was received and reviewed. The Clerk was asked to invite Clayton French to the next PC meeting and to invite Clayton French and Caroline Webster to the APM on the 3rd April.

55/14 To receive other reports.

1. Quetta and Humphrey Park(JR) - Still progressing a community activity day
2. Fleet Link (HB) - Update above
3. FACC (PL) - TAG briefing on 6th March
4. HDAPTC (PL) - No update
5. Memorial Hall (MB) - No update
6. Allotments (HB) - Meeting with TW on 10/03/2014
7. Community Plan (NH) – Next meeting in March
8. Alms Houses – (NH) - No update
9. Fleet and Crookham Welfare Trust(GS) – No update



10. Cllr Lowe reported that drainage work and mains water works were taking place on Naishes Lane and by the Allotment site and Wildlife pond.

56/14 Items for next meeting

- Consultation on mobile library – withdrawal of service at Grange Estate
- To discuss inviting the new MoD officer Mark Ludlow responsible for MoD training land to give a presentation from April to local groups.
- Open day allotments/SANG land

57/14 Date of next meeting: March 24th 2014

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

Signed.....

Date.....