

**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL**

Date and Time: Monday 24th March 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), Gill Chatfield (GC), Michael Burford (MB)

Also: Jayne Hawkins (Clerk)

There was 1 member of the public present.

57/14 Apologies for Absence
There were no apologies.

58/14 Approval of the minutes
Minutes of the Full Council Meetings on 24th February 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 - 24/2/14, 10/3/14
Highways Committee – 10/3/14
Crookham Park Committee – 17/3/14

59/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.
There were no written requests for dispensations.

60/14 Declaration of interest relating to items on the agenda
Cllr Jackson and Cllr Chatfield declared an interest in item 74/14 the allotments update as they are both on the waiting list for an allotment plot.

61/14 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
- Farnborough Airport Tour 1st April, 10am to 12.30pm
- Annual Parish Meeting – 3rd April, Memorial Hall from 7.15pm, the Clerk agreed to order a banner to advertise the event.
- Meeting with Athletics Club to discuss business plan – 23rd April, 8.00pm, Willis Hall

62/14 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).
There was one member of the public. There were no comments.

63/14 Resignation
To receive the resignation of Cllr. Bill Shambrook.
It was reported that Cllr Shambrook had resigned from the Parish Council. The Chairman thanked Cllr Shambrook for all his help and wished him good luck and good health for the future.



The Chairman reported that the Council can co-opt but does not need to advertise for an election as they are within 6 months of an election.

64/14 Annual Parish Meeting

To approve the Annual Parish Report and power-point presentation for the Annual Parish Meeting on the 3rd April.

It was reported that a draft report and slide show had been circulated; further amendments will be added before the APM and circulated for comment.

Cllr Butler and Cllr. Chatfield agreed to assist with teas and coffees, the Clerk will ask the caretaker if the urn can be put on earlier in the day to heat up.

The Community Centre and Highways boards will be put up on display.

Clerk

65/14 Parish Council objective statement

To consider a proposal for the Parish Council to agree an objective statement for the next financial year at the AGM and to identify 1 or 2 key priorities from each committee for the next year that the PC wish to focus on.

It was **resolved** that the Parish Council would agree an objective/mission statement for the next financial year at the AGM and that each committee would identify 1 or 2 priorities to focus on.

Cllr. Jackson agreed to provide a draft statement for comment. Each committee to think about their priorities.

RJ/ALL

66/14 Parish Council Insurance:

To receive a renewal notice for Parish Council insurance from Zurich Municipal to decide whether to accept a proposal to continue with the insurance in the next financial year.

It was reported that this was the 3rd year of 3 year contract

Cost – £2834.69 (index linked increase)

Additional items to be included during the year when assets are transferred.

- Leap and 3 laps at Hightrees - £97.19

- Allotments (sheds and land) – £313.55

- Allotment/SANG car park – awaiting quote for inclusion of CCTV and height barrier dependent upon cost of CCTV system that is put in

It was reported that an employment reference had been sent to the insurance company for the new Admin Assistant

It was resolved to accept the quote for the insurance proposed by PL, seconded by RJ all in favour.

67/14 Farnborough Change Proposal – Lasham Gliding Club

To receive a letter from Lasham Gliding club regarding the proposed airspace changes at Farnborough airport

A letter was circulated and the concerns of Lasham Gliding club noted. The Clerk was asked to respond to Lasham Gliding Club thanking them for their letter and informing them that their comments have been noted and that the Parish Council will be responding to the consultation.

Clerk

68/14 Farnborough Airport Change Proposal – draft response

To note and comment on a draft response to the Farnborough Airport Consultation on the Airspace Change Proposal

Cllr Harris gave an overview of the changes being proposed and presented a draft response to the consultation, it was agreed that a final draft will be produced by Cllr. Harris for approval at April PC meeting after the presentation by TAG on the 3rd April.

NH



- 69/14 Safe routes to school letter**
To receive a draft letter to be sent to local schools regarding a consultation on proposals for Highways work on safe routes to schools.
Letter circulated – minor updates made following comments from Cllr. Harris and Cllr. Butler.
- It was **resolved** to send the letter to head teachers at Calthorpe Park, Court Moor School, Tweseldown Infants, Crookham Juniors and Crookham Infants schools. The Clerk was asked to send the letter. Clerk
- 70/14 Consultations**
To decide whether to respond to the following consultations
Hampshire County Council - Review of Local Bus and Community Transport services – responses by 31st May
Mobile Library service – responses by 11th April 2014
It was reported that the consultation emails have been circulated.
Clerk has spoken to the Grange Estate regarding their use of the Mobile Library Service the manager has put up lots of poster and sent out comment forms but has had no responses even though she is aware of residents that do use the service.
- Local Bus Service response, it was **resolved** that Cllr. Radley would prepare a draft response for the next PC meeting. JR
 - Mobile Library response, it was **resolved** that the Clerk would send the following response.
The Parish Council objects to the removal of the mobile library service stop at the Grange Estate in Church Crookham. There are many elderly residents at this estate and often one person will collect books for neighbours that are unable to get to the bus. Would it be possible if this service was removed for Fleet Library to deliver a box of books to the estate weekly? Clerk
- 71/14 Army Training Presentation**
To decide whether to invite the new Army Training Safety Officer for the south-east of England region - Mark Ludlow to give a presentation to local groups and whether to advertise in the next newsletter due to be printed week beginning 14th April, alternatively could wait until the next newsletter in August.
Cllr. Radley gave an overview of the Safety Officer role and suggested that with the large number of troops returning to the area the amount of training on the MoD land was likely to increase and may impact local residents that use the areas.
Mark Ludlow is available on the 5th June and the Clerk has made a provisional booking for the Memorial Hall available on 5th June. It was agreed to proceed with the meeting which should be advertised as widely as possible. The Clerk was asked to advertise it on the website, in the newsletter and contact local groups. Clerk
- 72/14 To approve a draft newsletter**
A draft newsletter was circulated. It was **resolved** to accept the draft newsletter. A final version would be circulated in the next few days and Councillors were asked to send any comments to the deputy Clerk before the 7th April. All
- 73/14 Community Centre**
To receive an update on the Community Centre Project – report circulated
The following was reported on the tender process for the Parish design.
1. There had been 2 project meetings with the tender team and 2 monthly reports that have been circulated. Meetings had been positive and productive. Internal and external finishes have been discussed.
 2. Taylor Wimpey have identified bore holes close to the Community Centre site and some geotechnical data has been sent to the mechanical and structural engineers working on the tender. Clerk



3. Discussions regarding the electricity load and supply have taken place and lighting plans have been produced by the electrical engineer.
4. The main design has been amended, based on wall designs from structural and electrical engineers, to give the environmental performance to meet building regulations.
5. It has been decided that the ceiling will run on the pitch of the roof in the main areas.
6. Internal brick wall proposed in main foyer on one side only.
7. The architect has provided samples of flooring suitable for the hall (Gerflor – Oak); low maintenance cladding weatherboard particle board in brown for external wall of the main hall; white render and multicolour red bricks.
8. The architect is still looking at the specification of the roof.
9. Lighting plans for the whole building and outside space have been produced; they are proposing gas heating using radiators in most areas of the building and fan heaters in the main hall for quick response.
10. Lighting for the MUGA and Athletics track will not be included in the electrical design as this would require a larger plant room. It is suggested that the feed for the tennis courts, MUGA and Athletics track is taken from the road closer to the location.
11. Initial tender enquiries will go out next week – 8 contractors are on the list, this will be reduced to 4 for main tender.

74/14 Allotments

To receive an update on allotments and to review quotes for the allotments and decide which one to accept.

A report on CCTV quotes was circulated and it was **resolved** to accept a quote from Axis for £2995, with a £60 annual service charge. This quote was chosen on the basis that it offered good value for money over the longer term. The Clerk was asked to confirm whether the system could be expanded to include additional cameras and number plate recognition at a later date. If this was possible the system should be ordered.

Clerk

It was reported that James Hucklesby HDC is liaising directly with Nigel Philip at TW regarding the testing of the site.

It was **resolved** that an amended allotment letter could be sent to allotment holders inviting them to an allotment meeting on 10th May.

Clerk

It was reported that the Clerk had not received a response from Robert Jackson regarding the letter requesting that the Allotment car park is not opened until the CCTV is in place.

Next meeting with Taylor Wimpey to discuss the allotments is on 16th April.

75/14 Virements

To approve the following budget virements.

From			To		Reason
Code	Account	£	Code	Account	
4002	Caretaker - Peter Driver	£ 855.00	4001	Admin assistant	Cost of admin assistant not included when setting budget, caretaker at Peter Driver not required
4002	Caretaker - Peter Driver	£ 455.00	4000	Salary costs	To cover 1% pay increase to staff
4002	Caretaker - Peter Driver	£ 134.00	4010	Superannuation	To cover 1% pay increase to staff
4126	Parish plan	£ 881.00	4130	License fee/ Software charge	Over budget due to AVG and Payroll package purchased at start of year, plus additional license for admin assistant computer
4126	Parish plan	£ 1,067.00	4136	Promotion & publicity	Additional leaflet distributed and additional page in edition of newsletter re Community centre
4310	GM contract	£ 5,700.00	4305	Five-a-side maintenance	Five-a-side maintenance CUV storage & sweeping re-allocated from GM contract for easier visibility of costs
4315	Refuse collection/Litter picking	£ 600.00	4305	Five-a-side maintenance	Change of contractor - required full payment for year's contract
4600	Community grants	£ 600.00	4325	Open Space maintenance	To cover cost of storage container
4600	Community grants	£ 500.00	4210	Electricity	Under estimation of cost of lights for five-a-side and heaters left on in Pavilion
4825	Peter Driver improvements	£ 2,890.00	4325	Open Space maintenance	To cover 50% of cost of Rhyno matting in Azalea Park playground



It was **resolved** to approve all the virements in the above table.

76/14 To approve payment of accounts and to review any quotations received

The accounts for February and payments for March were approved by all and signed by the Chairman. PL/NH all in favour.

Church Crookham Parish Bank Accounts Summary as at 28th February 2014					
Financial Year ending 31/3/14	Closing balance per Jan Statement	Income - Credits received at bank in February	Expenditure - Cheques presented in February	Petty Cash at hand	Closing balance per February Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/c	£ 579.29	£ 1,714.00	£ 5.50		£ 2,287.79
Unity Bank Current A/c	£ 14,051.53	£ 26,546.93	£ 11,763.48		£ 28,834.98
HSBC Deposit account	£ 175,066.74	£ 27.08			£ 175,093.82
Unity Bank Deposit A/c	£ 30,525.33		£ 22,667.93		£ 7,857.40
HSBC S106 Deposit A/c	£ 9,152.67	£ 2.16			£ 9,154.83
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 243.51	£ 256.49	£ 81.45		£ 418.55
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 369,619.07	£ 28,546.66	£ 34,518.36	£ -	£ 363,647.37
Approval for payments in March 2014			Invoice Number	Cheque Number	£
Employment costs					£ 4,613.33
Expenses					£ 159.72
Area Distribution Ltd - distribution of APM/election leaflet			PAID 1012	300257	£ 134.00
				300258	£ 134.00
South East Water - 13 Aug to 24 Feb 14 PD pavilion			PAID 9	300259	£ 475.44
Crookham War Memorial Hall - hall hire March			2371	300269	£ 54.00
Disconsulting IT Ltd - online backup Feb 2014			5818	300270	£ 12.00
Chromatec - APM/Election leaflet printing			8642	300271	£ 200.78
Hart DC - CCTV Oct 13 to Mar 14			1248 + 1249	300272	£ 437.40
KMC Cleaning Ltd - pavilion cleaning Feb 2014			986	300273	£ 350.40
Navigus Planning Ltd - annual subscription for the Journal of Local Planning			JLP14	300274	£ 50.00
Hart DC - Dog warden services 2013 - 2014			1329	300275	£ 800.30
Printerland.co.uk - ink for office printer			882821	300276	£ 80.40
RBS Rialtas -accounts software Omega multi-user license 2014-2015			SM14489	300277	£ 704.40
Simone Surveys - SLR Jan - Feb 2014			5207	300278	£ 240.00
Getmapping plc - Parish online subscription			POL-2014-03381	300279	£ 151.20
SLCC - clerk's annual membership				300280	£ 184.00
Steven Dettmar Property Services - repairs to pavilion at Peter Driver Sports Ground			58	300281	£ 712.20
Winchfield Landscape Services Ltd - grounds maintenance contract Feb 2014			1053	300282	£ 789.86
Zurich Insurance			14264603	300283	£ 2,834.69
Vita Play Ltd - Rhyno matting in Azalea Park 50% payment			0727	300284	£ 3,466.02
CBS - service contract Peter Driver Sports Ground pavilion March			36449	100803	£ 196.60
Simone Surveys - SLR Feb - Mar 2014			5240	100804	£ 240.00
Upper Bridge Enterprises - web hosting			2652	SO	£ 38.40
BT office phones & broadband			M032	DD	£ 55.39
HSBC Bank plc - monthly account charges				DD	£ 16.66
Total payments for March					£ 17,131.19
					£ 17,131.19

£17571.92 transferred from deposits accounts to Unity current account to cover cheque payments Mar 2014

77/14 To receive the Clerks Report for March

The Clerks report was received.

- I. **Nursing Home and Peter Driver car park works** – The barrier and line marking will be carried out in April. The ball net fence will also be installed during April, a temporary ball net has been installed, but balls are still going over. The Clerk has asked for the water connection in the roof of the pavilion to be fully removed in the next two weeks. Baxter and King have decided not to install their portacabins on the sports field. The Parish Council have received



a payment £359 for the water usage. Gap in back fence needed for next 4 weeks.

2. **SANG Land** ALS has put in 110 path markers and nearly all of them have been pulled up and thrown away. They are rethinking how to mark the paths. They are providing a lot of additional planting [native species] alongside the new road between Naishes Lane and Sandy Road. The time capsule is all going ahead and they are hoping that all the children from Tweseldown Infant School will place their canisters in the Pill Box on 1 May 2014. A lot of damage has been done to the pathways during the really bad weather, currently ALS have no instructions from TW to make any improvements to the paths. They have replaced all the damaged sand bags with mortar filled bags so they will go hard and be good for many years to come. A lot of repair work has been done where water has eroded banks. ALS has done work at each end of the bridle path to improve the drainage. During the flooding they lost a lot of the top surface on the bridle path and hopefully the new drainage work will eradicate this problem. They will be raising the height of the weir gate so they are able to hold back more water behind the bund. This is so that they can limit the damage of water flowing from the land too quickly. This will be done when they can get near it! Sign boards are being priced and meeting are taking place with TW to discuss the content on the boards. The ecologist is also involved with this. The storms over the winter have meant that they have had to stop all their regular tree maintenance to carry out emergency works. They had two crews on site on Christmas Eve and Boxing day to remove trees that were dangerous and blocking roads.
3. **Azalea Park matting** – the compacted areas of grass matting in Azalea Park have been replaced with Rhyno matting which should provide a better surface in the areas that were compacted. The clerk has asked for excess soil to be removed from the site.
4. **Fencing and Tree down at Chesilton Woods** – Letters sent to residents who all replied. Quotes for the work needed to replace the fence and cut up the fallen tree had been requested by the residents concerned and work will be progressed by them.
5. **Stillers Farm development** – information regarding proposal for an additional 60 homes on land at Stillers Farm has been received. A public exhibition took place on Thursday 20th March
6. **Signage** - new signs for Azalea Park, Peter Driver Sports Ground and the car park on Sandy Lane have been ordered. Awaiting proofs of artwork.
7. **Notice boards** – Quotes have been requested to fix the notice board by the Willis Hall after it was damaged in the recent high winds. New Perspex has been ordered (£18.95 parts) and will be fitted in the sports notice board at Peter Driver.
8. **Nets** – New nets for the goals at Peter Driver have been ordered (£30 each + £12 delivery)
9. **Man hole cover** – A rusty manhole cover (£42.96 parts only) at Peter Driver



will be replaced by contractor

I 0. Elections – Updated information sent to Councillors this month. Deadline for submitting nomination papers is 4pm on 24th April. Papers must be delivered by hand to the Hart District Council offices. If Councillors would like the Clerk to deliver them please let the Clerk have nomination papers by 12th April at the latest.

I 1. 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. Existing window grills still to be refitted. Progress is being made on sourcing a sensor for the urinals.

I 2. Bike at Azalea Park – no response to signs put in the park, reported to Police.

I 3. Year End dates: RBS year- end close – 9th April, Audit 15th May.

78/14 To receive monthly safety report

The safety report was received and reviewed

79/14 To receive monthly crime report

The monthly crime report was received and reviewed.

80/14 To receive other reports.

1. Quetta and Humphrey Park(JR) - Still chasing for a community litter pick
2. Fleet Link (HB) - no update
3. FACC (PL) - notes from FACC meeting have been circulated
4. HDAPTC (PL) - No update
5. Memorial Hall (MB) - No update
6. Allotments (HB) - Covered above
7. Community Plan (NH) – Meeting arranged for Wednesday 26th March
8. Alms Houses – (NH) - Meeting took place, no issues
9. Fleet and Crookham Welfare Trust(GS) – nothing to report

81/14 Items for next meeting

- Open day allotments Sang Land
- Athletics meeting update
- Gurkha Art
- TAG consultation
- Prepare for AGM

82/14 Date of next meeting: April 24th 2014

There being no further business, the meeting closed at 9.46 pm

Signed.....

Date.....