



Draft Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th June 2013 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (AO) (Chairman), Jenny Radley (JR), Helen Butler (HB), Pat Lowe (PL), Gill Scott (GS), Nick Harris (NH), Michael Burford (MB)

Also: Jayne Hawkins (Clerk)
There were 3 members of the public present.

131/13 Apologies for Absence

There were apologies for absence from Cllr. Bill Shambrook

132/13 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 20th May 2013 were agreed and then signed as a true reflection of the meeting.

The minutes and recommendations of the following committee meetings were also accepted.

Planning – 20/5/2013, 10/06/2013

133/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

134/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

135/13 To receive Chairman's announcements

The Chairman made the following announcements:

- A member of the public would like to thank the Parish Council and the Clerks for all their hard work with special thanks to Nick for his role as Chairman.
- Information has been received from members of the public objecting to closure of CJM caravans. This is an enforcement issue and relates to a site in Fleet.
- The Chairman will be attending a meeting about Fleet festivities
- The annual safety inspection date was set at Saturday 10th August at 10.30am meeting at Peter Driver.
- Azalea Park Play Seminar – Miracle have organised an event for other Parish Councils on the 9th July in The Tweseldown. FOAP will give a brief talk, they have invited the Parish Council, no councillors were available to attend
- Rushmoor and Hart Transport Forum – Wed, 10th July 10.00am
- Meeting with Gracewell Care Homes and HCC highways organised to discuss widening entrance to car park at Peter Driver 1st July 3.30pm.

136/13 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).

There were no comments from members of the public at the meeting.

137/13 Cold Calling zones

Philip Mills from Trading Standards gave the Parish Council an overview about Cold



Calling zones. The Parish Council agreed to publicise the information provided on the Parish website and the Parish notice boards.

Clerk

138/13

Annual Return

To receive and approve that annual return papers to be sent to the external auditor BDO.

All information to be sent to the external auditor was presented in a file, it included a letter to accompany the Annual Return, the intermediate audit report and associated information and an updated variance report.

The Parish Council approved sections 1 and 2 of Annual Return and the intermediate audit questionnaire. This was proposed by Cllr. Ong and seconded by Cllr. Burford and agreed by all.

Councillor Ong and the Clerk signed the audit return and intermediate audit form.

139/13

Deposit Account

To consider splitting the reserves held on deposit between HSBC and Unity in light of recent press coverage about Co-Op bank.

It was reported by the Chairman that the current funds on deposit with Unity Bank are £193K, the chairman proposed that £100K was moved into the HSBC deposit account to spread the risk. This was proposed by Cllr. Ong and seconded by Cllr. Lowe and agreed by all. The Clerk was asked to implement this.

Clerk

140/13

Street Snooker Launch – Friday 26th July

To agree a plan for the launch including refreshments, publicity and any other activities.

It was reported that work was due to start on site on 10th July, for the launch day the following was agreed:

- playinnovation will produce a flyer to go on the website and on the notice boards.
- the Clerk should invite the local press.
- Gracewell Healthcare had agreed to sponsor refreshments up to £250
- the local Pizza shop would be asked to provide pizza.
- An ice-cream van would be booked
- the event will be advertised to local schools and football clubs
- the hoola hoops and the space hoppers will be put out for children to use while waiting for a go on the Street Snooker.
- A gazebo would be put up for cover for refreshments
- Aldershot Town Community Trust will be asked if they could bring along some football and training kit.
- The Clerk would inform the MoD – Simon Welsh and RAF Odiham – Rachel Foden.

Clerk

141/13

Utility access to Nursing home over Parish Council owned land

To discuss issues with land ownership and granting access to Scottish and Southern Electric and other utilities to put cables in parish owned land at the front of the Peter Driver car park. To decide whether to delegate authority to two councillors and the Clerk to progress matters with FED3 and the solicitor.

The following was reported:

- Hedleys have been engaged to act on behalf of the Parish Council – the Parish Council signed the Solicitors agreement
- Estimated fees are £1000 to be paid by Gracewell Health Care
- SSE require an easement over parish owned land running along the front of the Peter Driver car park.
- Solicitor is asking for all legal fees to be paid and for car park entrance to be widened, new height barrier and new car park markings in return for



allowing access across land.

- There was a further request to lay a water pipe in same trench – private main and local agreement needed between Gracewell and Parish Council – solicitor has been asked to include this in paperwork.

It was proposed that Councillors Pat Lowe and Jenny Radley were empowered with delegated authority to progress these matters with FED3 and the solicitor.

142/13 Office move

To receive an update on the parish office move and to decide whether to accept a proposal to move to the office upstairs in the Harlington for the same annual rent of £5K per annum.

It was reported that a number of options had been considered including a move to an office upstairs in The Harlington and a move to Hart District Council offices:

- Harlington Office – estimated to be available mid to end July, rent to stay at £5K per annum but would like a commitment for 3 years. There would be 4 weeks disruption while work takes place in the gym.
- Hart District Council – there are a number of spaces available, not all ideal, likely to cost more than £5K as the spaces are quite large or too small

It was proposed that the Parish Council agrees to move within The Harlington with a commitment to 2 years with a possible 1 year extension. This was agreed by all. The clerk was asked to write to Fleet Town Council.

Council will have to make allowances while building work takes place as it will be very disruptive. Clerks will aim to man the office during the mornings and then may work at home in the afternoons. They will use it as an opportunity to tidy files ready for the office move and to take time off in lieu that is owed.

143/13 Planting plans for Azalea Park

To receive plans for a planting scheme at Azalea Park and to decide whether the Parish Council would be happy for the Friends of Group to progress this scheme.

Plans for a planting scheme that has been prepared by Mind the Garden were displayed. Cllr. Lowe thought there were a lot of herbaceous plants in the scheme. Cllr Harris proposed that the scheme was accepted and that the Friends of Group were asked to progress it, this was seconded by Cllr. Lowe. 6 in favour, 1 abstention.

144/13 Request for Funding – Azalea Park Planting scheme

To receive a request for funding towards progressing a planting scheme at Azalea Park for £2,000 from the friends of Azalea Park.

It was reported that there was £1,000 in budget under Azalea Park maintenance, and £10,000 in the general grant budget. The Friends of group would be providing volunteers to dig the beds and plant them. The total cost of the planting scheme was estimated to be £3,000.

It was agreed to grant Friends of Azalea Park £2,000 to spend on the planting scheme for Azalea Park.

The Clerk was asked to inform the Friends of Azalea Park that their application had been successful.

Clerk

145/13 Updated management plan – Azalea Park

To decide whether to accept an updated management plan for Azalea Park

An updated plan had been circulated, it included a small change to allow volunteers to bring own tools as long as they wash them off on site. Providing that the contact details were updated then the updated plan was accepted. The Clerk was also asked to investigate the cost of buying some forks, spades and other garden tools.

Clerk

146/13 Responsible Finance Officer



To decide whether to make the deputy clerk the responsible finance officer for Church Crookham Parish Council.

Cllr. Ong proposed that the deputy clerk takes on the role of the Responsible Finance Officer as she now deals with all of the day to day accounts and will also be clerking the Policy and Finance committee in future. The RFO would still respond to the Clerk. This was seconded by Cllr. Harris and agreed by all. The Clerk was asked to make a note to review the effect of this change on the role at the next salary review.

Clerk

147/13

Cleaning review – Peter Driver

To decide whether to spend additional money to have a litter pick on the five a side every weekday evening during the summer holidays.

It was reported that the summer cleaning schedule had now been introduced at Peter Driver following the end of the football season. The pavilion was now cleaned just once a week on Mondays. The cleaner also picked up litter in the five a side three times a week in winter. It was proposed that the Parish Council authorise additional expenditure for a daily litter pick at 5.00pm - 5.30pm through the summer holidays for a charge of £20 per week for six weeks, total - £120. This was proposed by Cllr. Ong seconded by Cllr. Burford and agreed by all. The Clerk was asked to implement.

Clerk

148/13

Off-site data backup

To decide whether to accept a proposal to set up an off-site automatic data back of the Parish Council records with Disconsulting at a cost of £10 per month

It was proposed that the Parish Council introduces off-site online backups for the main Parish server using a supplier called Disconsulting, data would be stored in the UK, 30 day contract, data accessible from any internet connection, daily backups stored for 60 days all data is encrypted.

It was resolved by all to implement off site backups and to set up free drop box for sharing documents with Councillors when the office move takes place. This was agreed by all.

149/13

To receive a request to put a bouncy castle on the grass by the five a side on Saturday 20th July at 11am to accompany a 5 a side hire for a birthday party.

It was reported that the Parish Council Insurance company would expect the hirer to have adequate public liability insurance and to complete a risk assessment for the use of the bouncy castle. The lady who was also hiring the five a side would also like to use an electricity connection to the pavilion.

It was decided to approve the use of the bouncy castle on the land next to the five a side for the duration of the party providing that the clerk was shown the public liability certificate and a risk assessment. It was decided not to allow a connection to the electricity supply in the pavilion due to the trailing cables across the public open space.

This was proposed by Cllr. Burford and seconded by Cllr. Harris, 6 in favour and 1 against.

150/13

Fundraising event for local schools

To receive an invitation to attend a fund raising event at Alice Holt on 28th September and hold a Parish Council stall.

It was reported that Millar Construction are organising a fund raising event for the local schools and that the Parish Council had been invited to organise a stall. After some discussion it was decided that due to there being insufficient Councillors available on the day that the Parish Council would not be able to participate.

Clerk



151/13

Responsible Finance Officer

To decide whether to make the deputy clerk the responsible finance officer for Church Crookham Parish Council.

Clerk

This was a duplicate agenda item and had already been covered under item 146/13.

152/13

Highways meeting update

To receive an update on a meeting with Highways held on 17th June

Clerk

It was reported that Andrew Kettlewell had agreed to produce a feasibility study for the parish gateways and the refuges on Beacon Hill and Aldershot Roads and a speed platform on The Verne. A location plan for the highways schemes had been provided and Councillors agreed that these were the correct locations. Clerk to inform Andrew Kettlewell that they were happy with the locations suggested. Cllr. Ong wanted confirmation that the gateway would not actually provide a physical measures to slow traffic that came out into the road.

Cllr. Radley asked for support for installing two raised platforms on Sandy Lane to act as crossing points for the walking buses. Andrew Kettlewell had reviewed the site and suggested that there were three options that could be investigated:

- Highlight the crossing point with bollards
- Install a raised table
- Install a Zebra Crossing

153/13

Community Centre

To receive an update on the Community Centre plans

The following was reported.

- Community Centre committee agreed to work with Bright Space architects
- Cost to take plans through to planning permission - £13K
- Quotes will be provided for providing more detailed cost information and for taking plans out to tender.
- Taylor Wimpey have confirmed that they will submit all the plans for planning permission and will cover the cost of the planning fees.
- The Committee members agreed the Community Centre requirements document
- Spine road base layer due to be completed June 2013, work to install services will then start. Spine road to be completed end August 2013. This should give access to a services community centre site earlier than expected. To be confirmed by Taylor Wimpey.
- Bright Spaces have buildings that can be viewed but they are all on the South coast, alternatively their updated website will be available in about 2 weeks which shows more examples of their work.

Councillors asked the Clerk to organise a visit to view Bright Space buildings on Saturday 20th July, 6 Councillors available.

Clerk

154/13

SANG Land update

To receive an update on the following:

- **Meeting with Ewshot Parish Council**
- **SANG car park**
- **Gate on Sandy Lane**

It was reported that the SANG land car park was closed due to planned work on the water main on Naishes Lane, new gate installed on Sandy Lane but about 100m from car park. Work due to be completed on SANG mid July. Ewshot and Church Crookham Parish Councillors were requesting a visit from Natural England to view the site and give advice before asking for a meeting with Taylor Wimpey.

Councillor Harris said that the Councillors main concern was that the site was not



fully accessible and that some areas were inaccessible. There were concerns that the site as laid out may not perform as envisaged. Councillor Harris pointed out that the majority of the SANG land is in Ewshot Parish. Councillor Harris did say that evidence was needed to support the Parish Councils concerns especially examples of where the management schedule were not being adhered to.

It had been confirmed that HART District Council had already received some payments to cover the cost of monitoring the SANG land.

155/13 Consultations:

Calthorpe Park enlargement consultation – open until 12th July, comments to Glen Parkinson, HCC

It was agreed to submit the following comments:

The Parish Council broadly supports the current expansion plans for Calthorpe Park School. However they are worried about the medium to long-term future of the secondary schools in the area and would like Hampshire County Council to undertake a joint study into senior school provision with Hart District Council in light of the local plan. The local plan could lead to a need for 1800 school places at Calthorpe in the medium to long-term and they are concerned that if all the Crookham Park education contributions are used to meet current needs that there will be insufficient funding to meet the needs of Crookham Park children needing senior school places in the future.

County data suggests that school performance is likely to decrease once a school get bigger than 1600 pupils.

Graph showing this data to be included with response.

156/13 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

Church Crookham Parish Bank Accounts Summary as at 31st May 2013					
Financial Year ending 31/3/14	Closing balance per Apr Statement	Income - Credits received at bank in May	Expenditure - Cheques presented in May	Petty Cash at hand	Closing balance per May Statement (cash at bank and in hand)
Petty Cash					
HSBC Current A/C	£ 3,409.79	£ 96.00	£ 3,000.00		£ 505.79
Unity Bank Current A/c	£ 27,686.72	£ 1,492.00	£ 27,863.21		£ 1,315.51
HSBC Deposit account	£ 4.27	£ -	£ -		£ 4.27
Unity Bank Deposit A/c	£ 223,570.72	£ -	£ -		£ 223,570.72
HSBC S106 Deposit A/c	£ 9,148.76	£ 0.42	£ -		£ 9,149.18
Unity Bank S106 Deposit A/c	£ -	£ -	£ -		£ -
Alto prepaid card	£ 194.00	£ -	£ -		£ 194.00
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 404,014.26	£ 1,588.42	£ 30,863.21	£ -	£ 374,739.47
Approval for payments in June 2013					
			Invoice Number	Cheque Number	£
Area Distribution - distribution of newsletter - first instalment	PAID		1008	300066	£ 129.32
Employment costs					£ 3,942.49
Total expenses					£ 503.11
Area Distribution - newsletter distribution - final instalment			1008	300075	£ 129.32
CBS - service contract June 2013			35137	300076	£ 196.60
Crookham War Memorial Hall - Hall hire May & June 2013			2146	300077	£ 99.05
Crowley Civil Engineers - barrier at junction of Lynwood path on Aldershot Rd			1858	300078	£ 316.10
Hedleys solicitors - legal fees re Peter Driver transfer of land			031532	300079	£ 528.00
KMC Cleaning Ltd - cleaning P Driver Sports pavilion May 2013			859	300080	£ 350.40
Protech All Weather - quarterley sweep			PRO 2522	300081	£ 480.00
Simone Surveys - SLR June 2013			4980	300082	£ 240.00
Winchfield Landscape Services - GM contract May 2013			990	300083	£ 1,832.86
Landscape Care & Control - goalmouth renovation			4375	300084	£ 1,512.00
Hart DC - Dog warden patrol Jan - Mar 2013, plus supply of dog waste bags			246	300085	£ 325.00
BT - office land lines & broadband May 2013 paid 3rd June				DD	£ 85.05
BT - office land lines & broadband June 2013 payment due 30th June			MO23 3E	DD	£ 86.04
Upper Bridge Ltd - web hosting -			2487	SO	£ 36.00
Total payments for May					£ 10,791.34
					£ 10,791.34
NB Upper Bridge standing order paid twice in April - refund requested - received					



157/13 To receive the Clerks report.

- 1. Civic Action Day** took place on 22nd June, 9.30am – 12.00pm. 40 volunteers, 13 sacks of litter picked, 8 sacks of brambles, 12 bird boxes were put up in Lynwood, rubbish was collected at Humphrey Park, signs were washed, fences repaired and varnished, fences and a bench in Azalea Park were varnished and the notice board at the Memorial Hall was also varnished. Black crumb at Peter Driver was swept.
- 2. Crookham Park** - The Local Centre is now completely in the dry and internal works are progressing along fine. The base course of the Spine Road will be completed w/e 21.6.2013 and tarmac will be laid at the end of June. Services in the pavements (water, gas, electric) are due to start on 24.6.2013. It is expected that the Spine Road will be completed with services and street lights by the end of August 2013. No works have progressed on the allotments, works are due to start shortly. Miller Construction has now started work on the school site. Taylor Wimpey South West Thames has also started on the main development. The SANG area is due to be completed the end of July 2013. Total of 110 occupations by end of June 2013 and they expect 221 legal completions by end of December 2013. Sainsbury is due to open October 2013.

A new gate has been put in the fence on Sandy Lane this is some distance from the original gate at the garage car park. The architects Bright Space will be visiting the community centre site.

There is drainage work planned along the Gurkha Path that will take approximately 3 weeks, they would like to close the path for safety reasons. The Clerk suggested it is closed at the beginning of the summer holidays and that Taylor Wimpey advertise the closure for a month before closing it.

Issue raised by resident about portacabins set up on the school site. The Millar Construction site managers have spoken to the resident.

- 3. Football pitch renovation and five a side** – renovation work has taken place by Kestral and Winchfield Landscapes have agreed to try to water the seeded area in dry weather. The five a side also needs watering in dry weather and the clerk would like to investigate installing a standpipe by the five a side or buying a hosepipe on a reel that can be attached to the tap in the pavilion. Ideally we would install a locking tap on the outside of the pavilion.
- 4. Nursing Home development next to Peter Driver playing fields.**
Discussions progressing on easement across parish land for SSE and Water pipe – with Solicitor.

Crane is in place. They are still looking to widen entrance to improve car park situation a meeting is taking place with highways on 1st July. Gracewell Homes would like to provide some sponsorship for the Street Snooker opening event on 21st July.
- 5. Grant for footpath at Azalea Park:** A grant request has been submitted to Hart District Council and will be considered shortly by Jonathan Glen.



Councillor Glen has the authority to make decisions on these applications. Once a decision has been made there is a 5 day calling in period when other Councillors are able to raise objections to the decision. Authorised by Jonathon Glen, calling in period ends 26th June.

6. **Parish Lengthsman scheme:** Nick has agreed to attend a meeting with Alistair Clarke regarding setting up a scheme in Hart. Alternative might be to join the scheme through a 'Newnham' group. This will be discussed at the HDAPTC meeting on the 9th July at Elvetham Heath.
7. **Finance Package** - Omega training has been booked and will take place on 30th July
8. **Barrier on Aldershot Road** – the small barrier at the end of Lynwood has been installed.
9. **Sandy Lane Car park lease** – Clerk has had discussions with Trevor Chillery and the solicitor to try and progress this. Trevor is reluctant to employ a solicitor to check the lease.
10. **Queen Elizabeth Barrack sign** – the sign seems to have disappeared, I believe it may have been destroyed.
11. **War Memorial renovations** – Consultation in Parish Council newsletter and in the Christ Church Parish magazine. When responses are in the Clerk will arrange a meeting with John Coombes to prepare a proposal for the exact words and location and gather quotes.

158/13 To receive monthly safety report
The monthly safety report was circulated.

159/13 To receive monthly crime report
The monthly crime report was received and reviewed. The clerk was asked to check if a column could be added to show same month in the previous year.

160/13 To receive other reports.

1. Quetta and Humphrey Park – JR trying to make contact with Quetta to organise a litter pick
2. Fleet Link (HB) - Next meeting June 23rd
3. HDAPTC (AO) – agenda sent to everyone
4. FACC (NH) – Nothing to report, meeting June 27th
5. Memorial Hall (MB) – toilets in Willis Hall refurbished.
6. Allotments (HB) – Clerk to resend email about allotments course
7. Community Plan – Meeting 27th June to review plan layout
8. Alms Houses – Nothing to report

161/13 Items for next meeting
It was agreed to send items to the clerk by 10th July.

162/13 Date of next meeting: 22nd July 2013

There being no further business, the meeting closed at 10.14 pm

Signed.....

Date.....