

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 25th February 2013 – 8.20 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB), Pat Lowe (PL), Michael Burford (MB), Gill Scott (GS), Andrea Ong(AO), Kate Grant (KG), John Bennison (JB) arrived at 9.11pm

Also: Jayne Hawkins (Clerk)
Councillor Jenny Radley (HCC)

There were 4 members of the public present (including Cllr. Jenny Radley).

24/13 Apologies for Absence

There were apologies for absence from Cllr. John Bennison and Cllr. Bill Shambrook (BS)

25/13 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 28th January 2013 were agreed and then signed as a true reflection of the meeting.

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

Planning – 28/01/2013, 11/02/2013
Sports and Recreation – 11/02/2013

26/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

27/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

28/13 To receive chairman's announcements

- **Jubilee Sailing Trust:** To consider a request from Jubilee Sailing Trust based in Southampton for funding to continue with their project to provide sailing experiences by integrating able-bodied and physically disabled people. It was decided that the Clerk should send an application form. It was also decided that future requests for grants from non local charities would be reported in Chairman's announcements or the Clerk's report. It would then be up to Individual Councillors to decide whether a grant application form should be forwarded to the charity.
- **Audio interviews for website:** The Chairman said that his daughter would like to do some radio interviews that could be put on the Parish Council website. It was agreed that this could be progressed but any interviews would need to be approved by the Parish Council before they were put on the website.
- **Have Your Say:** Event being held at Court Moor School on 27th Feb 2013



starting at 6.30pm.

- **Baxter and King meeting:** 26th February, 4.30pm at Peter Driver car park. Cllr Lowe and Cllr. Bennison would be attending.
- **FED3 meeting:** Luke Fallon has requested a meeting to discuss boundaries at Peter Driver he has suggested 6th, 7th, 11th, 13th or 14th March.
- **SANG Land meeting:** 28th March, 2pm with Hart District Council and Cllr. Jenny Radley. Cllr Harris, Cllr Bennison and Cllr. Grant were all available to attend.
- **Flood Risk in Hart** - What you and your community should know. Tuesday 5 March, 7pm to 9pm, Hart Civic Offices, council chamber.
- **Fingerposts at Crookham Park** – Councillors were informed about the style of road name marker to be used at Crookham Park. No objections were raised.
- **Playground schemes** for Hightrees have been circulated, response needed by the end of this week.
- **Harts Safe Place scheme** launching on 1st March at Byways in Odiham. If anyone wants to attend let the Clerk know as replies are needed for catering. Email circulated. Cllr Grant and Cllr. Scott would be attending.

29/13

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).

Cllr Radley told Councillors about Safer Routes to School audit that was taking place on Friday. Cllr. Butler was going to attend. She reported that there was no road side barrier at the new Sandy Lane crossing but she hoped that one would be installed soon. She alerted the Parish Council to the Parish Lengthsman scheme. Cllr Radley told the Parish Council that plans for 49 dwellings behind Redfields had been submitted.

Three ladies from Riding for the Disabled gave a brief summary of their charity and the work it does with local disabled children.

30/13

Asset Register

To receive an updated asset register and to decide whether to approve it.

Note the Council will need to add the car park on Sandy Lane when it is transferred to the Parish Council.

The clerk reported that values on asset register should stay the same and not have inflationary increases applied.

The asset register was reviewed and the following changes were agreed by the Council.

- New play equipment to be added
- Old equipment added to disposal list
- Car park at Peter Driver added to land
- Five a side replacement value £85K applied

The Clerk agreed to update the register.

Councillors agreed to approve the disposal list which contained old play equipment which was removed when the play park was replaced in July 2012.

It was agreed that a minimum limit of £500 would be set for the value of items that must be put on the asset register. Lower value items can always be added if required. This was proposed by Cllr. Ong and seconded by Cllr Harris and agreed by all.



The Parish Council agreed to do a physical check of assets to ensure that they still exist. It was agreed that this would be added to the annual inspection.

31/13 Parish Council Insurance

To receive a renewal notice for Parish Council insurance from Zurich Municipal. New play equipment, the new five a side and CUV are included, fidelity guarantee increased to £500,000 to take into account S106 payments.

The Clerk explained that the insurance documents were being updated in line with the updated asset register.

There was an issue with the Fidelity Guarantee as the terms and conditions require references for previous 3 years of employment for all employees.

The Clerk was asked to find out if another insurance company would provide Fidelity Guarantee insurance - or determine if Zurich would relax the conditions. **Clerk**

32/13 Risk Assessment

To review an updated risk assessment and to decide whether to approve it.

Risk assessment circulated to all Councillors for comment and amendment

It was agreed to provisionally accept the updated risk assessment but that Councillors would have another 2 weeks to check through the revised risk assessment which included amendments from Cllr Harris and the Clerk. Any additional comments should be sent to the Clerk by 11th March 2013. If there were further amendments a final version could be approved at the next Parish Council meeting at the end of March. **Clerk**

Cllr Bennison arrived at 9.11pm.

33/13 To review internal controls

To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate

- Financial Regulations, Standing orders, Risk Assessment.

The Parish Council decided that they do have adequate controls in place subject to the following additions. They agreed to update the financial regulations and standing orders annually and to ensure that the Clerk has a signed copy for the records.

Internet banking requirements will be reviewed when the new guidance is issued by the government and the Financial Regulations updated accordingly.

This was proposed by Cllr. Harris and seconded by Cllr Butler. 7 in favour and 1 abstention.

34/13 Grant applications

To receive grant applications from Riding for Disabled and Fleet and Church Crookham in Bloom and to decide whether to award any S137 grants.

The requests had been circulated.

It was decided to grant Riding for Disabled £500

And the Fleet and Church Crookham in Bloom £300

This was proposed by Cllr Lowe and seconded by Cllr Ong and agreed by all.

35/13 Sports Officer – on call payments



To consider a proposal to pay the Sports Officer a one-off payment of £20 when he receives emergency calls to his mobile from five-a-side football teams during the evenings and weekends resulting in a visit to Peter Driver.

It was reported that Sam Knowles had agreed that his mobile number could be provided to all the five-a-side teams to call in emergency. He cannot guarantee to be available but if he is he will reset the lights or try to assist with any problems reported. He is currently paid for 1.5 hours per week at £14.50 per hour.

It was decided that Sam could apply for a payment of £20.00 to the Clerks if he was called out to the five-a-side outside of the hours when he visits Peter Driver. This was agreed by all. It was suggested that a budgetary assumption for £100 should be made. **Clerk**

36/13 Community Centre update

To receive an update on the Community Centre following a meeting with TW on 25th February 2013

The minutes of the last Community Centre Working Group had been circulated and a meeting took place with Taylor Wimpey on the 25th February 2013 in the afternoon.

CLLrs Grant and Scott gave an update on the meeting with Taylor Wimpey saying it was very productive and that a set of plans had come back to the Council but that the overall floor area was 350sqm. The changing rooms had been reduced in size but the main halls and the office and meeting room also seemed too small.

It was agreed to review the plans at the next CCWG on Monday 4th March and then to respond to Taylor Wimpey with comments

The Clerk had asked the internal auditor for his views on the Option to Tax and whether it could be withdrawn after the Council has applied for the option to tax.

His response was that generally the situation in respect of HMRC is that legislation is not passed with retrospective effect. He thought it highly unlikely that you would be caught out like this. It may of course be that a change is made prior to you effecting the option to tax, but that is a different case. He is unaware of any intended change in legislation in this regard.

He can outline the process of opting to tax (he gives VAT advice for councils on this quite often), however he is concerned that by doing this he may be at risk of undermining his audit independence.

A colleague at DCK Beavers, Derek Kemp is also very familiar with this and would be delighted to assist.

He advised that the process is straight forward if proper advice is taken at the proper time and this would greatly help to avoid problems.



37/13

Unity Bank Account

To receive an update on transferring the bank account to Unity and to consider a proposal to put £500 on a pre-payment card for use by the Parish Clerk and Deputy Clerk for Parish Council expenses.

It was reported that the Unity Bank account had been set up and the Parish Council will start raising cheques on the new account at the end of March. The old and new account will run for a couple of months to allow old cheques to clear and for the direct debits and standing order to be transferred.

The signatories on the new account are:

Nick Harris, Helen Butler, Andrea Ong, John Bennison and Michael Burford. Two signatories are required on all cheques. Cllr Bennison, Ong and Butler still needed to confirm their details and set their passwords.

The Clerks will have authority to print statements and move funds between the deposit account and the current account.

It was agreed to put £500 on a pre-payment card for Parish Council expenses that can be used by the Parish Clerk and the Deputy Parish Clerk. This would mainly be used for urgent or unforeseen expenses and small items such as stamps and printing large plans.

38/13

Payroll package

To consider a proposal to purchase a payroll package Moneysoft for £56.00 plus vat per annum to be used by the deputy parish clerk to manage the Parish Council payroll.

It was decided to purchase Moneysoft a payroll package for use from April 2013. This was proposed by Cllr. Harris and seconded by Cllr. Bennison and agreed by all.

Clerk

39/13

Saving deposits

To consider a proposal to place £140,000 from the Car park S106 money into a Nationwide fixed rate 1 year business savers bond at an interest rate of 2.0%. The remaining £9,140 will remain in a current account to cover any short term expenditure items.

The deputy clerk had investigated the Nationwide account in more detail and discovered that the Parish Council is eligible to invest but the account comes under Nationwide Overseas Ltd and is based on the Isle of Man and as such only guarantees up to £20K. Santander offer a 1 year fixed rate business bond at 2% and will provide £85K guarantee. It was proposed that a Santander account is opened and operated by 3 Councillors (Helen, Nick and Andrea) and the clerk, which requires primary and secondary identification. All Councillors to be named on the account. This was agreed by all.

2% will give £2,800 interest per annum. The Clerk to action when all items of identification have been provided by Councillors. Cllrs Ong and Butler are to provide appropriate documentation to the Clerk for use as identification.

Clerk/All



40/13 To approve payment of accounts and to review any quotations received

The accounts for January and payments for February were approved and signed.

| Church Crookham Parish Bank Accounts Summary as at 31st January 2013 | | | | | |
|---|------------|------------------|----------------|------------------|--------------------|
| Financial Year ending 31/3/13 | Petty Cash | HSBC Current A/C | HSBC Deposit | S106 Deposit A/c | Grand Total |
| Closing balance per Dec Statement | | £ 11,081.61 | £ 172,544.72 | £ 149,152.88 | £ 332,779.21 |
| Income - Credits received at bank in Jan | | £ 4,410.66 | £ 10.18 | £ 11.15 | £ 4,431.99 |
| Expenditure - Cheques presented in Jan | | £ 4,365.03 | | | £ 4,365.03 |
| Petty Cash at hand | £ - | | | | £ - |
| Closing balance per Jan Statement (cash at bank and in hand) | £ - | £ 11,127.24 | £ 172,554.90 | £ 149,164.03 | £ 332,846.17 |
| Approval for payments due in February: | | | invoice no: | cheque no: | |
| Employment costs | | | | | £ 4,162.66 |
| Total expenses | | | | | £ 150.46 |
| Crookham War Memorial Hall - hall hire February | | | 2026 | 100686 | £ 31.00 |
| CBS - monthly service contract | | | 34655 | 100687 | £ 196.60 |
| KMC Cleaning Ltd - cleaning contract Jan 2013 | | | 798 | 100688 | £ 350.40 |
| Winchfield Landscape Services - GM contract Jan 2013 | | | 951 | 100689 | £ 627.31 |
| Hampshire CC - Fleet Link contribution | | | 3610491911 | 100690 | £ 4,763.00 |
| M & R Offset Ltd - printing of newsletter | | | 16364 | 100691 | £ 346.00 |
| South East Water - rates from 15 Aug 12 to 1 Feb 13 | | | | 100692 | £ 121.17 |
| UB Corporation - new office computer & set-up | | | 13021302 | 100693 | £ 658.50 |
| Hut 2000 - Girl Guides grant for patio area | | | | 100694 | £ 3,720.00 |
| SLCC - deputy clerk membership | | | | 100696 | £ 181.00 |
| Parish Online | | | POL-2013-03381 | 100697 | £ 108.00 |
| Area Distribution - 2nd instalment, delivery of newsletter | | PAID | 1006 | 100675 | £ 129.32 |
| Hart Young Musician of the Year competition - competition cancelled due to lack of entries, grant cheque returned | | | | 100678 | -£ 200.00 |
| HSBC charges 31 12 2012 to 30 01 2013 | | | | DD | £ 8.80 |
| BT | | | | DD | £ 88.34 |
| Upper Bridge - web hosting | | | | SO | £ 36.00 |
| Total Payments for February | | | | | £ 15,478.56 |
| | | | | | £ 15,478.56 |

41/13 To receive the Clerks report.

- Allotments** – Have prepared a draft a letter to applicants and made changes to the Allocation policy to incorporate the plots allocated to the infants' schools and MoD, both to be approved at Sports & Rec in March. Will send out the letter in March if approved.
- Community Plan** – All the questionnaires have now been input onto surveymonkey, totalling 866 which represent a 25% response rate. The group have had an informal meeting at Kate's house to review the analysis tools available on surveymonkey and have allocated sections of the questionnaire to volunteers to begin the analysis work.
- Crookham Park** – there will be three retail units at the local centre available from October 2013, 1 has been taken by Sainsbury. A meeting will be taking place on 28th February with Hart District Council to discuss queries on the SANG land. Playground plans for the LEAP and two Laps at Hightrees have been sent to the Parish Council for review.
- Annual Parish Meeting** – Memorial Hall booked for 23rd May 2013, Martin Walters from Hampshire Fire and Rescue has agreed to speak at the meeting. Agenda and report to be prepared in April.
- Hart Young Musicians** have returned the grant cheque for £200 as they have had to cancel this year's competition due to lack of entries.



6. **Interim Audit** – the internal auditor has carried out his interim audit on 15th February, he raised a number of issues that the Parish Council should address none of which would require a ‘no’ on the external audit form. A full report will be presented to Council in March. In summary the issues raised were:
 - a. When approving the precept the actual value of the full precept should be recorded in the minutes not just the change to a band D household precept.
 - b. Any changes to banking arrangements must be approved by full Parish Council not just Policy and Finance committee.
 - c. Financial regulations - to be updated to include electronic banking even if only used for transfers and statements.
 - d. Chairman’s allowance is a taxable benefit and must be paid under PAYE
 - e. Insurance policy requires that the council holds references for all employees for previous 3 years of employment.
 - f. The Parish Council should check insurance exclusions and restrictions carefully and where necessary ask the insurer to amend the conditions
 - g. The Parish Council must carry out a physical verification of all assets annually; Parish Council to set a value limit above which items should be included on the asset register, disposal of any items on the asset register requires approval by the Council.
 - h. When using the block booking rule all the council must comply with all the HMRC rules including invoicing in full in advance for each 10 week period.
 - i. Standing orders and Financial Regulations – improve version control signed copies to be retained.
 - j. Earmarked reserves should be formally reviewed when reviewing the budget to ensure they are adequate and not excessive.
 - k. Staff should be notified of any changes to terms and conditions including change of hours or pay in writing. Any changes to the Clerks terms and conditions should be signed by the chair others can be signed by the clerk.
 - l. Implement a debtor’s ledger and review quarterly.
7. **Investments:** the auditor confirmed that all investments other than interest bearing bank and building society accounts must be identified as long-term investment and treated as capital expenditure. Any investment with a maturity of longer than 12 months is by definition long-term investment and thus capital expenditure. S106 payments that have no conditions requiring repayment should be taken as income and transferred to a reserve. If there is conditionality then it would need to be treated as a liability unless/until the conditions have been satisfied e.g. Community Centre payment, art payment.
8. **Option to tax** - The internal auditor said that generally HMRC legislation is not passed with retrospective effect. He thinks it highly unlikely that once



the option to tax had been made on the community centre land that it would be changed by HMRC. However legislation may change prior to the Council effecting the option to tax he is unaware of any changes in the legislation regarding options to tax. It is recommended that Derek Kemp at DCK Beavers is asked to assist if the option to tax is to be implemented.

9. **Bank Account:** The new bank account has now been set up, money will be transferred and cheques will be written from the new account at the end of March. It will take a while for all existing cheques to clear and for direct debits and standing orders to be moved. We will run the two bank accounts for a couple of months under the same cash book.
10. **Year end:** RBS will be doing the year end accounts and software upgrade on 9th April 2013. Main audit visit will take place on 16th May 2013
11. No response to the Councillor vacancy, closing date 14th March 2013.
12. Clerk on leave/time off in lieu – 4th to 7th March.

42/13 To receive monthly safety report

The monthly safety report was received and reviewed

43/13 To receive monthly crime report

The monthly crime report was received and reviewed

44/13 To receive other reports.

1. Quetta and Humphrey Park –nothing to report
2. Fleet Link (HB) -nothing to report
3. HDAPTC (NH) – minutes circulated
4. FACC (JB) – Previous minutes circulated, next meeting 7th March 2pm.
5. Memorial Hall (MB) – might be installing water heaters in the toilets
6. Allotments (HB) – Allotment letter to be approved at next S&Rec meeting
7. Community Plan – meeting later this week. Need to check if Beta version can export data
8. Alms Houses – meeting this week

45/13 Items for next meeting

Let the Clerk have any agenda items by 14th March 2013

- Risk assessment approval.

46/13 Date of next meeting: 25th March 2013

There being no further business, the meeting closed at 9.55pm

Signed.....

Date.....