



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 25th March 2013 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB), Pat Lowe (PL), Michael Burford (MB), Gill Scott (GS), Kate Grant (KG), John Bennison (JB)

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

There were 2 members of the public present (including Cllr. Jenny Radley).

47/13 Apologies for Absence

There were apologies for absence from Cllr. Andrea Ong (AO) and Cllr. Bill Shambrook (BS)

48/13 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 25th March 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 – 25/02/2013

Sports and Recreation – 11/03/2013

49/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

50/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

51/13 To receive chairman's

The Chairman gave the following announcements:

- Calthorpe Park expansion briefing - 26th March 5.30pm – 6.30pm, Calthorpe School. HB/SDG/GS were expected to attend.
- Map Board Meeting 7.30pm, Gurkha Room. HB/NH/JB/JH/FOAP were expected to attend.
- A Hampshire ALC leaflet was handed out.
- The Chairman asked Councillors if they would attend a working practice review to discuss how the Council operates and thoughts on the committee structures for next year. It was suggested that Councillors met on Tuesday 2nd following a planning or CCWP meeting.
- The Chairman also reported that a quote for guttering at the Peter Driver Pavilion had not included down pipes as the down pipes were encased in a protective cover and were not damaged. It was agreed that the work could go ahead without replacing the downpipes.



52/13

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.

53/13

New Councillor application

To receive an application form for the Parish Council vacancy for Gally Hill ward and to decide whether to co-opt the applicant to fill the current vacancy.

An application had been received from Jenny Radley and this had been circulated.

Councillor Grant asked if the applicant had any particular areas of interest, Cllr.

Radley said she was most interested in supporting highways, schools and the military estates in the Parish. Councillor Bennison proposed that Cllr Jenny Radley was co-opted on to the Parish Council this was seconded by Councillor Lowe and agreed by all. Cllr Radley signed an acceptance of office in front of the Parish Clerk. Councillor Radley was asked to join the meeting.

54/13

Data storage

To discuss the options for external data storage of Parish Council records and to decide whether to implement one of the commercial systems available or whether an off-site monthly backup to an external hard drive is sufficient. Report circulated.

It was reported that there are lots of options available but drop box is popular, HALC did not have an issue with Parish Councils using drop box. The Parish Clerk feels that off site backup is the biggest issue and would like to investigate further as drop box may not be the most effective tool for this. It might be possible to use free Drop Box with a separate off-site backup system such as Rack Space.

It was agreed that the Clerk should investigate all options and implement a cost effective solution for data backup and shared access this was proposed by Councillor Harris and seconded by Councillor Grant. 7 in favour and 1 abstention.

Clerk

55/13

Parish Council Insurance:

To receive a renewal notice for Parish Council insurance from Zurich Municipal to include an update on the fidelity guarantee and to decide whether to accept a proposal to continue with the insurance in the next financial year and to gather references for current employees.

The following information was given by the Chairman regarding the Parish Council insurance.

- 2nd of 3 year contract
- Updated asset register has reduced cost of insurance to £2546, budget (£2,800)
- Fidelity guarantee issue raised, must have references for employees for previous three years, they have agreed to accept character references for all current employees.

It is proposed that the Parish Council accepts the quote for insurance renewal from Zurich and to get character references for all current employees. For future employees we must get employment references for previous three years.

It was noted that the clerk has requested references for all employees, HDC will not give a character reference for Sam Knowles as against policy but will give a pure employment details reference which has been requested.

It was agreed by all to renew the insurance policy with Zurich insurance. The Clerk was asked to progress the paperwork.

Clerk



56/13

Risk Assessment

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

An updated risk assessment had been circulated and included updates from Nick, Pat and Michael. Spelling mistakes had also been corrected.

It was decided by all to accept the risk assessment and it was signed by the Chairman.

57/13

Complaint HGV's churning up verge at Verne

To receive a complaint from a resident living in the Verne regarding the grass verge opposite no's 1-9 the Verne being churned up by HGV's trying to gain access past parked cars to the Ridgeway parade. To decide if there is any effective action that the Parish Council can take.

A complaint had been circulated together with a letter sent to Cllr. Radley. The Clerk had contacted John Foggo and copied all Councillors with regard to putting dragon's teeth or bollards along the edge of the verge.

A member of the public said that this was the only time that this damage had happened and that it occurred when there was snow on the ground so it was difficult for the lorry driver to see the kerb.

The Clerk was asked to write to the Co-op to say that a complaint had been received about a lorry churning up the grass at the top of the Verne and could they please ask their delivery drivers to take due care when approaching the shop in the Verne. Clerk to report to Highways to get the verge repaired. Clerk

58/13

Highways

To receive an update on a number of Highways issues/works

The following was reported by the Chairman:

- Crossing barrier – Sandy Lane Barrier now in place
- Redfields Lane junction – Suggestions received and being reviewed
- Sandy Lane roundabout – Work due to start 2nd April through to summer
- Beacon Hill roundabout poor signage – reported by resident, the Clerk was asked to report this and add to list of issues.
- Parish Boundary signs – Clerk had requested an update from HCC Highways
- Parish Gateways – Clerk has requested an update from HCC Highways

Clerk

It was suggested that a highways working party or committee would be useful that met quarterly and invited highways representatives. This group could review and prioritise project list and push for items to be completed. It was agreed to discuss when establishing committees for 2013 2014.



59/13

Developer contributions – Highways

To consider whether to request developer contributions held by Hart District Council assigned to Church Crookham Parish Council for the following Parish Projects.

- **Footpath through Azalea Park from main gate to playground gate – approx. £10K**
- **Barrier at the end of footpath through Lynwood next to Aldershot Road**

It was reported that Church Crookham has £87,000 of developer highway contributions that Daryl Phillips is keen to see allocated to projects or spent. The Parish Council was asked to decide whether to proceed with above projects or /and other projects such as pedestrian refuges, gateways.

Cllr Bennison proposed that the Clerk should apply for funding from HDC developer highway contributions to progress the Azalea Park footpath and the barrier at the end of Lynwood. This was seconded by Cllr. Butler and agreed by all.

Clerk

60/13

Sandy Lane Car park

To receive an update on the transfer of the Sandy Lane Car Park and a request by the solicitor, Clerk and garage owner to remove public access gates from the rear of the car park. To agree a parish council statement on the removal of the public access.

After advice from the solicitor and queries from the garage owner over insurance the Parish Clerk asked Taylor Wimpey to remove the gates in the Sandy Lane car park fencing and move them onto the Sandy Lane stretch of fencing. TW has agreed to remove them but hasn't commented on whether they will put them in on the main fence with a footpath to join up to the existing footway.

A draft statement was circulated that would be used to inform the public why the public access has been closed.

It was decided to make a few minor changes to the statement and put it on the website and the fence at the garage and to circulate to all Councillors.

Clerk

61/13

Allotment pricing

To receive a proposal for initial charges for allotment plots at Crookham Park and to decide whether these indicative costs can be sent out to potential plot holders with a revised letter to people on the waiting list

Clerks report with proposal was issued. It was suggested that Councillors need to clarify what should be included in price: Water, electricity, rubbish removal, cutting of grass paths, admin. Etc

It was decided to include indicative prices in the letter to potential allotment holders but to say that these would be subject to review. It was agreed to set the prices at Standard - £30, Small - £15, and Starter - £10.

Deputy
Clerk



- 62/13 Allotment allocation Policy**
To decide whether to accept the updated allocation policy document, circulated.
The revised allocation policy was accepted and it was agreed to send it out with the letter to residents on the allotments waiting list. Updated to include one standard plot per household. This was agreed by all
Deputy Clerk
- 63/13 Interim internal audit report**
To receive an interim audit report following an audit by Audit-IAC on 15th February and to agree what actions are required to address the points raised. Report circulated.

A final report had been circulated with suggested actions from Clerk. It was decided to accept all the suggested actions and the Clerk was asked to implement them. The Chairman's allowance will not be requested in future instead the Chairman will claim expenses when incurred.
Clerk
- 64/13 Community Centre update**
To receive an update on the community centre following a meeting with TW on 21st March 2013.

It was reported that the meeting was cancelled and the Clerk is trying to reschedule.
Councillor Grant reported that the CCWG were looking into grants to build a separate pavilion to be put next to MUGAs. The Clerk was asked to chase the Cricket club to see if they were interested.
Clerk
- 65/13 Nursing home construction - Bourley Road**
To receive an update following a meeting with Fed3 and Baxter and King on 13th March 2013 and to confirm delegated powers and endorse any required decisions.
It was reported that
The Nursing home boundary had been agreed, map provided following survey and onsite meeting
- Water supply – Connection to be made to Pavilion water supply next week
- Car parking spaces - £5.00 per day requested, not accepted by Baxter and King
- Agreement in principle to bring services to the site across parish council land
- Electricity supply to be routed underground, some discussion about where it will go underground. Preparation work has started near the cut through
- Permission requested for crane to oversail the parish council land although no loading would take place over parish council land, health and safety documents supplied and to be completed if permission is granted. The Parish Council insurance company do not have an issue if PC are happy and Baxter and King have public liability insurance in place, copy forwarded to clerk
Cllr. Harris proposed that Baxter and King were allowed to sail the crane over the Parish Council land subject to them having adequate public liability insurance. It was seconded by Cllr. Bennison, 7 in favour and 1 against.

Clerk to check that Baxter and King have spoken to Farnborough airport about the crane being under the flight path.
Clerk

The Chairman reminded Councillors that Cllr Pat Lowe, Councillor John Bennison and the Clerk were jointly empowered to negotiate and bring proposals back to Council
- 66/13 Hart's Safe Places**
To receive an update on Hart's safe places launch on 1st March 2013

Cllr Scott gave an update on the Hart's safe places scheme which encourages shops to put stickers in their windows to advertise that they are a safe place for



vulnerable people. Vulnerable and elderly people are then provided with id cards with a phone number to call if they need assistance.

67/13 Consultations

- Review of Hart allocation policy – housing – Cllr Radley to circulate her comments.
- Review of Quality Parish & Town Council scheme – decided not to participate.
- Defra - Alternative service delivery in rural areas – decided not to participate.

68/13 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.

| Church Crookham Parish Bank Accounts Summary as at 28th February 2013 | | | | | | |
|---|------------|------------------|------------------------|--------------|------------------|-------------------|
| Financial Year ending 31/3/13 | Petty Cash | HSBC Current A/C | Unity Bank Current A/c | HSBC Deposit | S106 Deposit A/c | Grand Total |
| Closing balance per Jan Statement | | £ 11,127.24 | £ - | £ 172,554.90 | £ 149,164.03 | £ 332,846.17 |
| Income - Credits received at bank in Feb | | £ 22,480.50 | £ 72.00 | £ 10.15 | £ 10.08 | £ 22,572.73 |
| Expenditure - Cheques presented in Feb | | £ 10,795.51 | | £ 20,000.00 | | £ 30,795.51 |
| Petty Cash at hand | £ - | | | | | £ - |
| Closing balance per Feb Statement (cash at bank and in hand) | £ - | £ 22,812.23 | £ 72.00 | £ 152,565.05 | £ 149,174.11 | £ 324,623.39 |
| Approval for payments due in March: | | | | | | |
| | | | | invoice no: | cheque no: | |
| Employment costs | | | | | | £ 3,814.71 |
| Total expenses | | | | | | £ 123.30 |
| Crookham War Memorial Hall - hall hire February & March | | | | 2026 & 2054 | 300008 | £ 111.00 |
| CBS - monthly service contract | | | | 34775 | 300009 | £ 196.60 |
| KMC Cleaning Ltd - cleaning contract Jan 2013 | | | | 815 | 300010 | £ 362.38 |
| Winchfield Landscape Services - GM contract Jan 2013 | | | | 959 | 300011 | £ 821.52 |
| CPRE - annual membership | | | | | 300012 | £ 29.00 |
| Moneysofy Ltd -payroll package | | | | | 300013 | £ 67.20 |
| Protech AllWeather - third quarterley sweep of MUGA | | | | PRO 2307 | 300014 | £ 480.00 |
| RBS - Alpha software maintenance 2013-14 | | | | SM13634 | 300015 | £ 124.80 |
| Hants & Surrey Borders Riding for the Disabled - grant | | | | | 300016 | £ 500.00 |
| Fleet & Church Crookham in Bloom - grant | | | | | 300017 | £ 300.00 |
| Chromatec - signs for Sandy Lane car park | | | | 8042 | 300018 | £ 77.81 |
| SLCC - Clerk's membership | | | | | 300019 | £ 227.00 |
| Simone Surveys Ltd - January to March 2013 SLR | | | | 4894 & 4922 | 300020 | £ 720.00 |
| IAC Ltd - interim audit | | | | 146 | 300021 | £ 414.00 |
| HSBC bank charges 31 01 2013 to 27 02 2013 | | | | | DD | £ 39.25 |
| BT | | | | | DD | £ 83.42 |
| Upper Bridge - web hosting | | | | | SO | £ 36.00 |
| Total Payments for March | | | | | | £ 8,527.99 |
| | | | | | | £ 8,527.99 |

69/13 To receive the Clerks report.

1. **Asset Register** – Has been updated to include the Sandy Lane car park which was transferred to Parish Council ownership on 13th March 2013, it has been registered with land registry
2. **Football Meeting** – A meeting has been arranged with football teams on 16th March to be chaired by Sam Knowles and Sally du Gay. Agenda to include: Potential improvements to Sports Ground at Peter Driver and New rates to be implemented Sept 2013
3. **Site manager for ALS** – Steve Viney has left it is now Mark Hestlemont. The Clerk has asked ALS for a meeting.
4. **Bank Account:** Bank signatories on the new bank account are confirmed as



John Bennison, Michael Burford, Helen Butler, Nicholas Harris, Andrea Ong.

5. **Prepayment card £200** – the pre-payment card for Unity bank has been loaded with £200 as this is the value put on the original forms, this will be made up to £500 as agreed at the Parish Council meeting next month.
6. **Saving deposit bond** - this was delayed when the bank wanted additional ID for councillors and details for all Councillors on the Parish Council even where they are not signatories on the saving bond. Hopefully all the information will be provided and sent off on the 26th March.
7. **Land enquiry:** A resident living next to Chesilton Woods enquired about purchasing land at Chesilton Woods, previous application made to HDC. A formal request may follow.
8. **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 and the audit forms will need to be signed and sent to BDO by the 25th June at the latest.

70/13 To receive monthly safety report

The monthly safety report had not been completed as the clerk and deputy clerk had both been off sick, it will be completed and circulated as soon as possible.

71/13 To receive monthly crime report

The monthly crime report was received and reviewed

72/13 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) – nothing to report
5. Memorial Hall (MB) – might be installing water heaters in the toilets
6. Allotments (HB) – nothing to report
7. Community Plan – meeting later this week. Need to check if Beta version can export data
8. Alms Houses – meeting this week

73/13 Items for next meeting

- 22nd June, litter pick to include Quetta Park, clerk to order 10 litter pickers
- Water Mains work on Gally Hill Road 29th April to August

74/13 Date of next meeting: 22nd April 2013

There being no further business, the meeting closed at 10.10pm

Signed.....

Date.....