



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

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

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Jenny Radley (JR), Michael Burford (MB), Richard Jackson (RJ), Gill Chatfield (GC), Helen Butler (HB), Gill Scott (GS) , Nick Harris (NH).

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

There were no members of the public present.

261/13 Apologies for Absence

Apologies for absence were received from Cllr. Bill Shambrook.

262/13 Approval of the minutes

Minutes of the Full Council Meetings on 28th October 2013 were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings: 28/10/2013, 11/11/2013

Sports and Recreation Committee Meeting: 11/11/2013

263/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

264/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

265/13 To receive Chairman's announcements

The Chairman made the following announcements:

- 100 houses appeal withdrawn by Taylor Wimpey. Note – it has since been confirmed that this was the early appeal that was put on hold. The latest appeal is ongoing.
- Play Ranger Project for service families may be interested in delivering the project out of the new community centre.
- End of defect period for five a side. Clerk has requested assistance with slider for rear gate and queried clips on fencing. Letter to be signed.
- Miracle have come back about the matting used in the play park and have said it just needs to be lifted, soil shaken out and reseeded or turf put underneath. This is quite a difficult job as the mats are large. The clerk will get quotes.
- National research project on recruitment to parish and town councils. Invited to attend a briefing meeting on 9th January at Southampton University at 6.30pm. The clerk will confirm that the Council is interested in taking part tomorrow

Clerk



266/13

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 Bennison requested that he was allowed to speak when item 269/13 and 270/13

267/13

To receive an update on the Community Centre plans and availability of the Community Centre site at Crookham Park.

The following report was made by the Chairman:

- Both sets of plans finalised
- Submitted on 21st November 2013
- Clerk has emailed Taylor Wimpey on 14th November asking them to confirm that they will be able to meet their obligations under the S106 to provide a serviced and accessible within 28 days if the Parish Council requests the Community Centre contribution – no response
- Tender process put on hold, decision to go to tender would be needed at February PC meeting in order to ensure that the tenders can be brought in and reviewed in time for the Parish Council to make a decision within the 6 months of obtaining planning permission.

268/13

To decide whether to hold a public exhibition to show the Community Centre plans and Highways schemes on 25th January 2013 and to agree what information needs to be prepared for the exhibition

It was decided to hold a public exhibition on Saturday 25th January 2013 from 11am to 3.00pm.

The following councillors confirmed that they would be available to attend the exhibition: NH,PL,GS,RJ,GC,JR,HB(pm only)

The community centre committee agreed to hold a working party and confirm the words to be included in the newsletter and on the website before the 2nd December. Hampshire County Council had supplied information on the Highways consultation for inclusion in the newsletter and on the website. It was decided that the clerk could spend up to £500 on display boards if necessary. PL/MB all in favour

269/13

To receive an update on bus services in Church Crookham and to decide if the parish council would recommend to the QEB Steering Group a contribution of about £220k from QEB transport and highways contribution to run 2 bus services for 1 year and 10 months, as proposed in the HCC report.

Councillor Bennison gave an update and explained that a new proposal was now being considered which would withdraw the plan for 2 new bus services and instead extend the existing 72 service to serve the Crookham Park estate. All services would then be reviewed when the bus contracts come up for renewal in 1 year and 10 months. It was believed that the extension to the 72 service could be done at minimal cost.

The Parish Council decided to write a letter to Sue Knight (copy John Bennison and Robert Jackson) supporting the extension to the 72 service and that they would support contributing a fair share from the QEB transport fund if additional funding was necessary to implement this change. They also supported the withdrawal of the proposal for 2 new bus services and think it would be more appropriate for all the bus services to be reviewed when the bus contract comes up for tender in year and 10 months when the Crookham Park estate would be more established.

Clerk

Councillor Bennison also informed the Council of proposed changes to the bus stops along Aldershot Road close to Gables Road. These bus stops are close to the new refuge and are causing traffic congestion so it is proposed that they are moved further along the road and located outside of Redfields Garden Centre. An additional bus stop is also proposed for further along Aldershot Road towards Crookham Crossroads. A meeting to discuss this would be taking place on Friday 29th outside Redfields. Parish Councillors were invited to attend.



270/13

To receive an update on the funding proposals being considered by the QEB transport contribution steering group towards the funding of the new level on the car park at Fleet railway station.

A proposal prepared by Cllr. Harris had been circulated. Cllr Harris gave an overview of the proposal to provide £73K from QEB transport contribution towards the car park extension at Fleet Station. The Parish Council had already agreed a proportional contribution in the region of £100K and continued their support for this new proposal. Cllr Harris reported that he had received good support from local district councillors.

271/13

To receive and accept complete audit report 2012 2013.

It was reported that BDO the external auditor had confirmed in writing in September that no matters came to their attention following submission of the annual audit form and associated documentation.

The Parish Council accepted the completion of the audit for 2012 2013 and thanked the clerks for their hard work.

272/13

To approve revised terms of Reference for the following committees Sports and Rec, Finance and Policy and Planning Committees

The Policy and Finance Committee had proposed amendments to the terms of reference for the Committees. These revised Terms of Reference had been circulated to all Councillors. It was resolved to accept the revised terms of reference for the Sports and Rec, Finance and Policy and Planning committees. Agreed by all.

273/13

To consider a proposal to recruit an additional member of staff to work 15 hours a week at grade 20 (£9.55 per hour, FTE £18,600) and to agree a job specification if the proposal is accepted.

Report circulated. It was resolved to recruit another member of staff to work 15 hours a week at grade 20 (FTE £18,600). The job specification was accepted. The clerk was asked to advertise the vacancy locally and on the website.

274/13

To approve the payment of the national pay award for the clerk the deputy clerk and the sports officer of 1% back dated to April 2013.

It was resolved that this pay award was accepted and backdated to April 2013 for all staff members. Note - This has previously been reported but the Clerk had brought it to Council again for a specific decision based on advice from HALC. The salary increase has already been implemented.

275/13

To receive a revised draft budget for 2014 2015 and to discuss any amendments or additions and to give an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2014/2015 – final decision on precept to be made in January after the publication of the draft local government finance report

It was resolved to accept the following changes to the draft budget:

- Allotment updates, income estimated at 4,680, running costs estimated at 9.5K for budget purposes.
- Staff costs increased to include an additional staff member
- Green Energy to add 15K to earmarked reserve for Green Energy and not to add anything to the Peter Driver Improvements reserve.
- Dog warden costs - £1200 per annum for 4 hours a month plus £100 dog bags

The Clerk was asked to request more data/information from Nick Steevens on the service provided by the dog warden this year and to state that if information was not forth coming they may not continue with the service next year.

Clerk

It was noted that earmarked reserves would be reviewed at the next policy and finance meeting in January and any ear marked reserves that councillors would like



created at the end of the year will be agreed should the funds be available.

276/13 To receive an update from Hampshire County Council on Highways schemes that the Parish Council have asked them to progress.

- 1. Provision of a gateway features on both Aldershot Road and Beacon Hill Road**
- 2. Provision of a pedestrian crossing point on both Aldershot Road and Beacon Hill Road**
- 3. Traffic calming feature and pedestrian crossing point on The Verne**

It was reported that:

- Items 1 and 2 have been agreed and will go out for public consultation in January 2014.
- Item 3, Traffic calming feature and crossing point on the Verne has been postponed while further investigations are carried out.
- Consultation to be included in newsletter and public meeting on 25th Jan.
- Greg Churcher has sent some information through plus contact details for HCC and will forward the cost information when it becomes available.

277/13 To receive an update on the allotments at Crookham Park

Report circulated.

It was reported that the allotments may not be available until April due to winter weather delaying work on the site. Next meeting with Taylor Wimpey was on 9th December.

278/13 Consultations:

- 1. Ground Water Management Plan for Hampshire – response by 23rd Dec 2013**
- 2. Calthorpe Park 2 form entry expansion – response by 6th Dec**

The parish Council resolved not to respond to the consultation on ground water management.

The Parish Council resolved to respond to the 2nd consultation on Calthorpe Park raising the same points that they had previously raised for the planning application.

Clerk

279/13 To receive a proposal to issue the next newsletter in January 2014 and to agree the content.

It was agreed to accept a proposal to issue the next newsletter in January 2014 so that the consultation on the Highways schemes and the community centre can be included. It was agreed that it would be drafted in December and have a two page spread on the community centre. All articles to be provided to the Deputy Clerk by 2nd December. Cllr Radley – Highways, Cllr. Lowe – Chairman's report, Cllr. Butler – allotments. Newsletter to be printed week beginning 6th Jan, distributed week beginning 13th Jan.

JR/PL/HB

280/13 To approve payment of accounts and to review any quotations received

The accounts for October and payments for November were approved by all and signed by the Chairman.



Church Crookham Parish Bank Accounts Summary as at 31st October 2013

| Financial Year ending 31/3/14 | Closing balance per Sept Statement | Income - Credits received at bank in October | Expenditure - Cheques presented in October | Petty Cash at hand | Closing balance per October Statement (cash at bank and in hand) |
|----------------------------------|------------------------------------|--|--|--------------------|--|
| Petty Cash | | | | | |
| HSBC Current A/C | £ 505.79 | £ - | £ - | | £ - |
| Unity Bank Current A/c | £ 42,733.44 | £ 78,089.00 | £ 102,841.84 | | £ 17,980.60 |
| HSBC Deposit account | £ 100,020.44 | £ 75,007.48 | | | £ 175,027.92 |
| Unity Bank Deposit A/c | £ 135,482.88 | | £ 75,000.00 | | £ 60,482.88 |
| HSBC S106 Deposit A/c | £ 9,150.92 | £ 0.44 | | | £ 9,151.36 |
| Unity Bank S106 Deposit A/c | £ 4.52 | | | | £ 4.52 |
| Alto prepaid card | £ 386.05 | | £ 99.34 | | £ 286.71 |
| Santander 12 month Business bond | £ 140,000.00 | £ - | £ - | | £ 140,000.00 |
| Grand Total | £ 428,284.04 | £ 153,096.92 | £ 177,941.18 | £ - | £ 403,439.78 |

| Approval for payments in November 2013 | Invoice Number | Cheque Number | £ |
|---|----------------|---------------|-------------------|
| Employment costs | November | | £ 3,990.27 |
| Total expenses | November | | £ 224.31 |
| Chubb - Rental fees for fire extinguishers in Peter Driver pavilion | 4274017 | 300186 | £ 70.25 |
| Crookham War Memorial Hall - hall hire November 2013 | 2260 | 300187 | £ 36.00 |
| Disconsulting IT Ltd - online backup Oct 2013 | 5332 | 300188 | £ 12.00 |
| Hart Windows & Glazing Ltd - replace toughened glass in noticeboard at The Verne | 1403 | 300189 | £ 189.90 |
| Haven Memorials - final instalment of payment for one-off clean and new inscription | 96374 | 300190 | £ 1,203.62 |
| KMC Cleaning Ltd - Clean Peter Driver Sports pavilion | 928 | 300191 | £ 350.40 |
| Simone Surveys - SID unit Sept - Oct 2013 traffic calming | 5118 | 300192 | £ 240.00 |
| Winchfield Landscape Services - grounds maintenance October 2013 | 1029 | 300193 | £ 1,567.44 |
| Fleet & District Festival Committee - grant minute ref 246/13 | | 300194 | £ 500.00 |
| Comfort Building Services - maintenance contract at Peter Driver pavilion | 35828 | 300196 | £ 196.60 |
| Crowley Civil Engineers - repairs to concrete posts around War Memorial | 1879 | 300197 | £ 72.00 |
| Upper Bridge Enterprises - web hosting | | SO | £ 37.20 |
| BT - office phone & broadband | | DD | £ 94.39 |
| British Gas - 09 07 13 to 29 10 13 Peter Driver pavilion | | DD | £ 180.12 |
| HSBC Bank plc - monthly account charges Oct 2013 | | DD | £ 5.50 |
| Total payments for November | | | £ 8,970.00 |
| | | | £ 8,970.00 |

281/13 To receive the Clerks Report for November

The clerks report was received.

- War memorial** – the new inscription was put onto the cleaned war memorial on 9th November just in time for Remembrance Sunday. The Parish Council have received a contribution from Crookham Village for £150. The posts were repaired and the insurance company have agreed to pay the costs for the one damaged by the lorry.
- Cilca and WWYC** – the clerk and deputy clerk are progressing with their WWYC and CiLCA training.
- Five a side** – the five a side has come to the end of its defects liability period, the clerk has asked for assistance in fitting a replacement slider for the rear gate and has also asked them to look at the fence clips which occasionally come loose.
- Notice board damage** - the notice board at the Verne has been repaired
- Crookham Park update** – the former transport depot access road, also referred to as the Gurkha Path, has now been re-opened, but it will need to be closed again sometime in the near future, for about one month, whilst the final drainage connections are made. The site Manager Geoff Walker has resigned, a new site manager has not yet been appointed. The planning application for the community centre designs has been submitted on 21st



November.

- 6. **Baxter and King Nursing home update** – the building will be finished by end of April. They should have started work on the car park entrance and the footpath on 21st November. Water gantry likely to be needed until late January. Fencing is awaiting client approval but will not be installed until the new year.
- 7. **Play ground at Azalea Park** – Miracle visited site to look at issues raised in the playground inspection report. Suggested hammering the mesh below the roundabout down. Biggest issue with the grass mats, inspection suggested raising them and relaying, Miracle do not think this will work as some of the mats are embedded in the grass and will be difficult to raise. Waiting on further information from Miracle who are contacting the manufacturer.
- 8. **Pavilion** – investigating issue with heaters being left on and lights not working in the main corridors.
- 9. **Audit** – interim audit takes place on 17th December 2013

282/13 To receive monthly safety report

The monthly safety report was received the clerk was asked to write to a resident whose tree had fallen on to Parish Land to request that it is cleared up by March 2014

283/13 To receive monthly crime report

The monthly crime report was received and reviewed. The clerk was asked to contact the police and find out if they could hold an event at Crookham Park to postcode children’s bikes

Clerk

284/13 To receive other reports.

- 1. Quetta and Humphrey Park(JR) - My be interested in the Youth bus scheme and in using the community centre for a play ranger base.
- 2. Fleet Link (HB) - Nothing to report
- 3. HDAPTC (JR) - Nothing to report
- 4. FACC (NH) – Public meeting to be rescheduled in the new year
- 5. Memorial Hall (MB) - Nothing to report
- 6. Allotments (HB) - Discussed earlier
- 7. Community Plan (NH) – Community Plan report is being progressed
- 8. Alms Houses – (NH) - Nothing to report
- 9. Fleet and Crookham Welfare Trust – (GS) It was reported that the Trust has quite large reserves but struggles to find needy people to allocate funds to.

285/13 Items for next meeting

- Budget and Precept final decision
- Community Centre update
- Gurkha Statue

286/13 Date of next meeting: 27th January 2014

There being no further business, the meeting closed at 9.45 pm

Signed.....

Date.....