



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 26<sup>th</sup> September 2011 – 8.20pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chairman), John Bennison (JB), Andrea Ong (AO), Bill Shambrook (BS), Helen Butler (HB) (Vice Chairman), Pat Lowe (PL), Mel Williams (MW)

Also: Jayne Hawkins  
Cllr. Jenny Radley (JR) HCC  
0 members of the public

**159/11 Apologies for Absence**

Apologies from Cllr Burford

**160/11 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 25th July 2011 were agreed and then signed as a true reflection of the meeting.

**161/11 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**162/11 Chairman's Announcements**

- There will be a slight change in emphasis in full council meetings, to stop minor reports being agenda items. Agenda items as far as possible will be used for decision making and reports will go into the Chairman's announcements or Clerks report
- The Chairman and Cllr Bennison are reviewing the boundary changes and will report back at a later meeting.
- The Chairman reported that the Parish Council had received a letter from Kathie Simpson who recently moved out of the parish. She had made a suggestion for a Jubilee bench to be placed by the bus stop on Gally Hill Road outside the Alms Houses. The letter had been circulated and the bench will go on the next agenda for discussion. **Clerk**
- Letter from Diane Butler regarding Self-set beech tree on Azalea Gardens. Children sit in the tree and make a nuisance of themselves. They would like the tree pruned or cut down. Circulated. The Clerk will get some quotes for pruning or removing the tree. **Clerk**

**163/11 Public Session**

Cllr. Jenny Radley showed the Parish Council a paper plan for the junction and roundabout on Beacon Road where work is just starting as part of the road changes resulting from the QEB development.

Cllr Radley said she had sent details of the HDC Transport list of schemes - which needs to be updated with any additional schemes that the Parish Council would like added to the list.

Cllr Radley has been informed by the MOD that dog mess on Tweseldown is an increasing problem that must be addressed. JR would like more litter bins to be placed on the access



points to Tweseldown to encourage dog walkers to dispose of dog waste responsibly.

164/11 To discuss matter of crime and disorder to include reviewing the NHW report.  
The report was reviewed.

**165/11 To receive request for a donation to Richmond Surgery cycle racks**

A request to give a donation towards the costs of installing cycle racks at Richmond Doctors Surgery was discussed. It was proposed that the Parish Council should make a donation of £100 as many residents in Church Crookham use the surgery and it is encouraging fitness. 4 Councillors voted in favour and 3 against, proposal carried.

The Clerk will arrange for payment to be made.

Clerk

**166/11 To receive a request for a donation towards the new facilities at Christ Church Community Hall and to decide whether to make a donation. –**

A request for a donation towards the provision of new community facilities at Christ Church on Gally Hill Road were considered by the Council. After a long discussion it was decided that the request to provide funding towards architects fees and gaining planning permission would be refused as it would represent a conflict of interest for the Council as they are consultees for any planning applications within the Parish. The Clerk was asked to write to the project manager and explain that why the request was turned down. The Parish Council did appreciate the quality of the paperwork that accompanied the request, and suggested it should be re-submitted once planning approval is granted.

Clerk

**167/11 To receive feedback from Councillor Mel Williams on the Hall at the Holy Trinity Church, Bowenhurst Road and to decide whether the Parish Council want to take further action.**

Councillor Williams gave a brief update on the plans for the Church Hall at Holy Trinity Church. Cllr. Williams had spoken to Sean Hayes at the Portsmouth Diocesan office; he makes the decisions regarding Holy Trinity Church and the site.

Sean Hayes said that the hall is “not fit for purpose” for rental to the public and it is fully intended that it will be replaced. However the current hall is likely to remain in place for the next 2-3 years while decisions are made regarding the combination of Catholic churches in Fleet/Church Crookham.

The Clerk was asked to write to the resident who had written in asking for information on the Church Hall.

Clerk

**168/11 To review highways issues in the Parish and to decide what further action is required. To include: Review list of highways issues circulated in parish packs, letter from resident John Wood about increase in traffic and speeding in the Verne**

The Clerk had prepared a spread sheet of all the reported traffic/highways issues was reviewed and the Clerk was asked to add any items not already included on to the Hart District Transport Contributions list. Councillors were asked to advise the clerk of any additional items that should be added to the spread sheet.

Clerk

The Clerk advised that the Parish Plan group were going to deliver a traffic survey to residents living on the Verne and that John Foggo and Andrew Kettlewell had advised that the Parish should carry out a full traffic/roads survey in Church Crookham similar to the survey carried out in Odiham a few years ago - as it provided very valuable data and helped to prioritise road expenditure. The Parish Council agreed that the Parish Plan group



would be the best group to develop a traffic/highways survey and Cllr. Ong agreed to update David Cox at the next Parish Plan meeting. The Clerk agreed to contact Jan Hyatt to find out what the traffic survey in Odiham looked like.

AO  
Clerk

The Parish Council reviewed an update list of grit bin requests and it was agreed to request all the bins on the list and add any that had not been approved last year. The clerk was asked to process the requests with Highways. The existing request for a grit bin in front of the shops on Portland Drive was to receive a secondary priority.

Clerk

Cllr Burford was not at the meeting so an update on the HCC Highways meeting held on 15<sup>th</sup> September will be put on the next agenda.

**169/11 To receive an recommendation from Planning Committee on the LDF consultation and to decide what comments the Parish Council wish to submit on the LDF consultation**

It was agreed to accept the proposal made at the planning committee meeting held on 26<sup>th</sup> September 2011. The Clerk agreed to write a letter to Hart District Council and to circulate it to Councillors together with the Consultee questionnaires.

Clerk

**170/11 To consider whether to instruct a tax consultant to write a report on the options open to the Parish Council and recommendations for VAT with regard to a new community centre. Estimated cost £2000.**

The Clerk reported that a proposal had not been received from Jayne Simpson at Menzies. The need for a tax consultant to advise on the VAT position with regard to building a new community centre was discussed and it was agreed that advice was necessary before any sensible decisions could be made. It was decided that the Clerk should send the proposal when it was available to Councillors Ong and Bennison and they would be empowered to decide if the proposal was reasonable and if so they could go ahead and request the report.

AO/JB

**171/11 To decide whether the Parish Council will participate in the Remembrance day service in Gally Hill Road and to decide whether to purchase a wreath.**

The Chairman reported that he has been approached to attend the Remembrance Service on November 13<sup>th</sup>, at the war memorial in Gally Hill Road. It was agreed that as this was a regular parish event it should be put in the budget each year.

On an annual basis the Clerk was asked to request a wreath and to make a donation of £100. The Clerk will liaise with the litter teams to ensure that the area is cleaned on Saturday 12<sup>th</sup> November.

Clerk

**172/11 To consider a request from the Alms Houses for a Parish Councillor to become a trustee of the Alms Houses**

It was proposed by Cllr. John Bennison and seconded by Cllr. Mel Williams that Cllr. Nick Harris becomes a trustee for the Alms Houses in Church Crookham. This was agreed by all.

NH

Cllr. Harris will inform the Clerk to the Alms Houses.

**173/11 To receive an update on The Point and Leroy and to decide whether the Parish Council wish to receive a refund for the bookings that were cancelled due to poor weather or to carry them forward to next year.**

It was reported that the Parish Council paid £600 in January for 4 visits of Leroy to the



Peter Driver over the Summer. They attended once and it was rained off on the other three occasions. The Clerk reported that Charlotte Tickner was happy to carry the funding forward to next Spring or Summer or Leroy could attend Parish Council Jubilee events alternatively the Parish Council can invoice and have the money returned.

It was reported that Charlotte and her team will be made redundant in November, but will continue for now operating a Youth Service from the Point. They will be looking for funding next year. Parish Council has already budgeted to support the Point this year and have been invoiced this month.

Fleet Town Council will be taking on the management of the Point Building and may charge rent. They have not yet decided what services they want next year. Parish Council will need to make some decisions about whether they will support the Point in 2012/2013 for budgeting purposes.

It was decided to invoice the Point for the full £600 as the events had not been well advertised and on the one occasion that the vehicle did attend Peter Driver it was not set up fully. The Clerk was asked to issue the invoice to the Point.

Clerk

**174/11 To receive monthly safety report**

The Monthly safety report was circulated and reviewed. No actions.

**175/11 To receive reports and recommendations**

1. Planning Committee – no updates
2. Sports and Recreation Committee – It was reported that the latest plans for the playground had been accepted by the committee and a further public exhibition would be taking place on 29<sup>th</sup> September 2011.
3. Policy and Finance Committee – no meeting
4. QEB Committee – It was reported that the Parish Council was still waiting to sign the S106 agreement.
5. Quetta and Humphrey Park – it was hoped that a residents association will be formed in the near future.
6. Fleet Link (Call & Go) (HB) It was reported that the Fleet Link buses would have new sign writing soon and that they has experienced difficulty getting the local papers to advertise the service.
7. HDAPTC
8. Jubilee/Olympic celebrations 2012 – Mel Williams gave an update on ideas for Jubilee events which included an event on February 6<sup>th</sup> which was the actual coronation day. A Hoola Hoop marathon, a beetle drive, 1952 dance classes, a quiz in the next newsletter to advertise the Jubilee events
9. Memorial Hall (MB) – Cllr Burford was absent.
10. Allotments (PL) – nothing to report
11. Report on Parish Plan (NH/AO/HB) – Next meeting will take place towards the end of October when the new Parish Clerk will be in place

**176/11 Items for next meeting.**

- Jubilee bench Gally Hill Road
- Dog bins on access points to military land
- HCC Highways meeting 15<sup>th</sup> Sept. update - MB



**177/11 Clerks Report The Clerks report was circulated.**

**1. Update on Land Contamination survey at Azalea Gardens**

The clerk had contacted the environment agency on 13<sup>th</sup> September 2011. Where the land in question was formally owned or occupied by the MoD the local authority can ask the Env. Agency to investigate the site on their behalf. If contamination exists at levels that present an unacceptable risk to people or the environment, the site is designated a 'Special Site' and the Env Agency become the responsible body for cleaning up that site, rather than the Local Authority - and they usually pay for the costs.

Their advice was that as this is a former MoD site, Hart should discuss it with the local Environment Agency office and the Parish Council should talk to the Contaminated Land Officer at Hart, and also talk to one of the Groundwater and Contaminated Land Technical Officers at our local Env. Agency office.

Councillor Lowe also spoke to a contact in the MOD who said that that Haig Lines was just a hutted compound with nothing there to cause pollution. The playing field area was always a playing field and he is trying to find the maps to show us.

**2. Update on grant application for footpath and S106 funding**

Clerk has applied to the Farnborough Airport Environment Fund for funding towards the Azalea Gardens footpath on 4<sup>th</sup> August. It will be considered Rushmore Borough Council mid to end October.

**3. Update on Peter Driver nursing home**

The developer at Peter Driver has said that they hope to complete on a contract with a buyer for the nursing home site within the next few weeks. If it goes ahead work on the five a side and car park are unlikely to start before February next year. The Clerk will ask Winchfield Landscapes to move the football pitches over the Christmas break.

**4. Update on the Parish Council website**

The new Parish Council website is nearly completed. Parish Councillors can access the new website at <http://www.churchcrookham.org.uk>  
The Clerks will be trained in updating the website this week and will then add any remaining agenda and minutes. The Clerk and Deputy Clerk will also be able to access Google Analytics so that they can monitor traffic on the website. Claire, Sally and Lesley from Upperbridge have worked extremely hard on the website and the Clerk stated that she believed that they have done an excellent job for the Parish.

Some search engine optimisation has been carried out the key words that have been included are: Church Crookham Parish Council, What's On in Church Crookham, Hampshire. The Page Title contains those key words followed by the page name. For instance, the words that appear in the Page Title of your Vacancies page, are "Church Crookham Parish Council, What's On in Church Crookham, Hampshire: Vacancies".

**5. Feedback on the Parish Council newsletter**

The latest newsletter was delivered by Thursday on the week agreed. The Parish Office have received a lot more phone calls since on all sorts of general enquiries such as wasp nests, rubbish collection, roads, new development at QEB

**6. Update on insurance claim from injured boy at Peter Driver**

The Clerk and Councillor Butler met a representative from Aviva, the Parish Councils insurance company at Peter Driver on 19<sup>th</sup> September. He looked at the site and felt it was well maintained. They will be writing to the family who are making a claim for injuries received in the cage when playing football.

**7. Budget 2012 2013.**

The Clerk would like to remind Councillors that they must submit any items for consideration in the 2012/2013 budget asap. A draft budget will be presented for consideration at the Finance and Policy meeting on 10<sup>th</sup> October.

**178/11 Payment of account and review of quotes**

The finance report was approved and cheques were signed.



<b>Church Crookham Parish Bank Accounts Summary as at 31st August 2011</b>				
<b>Financial Year ending 31/3/12</b>	<b>Petty Cash</b>	<b>HSBC Current A/C</b>	<b>HSBC Deposit account</b>	<b>Grand Total</b>
<b>Closing balance per July Statement</b>				
		£ 24,005.79	£ 130,061.12	£ 154,066.91
<b>Income - Credits received at bank in Aug.</b>				
		£ 3,483.88	£ 9.61	£ 3,493.49
<b>Expenditure - Cheques presented in Aug</b>				
		£ 10,916.21	£ -	£ 10,916.21
<b>Petty Cash at hand</b>				
	£ -	0	£ -	£ -
<b>Closing balance per Aug Statement (cash at bank and in hand)</b>				
	£ -	£ 16,573.46	£ 130,070.73	£ 146,644.19
<b>Approval for payments due in September</b>				
			cheque no:	
Employment Costs: Clerks Salary	September		100267	1437.68
Sam Knowles Salary	September		100268	75.45
Claire Bennet Salary	September		100269	190.5
Sally du Gay Salary	September		100295	148.00
PAYE/NI	September		100271	559.08
Pension Payment	September		100272	505.70
Clerks expenses - Padlock for five a side			100273	18.79
Crookham Memorial Hall hire - Invoice no. 1551			100274	91.00
Primavera Cleaning - September			100275	360.00
CBS - August			100276	196.60
CBS - Distributor Board tripping			100277	120.00
Upper Bridge Enterprises			100278	810.00
Adabe Engraving Services			100279	141.00
Area Distribution - new sletter delivery Sept.			100282	136.00
HR Service - HALC annual subscription			100283	72.00
B Robinson - Boiler repair Peter Driver			100284	380.00
CBS - replaced sw itch for corridor lights and tubes and starters			100285	133.15
CBS - replaced sacrificial anodes w hen carrying out boiler annual service			100286	104.28
Hart District Council - Grounds Maintenance 2nd Qtr			100287	5243.16
BT - new telephone line and call charges			100288	108.63
Councillor Burford expenses for trip to Winchester			100289	31.70
Councillor Butler expenses - printing/petrol			100290	26.42
The Point contribution			100291	2226.09
Digley Associated Ltd - Annual playground inspection			100292	48.00
Paul Wood Sign Design - Creation of Logo			100293	120.00
Imprint Colour - New sletter and leaflet printing x 3200 copies			100294	454.20
<b>Total Payments for September</b>				<b>£ 10,802.23</b>

**Notes**

2nd Half of Precept received in September - £86799.70

Adabe Engraving Services - cheque 100262 lost. Reissued in September

100266 - Area Distribution needed 50% payment upfront for delivering new sletter -£120.00

**179/11 Date of next meeting**  
24<sup>th</sup> October 2011

**There being no further business, the meeting closed at 10.00 pm**

Signed.....

Date.....