

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 26<sup>th</sup> November 2012 – 7.30 pm

**Place:** Willis Hall, Church Crookham

**Present:**

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

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

There were 2 members of the public present.

**230/12 Apologies for Absence**

There were apologies for absence from Cllr. Bill Shambrook.

**231/12 Community Plan Questionnaire prize draw**

Four winning tickets were drawn for the community plan questionnaire prize draw.

Meal for two at Tweseldown Inn

£20.00 voucher for Co-op store at Verne

Two 12 inch pizzas from Hawkeye pizzas

Fish and chips for two from Verne fish and chip shop.

The Chairman thanked the Community Plan group for their work organising the Community Plan questionnaire and the raffle. The Chairman then picked four tickets out of a bag for the four raffle prizes.

The Clerk was asked to pass the prizes to the winners.

**Clerk**

**232/12 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 22nd October 2012 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 – 8/10/2012, 22/10/2012, 12/11/2012

Sports and Recreation – 12/11/2012

Policy and Finance – 15/10/2012

**233/12 Dispensations** – To receive any written requests for disclosable pecuniary interest dispensation from members. Dispensation forms were completed by the following councillors for discussing and setting the Parish precept. Nick Harris, Andrea Ong, Helen Butler, Kate Grant, Gill Scott, Pat Lowe.

**234/12 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**235/12 Chairman's Announcements**

The Chairman made the following announcements.



- Code of conduct training – 27<sup>th</sup> November, 7.30pm Carnival Hall - ALL
- Hart and Rushmore Transport Forum – 28<sup>th</sup> Nov, 10am
- QEB appeal – phase 3, meeting with barrister 12<sup>th</sup> Dec, 10am – JB/JH
- Councillor Mel Williams has resigned from the Parish Council on 26/11/2012, the Chairman said that he would like to thank Councillor Williams for her work on the Parish Council and in particular on the Jubilee events. The vacancy will be advertised.
- The Parish Clerk has inspected the five a side with Bob Scrivener and Will Buxton and has signed off the practical completion certificate. There is still a 12 month defect liability period from 26<sup>th</sup> November 2012.

**236/12 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).

Councillor Radley gave a brief overview of the local community small grants scheme and said that the Church Crookham event will probably take place on the 27<sup>th</sup> February. Councillor Radley was meeting with Highways to discuss road schemes around Crookham Park and the build out on Sandy Lane by the garage.

**237/12 Code of conduct**

To consider a report on the adoption of a new Code of Conduct and Dispensations procedure-copy attached

Recommendation:

- That the Council adopts the attached Code of Conduct with immediate effect
- That the Parish Clerk be delegated to approve dispensations in instances that affect all / most Councillors. (This still requires a written request).
- That all Councillors familiarise themselves with this Code of Conduct
- That as many Parish Councillors as possible attend the Code of Conduct training event on the 27<sup>th</sup> November 2012 at 7.30pm

The Chairman Reported that Fleet, Elvetham Heath and Crookham Village have all adopted the NALC code of conduct. The Clerk had also checked with Daryl Philips and he is happy with this Code of Conduct. Hart's code goes to full council on 29<sup>th</sup> November 2012.

It was decided to adopt the NALC Code of Conduct with the additional clause that the Parish Clerk will be delegated to approve dispensations in instances that affect all / most Councillors. This was agreed by all.

All Councillors were asked to please update their interest forms and include partner's interests after the training session on the 27<sup>th</sup> November. Forms will then go to the monitoring officer and on the parish website.

**238/12 Community infrastructure contributions**

To receive an update on a meeting with Taylor Wimpey held on 12<sup>th</sup> November which discussed the Community Infrastructure contributions should Taylor Wimpey win the appeal on the 100 houses and feedback on the community centre and MUGA.

It was reported that Taylor Wimpey was keen for the Parish Council to remove their objection to the lack of a play area within the additional 100 houses in return for agreeing to the requested Community Infrastructure contributions. The Parish Councillors said they were unable to agree to this.

Taylor Wimpey thought that the request for Community Infrastructure contributions for the community centre was lacking policy backing and justification for why more people should result in a bigger community centre.



The Clerk was asked to update the report as discussed and issue to Robert Jackson.

**239/12 Community Centre plans from Taylor Wimpey**

To receive a copy of some revised plans for a community centre and a bill of materials from Taylor Wimpey and to decide whether to approve some expenditure to get the bill of materials verified by another quantity surveyor to give the Parish Council a better view on what could be achieved within their budget.

It was reported that the Clerk had requested quotes for getting the bill of materials verified. Taylor Wimpey has offered that the Parish Council can contact their partners to make amendments to the plans and they will put them in for planning permission. Amendments could then be made to the plans at a later date.

It was suggested that the budget costings from Taylor Wimpey should be appraised by an independent company against the current market new build rates to find out if the costs provided were realistic. Councillor Harris proposed that the Community Centre Working Group were able to authorise £650 to get the plans reviewed. This was seconded by Cllr. Bennison. 7 in favour, 1 abstention.

**240/12 To receive an update from the Community Centre working party**

It was reported that the community centre working party would be meeting on the 3<sup>rd</sup> December to consider the plans received by Taylor Wimpey, they will then prepare a report and proposal for full council.

Councillor Ong said that the VAT issues should receive careful consideration because the decision on whether to opt to tax and how this was implemented could have a major impact on the available budget.

**241/12 Deputy Clerk re-evaluation of grade**

To consider a report on the NJC grade of the Deputy Parish Clerk – report circulated

Recommendation:

To increase the grade of the Deputy Parish Clerk from NJC salary point 19 to NJC salary point 26 and to implement this change from September 2012.

A report evaluating the deputy clerk's grade against other similar positions and against the responsibilities of the role was circulated for members to discuss. It was decided to increase the deputy clerk grade to spine point 26 and that this should take place in two parts. The total increase in salary would be £2,392. An increase of £1,196 per annum should be back dated to 1st September 2012 and continue to the end March 2013 then a second increase of £1,196 per annum should be awarded from 1<sup>st</sup> April 2013. This would put the deputy clerk on a salary that was in line with other similar roles in the area. The clerk was asked to implement this change

Clerk

**242/12 Budget 2013 2014**

To receive an updated draft budget for 2013 2014 and to decide whether to approve this budget. Updated budget circulated. It was reported that the Clerk has now amended the budget to include zero increase in a band D household but has added an additional 150 houses. This would add £8070 to the precept giving £181,600.

In theory this will give £18,370 to add to general reserves at the end of the year.

It was resolved to accept the draft budget, this was agreed by all.

**243/12 Precept 2013/2014**

To consider a report requesting an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2013/2014 – final decision on precept to be made in January after the publication of the draft local government finance report - report circulated



**Recommendation:**

That the Parish Council gives an indication on the Church Crookham Council Tax level for a band D household for 2013/2014.

The majority of councillors felt that the Precept for a band D household should be kept the same in 2013/2014 but a final decision will be made in January when the impact of the local government finance report has been evaluated.

**244/12 Phase 3 appeal – Crookham Park objections**

To approve a report that will be presented by the Chairman to the Crookham Park Phase 3 appeal in January 2013 stating the Parish Councils reasons for objecting to the appeal.

A draft report prepared by Councillor Harris was circulated and approved for presentation at the appeal hearing in January subject to the addition of the original objections and a reference to the minutes when the objections was agreed and the addition of short statements on any additional objections from the original statement that are not included in the report.

Clerk/NH

**245/12 Phase 3 appeal – proofs of evidence Community Infrastructure Contributions**

To approve the proofs of evidence to be presented to the Crookham Park phase 3 appeal.

A draft report prepared by the Clerk was circulated and approved for presentation to Robert Jackson and presentation to the appeal.

Clerk

**246/12 Transfer of Sandy Lane Car park**

To receive transfer deed from the Parish Solicitor regarding the transfer of land from Taylor Wimpey to Church Crookham Parish Council

Clerk

**Recommendation:**

That the Parish Council signs the transfer deed and instructs the solicitor to complete the lease agreement with the garage owner.

The transfer document was signed, the Clerk was asked to inform the solicitor that the transfer should only be put in place when the height barrier is installed.

Clerk

**247/12 Hart Young Musicians**

To receive a request for a grant of £200 from Hart young musician of the year towards the running costs of the annual competition.

The Application was circulated. It was resolved to give the hart Young Musician of the year a grant of £200.

Clerk

**248/12 Councillor email addresses**

To decide whether to set up Parish Council email addresses for all Councillors that can be added to the Councillor details on the website and on the notice boards.

Report circulated. It was decided to accept the recommendation that all Councillors have a parish email address on the website and the notice boards and that phone numbers are removed.

Clerk

**249/12 Website updates**

To receive a proposal to ask Upper Bridge to make the following changes to the Parish website to improve the layout and availability of information to the public:



- Revise the Parish Newsletter and Annual report page - £50 plus vat
- Build a new football page using google calendar to show all the football pitch bookings, and move the football page under Council facilities and make a number of changes to the page titles to make it easier to navigate - £75 plus vat

Clerk

Report circulated, it was resolved to accept the changes suggested to improve the website and authorise the expenditure of £125.00

**250/12 Community Plan**

To receive an update on the Community Plan and to consider a request to provide funding for data analysis.

A brief report from the Community Plan group was presented.

- Approx. 800 questionnaires returned, 25% response.
- Remainder to be input by Community Plan Committee by end Dec 2012
- Three quotes received for data analysis. From £2375-£3500
- Committee decided to do data analysis themselves using surveymonkey Gold package £299.
- The Community Plan group request that the Parish Council upgrade surveymonkey to the Gold package.

Clerk

The Clerk currently pays for surveymonkey monthly via direct debit. The Clerk will upgrade but would like a cheque for £299.00 in advance to cover the payment.

It was decided to upgrade surveymonkey to the Gold version so that the Community Plan group can carry out the analysis of the questionnaire data. A cheque will be written for the Clerk to cover the payment.

**251/12 Boundary Commission**

To receive an update on the Boundary Commission review for Parishes and to decide whether to respond to the consultation.

It was reported that the Aldershot constituency, which is represented by Conservative MP Gerald Howarth, may be expanded to include two Church Crookham wards, Church Crookham East and West. The consultation is open until 10<sup>th</sup> December.

<http://consultation.boundarycommissionforengland.independent.gov.uk/>

It was decided to object to the Boundary Commission's recommendation to include Church Crookham in the Aldershot constituency and request that it remains associated with North East Hampshire constituency. Councillor Bennison agreed to respond.

JB

**252/12 Local Development Plan Consultation**

To receive an update on the Local Development Plan and to decide whether to respond to the consultation

It was reported that on 14<sup>th</sup> November 2012 Hart District Council formally published a Local Plan: Core Strategy, and an accompanying Sustainability Appraisal Report, for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Consultation is open until 7<sup>th</sup> January.

Proposed submission documents (i.e. the Local Plan: Core Strategy (Pre-Submission Version), associated changes to the Proposals Maps, and a number of supporting documents), are available on the Council's website at <http://www.hart.gov.uk/index/top-planning/planning-policy/local-plan-for-hart-new-2012/planning-policy-local-plan-core-strategy-public-consultation-2012.htm>

It was decided to agree a response to the local development plan consultation at the next

Clerk



Planning Committee meeting on the 10<sup>th</sup> December.

**253/12 Setting up new Parish Councils**

To decide whether to respond to a consultation on making it easier to set up new parish councils.

It was reported that the Government wants to make it easier to set up new town and parish councils and DCLG has announced a consultation on 31st October, running to January 2013, on how to make the process of setting up a parish council more equitable. Views of new parish councils, formed in the last five years, and of campaign groups are especially welcomed.

This discussion paper presents a range of proposals that would help achieve this and they would like views on these, as well as any other comments or ideas. Details of how to contribute are at the end of the document:

<http://www.communities.gov.uk/documents/localgovernment/pdf/2246057.pdf>

It was agreed that the clerk should submit the comments made by Councillor Harris, Ong and Butler.

Clerk

**254/12 Fleet Link – Cinema service at weekends**

To consider whether to make a request at the Hart and Rushmore Transport forum for additional evening bus services to be provided to give residents of Church Crookham access to the new cinema and restaurant complex in Aldershot

It was decided that the Parish Council should ask the Hart and Rushmore Transport forum if it would be feasible to run a bus service between Church Crookham/Fleet and Aldershot. Councillor Radley agreed to raise it at the next forum meeting.

**255/12 Traffic order proposal – Quetta Park Lane (Naishes Lane)**

To receive a traffic order proposal prohibiting driving in a 20 metre section of Quetta Park Lane and to decide if the Parish Council wish to raise an objection.

The Clerk was asked to put the proposal on the Parish website, and the Clerk was also asked to raise similar concerns to those raised by Councillor Radley. More parking spaces in closed off section of road to support school, this was agreed by all.

**256/12 To approve payment of accounts and to review any quotations received**

The accounts for October and payments for November were approved.

**257/12 1. To receive the Clerks Report**

**Crookham Park:**

- Taylor Wimpey has supplied a revised community centre plan with a budget estimate.
- Indications are that work suggested by Gerry Edwards on the Gurkha orchard will be authorised.
- Taylor Wimpey has said that access to a serviced site for the community centre may be available in approx 18 months to 2 years.
- Plots 13 – 22 are now complete, with only plot 21 to take up residency.
- They are trying to get the street lights up and running, but are experiencing some difficulty in getting the utility company to connect them.
- The wet weather is causing them problems with transferring spoil to the allotment area to raise the levels, it will probably be next summer before they start getting machinery into this area to be able to spread it around and bring up the levels.
- The 'Local Centre' is starting to take shape and they are not far from rising to first floor with the brickwork.



- The excavation works taking place outside no. 15 Sandy Lane, is due to installing a Fibre optic line to service the estates telephones and broadband. They had to 'mole' under the road to install two ducts, the works should take approx. two to three weeks, Hopefully the holes and footpath should be re instated within the next two weeks, weather permitting.
- At the car park on Sandy Lane, the 'Ranch and Rail' is being installed and they are chasing up on the height barrier.

## 2. ALS

- ALS have been working hard on preparing the bridle path, and the clearance for this has now been completed, they have been very careful to minimise the amount of trees that have had to be removed
- They are now putting in the fence posts along the route, that will keep the horses within a set out route, and at each entry and exit points onto each road, there will be a dedicated and necessary holding bay/chicane area as approved by the horse/highways councils, there will be gates, kissing gates and styles installed for access to the public along designated footpaths.
- They have installed new culverts where required to allow the bridle path to follow its route, installing new pipes and sandbags to protect the areas, and allow the flow of water to follow its natural courses, they have installed safety fences around these to protect cars from going down off the road along Naishes Lane.
- Fences have been installed along Sandy Lane and into Naishes Lane, along highway footpaths.
- They have now taken on a new ecologist, Josif Saunders of Ecological Solutions.

## 3. Peter Driver

- Planting around the car park – John Saunders has agreed to the planting scheme at Peter Driver
- Clerk met with Bob Schrivener and Will Buxton on 22<sup>nd</sup> November to discuss the clips on the fencing. Agreed that the five a side can be signed off for completion but will continue to monitor the clips on the fence panels.
- Fencing panels have been replaced and repaired.
- Manhole cover in car park has been repaired.
- Still waiting for lighting to be put up on the pavilion.
- The ground maintenance team will mark the ground where the container could sit this week. It needs to sit next to the path so that the CUV remains clean and doesn't get mud on the five a side.

## 4. Bank accounts and investment.

The Clerks have spoken to independent financial advisors at Chadney Bulgin and Lawrence Clark Ltd both advise setting up a Nominee account/Wrap as a means of accessing a wide range of investment accounts. A further meeting has been set up with Grierson Dickens. Both Chadney Bulgin and Lawrence Clark suggested that a low risk investment strategy should be followed but some investment for the longer term should be at a higher risk so that the Council can benefit from better return on a small portion of the money to help reduce the impact of inflation. Both advised against tying money up in long term investments as interest rates are likely to increase at some time in the future.

The Clerk also spoke to Tony Higgins the Head of Finance at Hart District Council. He thought that the Parish Council were wise to take advice from an independent financial advisor and suggested that it will be difficult to achieve interest rates that will keep step with inflation. He suggested that checks are made on the accreditation of the IFA's that the Parish Council choose to use and that long term investments should be



avoided while interest rates are so low.

The S106 funds that come into the Parish Council should not be shown on the precept forms.

At the SLCC Regional Conference on 5<sup>th</sup> December there will be representatives from the Public Sector deposit fund which is a fund set up by CCLA, an investment fund management company to manage public sector deposits. 30 authorities are invested in the fund with more showing an interest, it is fully liquid so money can be moved in and out daily.

Forms to change the bank account to Unity and to set up bank mandates are being progressed.

5. Insurance – fidelity insurance has been increased at no extra cost to the end of year to cover the S106 payment for £149K for the car park maintenance. This will have to be increased next year if the Parish Council is likely to receive the £1.1 million community centre contribution.
6. Azalea Park – grass seed has been put down, no progress on the path.
7. Tree surgery – the work on the TPO'd trees at Azalea Park, Lynwood and Chesilton has all been approved by Hart District Council and the work is scheduled to take place in January 2013.

**258/12 To receive monthly safety report**

The monthly safety report was received and reviewed

**259/12 To receive monthly crime report**

The monthly crime report was received and reviewed

**260/12 To receive other reports.**

1. Quetta and Humphrey Park –nothing to report
2. Fleet Link (HB) - meeting at end November, numbers are up
3. FACC (JB) – nothing to report
4. Memorial Hall (MB) – may be upgrading water heaters.
5. Allotments (HB) – It was reported that HB and the deputy clerk had arranged a meeting with Sylvia Cresswell, a letter will then go to residents in the new year to check they still want an allotment and to canvas opinion on the sizes of plots, rental agreement to be finalised and a visit to Farnham allotments has been arranged.
6. Community Plan – as per the Clerk's report
7. Alms Houses – All going well.

**261/12 Items for next meeting**

Let the Clerk have any agenda items by 14<sup>th</sup> January 2013

**262/12 Date of next meeting:** No meeting in December unless an extraordinary meeting is called.

An extraordinary meeting is likely to be required in January to set precept once the tax base is known.

**There being no further business, the meeting closed at 10:05 pm**

Signed.....

Date.....