

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 27th January 2014 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

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

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

There was one member of the public present.

01/14 Apologies for Absence

Apologies for absence were received from Cllrs. Gill Chatfield and Bill Shambrook.

02/14 Approval of the minutes

Minutes of the Full Council Meetings on 25th Nov were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted with a minor amendment to the Highway Committee meeting minutes where it was requested that the start time was amended to 9.30pm.

Planning Committee Meetings: 9/12/2013, 13/01/2014

Highways Committee: 9/12/2013

Community Centre Committee: 9/12/2013

Finance and Policy: 13/01/2014

03/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

It was reported by the clerk that the National Legal Advisor for NALC had confirmed that it was not necessary for councillors to declare a DPI simply because they are a homeowner or tenant in the Parish when setting the Parish Precept.

04/14 Declaration of interest relating to items on the agenda

There were no declarations of interest.

05/14 To receive Chairman's announcements

The Chairman made the following announcements:

Visit to Farnborough airport: 1st April 2014

Annual Parish Meeting and FACC consultation: 3rd April, memorial hall

Elections – Parish Council 22nd May

AGM – Thursday 29th May – 8pm (after elections)

Meeting with Bill Luck, 3pm on Tuesday 28th January in the Gurkha Room, The Harlington.

The Chairman had been invited to a Fleet Lions anniversary event

06/14 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 members of the public present.

07/14 Annual Parish Meeting

To decide whether to accept a proposal to hold the Annual Parish Meeting on the 3rd April and have the FACC presentation and question and answer session as the guest speakers.

It was **resolved** to hold the Annual Parish Meeting on the 3rd April and to have the FACC/TAG presentation on changes to the air space as part of the meeting. This was agreed by all.

8.15pm A member of the public arrived.

08/14 Budget

To receive the budget as recommended by the Policy and Finance Committee and to decide whether to accept it or whether any final amendments are required before it is approved.

The Chair of Policy and Finance gave an overview of the budget which had been circulated and was recommended by the Policy and Finance Committee. It was pointed out that there were a number of unknowns in the finances. There was a suggestion that Hart District Council may pass on the full Council Tax grant and the total amount of \$106 monies for the Community Centre project was dependant on the results of the appeal hearing which was taking place on the 25th February.

Cllr. Harris proposed that the circulated budget was accepted; this was seconded by Cllr. Lowe and agreed by all. The budget was signed by Cllr Lowe and Cllr Harris.

09/14 Precept

To receive a proposal from the Policy and Finance Committee to keep the precept at the same Band D level (£53.80) as in 2013 2014 and to submit a request to Hart District Council for £181,173.11.

It was reported that the tax base had been increased by 100 houses to take into account new dwellings at Crookham Park.

It was **resolved** to set the precept at £181,173.11 which would keep the band D household level at £53.80. This was proposed by Cllr. Harris, seconded by Cllr. Radley and agreed by all. The precept request form was signed by Councillors and the clerk.

10/14 Asset Register

To decide whether to approve an updated asset register and receive verification of assets as recommended by the Policy and Finance Committee.

An updated asset register had been circulated and the assets had been verified by Cllr, Radley and the Clerk in December, each item checked and ticked.

It was **resolved** to accept the updated and verified asset register V1.5 dated Dec 2013

11/14 Risk Assessment

To decide whether to approve an updated Risk assessment as recommended by the Policy and Finance Committee.

An updated document had been circulated. Cllr Radley asked for clarification of the comments against investments, Clerk agree to update comment to refer to the draft Treasury and investment policy.

It was **resolved** to accept the updated Risk assessment V2 dated Jan 2014 with the above amendment.



12/14

Standing orders & financial regulations

To receive updated standing orders, financial regulations and to decide whether to accept a proposal from Policy and Finance committee to accept these revised documents.

It was reported that the documents had been circulated and that these documents had been revised in line with new model standing orders from NALC and incorporated changes requested by our internal auditor. They had been approved by Policy and Finance Committee but require full Council approval.

It was **resolved** to accept the updated Standing Orders V2 dated January 2014 and Financial Regulations V2 dated January 2014. All in favour

13/14

Interim Audit Report

To receive an interim audit report from the internal auditor and to agree what actions are required to address any issues raised.

An audit report with actions to address issues raised had been circulated. It was **resolved** to accept the report and the proposed actions to address the issues raised. In addition a leaver's check list will be drafted and taken to the next Policy and Finance Committee meeting for review.

14/14

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.

A report had been circulated that summarised the internal controls that the Parish Council have in place. The Parish Council have recently updated financial regulations and standing orders to use the new model documents produced by NALC and have included changes suggested by the internal auditor. They carry out an annual risk assessments and asset register reviews and employ an internal auditor to audit their books and procedures. The Council also employs RBS at each year end to finalise the year end books in Omega.

It was **resolved** that the Parish Council does have adequate processes and procedures in place to ensure that public money is safeguarded and properly accounted for and used economically, efficiently and effectively and risk is managed. This was agreed by all.

Cllr Harris suggested that Councillors and Clerks should attend training in fraud prevention if suitable courses could be found. The Clerk agreed to investigate.

Clerk

15/14

Bank account signatories

To agree a change of signatory form for Parish Council bank account to remove councillors that have left and to add new signatories

Changes were as follows:

Unity – removing Andrea, adding Gill Chatfield. (Nick, Helen, Pat, Michael and Gill)

HSBC – removing Andrea, adding Gill Chatfield, Pat Lowe (Nick, Helen, Michael, Bill and, Pat, Gill)

Remove Andrea at primary user of HSBC and remove John Bennison, auditor advises Clerk is primary user.

Change interest form so we don't pay tax.

It was resolved by all to amend the bank mandates as above, Councillors signed the forms. Clerk to action.

Clerk

16/14

Grant Request

To receive a grant request from Fleet and Church Crookham in Bloom for £260.50 for postage and a presentation trophy

Documents circulated. It was reported that the overall budget for grants this year was £10,000, the Parish Council had given grants amounting to £5,900 this year to date leaving a further £4,100 available to spend before end March.



It was **resolved** to make a grant of £260.50p to the Fleet and Church Crookham in Bloom.
Clerk to action.

Clerk

17/14 QEB steering Group

To consider a proposal to send a formal letter to the Chairman of the Committee, Daryl Philips and Head of Highways at HCC noting the Parish Councils dissatisfaction with the role of the steering group and its effectiveness.

It was resolved to send the circulated letter and to copy to all District Councillors and the County Councillor. Proposed by Cllr. Harris, seconded by Cllr. Lowe and agreed by all.

Clerk

18/14 Flooding within Parish

To decide what role the Parish Council should take on local flooding issues.

Possible Options include:

- 1. Signpost residents to where they can view information and report problems – HCC, environment agency websites**
- 2. Receive and report problems for members of the public**
- 3. Maintain a register of areas prone to flooding in the Parish**
- 4. Actively work to resolve flooding issues within the Parish.**

Cllr Lowe proposed that the Parish Council should signpost people to relevant authorities and maintains a register of areas prone to flooding. This was agreed by all.

The clerk will add contact details to the website and draft a list of areas prone to flooding. It was also agreed to identify a Councillor to attend the bi-annual water scrutiny meeting at the next AGM in May.

Clerk

19/14 Crookham Park Community Centre

To receive an update on the Community Centre plans

- Cllr. Scott gave feedback on the public exhibition held on the 25th January in the Memorial Hall. 21 out of an estimated 58 attendees preferred the CCPC build option; no-one indicated a preference for the developer build. Comments regarding the developer build were generally negative: too small, uninviting and unappealing, no control over standard and no confidence in quality of build, playgroup area not practical, however the combined playgroup and hall space was liked. The CCPC option received positives comments including: confirmation that CCPC should take the risk and build for a better building, CCPC would have more control over the build, the design was more attractive, well thought out, the separate playgroup area was more secure and less noisy, however the kitchen may be too small for large functions, there may be a need for an internal wall partition and the build costs may overrun.
- The clerk gave an update on the planning application for the community centre. Both had been submitted, the tree officer had raised some concerns about the impact on trees surrounding the site on the Parish Council plans, the plans had been amended and resubmitted. A tree report was being updated and would be sent on Tuesday 28th. It was expected that both plans would then be determined by 4th February.
- It was reported that there would be a meeting with Bill Luck from Taylor Wimpey on 28th January to discuss the following:
 - o Footpaths in Woodland and SANG
 - o Regular monthly meeting to discuss transfer of assets
 - o Spine Road confirmation complete to base course and when will it open
 - o Update on planning permission of community centre
 - o Confirmation that the land and the contribution could be transferred within 28 days of a decision by the Parish Council.

JR/PL/HB



- Merlin, overlap of responsibilities
- Pond area in area 15 and bridle path

20/14 Tender

To decide whether to initiate the tender process for the Community Centre before confirmation of planning permission

Councillor Scott and the Clerk presented the following information

- Possible delays to planning permission over Highways and tree queries.
- The public response to the public exhibition was wholly in favour of the Parish Council plans. In order to progress these the Parish Council need to confirm whether they can be achieved within the available budget by going out to tender before they have to make the final decision on whether they will request the community centre contribution or whether they would ask TW to build.
- If PC feel that they will go out to tender it would be sensible to start the process so that they receive the tenders as early in the summer as possible. In order to minimise risk and to produce a full tender package Rund estimate the tender will take 20 weeks. (10-12 weeks to prepare tender, 6 weeks out to tender and 2 weeks to evaluate) If we wait until Feb PC meeting might not be sufficient time if planning permission is granted on 4th Feb.
- Tender expected to cost £34 – 37K.

Cllr Scott proposed that the Parish Council ask Rund to initiate the tender process as soon as possible, this was seconded by Cllr. Lowe. 6 votes in favour and 1 against.

The clerk agreed to arrange a meeting with Rund to discuss the tender process.

Clerk

21/14 Pond Area, Bridle path and Footpaths at Crookham Park

To receive an update on the pond in area 15 and the bridle path and to decide whether the Parish Council wish to ask Taylor Wimpey to take over these areas and to decide if the Parish Council wish to raise any concerns about the footpaths in the SANG area and the woods.

Discussions took place about the pond area especially concerns about whether it was being used by the developer as a drainage area.

It was resolved to ask TW to retain the section of bridle path in area I and to inform Taylor Wimpey that the Parish Council would like to take area J with the ponds in as documented in the original S106 agreement.

It was agreed that Councillors would ask Taylor Wimpey for the updated drainage plans for area I, J and H and to inform Taylor Wimpey that they may decide to fill in the pond in the future if it was considered too dangerous.

It was also agreed that Councillors would ask Taylor Wimpey to provide clarification of whether they considered the footpaths in the SANG area to be complete and if so whether a maintenance schedule was being followed. The Parish Council would also ask for maps of the SANG showing all footpaths including the public rights of way and ask for Taylor Wimpey's plans for advertising the area to new residents. The Parish Council would also ask if an annual review of effectiveness had been carried out and whether the Parish Council could contribute to this review. It was suggested that Matt Beal the countryside access officer for HCC was copied in on any communications regarding footpaths on the SANG area.

All
Clerk

22/14 Hart Youth Bus

Would the council like to take up a free viewing and free taster sessions in January and February.



The clerk was asked to find out if there was a taster session at another Parish that Councillors could attend. Cllr Radley suggested that a suitable site in the Parish might be the Quetta Park Community Centre.

Clerk

23/14 Additional member of staff

To approve the recruitment of a Sports and Recreation Administration Assistant, 15 hours a week at grade 20 (£9.55 per hour, FTE £18,600) following interviews.

It was reported that 6 interviews had taken place on 21st January and that the Chairman, the Clerk and the Deputy Clerk had selected one candidate for the role. It was resolved to offer the Sports and Recreation Administration Assistant role to Claire Inglis. All other candidates would be informed that they had not been successful if the offer was accepted, otherwise new interviews would be organised.

Clerk

24/14 To approve payment of accounts and to review any quotations received

The accounts for December and payments for January were approved by all and signed by the Chairman.

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

Financial Year ending 31/3/14	Closing balance per Nov Statement	Income - Credits received at bank in December	Expenditure - Cheques presented in December	Petty Cash at hand	Closing balance per December Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/C	£ 500.29		£ 5.50		£ 494.79
Unity Bank Current A/c	£ 30,850.30	£ 1,804.15	£ 12,484.16		£ 20,170.29
HSBC Deposit account	£ 175,040.58	£ 13.08			£ 175,053.66
Unity Bank Deposit A/c	£ 30,487.40	£ 37.93			£ 30,525.33
HSBC S106 Deposit A/c	£ 9,151.79	£ 0.44			£ 9,152.23
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 268.71				£ 268.71
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 386,299.07	£ 1,855.60	£ 12,489.66	£ -	£ 375,665.01

Approval for payments in January 2014	Invoice Number	Cheque Number	£
Employment costs			£ 3,983.67
Expenses: deputy clerk	January	300223	£ 33.60
Rund Partnership Ltd - paid December 2013, cheque destroyed, new cheque issued.	30/0440	300215	£ 1,200.00
Area Distribution - newsletter distribution, paid in 2 instalments PAID	1011	300216	£ 134.00
		300217	£ 134.00
Adabe Engraving Services	2014/500	300224	£ 14.00
CBS - Service contract January 2014	36078	300225	£ 196.60
Crookham War Memorial Hall - hall hire January 2014	2314	300226	£ 36.00
Disconsulting IT Ltd - online backup Dec 2013	5564	300227	£ 12.00
Hampshire CC - copier paper for parish office	57894442	300228	£ 48.67
Hart DC - litter picking Oct 2013 to Mar 2014	972	300229	£ 3,000.00
KMC Cleaning Ltd - cleaning of Peter Driver Sports Ground pavilion	956	300230	£ 350.40
npower - Electricity 01.10.13 to 31.12 13	LGUNKMR8	300231	£ 536.95
Protech AllWeather - snow blade & grit spreader for CUV	PRO 2981	300232	£ 1,374.00
Winchfield Landscape Services - grounds maintenance December 2013	1040	300233	£ 641.23
Chromatec - printing of the newsletter	8541	300234	£ 415.61
Taylor Wimpey West London - payment of refund received by CCPC from Hart DC with reference to the community centre planning applications. Applications were originally paid for by Taylor Wimpey		300235	£ 192.50
Upper Bridge Enterprises - web hosting	2610	SO	£ 38.40
BT office phones & broadband	M030 XZ	DD	£ 49.68
HSBC Bank plc - monthly account charges Dec 2013		DD	£ 5.50
Total payments for January			£ 12,396.81
			£ 12,396.81

A number of quotes were discussed including:

- Quotes to resolve the compacted grass matting at the play park, clerk agreed to get additional quotes for consideration at the Sports and Recreation Committee meeting.
- Two quotes for pavilion repairs were reviewed and the Clerk was authorised



to progress the work with a quote for £630 plus the cost of a new urinal sensor.

- The clerk was asked to get further quotes to apply a new top surface to a footpath through woods at Lynwood
- New PC, printer and chair needed for office. **The Clerk was authorised to spend between £1000 and £1500** to purchase and set up new office equipment for the new staff member and to purchase a new more robust laser printer for the office.

Clerk

25/14 To receive the Clerks Report for November

The clerks report was received.

1. Highways grant £3K from Councillor Radley – The Highways Manager at Hampshire Highways North has confirmed that they will not be invoicing the Parish for pavement works on Aldershot Road and they can use the £3K grant to progress another Highways scheme. The Highways Committee will consider this in due course.
2. Crookham Park update – Comments have been raised on the Planning applications for the community centre with an objection from the tree officer on the Parish Council plans. The architect and the planning consultant have worked with the tree officer to address the concerns and a revised plan has been issued.
3. Baxter and King Nursing home update – Wooden fencing has been put up along the side of the nursing home alongside the Parish car park. A ball fence will be erected on the outside of this fencing in March 2014. The Pavement should be tarmacked week beginning 27th January. The height barrier has arrived and will hopefully go in week beginning 27th January. They will remove the water connection to the site on Wednesday 29th and the gantry will be removed the following Monday. The nursing home project is due to complete in the 1st Week in May. I have asked the builders to park more considerately at one end of the car park.
4. Playground at Azalea Park – Clerk sent a round robin to other clerks to ask if they have had similar problems with grass matting, had quite a few responses with similar problems. The clerk will take some quotes for possible solutions to the Sports and Recreation Committee to consider.
5. Pavilion – Quotes still being gathered for some remedial work on pavilion
6. Seminar on recruiting Councillors to stand for election: Clerk attended an interesting seminar regarding using social media to try and attract more candidates to stand for election in May 2014. They wish to trial a few ideas which should be forwarded in the next couple of months
7. CCTV – still awaiting information on the annual maintenance costs of the CCTV camera at Crookham Crossroads, figures should be available in the next few weeks. When information is available it will be brought to Parish Council for a decision on whether the Parish Council wish to retain this camera or remove it.
8. Schools meeting postponed. Agreed to schedule one annual meeting in July and to meet as required outside of this meeting.

26/14 To receive monthly safety report

The safety report was received and reviewed

27/14 To receive monthly crime report

The monthly crime report was received and reviewed.

28/14 To receive other reports.



1. Quetta and Humphrey Park(JR) Still trying to arrange a litter pick for Quetta Park
2. Fleet Link (HB) - new contract issued, to be signed
3. FACC (PL) Consultation details issued
4. HDAPTC (PL) Crookham Village progressing their neighbourhood plan, Flooding concerns at Zebon Copse, HDC might pass on the full council tax grant to Parishes.
5. Memorial Hall (MB) - no update
6. Allotments (HB) - Delayed until May
7. Community Plan (NH) – Deputy Clerk and Cllr Harris to prepare draft
8. Alms Houses – (NH) - Next meeting due soon
9. Fleet and Crookham Welfare Trust(GS) nothing to report

29/14 Items for next meeting

- Consultation on mobile library – withdrawal of service at Grange Estate
- Bourley Road Conservation Group Meeting – new officer Mark Ludlow, prepared to give presentation from April to local groups.

30/14 Date of next meeting: February 24th 2014

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

Signed.....

Date.....