



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

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

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Gill Chatfield (GC), Gill Scott (GS), Richard Jackson (RJ), Annette Whibley (AW)

Also: Jayne Hawkins (Clerk)

Cllr. John Bennison (HDC, HCC)

Cllr. Jenny Radley (HDC)

227/14 Apologies for Absence

Apologies were received and accepted from Cllr. Butler, Cllr. Newbigin, Cllr. Harris, Cllr. Burford and Cllr. Chettle.

228/14 Approval of the minutes

Minutes of the Full Council Meetings on 22nd September were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 22nd September, 13th October

Facilities Committee – 13th October 2014

Policy and Finance – postponed until 6th November 2014

Staff Committee – 6th October 2014

229/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

230/14 Declaration of interest relating to items on the agenda

Cllr. Chatfield and Cllr. Jackson declared a disclosable pecuniary interest in item 242/14 as they have both applied for allotments.

231/14 To receive Chairman's announcements

The Chairman made the following announcements:

- Remembrance Sunday – Pat to lay wreath and read out names
- A Resilience meeting was attended by Cllr. Lowe. Cllr Whibley expressed an interest in assisting with the production of an emergency plan for Church Crookham.
- Free funding seminar session to be run in December by HART DC on raising funding, date to be confirmed.
- Policy and Finance Committee meeting postponed as it was not quorate, rescheduled for 6th November.
- Lengthsman Scheme – a meeting was held with HCC on 23rd October 2014. Cllr Lowe attended. Scheme will run this year and the Parish Council will receive £1000 to spend on Highways work, Parish Council also has £3000 in ear marked reserves to spend on small highways projects.
- Fleet and Church Crookham Society have organised a bulb planting event on the morning of the 15th November starting at 10am start in Azalea Park near

Clerk



the vehicular entrance from Haig Lane. Clerk to advertise and let environmental health know about planting in the park.

Clerk

232/14 Public Session

An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15 mins maximum).

Cllr. John Bennison reported the following:

- Highway works on the Sandy Lane Junction opposite the Wyvern is due to start mid November.
- The drains on Bourley Road near to the Tweseldown Pub have been cleared again by Highways.
- Parking problems by the new Tweseldown Infant School are being investigated.

Cllr. Jenny Radley reported the following:

- Hart District Council will be looking at reports on the housing consultation at the November cabinet meeting.
- Torrential rain on July 25th resulted in 2 properties nos 96 and 98 on Aldershot Road being flooded with water coming through from Hampton Close.

233/14 Committee Members

To decide whether to appoint additional members to the Policy and Finance Committee.

It was **resolved** to appoint Cllr. Pat Lowe to the Policy and Finance Committee and Cllr. Gill Scott to the Planning Committee.

Clerk

234/14 Actuals vs budget quarterly update

To receive the actual vs budget for the period April 2014 to September 2014

Actual vs budget income and expenditure data had been circulated.

	Apr – Sep 2014 (half yr)	Likely out-turn end Mar 2015
Income	£207,413	£217,867
Expenditure	£135,494	£228,367
Inc/exp	£71,920	-£10,500

It should be noted that £51,050 will be transferred to general reserves from the Community Centre S106 contribution to cover costs of £14,000 incurred in the tender stage of Community Centre Project and costs of £3,600 for the first Rund construction payment which was paid in September. It has also been agreed that £11,440 for the purchase of Rhyno Mulch at Azalea Park will be covered by general reserves if required at year end.

Earmarked Reserves Precept: £146,336
Earmarked Reserves S106: £1,326,729
General Reserves expected at year end: £110,189

Forecast general reserves at the end of the year are looking high the clerk suggests that at year end any general reserves over £90,000 (half precept) are added to the Community Centre running costs reserve and the Community Youth Projects reserve towards the skate park.

The actual vs budget data was accepted.

235/14 Athletics update

The following was reported

- Meeting postponed with Athletics Club on 22nd October. Athletics Club want to get advice from Athletics UK. Athletics club are looking to apply for grants to



Sport England for lighting/club room and other facilities such as long jump pitch.

- Members of the public using the running track at Peter Driver have complained about being chased by dogs.
- In order to apply for Sport England grants the athletics club need a long term lease in place. Hedley's have given advice regarding long-term exclusive leases and advise that currently it would only be possible to issue a letter of intent and a draft lease agreement.
- It was suggested that the Parish Council could consider offering to maintain the formal open spaces to include the cutting of the athletics track and the marking of the track with S106 money and to provide the fencing to enable all users of the track to run without being chased by dogs and running in dog mess. The athletics club could then concentrate on those facilities which would be for their exclusive use such as flood lighting and a club house.

It was resolved that the clerk could send the information from Hedley's regarding the lease agreement to the athletics club so they are aware that it is not possible to issue a lease agreement until the land is owned by the Parish Council.

Clerk

236/14 Athletics – decisions on lease agreement
To decide whether to ask Hedley's to prepare a letter of intent together with a draft lease agreement for the athletics area – estimated cost £1,200

It was **resolved** to wait until after the next meeting with the Athletics Club before spending money on drafting a lease agreement.

Clerk

237/14 Community Centre Update
To receive an update on the community centre project.

The Chairman reported that an update had been circulated.

- Start date 27th October and breaking ground ceremony 30th October. It was agreed that a press release and photos are sent to Steven Lloyd. Clerk to confirm date and time.
- Ground investigation has had an impact on foundations but no further information received.
- Surface Drainage discussions are taking place with Taylor Wimpey.
- Pre-commencement Conditions – approved.
- CBA trees have carried out a review of the site and produced a report that has been forwarded to planning officers.
- Further tree works and tree protection work is required and will be carried out by Mildren and Taylor Wimpey.
- Updated plan available, finish date end May 2015.
- Date by which excluded items need to be reviewed if still required – 15th Dec, clerk has asked if this can be moved out to end January.
- Revised payment schedule received.
- Vat due to be paid and reclaimed in excess of £233,200. There is no guarantee when it will be repaid, therefore the clerk advised that the Council need to take care that they have sufficient cash to make all payments whilst waiting for VAT claim to be processed. The clerk suggested that no further non-essential expenditure is approved until at least after first vat repayment is received.

Clerk

238/14 Short-term investment
To consider whether to re-invest £400,000 of the Community Centre construction funds with Lloyds Bank for a further three months.

It was **resolved** to re-invest £400,000 of the community centre construction funds with Lloyds bank for a further 3 months at 0.57% interest rate. **RJ/PL all in favour.**

Clerk



239/14 Community Centre Contract

To approve signing of Community Centre Construction Contract. Contract circulated.

It was reported that a draft contract had been circulated, the clerk was waiting for final version but it was not expected to contain any major changes. The Contract had been reviewed by Community Centre Sub- Committee and the Clerk. Hedley's the Parish Council solicitors had also reviewed the contract and haven't raised any issues.

2 councillors to sign in presence of the clerk

It was **resolved** that the final contract should be signed by two of the following councillors Cllr. Pat Lowe, Cllr Richard Jackson, Cllr. Gill Scott or Cllr Gill Chatfield in the presence of the clerk. **AW/RJ all in favour**

Clerk

240/14 Community Centre

To receive quotes for additional items and to decide whether to approve them for inclusion in the project and budget. Report Circulated.

- Extension to nursery playground - £1400 It was **resolved** to approve this for inclusion in the construction project. GS/GC 4 in favour, 1 against.

Clerk

The clerk was still waiting for quotes for the following:

- The depth of the foundations needs to be increased following the results of the Ground investigation report. This may result in additional costs.
- Sink in nursery
- Exterior cover over nursery entrance - £9,611.95 for a pergola not a solid structure. Mildren had concerns about the impact a solid structure would have on the steel work and the drainage. It was suggested that the Parish Council could consider installing a permanent canopy towards the end of the project (inside2outside -6m x 6m approx. £8,000)
- LED lighting in halls

241/14 Community Centre top soil

To decide whether to retain top soil from construction for building mounds around the skate park site.

The following was reported:

- Skate park site is low lying and currently water logged, could build up with material from community centre site.
- Retaining excavated soil could reduce costs of the additional foundation works and also reduce costs of the skate park build.
- If the planning permission for the skate park was not granted then the soil could be sold, removed from site or left in position at Skate park location.
- Nigel Philips has agreed to the soil being stored on site.

It was **resolved** to ask Mildren to store as much material as possible on the Skate park site. PL/AW all in favour.

Clerk

242/14 Allotment update

To receive an update on the allotments.

A report had been circulated with the following updates:

- Tenants association meeting – 8th November to elect committee members
 - o Nominations received and circulated
 - o No nominations for secretary. Claire would be prepared to fill in until someone is found.
 - o Voting – via email or at meeting, 1 vote per plot
- Plot size email – no adverse responses, tenants are returning signed agreements.
- Projects – bays are being created
- Snagging – Taylor Wimpey are following up the snagging list. The height barrier is not being re-installed. TW are having a new sign made saying the height is



2.0m rather than 2.1m.

- Likely handover date – still unknown
- Claire (Admin assistant) has offered to be treasurer in 1st year and Secretary if required.

243/14 Grant requests – Fleet and District Christmas Festival

To consider the following grant requests:

- **Fleet and District Christmas Festival for £500**
- **CPRE £200**

It was reported that the total grant budget was £10,000, expenditure to date: £3,577.00.

It was **resolved** to:

- Give a grant of £500 to Fleet and District Christmas Festival
- Give a grant of £200 to CPRE

Clerk

244/14 Newsletter – December edition

To decide what articles to include in the December newsletter

It was **resolved** to include the following in the December newsletter if information was available:

- Public art update and survey if available
- Skate Park update and ask people to come forward if they would like to assist with the design of the skate park and view the possible plans
- Community centre update, advertise and decision on name – Church Crookham Community Centre, picture of ground breaking
- Survey Monkey Survey on possible projects that the Parish Council are considering funding: Peter Driver changing rooms, Skate Park, Basketball net etc.
- Update on local plan – check with Hart DC
- Mention bulb planting at Azalea Park and Tesco roundabout and verge in front of Peter Driver Sports Ground (Fleet and Church Crookham in Bloom recognition for Azalea Park)
- Allotment update
- Grants process – remind people to apply for local causes/projects
- Update on Highways projects – Sandy Lane/ Wyvern junction, Boundary signs/ Gateways
- Lights out vigil – photos if room
- Article from Gurkha Welfare Trust on what the Gurkhas are doing now.
- Chairman's update (Remind people they are welcome to attend Parish Council meetings)
- MoD land update if available

245/14 Public seating at Bus stop

To receive a request for public seating to be provide at the bus stop on Coxheath Road opposite the Grange Estate.

The clerk was asked to investigate this further and to provide quotes for one or two bus shelters on Coxheath Road. The Parish Council would then consider using the Highways ear marked reserve of £3,000. Local residents would also need to be consulted. The clerk agreed to speak to John Foggo.

Clerk

246/14 To receive correspondence

Letter circulated from resident regarding 20mph speed limits on all local roads

A discussion took place about 20mph speed limits and Cllr Bennison suggested that they are usually only considered appropriate where the roads are self-enforcing i.e. the traffic can generally only travel at that sort of speeds due to speed tables or parked cars. The clerk was asked to discuss the resident's letter with John Foggo at Hart



District Council to establish whether a 20mph scheme in Church Crookham would be viable.

Closed Session – members of the public were asked to leave. Cllr Radley and Cllr. Bennison left the meeting.

247/14 Staff pay

To receive a report on staff reviews and salaries and to consider a proposal to award a salary increase to the deputy clerk for taking on the additional responsibility of the Responsible Finance Officers role.

Cllr Jackson made the following proposal:

It is proposed that the Deputy Clerk and responsible finance officer, Sally du Gay is awarded a 2 point increase from grade 26-28 from 1st Oct 2014 for taking on the additional responsibility of the responsible finance officers role. The deputy clerks pay would increase from £12,131.35 per annum to £12,943 per annum, for 20 hours a week. The full time equivalent salary would be £23,945.

It is proposed that the clerk Jayne Hawkins stays on pay grade 36, to be reviewed in September 2015 in light of the additional responsibilities that might be encountered with the potential increase in staff numbers. All other staff to stay on current grades and salaries.

It was **resolved** to accept the above proposal. **RJ/PL all in favour**

Clerk

Cllr. Jackson reported that all current staff are contracted to the NJC Green book. The latest negotiations between NJC and the unions are considering a 2.2% increase from January 2015, the last increase was 1% in April 2013 previous to that there was no increase for a few years. Staff contracts state that the National Agreement on pay and conditions of service of the National Joint Council for Local Government Services applies to their employment so any pay award agreed by the NJC would also be paid to all staff.

Cllr. Jackson asked for the clerk to record the Parish Councils thanks to all the staff for their hard work.

End of closed session

248/14 To receive a finance report for Community Centre project and approve payments

It was **resolved** to approve the Community Centre finance report and the following payments. **PL/RJ all in favour**

- £23,943 to Mildren Construction.
- £3,600 to Rund
- £3,600 to precept funds to re-imbure for September payment to Rund
- 51,050 transfer from S106 community Centre funds to general reserves to re-imbure the pre-construction costs (planning, tender and vat advice)

Clerk/RFO

249/14 To approve payment of accounts and to review any quotations received

The accounts for September and payments for October were approved by all and signed by the Chairman. **PL/AW all in favour.**

Clerk/RFO



Bank Accounts Summary as at 30th September 2014					
Financial Year ending 31/3/15	Closing balance per August Statement	Income - Credits received at bank in September	Expenditure - Cheques presented in September	Inter account transfers	Closing balance per September statement (cash at bank and in hand)
HSBC Current A/C	£ 41,853.41	£ 95,350.31	£ 10.40	-£ 120,101.16	£ 17,092.16
Unity Bank Current A/c	£ 47,117.22	£ 24.63	£ 31,772.30	£ 41,491.99	£ 56,861.54
HSBC Deposit account	£ 126,075.13	£ 8.16		£ 78,153.52	£ 204,236.81
HSBC S106 Deposit A/c	£ 7,288.28	£ 0.36			£ 7,288.64
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 44.85	£ 111.84	£ 37.12	£ 455.65	£ 575.22
Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
Unity Bank Allotments Deposits A/c	£ 4,500.48	£ 201.10			£ 4,701.58
Barclays Community Centre Current A/c	£ -				£ -
Barclays Community Centre Contribution Deposit A/c	£ 526,121.00				£ 526,121.00
Lloyds Community Centre Contribution Current A/c	£ -				£ -
Lloyds Community Centre Contribution Deposit A/c	£ -				£ -
Lloyds Community Centre Contribution 3 Month Short -Term Deposit A/c	£ 700,000.00				£ 700,000.00
Grand Total	£ 1,591,952.37	£ 95,696.40	£ 31,819.82	-£ 0.00	£ 1,655,828.95

Payments in October 2014:

Payee name	Date	Cheque number	Total amount	VAT	Transaction detail
Employment costs			£ 4,539.40		
Total expenses			£ 165.21	£ 0.42	
HSBC Bank plc	28/10/2014	DD	£ 25.30		Bank chgs 31 08 to 29 09 14
BT	28/10/2014	DD	£ 60.93	£ 10.15	Office phones & broadband
Upper Bridge Enterprises	28/10/2014	SO	£ 38.40	£ 6.40	Website hosting
Royal British Legion	28/10/2014	300420	£ 100.00		Donation for Poppy wreath
Crookham War Memorial Hall	28/10/2014	300422	£ 54.75		Hall hire October 2014
Crowley Civil Engineers	28/10/2014	300423	£ 460.00		Az Park instal bins & paving works
Disconsulting IT Ltd	28/10/2014	300424	£ 12.00	£ 2.00	Online backup Sept 2014
Hampshire Association of Local	28/10/2014	300425	£ 114.00	£ 19.00	Knowledge & Core skills course
Hart District Ass. Parish & To	28/10/2014	300426	£ 65.00		Knowledge & Core skills course
KBO Fire & Security Ltd	28/10/2014	300427	£ 882.00	£ 147.00	4 digital door locks & chains for Allotments
KMC Cleaning Ltd	28/10/2014	300428	£ 350.40	£ 58.40	Pavilion cleaning Sept 2014
RBS Ltd	28/10/2014	300429	£ 204.00	£ 34.00	RFO Omega training courses
Replay Maintenance Ltd	28/10/2014	300430	£ 2,214.00	£ 369.00	Service agreement Year 1 of 5
Simone Surveys Ltd	28/10/2014	300431	£ 240.00	£ 40.00	SLR 23 09 to 21 10 14
Winchfield Landscape Services	28/10/2014	300432	£ 2,062.42	£ 343.74	Grounds maintenance Sept 14
Upper Bridge Enterprises	28/10/2014	300433	£ 120.00	£ 20.00	Changes to website
Comfort Building Services Ltd	28/10/2014	300434	£ 196.60	£ 32.77	Service contract October 2014
Payments in October 2014			£ 11,904.41	£ 1,083.30	

250/14 To receive the Clerks Report for October

The Clerks report was received.

Hightrees – work to improve the informal open space around the play area hasn't started, it should have commenced on Monday 13th October. Ben Connop from TW is chasing the ground workers to find out why and when they now plan to start.

Peter Driver Sports Ground – weeding, planting bulbs and turf laying has been carried out. New notice board should also have been installed by the end of this week.

SANG footpaths – The biodiversity officer at Hart has been out to look at the new paths on the SANG that go through the woodland areas.

Local Government Transparency Code (Oct 2014) - Government believes that all data held and managed by local authorities should be made available to local people it sets out the minimum data that local authorities should be publishing, the frequency it should be published and how it should be published. The code should become



mandatory 7th November 2014. Questions and answers paper circulated to councillors.

Website upgrade – Website – Upper Bridge Enterprises, who host the current PC website are moving all their websites to a new platform – SharePoint, which is similar to Microsoft word in use. The transfer has to be completed by end of 2015, the cost will be £750 to create the template and £450 to move the content of the website, totalling £1200. Running costs will be approx. £250 per annum, (current running costs are £384 per annum including 3 email addresses), the PC may have unlimited number of pages at no extra cost. Deputy clerk to have demo of editing the website next month.

Elvetham Heath's website cost £1900 to create, costs £90 per annum to run + £30 per annum for 2 email addresses. Very easy to edit, additional pages may be added easily at no extra cost and includes an online booking facility for children's parties. Elvetham Heath and Crondalls website have won HALCs website awards in the last 2 years. Clerk would like to get a quote from the website creator to replace the PC website. Suggest budget of £2,500.

Dogs off leads on public open space: Members of the public have complained about dogs chasing them when running at Peter Driver Sports Ground: The dog warden has advised that it is impossible to enforce any dog on lead orders. She will be putting a camera up next week at Peter Driver as dog owners are not picking up along the new fence line. The Dog warden would like a post to be installed at Azalea Park so that a camera can be put up from time to time.

Letter received regarding buses and parked cars Ferndale Road. The clerk has received a letter regarding the parking of cars on Ferndale road which are stopping the bus from getting past. The query was referred to John Foggo at Hart District Council who checked with the bus company. The bus company did not consider it to be a major issue John Foggo has replied to the resident.

Target Walls at end of Athletics track and near to allotments. Houses are now being built next to the target area by the athletics track, the area is flooded, the brick walls are very high. I suggest that the Council considers what this is going to be used for and whether to get a surveyor to look at both target walls to establish how safe they are. They are both on land that will be owned by the Parish Council and will be attractive to children. This will be considered at the next Facilities Committee meeting.

251/14 To receive monthly safety report

The safety report was received and reviewed.

252/14 To receive monthly crime report

The monthly crime report was received and reviewed.

253/14 To receive other reports.

1. Quetta and Humphrey Park - AW
2. Fleet Link (HB) - HB not at meeting
3. FACC (NH) - No meeting
4. HDAPTC (PL) - No update, Pat unable to make meeting
5. Memorial Hall (MB) - No update
6. Allotments (HB) - Update above
7. Community Plan (NH) – No action
8. Alms Houses – (AW) - Unable to make meeting
9. Fleet and Crookham Welfare Trust(GS) - Money donated to foodbank
10. Athletics Club (RJ) – Nothing to report
11. Safe routes to schools (NH) – Nothing to report



254/14 Items for next meeting
- Usual updates, newsletter.

255/14 Date of next meeting: November 24th 2014

There being no further business, the meeting closed at 9.42pm

Signed.....

Date.....