

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 28th February 2011 – 8.00pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), John Bennison (JB), Andrea Ong (AO), Mary Barry (MB), Bill Shambrook (BS), Pat Lowe (PL), Helen Butler (HB), Michael Burford (MJB)

Also: Cllr Jenny Radley – HDC, HCC

Jayne Hawkins - Clerk
1 member of the public

22/11 Apologies for Absence

No apologies

23/11 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 24th January were agreed and then signed as a true reflection of the meeting.

24/11 Declarations of Interest in any item on the agenda

None.

25/11 Chairman's Announcements

The Chairman reminded councillors about up and coming meetings:

- 1/3/11 - Parish Plan meeting in Church Crookham Infants School Hall, 7.30pm
- 2/3/11 - Planning liaison meeting Hart district Council chamber 7pm
- 3/3/11 - P.Driver developer meeting, 7.30pm, Ghurkha Room
- 7/3/11 – QEB Committee Meeting, 7.30pm, Willis Hall
- 8/3/11 – Chairmanship skills, Chineham, NH, AO, HB, JB
- 14/3/11 – Gypsy & Traveller Meeting 12-16.00 Harlington MB
- 14/3/11 – Planning, Sports & Recreation, 7.30pm, Willis Hall
- 18/3/11 – Finance for Councillors, AO, JB, NH, BS 7pm Bishops Waltham. **Date to be confirmed**
- 28/3/11 – Planning, Parish Council Meeting, 7.30pm, Willis Hall

The Chairman thanked everyone for all their hard work and said he appreciated everyone's effort in what has been a very busy time.

26/11 Public Session

Councillor Jenny Radley reported that she was trying to start up regular liaison meetings with the Quetta Park residents association and she would like the Parish to engage as well.

27/11 To discuss matters of crime and disorder

The clerk provided a neighbourhood watch report containing crimes recently reported in Church Crookham.

28/11 To receive an update on the proposal made to Fleet Town Council regarding a contribution towards the maintenance of the cemetery and to decide whether to accept their counter proposal to meet the cost paid for burials by Church Crookham residents throughout the year.

The Chairman reported that Fleet Town Council had rejected the proposal put forward by Church Crookham Parish Council to contribute to 25% of the burial ground maintenance costs if Fleet Town Council decide to increase the cost of burials to Church Crookham residents. Fleet Town Council suggested that Church Crookham Parish Council pay for the additional cost of Church Crookham burials each year. £1225 per burial, £83 per ashes burial

The Chairman reported that it would not be appropriate for the Council to give money that would benefit an individual as contributions should benefit the community..

JB proposed that the Council did not accept the counter offer from Fleet Town Council and that the Council write to them saying that although they will not take this up now they would like to reserve right to reconsider their position to contribute towards the maintenance of the burial ground in future. This was seconded by MB, 7 votes in favour and 1 abstention. Councillor Harris said he would talk to the Chairman of Fleet Parish Council. Clerk
NH

29/11 To decide if the Parish Council want to action a couple of requests from residents for grit bins and apply to Hampshire County Council and to decide if the Parish Council want to provide grit bins at Humphrey Park.

The Chairman reported that there had been 3 new requests for grit bins in the Parish and that these can be submitted to HCC at anytime

- Award Road (near Rounton Road)
- Grange Road (off Cranford Avenue)
- Corner Elizabeth Drive and Rylaw Road
- It was suggested that a duplicate grit bin can be moved from Portland Drive

It was resolved that Councillor Harris would look at all these sites. If the sites were appropriate the clerk will be asked to put forward a request to Hampshire County Council. NH

Provision of a grit bin at Humphrey Park was discussed. **The clerk was asked to write to Joe Lambley Steele at RAF Odiham to check if there is a requirement and whether the RAF would fill a grit bin.** 1 new bin needed. Clerk

Everyone to send Nick list of existing grit bins. All

30/11 To accept the resignation of Councillor Jenni Kenyon and to update the Council on the process for appointing a new Councillor. To decide if the Parish Council should try to fill both the vacant seats through co-option if the public does not request an election.

Jenni Kenyons resignation was accepted. **The Clerk was asked to send a note to Jenni thanking her for her hard work.** Clerk

The Chairman gave an update on the Parish Council vacancies:

- Parish Council has two vacancies 1 through Jenni Kenyons resignation and one from the last election. These are different.
- The post resulting from Jenni's resignation has to be advertised and parishioners are given the opportunity to call an election. Hart would need 10 requests before the 5th March. If not enough requests then the Council can co-opt to fill the seat.
- If the council co-opts it can also try to fill the other vacancy by co-option at the same time. The council can advertise and request people to send in a brief resume by 20th March, and then decide whether to co-opt additional councillors at the next

PC meeting.

- If the council prefers it can call an election which would be done with the other elections in May. Cost to the parish of £1 - £1.20 per qualifying elector. Approx - £6160 - £7392

JB proposed that the Council does its best to co-opt, put an advert in the local paper for 2 vacancies, name the wards and try to co-opt people on to council PL seconded . All in favour
Clerk to advertise if an election is not called.

31/11 To decide where in the community the Parish Council would like to put the Snow Shovels provided by Hampshire County Council.

It was resolved to put 1 snow shovel at Peter Driver and offer the remaining 3 to the Memorial Hall, the Alms Houses and the shops at Northfield Road.

NH to contact Alms Houses, MB to contact Memorial Hall, clerk to ask at Northfield Road Shops. NH,MB
Clerk

32/11 To resolve whether the Parish Council should prepare a questionnaire for local residents on the use of the recreational area at Azalea Gardens and if so to decide how this should be distributed.

A questionnaire was discussed and it was suggested it should cover the following:

- To ask about a car-park
- Moving / extending the play ground
- Other leisure facilities e.g. MUGA

It was resolved that the Parish Plan Committee would be asked to organise a questionnaire to be delivered to people living close to Azalea Gardens and also to be included in the next news letter. Survey to be constructed on Survey Monkey. **Clerk to ask deputy clerk to take to Parish Plan committee for progressing.** Clerk

33/11 To consider a request from a member of the public to put a new rubbish bin by the Wyvern due to an increase in the amount of broken glass and rubbish being dropped at this location.

The Chairman reported that a resident had reported an increase in the amount of rubbish at the corner of Aldershot Road and Gally Hill road and had requested that a litter bin is installed at this site.

It was agreed that Councillor Mary Barry will have a look at this site and report back to Council so a decision can be made at the next meeting. If there is a major problem it was suggested that the Council write to licensing. MB

34/11 To consider proposal from Councillor Barry to instruct a full utility search on Peter Driver and to request a topological survey and Geotechnical survey in order to progress the feasibility study for a skateboard park.

Councillor Barry reported that a full utility search at Peter Driver would be very useful. The position of the five-a-side and utilities on the site will have an impact on the skateboard park.

It was resolved that the clerk would arrange for a utility search to be carried out for the Peter Driver site, and for topological and geotechnical surveys to be done where the Clerk

developer is not covering it. The clerk should also investigate the cost of a utility search at Azalea gardens. MB proposed, BS seconded and all were in favour

- 35/11 To review the insurance quote from Cane and Company and to decide whether to renew with the same company for next year**

Cane and Company cost last year: £2620, this year: 2588.41

The Council have made claims this year for repairing the roof and internal decoration at Peter Driver. The clerk suggested that the Council stay with Cane & Company this year and get new quotes next year.

It was resolved to renew the insurance with Came and Company

Clerk

- 36/11 To consider a new lease for Crookham War Memorial car park. Does the Council have any comments in response to proposals from Hart District Council Highways?**

Hart are recommending that the Council grants a lease to the memorial hall at a nominal rent £1 per annum and the tenant agrees to **contract out** of the 1954 Act protection (e.g. no entitlement to lease renewal at the expiry of the new lease's term). It was suggested that the memorial hall trust may be better paying a reasonable rental and not contracting out of the 1954 Act protection, so they could guarantee a continue right to lease the car park.

Councillor Michael Burford declared an interest as a member of the Memorial hall committee.

Councillor Harris reported that Hart District Council had refused to give the car park to the Parish Council when the Parishes were formed.

It was resolved that the Parish Council should enquire whether Hart district would be interesting in selling the car park to the Parish Council in order to safeguard it as a community asset. **The clerk was asked to write to the district council stating that the Parish Council did not agree with terms of the proposed lease and that they would like assurance that the car park would be maintained as a car park in the longer term.**

Clerk

- 37/11 To decide whether to issue a newsletter before the annual parish meeting on 16th May.** It was resolved to issue a newsletter before the end of April but to investigate the cost of having them delivered. **The Clerk agreed to ask the deputy clerk to prepare a draft newsletter for consideration at the next Parish Council meeting and to investigate mechanisms for distribution.**

Deputy Clerk

- 38/11 To review designs for a Parish Council Logo and to decide whether to adopt one of the designs presented.**

A logo was presented by Pat Lowe. BS proposed that it was accepted, seconded by MJB, and all were in favour.

- 39/11 To decide whether to replace all the signs on Parish land with signs that have the Church Crookham logo and Parish Council contact details on. To decide whether to order engraved badges for Parish Councillors with the new logo on.**

It was decided to continue to plan changes to the signs in Church Crookham, it was agreed that they should be replaced. The clerk was asked to get three quotes.

It was agreed to order new badges for Councillors that would be credit card size, with writing in black on a platinum coloured background with rounded corners.

The Clerk was asked to progress these items.

Clerk

40/11 To decide whether to contribute to the following consultations

- Rushmoor and Hart Passenger Transport Forum – 10th March, 10a.m.
Ask for a volunteer to attend meeting.

It was agreed that NH/HB would attend

NH/HB

41/11 To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate

The Chairman gave an overview of the internal controls that are carried out by the Council. All Councillors had been sent copies of and had reviewed the following documents:

- Financial Regulations - Update with the checking of invoices against the cheques
- Standing orders – Few amendments suggested by NH - MOP to stand removed, electronic signature to be implemented, chairman of planning to get plans.
- Risk Assessment - Ok

It was resolved that if the Clerk made the amendments agreed above then the Parish Council was satisfied that the internal controls that were in place and operated by the council were adequate. This was proposed by JB, seconded by BS and agreed by the majority with 1 abstention

Clerk

42/11 To receive monthly safety report

A brief safety report was presented following a visit to all Parish sites by the Clerk and Deputy Clerk last week.

- Fences: Beacon Hill Road, keep access points, maximum height 1.8 metres. Chainlink. Clerk to get quotes.
- Fence back of Peter Driver Clerk to ask Vertu to fix
- Peter Driver – Clerk reported dangerous items at Skate board park. A discussion took place that this is not Parish land therefore not the Parish Councils responsibility. NH proposed that the safety issues identified were reported to the developer, MJB seconded. Four in favour 2 against, 1 abstention.
- Glass and bottles under the portacabin to be cleared up. Clerk to action
- Get new nets for goal posts. Clerk to action
- Woods, metal post in Chesilton woods to be removed. Clerk to action

Clerk

43/11 To receive reports and recommendations

1. Planning Committee nothing
2. Policy and Finance Committee nothing
3. QEB Committee Meeting next week
4. Quetta and Humphrey Park - looking for new military chairman
5. Fleet Link (Call & Go) - nothing
6. Memorial Hall – nothing next meeting 10th March MJB will mention carpark again.
7. Report on meeting with Daryl Philips 23/2/2011

NH reported that the Parish Council have an extended opportunity to comment (very useful with education and viability report issues) They have an offer to meet with Daryl on regular basis (for QEB committee to own). Daryl made it very clear he is keen to work with and support Parish Council. Suggested meet every three weeks. Clerk to organise meetings with Daryl Philips

Clerk

44/11 Items for next meeting

- Update on dog fouling
- Would like a copy of highways manual editions 1 and 2, would like a reference copy
- Quotes needed for notice boards

45/11 Clerks Report

The clerk reported the following:

- There had been no time this month to progress the SLR report
- A letter had been written to resident at Sian Close regarding a trampoline that had been erected on Parish Council land. It was suggested that a further letter is written saying that the trampoline would be removed if it was not taken down with 2 weeks.
- There was no update from the dog warden regarding a possible prosecution as the dog warden has off sick
- Highways were looking into putting a larger sign on a pole outside Tesco Express, they had looked at moving the crossing but could not identify a suitable alternative site.
- It was reported that some future meetings would fall on bank holidays the clerk was asked to move these to a Tuesday evening. **Clerk**
- The Clerk reported that she had received a letter of thanks for a donation to the memorial hall for outside lighting. A letter had been sent to the football teams playing at Peter Driver requesting that they pick up their plastic bottles after matches

46/11 Payment of Accounts

The February payments were presented for review they were accepted and signed by chairman.

HB was asked to check how much use is being made of Fleet Link Street cleaner needed down Aldershot Road from Haig lane to Redfields It was agreed that bags could be purchased for the recycling bin.

**HB
Clerk**

47/11 Date of next meeting

28th March 2011

There being no further business, the meeting closed at 10.35 pm

Signed.....

Date.....