

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 28<sup>th</sup> April 2014 – 8.00 pm

**Place:** Willis Hall, Church Crookham

**Present:**

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

Also: Jayne Hawkins (Clerk)

There were no members of the public present.

**82/14 Apologies for Absence**

There were no apologies.

**83/14 Approval of the minutes**

Minutes of the Full Council Meetings on 24<sup>th</sup> March 2014 were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 24/3/14, 14/4/14

Policy and Finance Committee – 14/4/14

Crookham Park Committee – 22/4/2014

**84/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**85/14 Declaration of interest relating to items on the agenda**

Cllr Jackson, Cllr Chatfield and Cllr Burford declared an interest in item 100/14 and 101/14 relating to the allotments update as they are all on the waiting list for an allotment plot.

**86/14 To receive Chairman's announcements**

The Chairman made the following announcements:

- Fleet and Church Crookham Society are having their AGM on 28<sup>th</sup> May in the Memorial Hall and Mark Ludlow from the MoD will be talking about the army training grounds. The Parish Council are holding a public meeting on the 5<sup>th</sup> June also in the Memorial Hall.
- A member of the public has sent in some comments and has requested that his comments are put to Colonel Ludlow at the meeting on the 5<sup>th</sup> June
- A volunteer has tidied up the border alongside the car park at Peter Driver Sports Ground and has requested that a permanent bin is installed to aid litter collection.
- Chairman has received an invitation to 1<sup>st</sup> World War Centenary Service on 22<sup>nd</sup> June at 3.30pm at Winchester Cathedral. The Chair can take one guest. Clerk must reply with names.
- RBL have sent notification of a request for a road closure for the Crookham Parish Service of Remembrance on 9<sup>th</sup> November 2014. Any comments to be addressed to HDC.



87/14

**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).**

There were no members of the public present.

88/14

**Year-end reports**

To receive and approve year-end financial reports for Church Crookham Parish Council to include P35 annual payroll form and annual pension form.

**Summary**

**Income:** £224,342 £20,766 over budget.

Additional income due mainly to increased football bookings and increase in hire fees in Sept 2013. S106 Azalea Park footpath grant

**Expenditure:** £191,843 £8,533 over budget

Many expenditure items lower than budgeted but overall expenditure higher due to an accrual for £20K for the Community Centre tender application.

Annual Precept:	£175,496
Other income:	£48,846
<b>Total income:</b>	<b>£224,342</b>
Employment costs:	£50,541
Administration costs:	£19,452
Peter Driver premises	£10,180
Grounds Maintenance	£32,457
Supplies and Services	£1,162
Community Support	£17,672
Project costs	£60,380
Planning EMR	£12,850
<b>Total expenditure</b>	<b>£204,693</b>
Earmarked Reserves	£255,144
General reserves	£68,489
<b>Total Reserves</b>	<b>£323,633</b>

**Reserves:**

4K added to play equipment replacement, 3K added to 3G surface replacement and 5K added to Green Energy at year end from General Reserves.

The Balance Sheet and I&E reports were handed out.

The Parish Council **resolved** to approve the year end reports (balance sheet, income and expenditure account, working detail for reserves reconciliation, Payroll and Pensions forms) these will be signed by Cllr. Lowe(chairman) and Sally du Gay (RFO)

It was **resolved** to give the RFO authority to complete the annual audit return based on these figures. All variances have to be explained, the audit form will have to be approved at the AGM on 29<sup>th</sup> May after the internal Audit on the 15<sup>th</sup> May.

Deputy Clerk



89/14

**Reserves**

To decide whether to accept the recommendations of the Finance and Policy Committee with regard to earmarked reserves for **2014 2015** and to create EMRs agreed in the 2014 2015 budget.

**Proposed earmarked reserves:**

Community Youth Projects (skate park) - 40K plus 10K = £50K  
Peter Driver Improvements – 25.36K  
Community Centre Green energy Projects - 10K plus £15K = £25K  
Community Centre running costs - 10K plus 10K = £20K  
Playground replacement - 8K plus 6K = £14K  
3G surface replacement - 6K plus £3K = £9K  
Planning Community Centre – 4.150K release to general reserves  
Highways Small Projects – 3K  
Community Centre Tender Process – 14K  
S106 - Sandy Lane Car Park – 20.22K  
S106 Allotment SANG Car Park - 128.9K  
S106 interest – 2.518K

If the above were agreed general reserves would be £55,639.48K

It was agreed to approve the above ear marked reserves.

Clerk

90/14

**To receive a Treasury and Investment policy and to decide whether to accept the recommendation from the Policy and Finance Committee to approve it.**

Document circulated

It was agreed to approve the Treasury and Investment policy

91/14

**To receive revised Terms of Reference for the Crookham Park Committee and the Sports and Recreation Committee and to decide whether to accept the recommendation from the Policy and Finance Committee to approve them.**

Documents circulated.

It was decided to approve the terms of reference

92/14

**To receive a revised expenses policy and to decide whether to accept the recommendation from the Policy and Finance Committee to approve it.**

It was decided to approve the expenses policy

93/14

**To receive a proposal from the Policy and Finance Committee to write off football invoice debts of £312.**

It was decided to write of the debts of £312.

94/14

**To receive correspondence on the Farnborough Airspace change proposal  
Letter received from resident in Well highlighting issues with the proposed airspace changes**

Letter Circulated – the Clerk was asked to thank the resident for their letter and advise that the Parish Council had taken note.

Clerk

95/14

**To consider a suggestion that Church Crookham Parish Council should request a share of the airport mitigation fees that are paid to Rushmoor Borough Council.**

It was decided to ask the Clerk to draft a letter to TAG and Rushmoor Borough Council to ask clarification on the airport mitigation fees and to request that a reasonable proportional is awarded to Church Crookham Parish Council as Church Crookham is directly under the flight path of 80% of take-offs and 20% of landings.

Clerk



96/14

**Farnborough Airspace Change Proposal – final response**

**To receive a final response to the Farnborough Airport Consultation on the Airspace Change Proposal and to decide whether to approve it and send to TAG.**

NH circulated a draft response. Deadline for comments extended to 10:00 a.m. on Monday 12 May 2014.

It was **resolved** to accept the draft response with the following amendments:

- Councillors and residents have expressed their disappointment and frustration that responses were lost due to computer problems. The Parish Council would like more information on how this happened and why the data could not be restored from back-ups.

The Clerk was asked to submit the response.

Clerk

97/14

**Aviation Environment Federation membership**

**To decide whether to subscribe to Aviation Environment Federation (AEF) membership for £50 per annum.**

It was resolved that if the parish representative for FACC considers that membership would be useful then the Parish Council will subscribe when it is required.

98/14

**Grant Application**

**To receive a grant application from Church Crookham Players for £850 towards the cost wind-up theatrical lighting stands for use in churches and hall without facilities.**

Councillor Burford declared an interest.

Grant request circulated

It was resolved to give a grant of £850 to Church Crookham Players. 6 in favour, 2 abstentions. The Clerk will inform the RFO and Church Crookham Players

Clerk

99/14

**Grant Application**

**To receive a grant application from Aldershot Town FC Community Trust for £2505 towards the cost of running Junior healthy lifestyle activities on the five a side pitch at Peter Driver, this covers the cost of pitch hire**

It was resolved that the Community Trust would be given up to £2505 worth of free use of the five a side pitch at Peter Driver playing fields. 5 in favour, 2 abstentions. Clerk to inform RFO and the Community Trust.

Clerk

100/14 **Allotments**

**To receive an update on the allotments and to decide whether to approve the allotments tenancy agreement and the rules and regulations for the allotments.**

The Chairman gave the following update:

- Letters sent to people on the allotment waiting list inviting them to an allotment meeting on the 10<sup>th</sup> May. The following councillors said they would be available to assist: GC, GS, NH, HB, JR.
- Taylor Wimpey had informed the Parish Council that the utilities may be delayed so an option suggested by Taylor Wimpey is that the allotments could be opened with water supplied by bowsers and no electricity. The CCTV camera would not be able to function. The general opinion of Councillors was that it would be better to wait until all the facilities can be handed over before the allotments were accepted and rented to tenants.
- Fencing is likely to be 2.4m high chain link with rabbit fencing and a digital lock.
- Water to be supplied using horse troughs and ball-cock valves.
- Initial contamination testing results have been approved by environmental health.

It was decided to approve the tenancy agreement and rules and regs with the following amendments:

- Height restriction increased to 1.5m



- Remove the condition referring to no bankrupts.
- A couple of formatting issues will also be addressed.

**101/14 To approve an agenda and information to be provided at the Allotment meeting to be held on 10<sup>th</sup> May.**

Document circulated. It was decided to accept the agenda with the removal of the reference to plot swaps.

**102/14 To receive an update on the Athletics area at Crookham Park following a meeting with the Athletics club.**

The Chairman gave the following update:

- Meeting update 23<sup>rd</sup> April – minutes circulated, site visit to be organised. 4pm Tuesday to Thursday.
- Archaeology update
- Some concern was expressed that fencing off such a large area of green space would make it unappealing. Water and electricity supply must be planned and managed.

**103/14 Community Centre**

**To receive an update on the Community Centre project and to make a decide which company to use to implement the option to tax on the community centre land**

- Clerk has requested quotes from DCK Beavers and Menzies for implementing the option to tax. Email sent out.
- Energy costs have for Community Centre has been estimated at £3,573 per annum.
- Clerk will apply to Rushmore for a grant from the Environment fund towards the cost of solar panels and higher quality windows for sound proofing, awaiting quotes from electrical engineer.
- RICS All in tender index update. The BCIS Index is now 223 for November 2011 and 243 for April 2014 giving a price rise of 8.97%. If extended to August then the increase is 10.31%. The Community Centre Contribution would be an additional £97.9K now or £113.4K by August 2014 giving a total contribution of £1.19million - £1.21million.
- £126,146 would also be made available at the same time from the additional 100 houses that have been granted permission following the appeal

Cllr Jackson proposed that the Council employ Menzies to implement the option to tax on the community centre land to include the car park and the nursery play area. This was seconded by Cllr. Chatfield and agreed by all. Clerk to inform Menzies and to establish what information will be required.

Clerk

**104/14 Community Litter Pick at Quetta Park**

**To receive a proposal that the Parish Council provide support to a community litter pick at Quetta Park by providing refreshments (water, pizzas).**

It was reported that Hart District Council with Veolia had agreed to co-ordinate a litter pick at Quetta Park on one Saturday in June (date still to be confirmed). Councillors were generally happy to participate and support the event. It was agreed that the Clerk should send Cllr Radley a grant application form so that they could request help with funding for refreshments.

Clerk

**105/14 Training**

**To agree training courses as recommended by the Policy and Finance Committee.**

A number of courses for clerks and Councillors were discussed and agreed.

- The Knowledge and Core Skills - £130.00 two booked
- An introduction to Appraisals - £60 booked
- Chairman skills – £30 booked



- Basic Planning for Parish Councils 11<sup>th</sup> Sept Winchester £30
  - The Planning Framework 18<sup>th</sup> Nov, Winchester £30
  - Allotment Course Cl 5<sup>th</sup> June Bucks £125
  - Understanding how to Market and Promote Assets £145
- Total cost £785
- Budget Clerks training: £690, Councillor training: £750

The Clerk also agreed to investigate sharing training with other parishes and organising a local course.

Clerk

**106/14 Consultations**

**To agree a response to the following consultations**

- **Local bus service consultation responses by end May**

A draft response was circulated. It was **resolved** to submit the response. All in favour.  
The Clerk will submit the response.

Clerk

**107/14 To approve payment of accounts and to review any quotations received**

The accounts for March and payments for April were approved by all and signed by the Chairman. PL/GC all in favour.

Church Crookham Parish Bank Accounts Summary as at 31st March 2014					
Financial Year ending 31/3/15	Closing balance per Feb Statement	Income - Credits received at bank in March	Expenditure - Cheques presented in March	Inter account transfers	Closing balance per March Statement (cash at bank and in hand)
HSBC Current A/C	£ 2,287.79	£ 4,214.70	£ 16.66	£ -	£ 6,485.83
Unity Bank Current A/c	£ 28,834.98	£ 341.39	£ 18,002.39	£ 17,571.92	£ 28,745.90
HSBC Deposit account	£ 175,093.82	£ 15.28		£ 9,721.92	£ 165,387.18
Unity Bank Deposit A/c	£ 7,857.40	£ 8.65		£ 7,850.00	£ 16.05
HSBC S106 Deposit A/c	£ 9,154.83	£ 0.73		£ 3,551.64	£ 12,707.20
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 418.55		£ 148.81		£ 269.74
Santander 12 month Business bond	£ 140,000.00	£ 2,503.64	£ -	£ 3,551.64	£ 138,952.00
<b>Grand Total</b>	<b>£ 363,647.37</b>	<b>£ 7,084.39</b>	<b>£ 18,167.86</b>	<b>£ -</b>	<b>£ 352,563.90</b>

Approval for payments in April 2014	Invoice Number	Cheque Number	£
Employment costs			£ 4,451.25
Expenses			£ 61.85
Hart DC - registration fee for building regs for community Centre planning application	PAID	300285	£ 50.00
Area Distribution - distribution of newsletter	1013	300293	£ 268.00
C&S Banners Ltd - banner for Annual Parish Meeting	11137	300294	£ 27.60
Comfort Building Services Ltd - service contract re pavilion at Peter Driver Sports Ground	36609	300295	£ 196.60
Crookham War Memorial Hall - hall hire during April 2014	2403	300296	£ 99.50
Disconsulting IT Ltd - online backup March 2014	5937	300297	£ 12.00
Hampshire Association of Local Councils (HALC) - annual affiliation fees and National Association of Local Councils (NALC) levy	11219	300298	£ 1,058.00
Hart DC - rates for Peter Driver Sports Ground		300299	£ 741.83
Hart DC - street cleaning & bin emptying April to Sept 2014	4000001362	300300	£ 3,090.00
KMC Cleaning Ltd - pavilion cleaning & litter pick at Peter Driver Sports Ground	1001	300301	£ 350.40
Lee Brothers - new goal nets for five-a-side pitch		300302	£ 122.40
Npower - electricity at Peter Driver Sports Ground 01 Jan to 31 Mar 2014	LGUPBLNX	300303	£ 574.50
Printerland.co.uk - ink cartridges for office printer	890582	300304	£ 187.20
RBS Software Solutions - accounts year-end	23690	300305	£ 590.88
Simone Surveys Ltd - traffic calming SLR unit on Gally Hill Road 11 Mar to 8 Apr 2014	5270	300306	£ 432.00
Simone Surveys Ltd - 2 batteries for SLR unit. Agreed Full Council Feb 2014 minute ref: 47/14			
Vita Play Ltd - final 50% instalment of Rhino mulch at Azalea Park playground	727	300307	£ 3,466.02
Rund Partnership - professional services in connection with the pre-tender services associated with the community centre.	31/0029	300308	£ 14,400.00
Winchfield Landscape Services Ltd - grounds maintenance contract March 2014	1062	300309	£ 1,068.93
Upper Bridge Enterprises - hosting of Parish council website and emails	2666	STANDING ORDER	£ 38.40
BT - office telephone and broadband line April 2014	M033 84	DIRECT DEBIT	£ 55.64
HSBC Bank plc - monthly service charge		DIRECT DEBIT	£ 14.82
Unity Bank plc - stopped cheque charge, see below		DIRECT DEBIT	£ 5.00
ALTO Mastercard top up - prepaid card		DIRECT DEBIT	£ 230.26
<b>Total payments for April</b>			<b>£ 31,593.08</b>
			<b>£ 31,593.08</b>

Cheque number 300272 for £437.40 payable to Hart DC was hand delivered to Hart DC offices but has since been lost, the cheque has been stopped, at a charge of £5 and a new cheque written: cheque number 300310



**108/14 To receive the Clerks Report for April**

The Clerks report was received.

The Clerk was asked to send a reminder letter to the schools following up on the walk to school routes letter.

**Clerk**

**109/14 To receive monthly safety report**

The safety report was received and reviewed.

**110/14 To receive monthly crime report**

The monthly crime report was received and reviewed.

The clerk was asked to invite Caroline Webster and Clayton French to attend a Parish Council meeting.

**Clerk**

**111/14 To receive other reports.**

1. Quetta and Humphrey Park(JR) - Still chasing for a community litter pick
2. Fleet Link (HB) - no update
3. FACC (PL) - notes from FACC meeting have been circulated
4. HDAPTC (PL) - PL gave an update on the HDAPTC meeting
5. Memorial Hall (MB) - fly tipping issue has improved.
6. Allotments (HB) - Covered above
7. Community Plan (NH) – no update
8. Alms Houses – (NH) - no update
9. Fleet and Crookham Welfare Trust(GS) - GS gave a brief update on last meeting of Welfare Trust.

**112/14 Items for next meeting**

- Community Centre update on tenders
- New Councillors, acceptance of office
- Update on SANGS

**113/14 Date of next meeting:** May 28th 2014

The Chairman thanked Cllr. Radley for her hard work and contribution to the Parish Council.

**There being no further business, the meeting closed at 10.04 pm**

Signed.....

Date.....