



## Annual General Meeting Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday May 25th 2012 – 8.26pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB) (Vice Chairman), Pat Lowe (PL), Mel Williams (MW), John Bennison (JB), Kate Grant (KG), Bill Shambrook (BS), Andrea Ong (AO), Michael Burford (MB)

Also: Jayne Hawkins (Clerk)  
Councillor Jenny Radley (JR) HCC  
There were 3 members of the public

**104/12 Appointment of Chairman and chairman's declaration of acceptance of office and the model code of conduct.**

Cllr. Bennison proposed Cllr. Nick Harris as Chairman this was seconded by Cllr. Shambrook and agreed by all. Cllr. Harris accepted the role of Chairman and the model code of conduct.

**105/12 Appointment of Vice- Chairman and vice-chairman's declaration of acceptance of office and the model code of conduct.**

Cllr. Harris proposed Cllr. Williams as Vice-Chairman this was seconded by Cllr. Shambrook and agreed by all. Cllr. Mel Williams accepted the role of Vice Chairman and the model code of conduct.

Councillor Harris thanked Councillor Butler for all her hard work in the previous 2 years in the role of vice-chairman.

**106/12 Apologies for Absence**

There were no apologies.

**107/12 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**108/12 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 23<sup>rd</sup> April 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 – 23.04.2012, 08.05.2012  
Crookham Park - 08.05.2012

Councillor thanked Councillor Bennison for all his hard work on the Planning Committee during the past two years. Councillor Bennison will be standing down from the Parish Council Planning Committee.



109/12

**Chairman's Announcements**

- Fleet and Church Crookham Civic Society are arranging stalls with local information to be on display in Fleet on Saturday 23<sup>rd</sup> June. The PC has offered to man a stand. NH requested that Cllrs try to make themselves available for a few hours.
- New Councillors. There are a number of residents interested in the remaining vacancy; a vote on co-option will take place at the next at the next Parish Council meeting in June.
- The Chairman suggested setting up a Parking lot (a waiting list of projects, agenda items that are on hold) until a Councillor wishes to investigate or progress the item.
- The Chairman reported that the Deputy Clerk is on leave from 4<sup>th</sup> June to 15<sup>th</sup> June and the Clerk is on leave from 9<sup>th</sup> July to 20<sup>th</sup> July and from 13<sup>th</sup> August to 17<sup>th</sup> August NH suggested that the Deputy Clerk is paid overtime as required to cover the extra meetings.

Someone is required to act as a main project contact for the Play Park project. NH suggested that 2 Councillors plus the Clerk are given delegated powers to make decisions and to authorise additional expenditure up to £2500 if required. This will need to be discussed and approved at the next Sports and Recreation meeting.

110/12

**Public Session**

Jenny Radley thanked Councillors for attending the Redfields Lane/A287 meeting with Highways and suggested that she gave an overview at the next Parish Council meeting on 25<sup>th</sup> June.

111/12

**To agree timing and number of Parish Council meetings**

The Chairman proposed that the Council hold monthly meetings on the 4<sup>th</sup> Monday of the month but aim not to have meetings in August or December. Emergency meetings will be called if necessary. Any meeting which falls on a Bank Holiday will be moved to the following working day. This was seconded by John Bennison and agreed by all. The Clerk agreed to update website.

112/12

**To agree which committees should be formed and how regularly they should meet**

The Chairman thanked all the Chairs and Deputy Chairs of all the committees for their hard work in the last year.

It was agreed to keep the Planning, Sports and Recreation and Finance and Policy Committees but to discontinue the Crookham Park Committee and cover the leisure responsibilities from Crookham Park under the Sports and Recreation Committee and to set up a new working party for the community centre

- Sports and Recreation – monthly on 2<sup>nd</sup> Monday month
- Planning – as required but generally 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month
- Policy and Finance – quarterly on 3<sup>rd</sup> Monday month
- Community Centre working Party – monthly 1<sup>st</sup> Monday of month - and would report every month directly to the full Council meeting.

It is noted that the Clerk recommended that a Community Centre Committee rather than a Community Centre working party was set up.

The Clerk was asked to circulate an updated meeting schedule.

Clerk

113/12

**To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council**

It was agreed that the following committees would remain in place and the Councillors appointed to each committee or outside body would be as follows: (Councillors in bold had expressed a willingness to chair those committees)

- Policy and Finance – **AO**, BS, JB, NH, MJB, MW
- Sports and Recreation – **MW**, HB, AO, NH, PL, BS, JB
- Planning – **MJB**, KG, BS, NH, HB, PL, GB, MW
- Community Centre Working Party - **KG**, JB, MJB, HB, NH, BS
- Joint consultative committee Transport - MJB, KG
- Joint consultative committee Policing - BS
- Joint consultative committee Schools - MW, HB



- HDAPTC - NH, HB, MW
- FACC - JB, AO
- Ramblers Association - JB
- Allotments - PL
- Memorial Hall – MJB (BS)
- Alms Houses – NH (MW)
- Friends of Azalea Gardens Group - KG, HB
- Community Plan - NH,HB,KG
- Transport Contributions Steering Committee – KG, MJB
- Fleet Link – HB

The Clerk was asked to send a letter to Councillor Brand Richey from Ewshot Parish Council thanking him for his support on the Crookham Park Committee and asking if he would like to receive the agenda for the Sports and Recreation Committee in future.

**114/12 To review and agree subscriptions and memberships of other bodies for 2011/2012**

It was agreed to continue with the following subscriptions.

- SLCC (both clerks) – £330
- HALC - £938
- CPRE - £36
- HAPF -£40
- Navigus planning - £50
- Get Mapping - £90

**115/12 To remind Councillors to update their register of interests for the coming year if appropriate.**

The Chairman reminded Councillors that it is their responsibility to update their register of interests if there are any changes from last year. The Clerk was asked to send all Councillors a copy of the interests form and to look at putting interest forms on the parish website.

Clerk

**116/12 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

The Parish Council agreed to continue with the following contributions as agreed and included in the budget for 2012/2013

- Fleet Link - £4850
- Basingstoke Canal - £6750
- Phoenix Youth Centre – £2000

**117/12 To review the risk assessment for the Diamond Jubilee Big Lunch at Tweseldown and to receive an update on the event including a review of the expenditure to date.**

A draft risk assessment for the Diamond Jubilee was tabled. The risk assessment was agreed and accepted by all.

Councillor Williams gave a brief update on the Diamond Jubilee plans.

The Clerk circulated a spreadsheet covering all of the Jubilee project costs to date.

**118/12 To receive comments from internal auditor and to approve accounts and sign audit form**

The Chairman reported that the year-end reports had been circulated via email and reviewed at the previous Parish Council meeting. Councillor Ong had checked the P35 form for annual payroll and the Clerk confirmed that a P11d would be completed for expenses.

A final paper copy of the Annual Audit return had been completed by the Clerk and the internal auditor. A copy of the Annual return and the internal audit report had been circulated.

Councillor Ong and Councillor Harris had examined the accounts and reviewed the internal auditors report. The accounts were approved by all. The Chairman and the Clerk signed the audit



form.

It was resolved to carry out the recommendation made by the internal auditor:

1. Parish Clerk to create a simple schedule showing for each employee the hours, rate of pay, the monthly payment approved by the Council and the related minute reference number. This schedule should be updated on each occasion that changes are authorised by the Council.

Clerk

**119/12 To consider a request from the Audit Commission to appoint BDO LLP as the Parish Council's auditor from September 2012 for 5 years.**

No Councillors knew anyone that worked for BDO LLP, Councillor Bennison queried the need to agree to a 5 year appointment. It was agreed that the Audit Commission could appoint them as the Parish Council's auditor for 5 years from September 2012. This was proposed by Councillor Harris, seconded by Councillor William, 8 in favour and 1 abstention.

**120/12 To decide whether to accept a request from Fleet Town Council to work with them to distribute a joint consultation document on local health care provision.**

The Chairman explained that Fleet Town Council had issued a trial local health provision questionnaire at their annual meeting; they would now like to develop the questionnaire and distribute it to all residents to collect data on how residents feel about local health care provision. They would like Church Crookham PC to join in.

It was decided that Councillor Butler would act as a contact for Fleet Town Council on this initiative.

**121/12 To receive a proposal to install a temporary skate park at Peter Driver behind the new five a side for the Summer holidays.**

The Chairman explained that Councillor Grant was trying to negotiate with a company to provide a temporary skate park at Peter Driver for the summer holidays. She would like approval to proceed with negotiations and see if she can arrange a suitable deal.

It was decided that a Cllr Grant should continue to investigate the feasibility of a temporary skate park being installed at Peter Driver for the summer holidays. An indicative budget of £500 was suggested. There were 8 in favour and 1 abstention. The Clerk was asked to check whether planning permission would be required and to check whether there was still an old skate board system in storage within Hart. It was suggested that Councillor Grant contacts Mary Barry for details of skate park companies.

KG  
Clerk

**122/12 To receive an update on the Peter Driver project to provide a new 3G five a side pitch and a car park. To agree the following expenditure.**

- Provision of additional lighting that could be used for training – 2.1K
- Extension of the new car park on to Parish Council owned land to provide 3 additional parking spaces. £2K
- Extension of boundary fence between The Tweseldown Public house and the new car park £1.2K

The expenditure was approved, the Chairman said that any proposals for any future additional spend that was not already in the budget must be accompanied by suggestions on where the money should come from. This was proposed by Councillor Harris, seconded by Councillor Bennison and agreed by all.

**123/12 To decide whether to accept the following proposal which identifies budgets where funds can be vired from to cover additional expenditure items that have arisen since the budget was agreed in December 2011.**

A report had been circulated and tabled. Councillor Ong proposed that the following virements and budgets were used to fund additional expenditure items at Peter Driver this was seconded by Councillor Bennison and agreed by all.



To fund 2 additional flood lights (£2.1k), maintenance equipment for five a side (£3.5K), new fence at Peter Driver (£2.35K)

- vire £5k from 4310 (Grass mounds and benches) to Open Space Management 4162
- vire £2.5K from 4311 (Jubilee) to Open Space Management 4162

To fund 3 additional car parking spaces (£2K), security gates (£0.56K)

- To be funded from Peter Driver General maintenance 4107

To fund regular and 1/4rly maintenance of new five a side (£3K)

- Vire £2.5K from defences at Azalea Park 4313 to five a side maintenance 4152

To fund removal of long jump pitch, levelling of ground, reseeding of grass, repositioning of pitch (£2,364)

- To be funded from sport pitch levelling reserve (£5K)

The clerk agreed to update the budget and assign costs to the agreed codes.

Clerk

124/12

**To approve payment of accounts and to review any quotations received.**

The finance report was approved. This was proposed by Councillor Harris, seconded by Councillor Bennison and agreed by all.

<b>Church Crookham Parish Bank Accounts Summary as at 31st May 2012</b>				
<b>Financial Year ending 31/3/13</b>	<b>Petty Cash</b>	<b>HSBC Current A/C</b>	<b>HSBC Deposit</b>	<b>Grand Total</b>
<b>Closing balance per Apr Statement</b>		<b>£ 97,736.52</b>	<b>£ 140,155.66</b>	£ 237,892.18
<b>Income</b> - Credits received at bank in May		£ 28,923.10		£ 28,923.10
<b>Expenditure</b> - Cheques presented in May		£100,829.99	£ 25,000.00	£ 125,829.99
Petty Cash at hand	£ -	0	£ -	£ -
<b>Closing balance per May Statement (cash at bank and in hand)</b>	<b>£ -</b>	<b>£ 25,829.63</b>	<b>£ 115,155.66</b>	<b>£ 140,985.29</b>
<b>Approval for payments due in June:</b>		invoice no:	cheque no:	
CBS - monthly service contract		33534	100502	£ 196.60
Crookham Memorial Hall - June hall hire		1826	100503	£ 51.00
Winchfield Landscapes		884	100504	£ 859.20
Brandon Hire - portaloos Big Lunch		85102176	100506	£ 156.00
Hart DC - dog warden 2011/12		HD0005931	100507	£ 1,440.00
Macallan Penfold - car park layout		A2212	100508	£ 102.00
Vero Screening - CRB checks Big Lunch		C03991	100509	£ 54.00
HALC - deputy clerk planning course		10092	100510	£ 36.00
Primavera Cleaning - June 2012		1825	100511	£ 360.00
Simone Surveys - SID May - June, installation of 3 traffic counters for 7 days in May		4635 + 4637	100512	£ 780.00
Upper Bridge Enterprises - web hosting			SO	£ 34.80
HSBC bank charges to 31.03.2012 to 29.04.2012			DD	£ 33.26
BT - office phones & broadband			DD	£ 84.37
Employment costs				£ 3,612.65
Total expenses				£ 206.83
Winchfield Landscapes - levelling at Peter Driver		889	100520	£ 2,220.00
C & S Banners - Bigger Lunch banners		CSL10414	100521	£ 126.00
Shooting Stars Circus Skills		3748	100522	£ 360.00
Lotus Landscapes Ltd - tree survey		120189	100523	£ 507.00
C&S Banners Ltd - Big Lunch		CSL10334	100524	£ 286.80
<b>Total Payments for June</b>				<b>£ 11,506.51</b>
				£ 11,506.51



**To receive Clerks report**

1. **Update from Crookham Park Project Manager:**
  - Sandy Lane roundabout is progressing well and should be complete mid to late June
  - The Naishes Lane works are slow due to the proximity of the gas and fuel pipelines but once the West side is done the East side should move a lot quicker.
  - A contractor will be appointed soon to start work on the SANG land. This is a little later than expected.
  - An archaeological investigation was carried out a few weeks ago on areas of the site. Saxon, Iron Age and Neolithic archaeology was found but nothing of any consequence however Church Crookham does have a very distant past.
  - Last week a German WW2 500 pound bomb was found on site. It had been defused but buried by the MOD and although it looked safe precautions had to be taken. A lot of small arms ammunition and two grenades have also been found when the buildings were searched by the munitions company. The construction teams will continue to take precautions.
  - The Sandy Lane show area is now open.
  - The Sandy Lane car park will be started in mid-June once the Sandy Lane roundabout has been completed; it should only be a couple weeks work.
2. **Azalea Park:** The final report from TLC has been approved by the Environmental Health team at Hart. Winchfield Landscapes has done a first cut on the grass in the playground and will also roll the site to try and level it out in preparation for the grass matting. We have received a method statement from Miracle for the works. The latest timeline shows a start date on site of 25<sup>th</sup> June with a sign off of the project on 17<sup>th</sup> August. They hope to complete it sooner.
3. **Map board at Azalea Park** – As part of the grant for the new footpath through the woods at Azalea Park the Council needs to install a map board. HCC have sent an example of a design which the Clerk will take to the next Sports and Recreation Committee meeting.
4. **Peter Driver five a side**

**Car Park:** Kerbs in, stone base down, manhole levels adjusted, interceptor installed  
**Drain:** Connection made, and old drain run isolated  
**MUGA:** Drain collapsed and filled, rough grading carried out, the base stone and kerbing has been laid. Base stone in but not blinded before carpet laying, fencing will be started this week on Wednesday, floodlighting not started.  
Tom Betts from Surfacing Standards has made two visits to the site.
5. **War Memorial** – the broken bollards have been replaced at the War Memorial on Gally Hill Road.
6. **Fence at Peter Driver:** The new fence that was put up between the Tweseldown Public House and the pavilion has now been extended along the edge of the new car park down to the Bourley Road.
7. **Gurkha Path:** a resident has contacted the Parish Council, the District Council and Jenny Radley to enquire about the future use of the Gurkha path by horses. Councillor Bennison provided an update on the alternative path. The resident has raised a number of queries with the proposed new route. She has stated that riding on Ewshot Lane is dangerous and the proposed route between Naishes Lane and Tadpole Lane along the south westerly field boundary is very marshy. The lady is now arranging a questionnaire to be completed by horse riders using the Gurkha path.
8. **CCTV:** Environmental Health at Hart has purchased a mobile CCTV camera that sends back video and pictures to a laptop in the office via a mobile phone. It will be used to



monitor dog fouling and noisy behaviour in the Parks. They should be putting it up in one of the Fleet parks first and then Azalea Park is second on their list.

**9 Dog Warden:** The dog warden has a new van and a new assistant and they will be continuing to monitor our open spaces.

**10 Parish Plan:** A draft questionnaire will be issued to a sample group during June to include Parish Councillors and District Councillors and the Fleet and Church Crookham Society.

**126/12 To receive monthly safety report**

The monthly safety report was received and reviewed.

**127/12 To receive the monthly crime report**

The monthly crime report was received and reviewed.

**128/12 To receive reports and recommendations**

To receive reports and recommendations

1. Quetta and Humphrey Park - a meeting of the civilian residents has been organised
2. Fleet Link (HB) – nothing to report
3. FACC (JB) – next meeting 7<sup>th</sup> June
4. HDAPTC (NH) - Minutes to be circulated, next meeting 10<sup>th</sup> July
5. Memorial Hall (MB) – nothing to report
6. Alms Houses (NH) – nothing to report
7. Allotments (PL) – nothing to report
8. Jubilee Project (MW) – Update above.
9. Friends of Azalea Gardens (AO) – nothing to report
10. Report on Community Plan – see clerks report

**129/12 Items for next meeting.**

Councillors to send agenda items to the clerk before the 18<sup>th</sup> June

- Redfields Lane Junction funding
- Parish Councillor applications received before 15<sup>th</sup> June to be considered.

**130/12 Date of next meeting**

The next meeting will be on 25<sup>th</sup> June.

**There being no further business, the meeting closed at 10.20pm**

Signed.....

Date.....