

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

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

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Richard Jackson (RJ), Gill Chatfield (GC), Annette Whibley (AW), Colin Chettle (CC),

Also: Jayne Hawkins (Clerk)  
Sally du Gay (Deputy Clerk)  
Cllr. John Bennison (HDC, HCC)  
Cllr. Chris Axaam (HDC)

**174/14 Apologies for Absence**

There were apologies from Councillors Scott, Harris, Buford and Newbigin who were all on holiday and also from District Councillor Jenny Radley.

**175/14 Approval of the minutes**

Minutes of the Full Council Meetings on 23<sup>rd</sup> June 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 - 23/06/14, 14/07/14

Facilities Committee – 14/07/14

Policy and Finance Committee – 21/07/2014

**176/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**177/14 Declaration of interest relating to items on the agenda**

Cllr. Chatfield and Cllr. Jackson declared a personal interest in item 188/14 and item 190/14 (quotes) as they have all applied for allotments.

**178/14 To receive Chairman's announcements**

The Chairman made the following announcements:

- Reminder that there is no Parish Council meeting in August.
- Updated interest forms are required for all councillors.
- Little to report on the Community Centre, a meeting has been organised with Taylor Wimpey and Rund on 30<sup>th</sup> July at 3.30pm with TW, with Rund attending at 4.00pm the main objective is to address items that need progressing in order to start the construction of the Community Centre i.e. clearing the site, services and trial pits, conditions. PL/RJ and JH will be attending, other Councillors are welcome to attend.
- Bank accounts have been opened to receive Community Centre S106 money. £1.2m had been received in the Barclays account; £700 will be transferred to Lloyds Bank via a CHAPS payment.
- Staff appraisals will be taking place in August, Councillors will be asked to submit comments.
- Flooding on the Bourley Road outside Peter Driver on Friday 25<sup>th</sup> has been reported to HCC.



**179/14 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 comments from members of the public.

**180/14 To receive an update on the actual vs budget at 1<sup>st</sup> quarter.**

A report was circulated containing financial data for 1<sup>st</sup> quarter, the update was briefly discussed.

**181/14 Updated Policy Documents.**

**To approve amendments recommended by Policy and Finance committee to the following documents:**

- **Financial Regulations**
- **Treasury Policy**
- **Policy on illegal encampments**
- **Policy on grants and donations**
- **Press and Media policy**

All documents had been circulated. It was **resolved** to accept and adopt the revised documents. PL/AW all in favour. Clerk will update the website

**Clerk**

A draft timetable for budget setting was also proposed by Policy and Finance Committee. A minor change has been suggested to July to enable quotes to be gathered before projects were accepted.

- July - Suggestions for projects to be proposed by Committees
- July - Sept, Clerks to gather quotes for projects and prepare draft budget
- Oct – Policy and Finance Committee to review draft budget
- Nov – PC to review and agree draft budget
- Jan – Policy and Finance and PC to agree and approve final budget

It was **resolved** to accept the revised timetable. PL/GC all in favour.

**Clerk**

**182/14 Short term investment**

**To decide whether to accept a recommendation from the Policy and Finance Committee to place £700K of the S106 Community Centre funds on short term investments.**

It was reported that £1.2 million had arrived in the Barclays current account from Taylor Wimpey. Indexation will be calculated using RICS and added to the account in due course. £700K will be transferred to Lloyds via a CHAPS payment.

Investment schedule has been received from Rund/ Mildren. There would be sufficient funds in Barclays to cover payment for at least 3 months. The investment would be with Lloyds bank for 3 months at 0.57% monthly. Could then choose to put some money on again for a further 3 months. Would receive £1000 in interest at end of 3 months. Deposit account would only earn 0.05% per annum.

Payment scheduled circulated.

It was **resolved** to put £700K into a short term investment for 3 months with Lloyds Bank. PL/HB all in favour. The Clerk will ask the RFO to action.

**RFO**



183/14

**Community Centre**

**To decide whether to approve additional community centre project expenditure of £18,843 from the S106 contribution from additional 100 houses to fund the following items:**

- Finger guards on nursery and foyer doors - £300
- 3 CCTV cameras with monitoring device - £2,900
- Plaster in lieu of plasterboard in main hall - £500
- Additional door to parish area with key pad - £400
- Additional thermostat in main hall - £100
- External lighting to car park - £13,643

It was **resolved** that the Council would approve the additional expenditure up to £20K for the items listed above subject to confirmation of the external lighting scheme and the CCTV scheme and that these would be added back into the project budget at the end of August for the start of the construction project. RJ/GC all in favour.

Clerk

184/14

**Five a side quarterly maintenance**

**To decide whether to extend the contract for the five a side quarterly maintenance for 1 – 5 years.**

It was reported that the current five a side quarterly maintenance contractor had quoted £1250 plus two moss/weed treatments @ £195.00 for the next year, same price as last year. Good service, Clerk would recommend 5 year agreement which would include a free moss kill per annum.

It was resolved to accept the quote from Replay and to enter an agreement for 5 years. GC/HB all in favour. The Clerk will put in place.

Clerk

185/14

**Annual Safety Inspection – Councillors**

**To receive a report from the annual safety inspection and to agree any work required to address issues identified during the inspection.**

Safety Report circulated under item 192/14, Clerk to check for any additional items.

186/14

**Safety Surface – Azalea Park**

**To consider extending the safety surface at Azalea Park to include the following areas which are starting to compact.**

- Maypole (2.5m x 3m)
  - Rockers (1.5mx1.5m) x 3
  - Phone (2.5m x 1.5m) x 2
  - Large climbing frame (20m x 9m)
  - Small tea cup (2.5mx2.5m)
- Total area 208sq m**

A report had been circulated. Bare areas of soil in the play park have to be addressed due to health and safety issues in the park. It was suggested that the Council should consider covering larger areas now as this would be most cost effective and would result in less patching. Approx. cost: 208m @ £60 per square metre - £12,400, the parish council could consider spending money from general reserves which will receive £51K from the Community Centre contribution to repay expenditure on consultants for the planning and tender phases of the Community Centre project.

General reserves are currently at £55, 51K is due to be paid back from the Community Centre contribution creating a reserve of £106K. The Clerk said that it is considered good practice to hold 50% (£90.5K) of your precept (£181K) as a general reserve. The Parish Council is also likely to come in a little under budget at the end of the year and if this happened general reserves would go up a little more.

It was **resolved** to spend up to £13K from general reserves to address the compacted



and dusty areas in Azalea Park. It was agreed to progress the work as soon as possible and to close the play park while the work was taking place, the Clerk would put a notice in the park warning of when the work will take place. The Clerk will inform Environmental Health officers and ask for guidance on the disposal of arisings. The Clerk will ask the contractor for a method statement to include removal of materials. PL/RJ all in favour. Clerk to check bookings and inform Friends of Azalea Park.

Clerk

**187/14 War Memorial**

**To decide whether to start an annual contract for cleaning of war memorial.**

It was reported that Haven Memorials cleaned the War Memorial in September 2013 for £1,300 exc. VAT. Haven suggested that the best way to maintain the memorial would be to take out an annual maintenance contract for 5yrs at £280 exc. VAT per annum. Crookham Village Parish Council did say that they would be prepared to contribute to an annual clean of the Memorial and have put £140 in their budget. There is money in the budget under the open space maintenance budget.

It was **resolved** that the Parish Council would approve setting up an annual cleaning contract for the War Memorial with Haven Memorials at £280 per annum the cost to be shared with Crookham Village Parish Council. Clerk to organise 1<sup>st</sup> clean in September/October this year. PL/AW all in favour.

Clerk

**188/14 Allotments**

**To receive an update on the allotments.**

An update was circulated.

**Water**

The taps have been installed with non-return valves TW can now apply for the connection. There are 5 water points and quotes have been requested for the water troughs. The water meter will be positioned outside of the site at the side of Naishes Lane and there is an isolation point by the entrance near to the yellow barrier so that the water can be turned off over winter.

**Fencing and Gates**

All are well underway and should be complete by the end of this week. Fencing around the entrance is nearly complete and the rumble strip will be installed soon. Combination locks have been provided for the three gates to the site.

**Sheds**

Photos of the shed doors have been sent to KBO security to see if key pads could be installed to replace the Yale locks.

**Paths**

There is a grass path on at least two sides of all the plots however there are no plans to show the sub-division boundaries. The Parish Council will need to mark the sub plot with stakes and string. Large stakes have been delivered to site to number each plot, plastic number discs will be attached to each stake and then the stakes will need to be knocked into each plot. Clerks are waiting for sample discs to arrive before ordering.

**Raised beds**

ALS will be building raised beds on four plots; they should be completed in the next week.

**Rotorvating the beds**

This will start very soon so the paths can be allowed to establish. The beds have been sprayed off and rotorvating will happen in about two weeks. ALS is hoping for rain to



soften the ground.

**Hedge**

The hedge is bare root and will not be installed until the Autumn. It will be installed on the outside of the fence.

**Electric supply**

The meter connection has been requested from N-power and a TW electrician will attend the installation. The CCTV install will follow as soon as possible. The CCTV company is on standby for a short lead time.

**189/14 To receive correspondence**

- Concerns received about the safety of the roundabout on Sandy Lane at the main entrance to Crookham Park.

A letter from a resident had been circulated, It was reported that the Clerk had sent the email to Ben Clifton HCC – no reply. The Clerk was asked to request an update on the safety audits for the two roundabouts to on Sandy Lane.

**190/14 SANG Land**

**To receive an update on the SANG land.**

Cllr Jackson gave the following report on the SANG land at Crookham Park

- Since the meeting between Natural England, local Parish councils, Hart DC and District councillors. NE have spoken to Tim Goodwin of TW and concerns regarding signage and access were raised and we now hope they will be progressed
- Works to footpaths has progressed well in the time since the meeting on site and it is much more user friendly.
- It has been confirmed the bridle path is finished and the grass section will remain grass. Some horse riders have raised concerns about some areas of the bridle path that need repairs. Richard Anderson of ALS is aware.
- We may consider an article in the PC newsletter later this year or spring next year to publicise the SANG land and other recreational sites in the parish, but will have to wait until more signage and access is in place.

**190/14 To approve payment of accounts and to review any quotations received**

The accounts for June and payments for July were approved by all and signed by the Chairman. **PL/HB all in favour.**

Quotes were reviewed

It was **resolved** That the Clerk could accept a quote up to the value of £500 to lay paving slabs and install two waste bins at Peter Driver and Azalea Park and to repair the plinth on the war memorial. Contractor A will be accepted unless further quotes are submitted.

It was **resolved** to ask ALS to supply and fit 6 water butts at the allotments. PL/HB all in favour.

It was **resolved** to install Rhyno matting in play park see item 186/14 above with approval to spend up to £13K to improve surfacing in the play park.



Church Crookham Parish Bank Accounts Summary as at 30th June 2014

Financial Year ending 31/3/15	Closing balance per May Statement	Income - Credits received at bank in Jun	Expenditure - Cheques presented in Jun	Inter account transfers	Closing balance per Jun Statement (cash at bank and in hand)
HSBC Current A/C	£ 74,640.01	£ 1,340.50	£ 17.10	-£ 66,169.10	£ 9,794.31
Unity Bank Current A/c	£ 8,341.36	£ 10.96	£ 37,451.27	£ 82,252.64	£ 53,153.69
HSBC Deposit account	£ 179,192.32	£ 9.90		-£ 16,083.54	£ 163,118.68
HSBC S106 Deposit A/c	£ 12,708.69	£ 0.73			£ 12,709.42
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 363.42		£ 181.95		£ 181.47
Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
Unity Bank Allotments Deposits A/c	£ 3,900.00	£ 250.48			£ 4,150.48
<b>Grand Total</b>	<b>£ 418,097.80</b>	<b>£ 1,612.57</b>	<b>£ 37,650.32</b>	<b>£ -</b>	<b>£ 382,060.05</b>

PAYMENTS IN JULY 2014:

Payee Name	Date		Total amount	Transaction detail
Total employment costs			£ 4,451.25	
Total expenses			£ 187.59	
Community Action Hampshire PAID	10/07/2014	300354	£ 66.00	Community Action Hants subscription
Area Distribution PAID	10/07/2014	300355	£ 268.00	July newsletter distribution
HSBC Bank plc	21/07/2014	DD	£ 13.30	HSBC Bank charges 31 May to 29
Adabe Engraving Services	29/07/2014	300360	£ 21.00	Councillor name badges
Chromatec	29/07/2014	300361	£ 534.47	July newsletter 3500 copies
Comfort Building Services	29/07/2014	300362	£ 196.60	Service contract July 2014
Disconsulting IT Ltd	29/07/2014	300363	£ 12.00	Online backup June 2014
Earth Anchors Ltd	29/07/2014	300364	£ 924.00	Centenary bench Sian Close
Hampshire Association of Local	29/07/2014	300365	£ 108.00	Training courses
KMC Cleaning Ltd	29/07/2014	300366	£ 139.20	June summer cleaning PD pavilion
Lotus Landscapes Ltd	29/07/2014	300367	£ 340.80	Scots pine branch removal at Azalea
Rund Partnership	29/07/2014	300368	£ 2,400.00	Community centre tender
Streetmaster (South Wales) Ltd	29/07/2014	300369	£ 936.00	2 lidded bins at Peter Driver sports
Winchfield Landscape Services	29/07/2014	300370	£ 1,716.00	Grounds maintenance June 2014
Jenny Radley	29/07/2014	300371	£ 95.03	Grant to J Radley for Quetta Pk litter
Hart First Response	29/07/2014	300372	£ 80.00	Donation for ambulance to attend
Alto Card	29/07/2014	top-up	£ 500.00	Top up pre-paid debit card
D Freudenthaler Wilson	29/07/2014	300373	£ 50.00	Refund of allotment
Crowley Civil Engineers	29/07/2014	300374	£ 155.00	Repairs to bollards around War Memorial
Disconsulting IT Ltd	29/07/2014	300375	£ 12.00	Online backup July 2014
Crookham War Memorial Hall	29/07/2014	300377	£ 54.00	Hall hire July 2014
Fleet Lions	29/07/2014	300378	£ 20.00	Donation re Lights Out vigil
Upper Bridge Enterprises	29/07/2014	DD	£ 38.40	Webhosting July 2014
BT	30/07/2014	DD	£ 55.93	Office phones & broadband
<b>Payments in July 2014</b>			<b>£ 13,374.57</b>	

191/14 To receive the Clerks Report for July

The Clerks report was received:

- Peter Driver Car Park Barrier.** A claim is being processed by Aviva for damage to the top of a camper van from the new height barrier at Peter Driver.
- Flooding at Peter Driver/Bourley Road.** Has been reported to HCC and Baxter and King.
- Street Snooker event:** Went smoothly and was enjoyed by all
- Bus Shelter – Verne.** This was damaged when a vehicle ran into it. It belongs to HDC who are dealing with the repairs.
- Lights Out Ceremony.** Monday 4<sup>th</sup> August 2014 at 10pm at War Memorial. HCC have agreed to provide resources to turn off the crossing lights and will cover the cost of £250. Road closure has been agreed. HDC are looking at funding advance warning road closure notices. 6 candle marshals will assist with directing people and lighting candles. Fleet Lions will be setting up the road closure and using their barriers. These will be manned by volunteers. First Response ambulance will attend and park in Ferndale Road. PC will cover expenses and will reclaim from Royal British Legion when they receive a HCC grant from Cllr Bennison. Church Crookham Players have organised the readings, poems and schedule. Councillors are encouraged to attend.
- Community Centre.** Mildren have raised some queries on the TW site including conditions set on the original planning permission in 2011. These are being



investigated with RUND and TW. Geoff Armstrong will review the list of conditions and let Mildren know which they need to adhere to. Query over whether the Community Centre should comply with condition 30 regarding BREEAM. This is being investigated. A meeting has been called on Wednesday 30<sup>th</sup> July to discuss services, conditions, contamination testing, trial pits, planning conditions.

7. **ACRE** – Model documents for community centre will be requested this week.

**192/14 To receive monthly safety report**

The safety report was received and reviewed.

**193/14 To receive monthly crime report**

The monthly crime report was received and reviewed.

**194/14 To receive other reports.**

1. Quetta and Humphrey Park – litter pick in July.
2. Fleet Link (HB) - no update
3. FACC (NH) - Minutes circulated.
4. HDAPTC (PL) - No meeting
5. Memorial Hall (MB) - No update
6. Allotments (HB) - Update above
7. Community Plan (NH) – no update
8. Alms Houses – (AW) - No Update
9. Fleet and Crookham Welfare Trust(GS) - no update
10. Athletics Club (RJ) – no update
11. Safe routes to schools (NH – no further updates

**195/14 Items for next meeting**

- Allotments
- Community Centre
- Highways
- Staff
- CPRE TAG/FACC
- Local Plan update

**196/14 Date of next meeting:** September 22<sup>nd</sup> 2014

**There being no further business, the meeting closed at 9.25pm**

**Signed**.....

**Date**.....