

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Thursday 29th May 2014 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Gill Scott (GS), Nick Harris (NH), Richard Jackson (RJ), Gill Chatfield (GC), Michael Burford (MB), Annette Whibley (AW), Colin Chettle (CC)

Also: Jayne Hawkins (Clerk)
Gill Butler – District Councillor Church Crookham

There was 1 members of the public present.

114/14 Appointment of Chairman and Chairman's declaration of acceptance of office and the code of conduct.

It was **resolved** to appoint Cllr. Pat Lowe as Chairman of the Parish Council. Councillor Lowe Completed a declaration of acceptance of office and the code of conduct.

115/14 Appointment of Vice-Chairman and vice-chairman's declaration of acceptance of office and the code of conduct.

It was **resolved** to appoint Cllr. Richard Jackson as Vice-Chairman of the Parish Council. Councillor Jackson completed a declaration of acceptance of office and the code of conduct.

116/14 To receive declaration of acceptance of office and code of conduct for new Councillors.

The Clerk confirmed that the declaration of acceptance of office and the code of conduct had been signed by the following Councillors in presence of the clerk.

- Cllr. Nick Harris
- Cllr. Michael Burford
- Cllr. Gill Scott
- Cllr. Gill Chatfield
- Cllr. Helen Butler
- Cllr. Annette Whibley
- Cllr. Colin Chettle

The Chairman welcomed the new Councillors to the Parish Council.

117/14 Apologies for Absence

There were no apologies.

118/14 Approval of the minutes

Minutes of the Full Council Meetings on 28th April 2014 were received and approved as a true reflection of the meeting. Cllr. Harris noted that the Parish Council had given their thanks to the Clerks for their work completing the year end.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 28/4/14, 12/5/14

Sports and Recreation Committee – 12/05/14

Crookham Park Committee – 19/05/14 (Minor amendment noted to spelling of Public art)

Clerk

119/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.



120/14 Declaration of interest relating to items on the agenda

Cllr. Chatfield and Cllr. Jackson declared a personal interest in item 137/14 as they both knew the applicant.

121/14 To receive Chairman's announcements

The Chairman made the following announcements:

- Councillor Lowe to thanked Jenny Radley for her excellent work as Vice Chairman and member of the Parish Council.
- New Councillors has completed a disclosable pecuniary interest form. Other Councillors were asked to review and if necessary update their forms.
- Army Estates Meeting – 5th June 2014, Memorial Hall, 7.30pm.
- SANGS meeting with Natural England, 2pm on Monday 2nd June, SANG car park. RJ/HB/JH
- RUND will attend the committee meeting on the 9th June.
- Meeting with TW (Nigel Philips and Geoff Armstrong) 10th June, Gurkha Room 4pm
- Safe routes to school meeting – 19th June 2014, 7.30pm NH/HB/JH
- Royal British Legion Lights Out event on 4th August 2014 from 10pm to 11pm, short service planned at war memorial on Gally Hill Road if a road closure can be arranged.

122/14 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.

123/14 To agree timings and number of Parish Council meetings.

To consider a Proposal to hold 10 monthly meetings (no meeting in August or December) on 4th Monday of each month. To be held in the Willis Hall on Sandy Lane.

It was **resolved** to accept the proposal to hold 10 Parish Council meetings on the 4th Monday of each month. To be held in the Willis Hall on Sandy Lane. **PL/MB all in favour.**

124/14 To receive a proposal to adopt the following mission statement for the Parish Council.

Mission Statement

"The Parish Council is committed to promoting community values, economic wellbeing, and pride in Church Crookham".

Guiding principles

The Council's guiding principles are :

- To engage, whenever possible, in an open dialogue with residents, to understand their current and future needs, and to explain how the Council will address these needs within the resources and powers available.
- To represent the interests of the people who work and live in Church Crookham.
- To provide high standard, cost-effective services.
- To improve the quality of life for the residents through local projects or amenities, or by working together with other parishes, agencies or service providers to provide those projects.

It was **resolved** to accept the above proposal for a mission statement and guiding principles for Church Crookham Parish Council with the following amendment to the Mission Statement. **RJ/NH all in favour.**

"The Parish Council is committed to actively communicating with residents and promoting community values, economic wellbeing, and pride in Church Crookham"

The clerk was asked to put this information on the website.

Clerk



- 125/14 To agree which committees should be formed and how regularly they should meet.
To receive a proposal to form the following committees:**

**Facilities Committee – monthly, 2nd Monday of month
Community Centre Sub Committee will continue to manage the Community Centre project to meet as required.
Planning Committee – 2nd and 4th Monday of month as required
Finance and Policy Committee – 4 per year, 3rd Monday Jan, Apr, July, Oct (policy only in Jan and Jul)
Staff Committee – September 3rd Monday, then as required**

It was **resolved** to accept the above proposal and to incorporate the Highways into the main Parish Council meetings with Councillor Harris taking a lead on Highways projects in the Parish. **PL/GC all in favour**

- 126/14 Review of terms of reference for Committees/subcommittees and to agree new terms of reference for Facilities Committee, Staffing Committee and the Community Centre Sub Committee**

Documents to be circulated.

Terms of reference for new committees had been circulated.

Amendments to facilities TOR suggested by Councillor Chettle, circulated.

It was resolved to accept the TORs with amendments to the facilities committee TOR as suggested by Councillor Chettle. The Clerk would bring any further amendments to the next Parish Council meeting. **PL/MB all in favour**

Clerk

- 127/14 Review of delegation arrangements to committees, subcommittees and staff**

To receive a proposal to authorise the following delegated powers:

1. Delegated powers of committees and subcommittees are as outlined in the terms of reference for each committee. **Agreed PL/NH all in favour**
2. To give the Community Centre sub-committee delegated powers to authorise prudent and essential increases to the Community Centre construction budget during the tender evaluation phase to facilitate the acceptance of a tender that offers the best overall solution within the available funding. **Agreed PL/NH all in favour**
3. To give the Community Centre sub-committee delegated powers to authorise expenditure of the construction contingency budget where it is considered to be essential for the success of the project. **Agreed to review wording and defer a decision to the next PC meeting. RJ/CC to review and make a new proposal that clearly defines the delegated powers for authorisation of non-budgeted/non specified expenditure during the construction phase of the project.**

RJ/CC

It is proposed that the clerk and deputy clerk are granted the following delegated authority for the coming year.

4. for the duration of the Community Centre construction project the clerk or deputy clerk has delegated authority to make urgent decisions in response to queries and issues that arise in relation to the build project within the scope of the agreed budget including the agreed contingency. When-ever possible the clerk or deputy clerk will consult with members of the Community Centre sub-committee. **Agreed RJ/GC all in favour.**
5. the clerk or deputy clerk is authorised to sign all relevant HMRC forms for completion of the option to tax and to determine the effective date of the option to tax. **Agreed NH/AW all in favour.**
6. the clerk or deputy clerk is authorised to negotiate with Taylor Wimpey with regard to the transfer of facilities and land to resolve issues and to ensure that facilities and land to be transferred are fit for purpose. **Agreed NH/RJ all in favour.**

It was **resolved** to accept the above delegations that were agreed and to review number 3.



128/14 To decide whether to accept the following main objectives in the coming year for each Committee/subcommittee

Planning Committee

- To ensure local perspectives and issues are considered within planning applications.
- To actively contribute to discussions on relevant planning policy including the local plan.
- To actively secure appropriate S106 contributions or Community Infrastructure Levies (CIL) for any developments within or impacting the Parish.
- To submit budget proposals to the RFO for the next financial year by beginning of October.

Agreed NH/GC all in favour

Policy and Finance Committee

- To ensure the parish council continues to deliver best practice in terms of its financial operational procedures.
- To budget annually for the council tax precept needed to deliver the required services
- To provide a three year plan to inform budgetary decisions.
- To submit budget proposals to the RFO for the next financial year by beginning of October.

Agreed PL/RJ all in favour

Facilities Committee

- To ensure that new facilities being delivered as part of the S106 agreement at Crookham park are transferred to the Parish Council on time and are fit for purpose with the agreed payments.
- To continue to manage the Parish owned open spaces and facilities to high standards to meet expectations of residents but within the constraints of the agreed budgets.
- To submit budget proposals to the RFO for the next financial year by beginning of October.

Agreed PL/NH all in favour

Community Centre Sub Committee

- To ensure that the best possible community centre is delivered at Crookham Park within the available budget.

Agreed PL/AW all in favour

It was **resolved** to accept the objectives as agreed above for each committee.

129/14 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council.

- Policy and Finance **NH, MB, AW, CC**
- Planning Committee **MB, HB, PL, AW**, plus co-opted member Gill Butler HDC
- Staffing Committee **PL, RJ, GC**
- Facilities **HB/GS PL, GC, RJ, CC, NH**
- Community Centre Sub Committee **GS, PL, RJ, CC**
- Athletics working party: **RJ, NH, GC**
- Highways **NH RJ**
- Crookham Park Highways S106 steering group **NH, MB**
- Joint consultative committee Schools **HB, GC**
- HDAPTC **PL RJ**
- Fleet Link **HB**
- FACC **NH, MB**



- Allotments **HB/PL**
- Memorial Hall **MB**
- Alms Houses **AW**
- Friends of Azalea Gardens Group **HB**
- Fleet and Crookham Welfare Trust **GS**
- Community Plan **NH**
- Fleet and Church Crookham in Bloom **PL**
- MoD Liaison (Quetta/Humphrey Park) **AW NH**
- Housing **AW**
- SANGS and SPA **RJ PL**

It was **resolved** that Councillors would be appointed to committees and outside bodies as documented above. It was confirmed that all committee minutes will be agreed at Parish Council and individuals will report back to the Parish Council under reports at appropriate times.

130/14 To review and agree subscriptions and memberships of other bodies for 2014/2015

- SLCC (both clerks) – £326
- HALC - £1058
- CPRE - £36
- Navigus planning - £50
- Get Mapping - £126
- Community Building Advice Service - £55.00 (from July 2014)

The Council **resolved** to make the above subscriptions. The clerks were asked to implement them.

Clerk

131/14 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

Fleet Link - £4761.83

Basingstoke Canal - £6750

It was **resolved** to continue with the above funding. **RJ/GC all in favour**

132/14 To receive confirmation that arrangements are in place for insurance cover in respect of all insured risks.

It was reported that updated insurance cover is in place from April 2014.

Fidelity Guarantee will be increased from 500K to 5million when next S106 payments are received at a cost of £154.64.

133/14 To receive comments from internal auditor and to approve accounts and sign external audit form

Report circulated.

A formal report from the Internal Auditor was circulated and all suggested actions agreed.

GC/MB all in favour

The Auditor from IAC internal audit carried out the audit on 15th May 2014. No major concerns were noted and the external audit form was signed by the Internal Auditor.

The annual accounts were approved at the April Parish Council meeting. The external audit form was approved and signed by the chair and the RFO. **PL/MB all in favour.**

The RFO was asked to submit the external audit paperwork.

RFO

The Council thanked the RFO and the Clerk for all their work in completing a successful audit



134/14 To review leases, Tenancies and fees

- **Portacabin ground rent** - £300 (increased from £200 per annum to £300 in 2013)

- **Football pitch fees** (increased in Sept 2013)
 - Five-A-Side
 - Before Sept 2013 £25 per hour Single bookings
 - After Sept 2013 £30 per hour Single bookings before VAT

 - Before Sept 2013 £20 per hour for calendar year bookings
 - After Sept 2013 to £25 per hour for calendar year bookings before VAT

 - For Grass Pitches
 - Before Sept 2013 £975 adults £488 youth
 - After Sept 2013 £1100 adults £550 youth.

- **Sandy Lane car park lease peppercorn rent** – ongoing

It was **resolved** not to increase the hire fees or the ground rent this year. **PL/GS all in favour**

135/14 To receive standing orders and financial regulations and to approve the following change to Financial Regs and Treasury and Investment policy:

- **To increase the current account imprest level to £40,000**

It was **resolved** to accept the change recommended by the internal auditor to the imprest level in the current account. **PL/MB all in favour**

136/14 To receive a proposal to pay the staff salaries by standing order to ensure that they are paid on the same day of the month rather than the day after Parish Council meetings.

It was reported that variable pay dates can be difficult for staff who have their own standing orders or direct debits to pay. It is proposed that salaries are paid on the 26th of the month, every month, via standing order.

It was **resolved** to accept the proposal to pay staff salaries on the same day each month via standing order. **GC/AW all in favour.**

137/14 To receive applications for the Parish Councillor vacancy and to decide whether to co-opt any of the applicants.

It was reported that 1 application had been received from Richard Newbigin. An application form had been circulated and a number of councillors had met the candidate.

It was **resolved** to co-opt Richard Newbigin to fill the Parish Council vacancy for Gally Hill ward. **PL/NH agreed by all**

Richard Newbigin signed the declaration of acceptance of office in the presence of the clerk.

138/14 Letter Approval

To review a draft letter to be sent to Rushmoor Borough Council and TAG regarding a request for a share of the mitigation fund.
Draft letter circulated.

It was **resolved** to approve the letter as amended by Councillor Harris and send to Rushmoor Borough Council. **PL/MB all in favour.** It was reported that the Clerk would submit a grant request for Solar Panels before the end of May.

Clerk



139/14 Community Centre
To receive an update on the Community Centre project

An information pack on the Community Centre project was handed to all Councillors and Councillor Scott gave a brief overview of the current position. Three tenders had been returned. Rund were looking at the tenders to see where cost savings could be made and will be meeting with the Community Centre sub-committee. Rund will also attend the Facilities meeting on the 9th June.

140/14 Option to Tax update
To receive an update on queries raised with Menzies on the option to tax.

The response to queries was circulated. A clause would be required in any lease agreement to protect the Parish Council if a charity renting the Community Centre requested to dis-apply the option to tax.

141/14 Option to tax implementation

To decide whether to accept the a proposal to implement the option to tax on the Community Centre site as soon as possible as follows

- Request Menzies to complete and submit the paperwork for implementing the option to tax.
- Fees estimated £300 - £450 depending on queries raised by HMRC
- The plan showing area to be opted to be signed by chair
- Letter giving authorisation for the clerk to sign forms and to agree the effective date with Menzies to be signed by Chairman and Clerk.

It was **resolved** that the clerk should initiate the option to tax for the Community Centre site. The Chairman signed a letter giving authorisation to the Menzies to act as the Councils agent and a letter was also signed by the Chairman authorising the clerk to sign any HMRC forms in relation to the option to tax under the guidance of the tax consultant from Menzies. **PL/NH all in favour**

Clerk

142/14 Disposal of assets
To approve disposal of the single width height barrier at Peter Driver.

It was **resolved** to approve the disposal of the single width height barrier at Peter Driver the clerk will update the asset register.

Clerk

143/14 To approve payment of accounts and to review any quotations received

The accounts for April and payments for May were approved by all and signed by the Chairman. **PL/MB all in favour.**



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

Financial Year ending 31/3/15	Closing balance per Mar Statement	Income - Credits received at bank in April	Expenditure - Cheques presented in April	Inter account transfers	Closing balance per April Statement (cash at bank and in hand)
HSBC Current A/C	£ 6,485.83	£ 96,735.62	£ 451.42	-£ 79,948.92	£ 22,821.11
Unity Bank Current A/c	£ 28,745.90	£ 3,833.54	£ 8,099.49		£ 24,479.95
HSBC Deposit account	£ 165,387.18	£ 10.66		£ 79,948.92	£ 245,346.76
Unity Bank Deposit A/c	£ 16.05				£ 16.05
HSBC S106 Deposit A/c	£ 12,707.20	£ 0.73			£ 12,707.93
Unity Bank S106 Deposit A/c	£ -				£ -
Alto prepaid card	£ 269.74		£ 83.31		£ 186.43
Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
Grand Total	£ 352,563.90	£ 100,580.55	£ 8,634.22	£ -	£ 444,510.23

PAYMENTS IN MAY 2014:

Payee Name	Date	Cheque number	Total Amount	Transaction Detail
Employment costs			£ 4,451.25	
Expenses			£ 133.75	
Bright Space Architects Ltd	30/05/2014	300319	£ 8,400.00	75% Stage E tender
Comfort Building Services	30/05/2014	300320	£ 196.60	Service contract May 2014
Chromatec	30/05/2014	300321	£ 493.37	April 2014 newsletter
Crookham War Memorial Hall	30/05/2014	300322	£ 116.50	May 2014 hall hire
Disconsulting IT Ltd	30/05/2014	300323	£ 12.00	Online backup April 2014
Hampshire County Council	30/05/2014	300324	£ 74.16	Office stationery
Information Commissioner's Off	30/05/2014	300325	£ 35.00	Annual subscription
KMC Cleaning Ltd	30/05/2014	300326	£ 350.40	Pavilion cleaning April 2014
Simone Surveys Ltd	30/05/2014	300327	£ 240.00	SLR Ferndale Rd 8 Apr to 6 May
Winchfield Landscape Services	30/05/2014	300328	£ 1,486.42	Grounds maintenance contract
Calcinotto & Associates Ltd	30/05/2014	300329	£ 7,200.00	Structural eng spec to Stage D
Worldwise Ltd	30/05/2014	300330	£ 9,300.00	Mech & Elec eng spec re tender
Church Crookham Players	30/05/2014	300331	£ 850.00	Grant for lighting
Steven Dettmat Property Services	30-May-14	300332	£ 885.05	Repairs to pavilion
British Gas	19/05/2014	DD	£ 231.56	6th Jan to 28th April 2014
HSBC Bank plc	21-May-15	DD	£ 16.00	Bank charges 31 03 to 29 04 14
Upper Bridge Enterprises	28/05/2014	SO	£ 38.40	Website & email hosting
BT	30/05/2014	Direct deb	£ 56.16	Office phones & broadband
Total payments for May 2014			£ 34,566.62	

144/14 To receive the Clerks Report for May

The Clerks report was received.

Clerk

- Nursing Home and Peter Driver car park works** – The home have been interviewing for staff and the car park at Peter Driver was completely full. It is suggested that this situation is monitored when the nursing home opens. Additional signs may be needed for the car park to say that the car park is for use by members of the public using the Peter Driver playing fields and parking is limited to 3 hours.
The Clerk and Chairman had a tour of the nursing home on Friday 23rd May and met the new manager. The home will be opening in June.
- SANG Land** – Adam Green HDC has arranged a site meeting on the SANGS on 2nd June with Natural England, Ewshot Parish Council, Church Crookham Parish Council and District Councillors.
- Azalea Park.** A resident has reported issues with the slide being static and giving electric shocks to children using the slide. Miracle has suggested that the slide is wiped with laundry softener sheets or washed with soapy water and waxed. Another resident has complained about the grass being left too long and the edges by the main gate not being strimmed, Claire is following this up with Winchfield Landscapes. The closer on the gate at Azalea Park has been replaced.
- Works at Peter Driver.** Replay did the quarterly de-compaction on the five a side on 20th May. Goal mouths have been renovated, the grounds maintenance contractor rotovated the goal mouths and reseeded. Clerks have raised some



concerns about the work with Winchfield Landscapes.

5. **Football Meeting.** Annual football meeting arranged for 11th June.
6. **Allotments:** all allotments holders that did not attend the meeting have been contacted. Approx. 5 people no longer want to accept an allotment.
7. **Safe Routes to School** – a meeting with Crookham Juniors and Tweseldown Infants School is being scheduled for June 19th.

145/14 To receive monthly safety report

The safety report was received and reviewed.

146/14 To receive monthly crime report

The monthly crime report was received and reviewed.

147/14 To receive other reports.

1. Quetta and Humphrey Park - no update
2. Fleet Link (HB) - no update
3. FACC (NH) - some debate has taken place about FACCs role in the recent consultation on airspace.
4. HDAPTC (PL) - no update
5. Memorial Hall (MB) - Oak tree likely to be trimmed.
6. Allotments (HB) - Thanks given to staff and Councillors for organising and attending the allotment meeting.
7. Community Plan (NH) – no update
8. Alms Houses – (NH) - no update, emergency meeting planned for June.
9. Fleet and Crookham Welfare Trust(GS) - no update
10. Athletics Club (RJ) – site visit took place on 29/05/14. Useful to see lie of land, athletics club will develop their business plan and prepare for a pre-application planning meeting with HDC.

The Clerk was asked to review the above list of reports in light of the agreed representations on outside bodies.

148/14 Items for next meeting

- Community Centre update on tenders
- New Councillor, acceptance of office
- Update on SANGS
- Update on Schools
- Update on allotments

149/14 Date of next meeting: June 23rd 2014

There being no further business, the meeting closed at 9:26 pm

Signed.....

Date.....