



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 22nd June 2015 – 8.00pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Cllr. Pat Lowe (PL) (Chairman), Cllr. Helen Butler (HB), Cllr. Richard Jackson (RJ), Cllr. Gill Scott, Cllr. Michael Burford and Cllr. Hugh Connolly.

Also: Jayne Hawkins (clerk)
Cllr. Jenny Radley (HDC)
Cllr. John Bennison (HCC)

There was one member of the public present.

161/15 Apologies for Absence

There were apologies for absence from Cllr. Andrew Ballington and Cllr. Gill Chatfield

162/15 Approval of the minutes

Minutes of the Full Council Meetings on 27th May were received and approved as a true record of the meeting.

The minutes and recommendations of the following committee meetings were also approved.

Planning Committee Meetings - 27th May, 8th June
Facilities Committee – 8th June

163/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

164/15 Declaration of interest relating to items on the agenda

There were no declarations of interest on any items on the agenda.

165/15 To receive Chairman's announcements

The Chairman reported the following:

- The Parish Council had received a lovely thank you letter from Tweseldown Infant School with photos of the new play equipment.
- Basingstoke Canal AGM – 25th June, Alistair Clark is attending to represent the Hart Parishes.
- Court Moor Pre-school open day 26th June from 4pm to 6pm. Councillors are invited to go along to meet the staff and see how they operate
- Stagecoach meeting with HCC 29th June, 10am – 11.30am HDC office committee rm1 – Cllr. H Connolly
- FACC meeting – 2nd July, 2.00pm in the Concorde Room Rushmoor Borough Council Offices Farnborough. – AB
- Public meeting on Buses, Harlington 8th July 7pm
- Street Snooker 23rd July, Bobby White attending. GS, PL & HB available to help.
- Clerk on leave from 24th June to 6th July



166/15 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 was 1 member of the public present.

Cllr. Radley reported that Stagecoach will be making further changes to the bus services from September.

Cllr. Bennison gave an update on changes and cuts at Hampshire County Council and progress of road schemes in Church Crookham.

- Sandy Lane junction changes scheduled for 6 weeks due to finish 22nd July
- Stage 3 safety audit to be carried out with audit of Sandy Lane junction
- Crookham Crossroads work due to start in school holidays, will be closed overnight towards the end of the works
- Aldershot Road past the Foresters will be changed to a 50mph limit
- Windy Gap will be changed to a 1 way system.

167/15 Councillor Resignation

To receive the resignation of Councillor Newbiggin.

The resignation of Councillor Newbiggin was received.

168/15 New Councillor application.

To receive applications for the Parish Councillor vacancies and to decide whether to co-opt any of the applicants.

An application was received and considered and it was **resolved** to co-opt Annette Whibley to the Parish Council for Church Crookham East ward. PL/RJ all in favour.

Cllr. Whibley signed the acceptance of office in the presence of the clerk and joined the meeting.

It was reported that Cllr. Connolly had signed his acceptance of office in the presence of the clerk on 29th May 2015.

169/15 Public art project

To receive an update on the public art project.

Cllr. Scott gave a brief update on the public art project – a meeting with Jemma Pearson would be taking place on the 24th June. A further update to be provided at the Facilities Committee meeting.

170/15 Community Centre project update

To receive an update on the community centre project - report circulated

The following was reported:

Fixtures and fittings – The clerk, Cllr. Lowe and Cllr. Scott visited MWS furniture warehouse to look at proposed chairs and tables for the community centre. Chairs were all very comfortable; the table was too heavy to easily move about. MWS will look at sourcing an alternative lighter table. They will be visiting the Community Centre to measure the storage area and meeting room to ensure that the proposed furniture will fit in the space available.

Licencing – PRS and PPL licence for playing music £500 if income is £50K, can be set up when we take ownership of the building.

Signage – Signage has been circulated. Pre-school would like to put their own sign up outside the building.

Services and road

- Gas is connected and live, gas price agreed. Gas connection contract has been signed.
- Electric – GTC passed this to be networked on Friday (15/05). They allow up to 20 working days to network a site. The MPAN Number is raised during this process. Still awaiting MPAN number as GTC needed updated



site plans from Taylor Wimpey. These have now been supplied and Lee has had a visit from an electricity connection company. Connection still not progressing due to availability of MPAN.

- Water – South East Water have inspected Mildren’s installation on 10th June, connection has taken place.
- Surface water drainage is still not to the boundary of the site.
- Broadband – ‘See The Light’ have agreed to a domestic supply for the community centre with an improved upload speed and static IP address. TW should have installed the ducting and draw pits by end of week beginning 22nd June. Not yet confirmed.
- Foul Sewage is connected
- The road has been dug out to the Community Centre platform, they are planning to have completed the top level wear course within three weeks.

Mildren: will be on site for week beginning 22nd June and will then close the site for a few weeks until the services are all installed and live to the building. They will then return for full testing and snagging for a couple of weeks prior to handover.

Bookings – continued interest, most popular slots have been allocated. Pre-school – bookings are good, they have a couple of half days that are not booked or where they have very few children. Would the Parish Council consider a reduced charge for some sessions while the level of their business builds up. The clerk will ask for them to provide a proposal closer to opening in September.

Staff – 5 applications, 4 interviewed on 18th June. 2 people selected for a job share.

Open day – 22nd August: Pre-school, June White and few other bookings are happy to provide demonstrations. Tony Fresko has been approached but not replied. Taylor Wimpey PR company has been sent a list of requests but no response yet. Raffle, many classes are happy to offer free sessions as prizes, need more raffle prizes, printed balloons in bright colours with Church Crookham Community Centre on

Office Move: hopefully end of July (30th. 31st).

171/15 Crookham Park

To consider submitting a formal complaint to Taylor Wimpey for late provision of services and access road to the Community Centre to include a request for compensation to cover resulting increased costs.

Draft email circulated. It was resolved to request a meeting with Nigel Philips and Ben Connop to discuss service provision, road access to the Community and skate park area. The email would then be updated and sent to Taylor Wimpey or a formal complaint raised via their website depending on the outcome of the meeting.

Clerk

172/15 Community Centre approval of additional work

To receive an update on finances for the Community Centre build and to consider items of additional work on the Community Centre project and to decide whether to approve/progress them.

It was **resolved to include** the following items in the project:

- Path – £8,000 1.8m x 65m PL/MB. 6 in favour, 1 abstention
- Signage – Grant Haze, £677 plus £249 for fitting, oak trees to be amended. RJ/GS all in favour
- Mirrors and ballet bars for end of hall opposite to cupboards. 10ft £1,200, PL/RJ all in favour

It was **resolved** to let the Pre-school have any desks or chairs from the current parish office which were going to be left in the Harlington.

Clerk

173/15 Booking system

To consider approving the purchase of a booking system supplied by RBS Rialtas to be used for Community Centre and Football bookings.

It was reported that office staff have looked at a number of booking systems and favour



the RBS one as it will interface to the current accounts package and will make invoicing and debt management easier. A Google calendar will be used to display bookings on the website.

- Purchase/installation and 1st yr licence - £1152
- Ongoing from year 2 – multi user licence - £265

It was **resolved** to purchase and install the RBS booking system.

Clerk

174/15 Office Infrastructure

To receive a proposal from Disconsulting for updating the I.T. systems and equipment in the parish office to meet the need to work from home and for multiple users to work on the accounts system and booking system at the same time.

Quote £3240.32 - Tidy up of office PC's, additional memory for Claire's PC, Office 365 set up, new server, new PC, lap top and antivirus software and all installation and set up including remote working and office networking

It was **resolved** to approve this work as part of the office move and set up costs. PL/MB all in favour.

Clerk

175/15 Community Centre Construction Payments

To receive a proposal to fund remaining construction costs from general reserves if required should there be a shortfall in the available project cash whilst waiting for a vat refund that is due to the parish council. This would be reimbursed when the vat refund is received.

It was **resolved** to use general reserves for the remaining construction costs if there is a shortfall in available cash due to the vat refund timescales.

176/15 Community Centre staff

To approve appointment of new staff members:

The chairman reported the following:

- Interviews held on 18th June
- 4 candidates interviewed
- Proposal to appoint two candidates in a job share each working 15 hours per week, 12 hours set and 3 hours flexible. The candidates that have been selected are:
 - o Cathy Parker, currently a freelance copywriter and communications consultant. Excellent marketing and PR skills. Available to start from 7th September 2015.
 - o Jennifer Baker, currently working at expression art gallery, administration, marketing skills, website skills. Available to start 1st August or earlier. Could consider setting her up with a laptop so could work on documents and website from home, until we can move into the community centre.

It was **resolved** to accept the proposal and appoint Cathy Parker and Jennifer Baker as the Community Centre bookings and publicity officers working 15 hours a week each. These would be flexible hours, £9.20 per hour, subject to NJC for local authority services terms and conditions. Six month probationary period.

Clerk

The clerk will send job offers to both candidates and let the other two candidates know that they had not been successful.

177/15 Wheel Park

To receive an update on the Wheel Park planning application

The Chairman reported the following:

- Design and access statement has been reviewed and updated, 90% complete



- Maverick have been sent list of information/documents to update
- Clare Inglis met Maverick on site Thursday 18th they wanted access to start taking measurements and levels.
- Concern expressed by Maverick as drainage system being installed by TW runs down to fence line where wheel park will sit.
- Maverick going to talk to TW to discuss access to their construction vehicles over swales construction.
- Hope to conclude document for sign off at Facilities Committee Meeting in July.

178/15 Newsletter

To receive and approve the July newsletter

circulated

The newsletter was reviewed and it was resolved to accept the newsletter with the amendments from Cllr. Pat Lowe and Cllr. Annette Whibley.

Clerk

179/15 Fleet Link update

To receive an update on the Fleet Link meeting.

It was reported that Fleet Link were considering changes to their booking arrangements. It was also reported that Stagecoach are looking at implementing an improved bus service in Fleet and Church Crookham from September.

Meeting in Hart DC offices 29th June, public meeting 8th July, 7pm need to advertise

180/15 Parish Gateways and Refuges

To receive and approve revised plans for the Parish Gateways and refuges from HCC

- Plans circulated
- Public consultation on the HCC website for two weeks only. Already had a public consultation in 2014.
- Need to check the new boundary signs as the locations may cause some confusion on Beacon Hill.

It was **resolved** to accept the plans but to send some queries to Helen Merrills regarding the arrows on the plans and the location of the crossing point on Aldershot road.

Clerk

181/15 Consultations

- **Shaping Hampshire Consultation** – It was resolved to send a comment to Hart district council and ask that Hampshire County Council take a long term view when deciding where to make cuts and to consider the long term impact on local infrastructure.
- **NALC affiliation (Alistair Clark)** – It was resolved to request that the parishes continue to remain in NALC.
- **Hart review of members allowances** – It was resolved not to participate in this consultation.
- **Rushmoor Local Plan** – Planning committee will respond
- **Local Boundary Commission consultation – electoral review of Hampshire.** It was resolved not to respond as does not impact Hart.

Clerk

182/15 Play Equipment

To approve replacement items for Azalea Park resulting from safety inspections.

It was resolved to approve the following:

- Swing seat cracking towards chain fixing suggest replace seat
 - o Premier seat closest in size to existing £29 plus VAT - approved
- Closer gate replacement to gate from Lynwood at Azalea – gas closer broken. Gate in very good condition suggest replacement to closer mechanism only
 - o More robust solution if possible spring closer system £165 plus install TBC approx £40 approved

Clerk



183/15 To receive a finance report for community centre project and approve payments.

It was **resolved** to approve the community centre finance report and the following payments. PL/RJ all in favour.

Payee	Invoice reference	Details	Invoice date	Net amount	VAT	Total amount	Cheque number	Date payment made
Mildren construction	14565/06/12377	Payment notice 9	18/06/2015	£ 57,950.00	£11,590.00	£ 69,540.00	Lloyds Bank 5	23/06/2015
Rund Partnership Ltd	32/0140	Post coontract services	18/06/2015	£ 3,000.00	£ 600.00	£ 3,600.00	Lloyds Bank 6	23/06/2015
Payments in June 2015						£ 73,140.00		

184/15 To approve payment of accounts and to review any quotations received

The accounts for May and payments for June were approved by all and signed by the Chairman.

Clerk/RFO

Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Employment costs						£ 5,182.31	
Total expenses			23/06/2015	£ 178.86	£ 2.50	£ 181.36	
British Gas		Gas at Peter Driver pavilion 15 04 15 to 27/05/2015	17/06/2015	£ 89.73	£ 4.48	£ 94.21	DIRECT DEBIT
BT		Office telephones & broadband	30/06/2015	£ 50.09	£ 10.01	£ 60.10	DIRECT DEBIT
HSBC Bank plc		Charges 30.04 to 30 05 15	23/06/2015	£ 11.00		£ 11.00	DIRECT DEBIT
Upper Bridge Enterprises		Website & email hosting June 2015	23/06/2015	£ 32.00	£ 6.40	£ 38.40	STANDING ORDER
Caradoc Traders Ltd	JP/0049	15% first payment for Gurkha statue PAID	01/06/2015	£ 7,500.00	£ 1,500.00	£ 9,000.00	300524
Comfort Building Services	38835	Service contract at Peter Driver pavilion June 2015	23/06/2015	£ 163.83	£ 32.77	£ 196.60	300530
Crookham War Memorial Hall	2746	Hall hire June 2015	23/06/2015	£ 36.50		£ 36.50	300531
Disconsulting IT Ltd	7833	Online backup May 2015	23/06/2015	£ 10.00	£ 2.00	£ 12.00	300532
Fleet Town Council	HC2389	Office rental April to June 2015	23/06/2015	£ 1,250.00	£ 250.00	£ 1,500.00	300533
Hampshire County Council	57956829	Stationery	23/06/2015	£ 26.55	£ 5.31	£ 31.86	300534
IAC Ltd	422	Internal audit service 2014 2015	23/06/2015	£ 345.00	£ 69.00	£ 414.00	300535
KMC Cleaning Ltd	1173	Pavilion cleaning May 2015	23/06/2015	£ 292.00	£ 58.40	£ 350.40	300536
Nigel Jeffries Landscapes	8133	Allotment grass cutting	23/06/2015	£ 312.00	£ 62.40	£ 374.40	300537
Simone Surveys Ltd	5615	Deployment of SLR Aldershot Road	23/06/2015	£ 200.00	£ 40.00	£ 240.00	300538
Wellers Hedley LLP	44929	Ongoing professional fees re community centre	23/06/2015	£ 345.00	£ 69.00	£ 414.00	300539
Winchfield Landscapes Ltd	1168	Grounds maintenance May 2015	23/06/2015	£ 1,994.62	£ 398.92	£ 2,393.54	300540
D Weaver		Refund of allotment deposit	23/06/2015	£ 50.00		£ 50.00	300541
T Brindley		Refund of allotment deposit	23/06/2015	£ 50.00		£ 50.00	300542
Charterlith		To produce a map to the community centre for inclusion in the newsletter	23/06/2015	£ 20.83	£ 4.17	£ 25.00	300543
P Risbridger		Refund of allotment deposit	23/06/2015	£ 50.00		£ 50.00	300544
sub-totals:				£ 18,190.32	£ 2,515.36	£ 20,705.68	-
Payments in June 2015						£ 20,705.68	-

185/15 To receive the Clerks Report for June

The clerks report was received and reviewed.

- The Ridings: incident occurred in the car park when a visitor was parking in the Peter Driver carpark in the week and was approached by Councillor Bennisson who told them they were not allowed to park there. The clerk has agreed that the arrangement should continue to be informal and asked the care home to only use spare spaces when the car park is quiet and to avoid using it at busy times such as mornings at the weekend and Tuesday and Thursday evenings.
- Further correspondence has been received from a resident on Sandy Lane regarding the traffic speeds. The clerk has forwarded the email to HCC highways and requested a response on the safety audits.
- Website – demonstration from next week.



- Office IT – the office staff had a demo of the RBS booking system 16th June and felt that it would offer a lot of benefits over other systems especially with regard to invoicing football bookings and community centre bookings
- Office staff also met with Disconsulting on the 16th June to discuss an IT solution for working from home and shared use of the accounts and booking system. Proposal to be circulated.

186/15 To receive monthly safety report

The safety report was received and reviewed.

187/15 To receive monthly crime report

The monthly crime report was received and reviewed.

188/15 To receive other reports

1. Quetta and Humphrey Park JR reported that the MoD need to address broken windows at the former housing office.
2. Fleet Link (HB) – meeting reported above
3. FACC update – (AB) meeting next month
4. HDAPTC (PL) – nothing to report
5. Memorial Hall (MB) – nothing to report
6. Allotments (HB) – Electric switch to be fixed
7. Alms Houses (AB) – nothing to report

189/15 Items for next meeting

Updates on current projects to include Athletics area, Skate park, Community Centre, allotments, public art

190/15 Date of next meeting: 27th July 2015

There being no further business, the meeting closed at 10.02 pm

Signed.....

Date.....