



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 27th May 2015 – 8.00pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Gill Chatfield (GC), Richard Jackson (RJ), Cllr. Gill Scott and Cllr. Andrew Ballington.

Also: Jayne Hawkins (clerk)
Cllr. Jenny Radley (HDC)
Cllr. Gill Butler (HDC)

There were no members of the public present.

117/15 Appointment of Chairman and Chairman's declaration of acceptance of office and the code of conduct.

Cllr. Lowe was appointed as Chairman. RJ/GS all in favour.

118/15 Appointment of Vice-Chairman and vice-chairman's declaration of acceptance of office and the code of conduct

Cllr. Jackson was appointed as vice-chairman. PL/HB all in favour.

119/15 Apologies for Absence

There were apologies for absence from Cllr. Michael Buford.

120/15 Approval of the minutes

Minutes of the Full Council Meetings on 27th April 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 - 23rd March, 13th April, 27th April, 11th May.

Policy and Finance Committee – 20th April 2015

Facilities Committee – 9th March 2015, 13th April 2015, 11th May

121/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

122/15 Declaration of interest relating to items on the agenda

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

123/15 To receive Chairman's announcements

The Chairman reported the following:

- New Emergency planning officer at HCC – Stuart Fox
- Next newsletter – to be approved at June PC meeting. Suggest it focuses on the new community centre – double page spread with adverts from those people that have made regular bookings. Clerk will need to contact people tomorrow. Cllr. Jackson agreed to produce a basic map.
- Possible changes to Fleet Link service are being investigated by HCC. Kevin Ings will organise a meeting to discuss the proposed changes. HB to attend.



- Timetable change to 72 came into force on 24th May, no printed timetables available.
- Shaping Hampshire – Spending Review Consultation circulated. Response needed at next PC meeting. Closing date: 6th July 2015.
- It was reported that the clerk had received a resignation letter from Cllr. Newbigin.

124/15 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 were 2 members of the public present.

125/15 Councillor Resignation

To receive the resignation of Councillor Harris

The resignation of Councillor Harris was received and the clerk was asked to send a thank you letter for all his valuable work whilst serving on the Parish Council.

126/15 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 Hugh Connolly to the Parish Council for Gally Hill ward. PL/RJ all in favour

127/15 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 or the new community centre at Crookham Park when available.

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

128/15 To agree which committees should be formed and how regularly they should meet.

It was **resolved** to form the following committees

Facilities Committee – monthly, 2nd Monday of month **GS/HB** PL GC RJ RN

Planning Committee – 2nd and 4th Monday of month as required **MB/HB**, PL, AB, GS plus co-opted member Gill Butler

Finance and Policy Committee – 4 per year, 3rd Monday Apr, July, Oct, Jan(policy only in Jan and Jul) **AB**, PL, MB extra members needed and vice chair

Staff Committee – September 3rd Monday, then as required **PL, RJ, GC, GS**

129/15 Review of terms of reference for Committees/subcommittees and to agree amended terms of reference for the Facilities committee to include management of the new Community Centre

Documents circulated.

It was reported that the Facilities TOR had been updated to include management of community centre.

It was **resolved** to accept the Terms of Reference for the Planning, Facilities, Staff and Finance and Policy committees.

130/15 Review of delegation arrangements to committees, sub-committees and staff

It was **resolved** to authorise the following delegated powers: PL/GS all in favour

Delegated powers of committees and sub-committees are as outlined in the terms of reference for each committee.

To give the Facilities committee delegated powers to authorise emergency works to ensure the Community Centre remains open for bookings.

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

the clerk or deputy clerk has delegated authority to make urgent decisions in response to



queries and issues that arise in relation to the running of the community centre within the scope of the agreed budget. When-ever possible the clerk or deputy clerk will consult with members of the Facilities committee.

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. When-ever possible the clerk or deputy clerk will consult with members of the Facilities committee.

131/15 To decide whether to accept the following main objectives in the coming year for each Committee/sub-committee

Planning Committee

To ensure local perspectives and issues are considered within planning applications
To actively contribute to discussions on planning policy including the local plan

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
Provide a three year plan to inform budgetary decisions.

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 ensure that the new community centre at Crookham Park is operated within the available budget i.e. achieves the expected income and costs.

It was **resolved** to accept the objectives outlined above. PL/GC all in favour.

132/15 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council

The following appointments were agreed. Councillors will report back to Parish Council by way of councillor reports

Athletics working party: **RJ**, GC

Highways **RJ**

Crookham Park Highways S106 steering group **MB** PL

Joint consultative committee Schools HB

HDAPTC PL

Fleet Link HB

FACC **AB** MB

Allotments **HB**/PL

Memorial Hall MB

Alms Houses, AB

Friends of Azalea Gardens Group, HB

Fleet and Crookham Welfare Trust, GS

Community Plan RJ to review

Fleet and Church Crookham in Bloom PL

MoD Liaison (Quetta/Humphrey Park) AB

SANGS RJ, AB

133/15 To review and agree subscriptions and memberships of other bodies for 2015/2016

It was **resolved** to approve the following subscriptions and memberships for 2015/2016



PL/GC all in favour.

- SLCC (both clerks) – £326
- HALC - £1058
- CPRE - £36
- Hampshire Association of Playing Fields - £60
- Get Mapping - £60
- Community Building Advice Service - £55.00 (from July 2014)

134/15 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

It was **resolved** to continue with contributions to the following organisations. PL/HB all in favour.

Fleet Link - £4761.83

Basingstoke Canal - £6750

135/15 Insurance

To receive confirmation those arrangements are in place for insurance cover in respect of all insured risks.

It was reported that Insurance is provided by Zurich Insurance. Three year agreement from March 2015. Allotment site has been added. Community Centre and Hightrees will be added when formally handed over to the Parish Council. Asset Register updated and reviewed by internal auditor. This was verified by the internal auditor.

136/15 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 for the year ending 31st March 2015

Summary

Precept income: £223,041 £6,208 over budget.

Additional income due mainly to increased football bookings, Parish Lengthsman grant

Precept Expenditure: £210,740 £5,361 under budget

Expenditure includes £44,000 transferred to earmarked reserves at start of year. Many expenditure items lower than budgeted, employment costs were supplemented by £1300 from S106 funds. Open space maintenance was over budget due to purchase of Rhino Mulch surfacing for Azalea Park play area however this was offset by £9500 budgeted for allotment maintenance which was not spent.

S106 income: £1.3million Community Centre construction, £114,350 Public Art contribution.

S106 expenditure: £2040 preparation for Public Art decision, £7,737 set up of allotment site, £555,640 on community centre construction

Annual Precept:	£181,173
Other income:	£41,868
S106 Community Centre	£1,370,935
S106 other income	£116,314
Total income:	£1,710,290
Employment costs:	£55,118
Administration costs:	£26,253
Peter Driver premises	£7,737
Allotments	£7,883
Grounds Maintenance	£42,052
Community Support	£21,062



Project costs	£19,439
Community Centre construction	£555,640
Total expenditure	£735,185
Earmarked Reserves	£185,337
\$106 Community Centre	698,515
\$106 other	£148,910
General reserves	£148,910
Total Reserves	£1,298,739

Reserves:

At start of year the following transfers from general reserves to ear marked reserves were made:

10K added to community youth projects,

3K added to 3G surface replacement,

15K added to Green Energy

6K added to play equipment and 10K community centre running costs.

At year end the following transfers from general reserves to ear marked reserves were made:

30K community youth projects,

10K community centre running costs.

The general reserves at year end include 67.6K VAT refund to be transferred to Community Centre construction costs earmarked reserve. Once all reserve movements have taken place at start of new year the general reserve for 2015/2016 will be £90,344

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

It was **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). PL/HB all in favour.

137/15 Internal Audit

To receive the Internal auditors report and to approve any actions

Report circulated.

It was **resolved** to implement the recommendations in the internal auditors report as detailed below. PL/RJ all in favour.

Recommendations :

1. Amend the Treasury Policy to allow maximum deposits of 700K with any one financial institution subject to selection criteria.
2. Monthly finance report to be enhanced to show reporting of deposits held and maximum deposit permitted per institution.
3. Reserves movements to be recorded on spreadsheet to facilitate year end reconciliations of reserves
4. Terms and conditions of hire of football pitches to be amended to include late payment penalty clause.
5. Full costs of assets including installation to be included on asset register going forward.
6. Review number of bank accounts with the intention of reducing the number of operative accounts.

138/15 Treasury Policy

To approve amendments to the Treasury Policy



It was **resolved** to amend the treasury policy so that a maximum of £700,000 may be deposited with any one financial institution, subject to the minimum required rating as per the ratings table. Where feasible Councillors would like the available funds to be spread amongst accounts and not all held in one account. RJ/PL all in favour

RFO

139/15 External audit form

To approve the Annual Return for 2014 2015.

It was **resolved** to approve the annual return for 2014 2015. The Chairman and RFO signed the form. PL/GS all in favour.

RFO

140/15 Bank mandates

It was **resolved** to approve the following changes to the signatory details and name of bank accounts. PL/HB all in favour.

1. Unity Trust Bank – removal of Nick Harris and addition of Gill Scott
2. Santander Business Bond – removal of Nick Harris and addition of Michael Burford.
3. HSBC – removal of Nick Harris and following signatories to remain: Pat Lowe, Helen Butler, Michael Burford, Gill Chatfield & Gill Scott.
4. Barclays – removal of Nick Harris

and to approve the change of the name of the accounts held at Barclays Bank from Church Crookham Parish Council Community Centre Construction account to Church Crookham Parish Council.

RFO

141/15 To review leases, Tenancies and fees – report circulated

It was **resolved** to keep the fees and leases the same as last year, due to potential competition from other pitches in the area. PL/RJ all in favour.

142/15 To review and adopt standing orders and financial regulations

It was **resolved** to adopt standing orders and financial regulations with no changes. PL/HB all in favour

143/15 To receive a report on the responses to the Public art consultation and to decide which artist to appoint to build a full size bronze statue to be located at the Gurkha Orchard at Crookham Park.

The following proposal from Cllr. Scott and Cllr. Lowe had been circulated.

It is proposed that Church Crookham Parish Council award the commission for the statue to Jemma Pearson on the understanding that she consults with Major Carrick and amends her design to address the regiments concerns regarding the facial features and the uniform:

- *Face to be remodelled on a more typical Gurkha Face. Photographic examples to be provided.*
- *Gurkha Hat to be correct size and that a cap badge worn on the right side (lower side) and should be the generic 'Crossed Kukri'. Photo to be provided.*

However the Parish Council would still like the Gurkha soldier to be shown relaxed and welcoming rather than at attention due to its location in a public open space and close to a children's play-ground.

The objective should be to adapt the design to produce a statue that the Gurkha Regiment is proud of and approve of but also one that reminds the residents of Church Crookham of the smart but friendly Gurkhas that lived in our parish.

It was **resolved** to accept the proposal above and appoint the commission for a Gurkha Statue to Jemma Pearson to be installed at the Gurkha Orchard in Spring 2016. PL/GS all in favour. The clerk was asked to inform the artists of the councils decision.

144/15 Community Centre project update

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

The following was reported

- Build progressing well, flooring going down week beginning 1st June
- Issues with provision of services and access road – escalated to TW. Nigel meeting GTC tomorrow.
- Confirmed booking for community centre including pre-school would bring in approx £19K of revenue which would exceed our budget for 2015/2016.
- Expecting to move office staff in to the building mid to late July
- Open day event 22nd August
- Open to the public from 1st September
- Visit to furniture show room next Tuesday afternoon
- Clerk cannot order furniture and fittings until the building is handed over due to insurance issues.
- IT provision – clerk would like to move to office 365 to provide improved remote access to emails and files. Checking with HALC whether data needs to be held in UK.
- Financial status report issued by Rund but still based on estimates of over run due to services provision. Cannot confirm costs until the dates for provision of all services has been provided.

145/15 Community Centre approval of additional work

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:

- Canopies for preschool £14,220 and submission of minor material matter change Planning application £260 plus £97.00 planning fee
- Footings for canopy - £1069.20
- Drop down bollards – 726.40
- Larger shed in playground - £550
- Corner cupboard in meeting room – £600

Clerk

It was **resolved not to** include the following items in the project:

- Basic PA and music system - £3196
- Additional reception lockable cupboard - £280.00
- Buzzer from reception to office - £172.80
- Lockable hatch between reception and office - £ 750
- Additional paving at rear door and fire exits - £700
- Additional 10ft x 8ft shed and base in extension area - £850
- Additional reception cupboard for files £336 – may be cheaper to source ourselves.

The clerk report that she has also been advised of the following potential additional costs but these were still subject to change:

- Additional Vinyl in lieu of carpet (Rund disputing) - £1,200
- Additional preliminary costs due to late statutory connections (ESTIMATE - £13,500)
- Provisional sums – differences to allowances. £6,596.38

The Pre-school have agreed to purchase all the furniture for the pre-school if the parish council buy the canopy. It was **resolved** that the PC would still buy all fixtures eg coat pegs, blinds, notice boards.



146/15

Community Centre staff

To approve a job description and rates of pay for a new member of staff to manage community centre bookings and Parish Council publicity and promotion to include: the Parish website, Parish Newsletter and events.

It was **resolved** to accept the job description and job advert and to advertise the following vacancy immediately. GS/PL all in favour

The position of Community Centre booking and publicity officer would be 30 hours a week, flexible hours, £9.20 per hour, FTE £17,714 subject to NJC for local authority services terms and conditions. Six month probationary period.

Advertisements to close: 12th June

Interviews: 18th June

Start date: 3rd August

147/15

Crookham Park

To receive an update following a meeting with Taylor Wimpey and decided if further action is required.

The chairman reported the following:

- Access road should be complete mid July, TW will provide access from Naishes Lane until road is complete. Clerk has asked for access to be moved to top road for August open day. 24/7 controlled access from end May.
- Foul sewage should be at community centre by end May
- Service provision – Nigel agreed to try and escalate electricity/gas and water connections.
- Matt Weatherall is transferring water connections at allotments to PC.
- Fabrik to provide a management plan for area I and allotments
- Possible sewage connection at far side of allotments. Connected to ALS storage area in area J. PC to negotiate provision of toilets as area J will be PC land.
- SANGs consultation – 1050 responses to survey
- Meeting on area J due to take place with HDC and Natural England on 6th June
- Plans for LEAP and LAPS provided. Councillors to review and comment.
- Wheel Park access to be from top corner of site.
- Athletics visit to site end July.

148/15

Wheel Park

To receive an update on the Wheel Park planning application and to consider a proposal to submit the application prepared by Maverick to Hart District Council Planning.

Item postponed:

The chairman reported the following: Draft planning application report received on 20th May, following review by Cllr Butler, Cllr Jackson and the clerk it was decided that further work was required before it could be submitted. Claire will pick this up when back from leave on the 2nd June. There is no charge for preparation of the planning application but the parish council may need to pay for drainage and technical advice needed for the planning submission. Planning application costs up to £845 based on £195 per 0.1hc up to max £1690 (half price for PC).

149/15

Traffic speed complaint – Sandy Lane

To receive comments via the website from a resident of Sandy Lane regarding the speed and volume of traffic.

Comments circulated.

It was **resolved** to respond to the resident to inform them of the raised tables that are proposed at the crossing points and that WSP are conducting speed surveys on Sandy Lane at intervals to determine the impact of increased traffic on the road. Highways are



the responsibility of Hampshire County Council and that the clerk would forward the issues raised to Highways officers Ben Clifton and Dominic Mcgraf at HCC. The clerk will also request that the speed limit reminder sign is put down Sandy Lane once the road junction works are completed.

- 150/15 Internal Auditor – discretionary waiver to maintain Professional Indemnity cover.**
To receive a letter from a previous internal auditor for the years 2011/2012, 2012/2013 requesting that the Parish Council provides assurances regarding his work in support of an application for a discretionary waiver from the requirement to maintain professional Indemnity cover on cessation of practice.

It was **resolved** to send a letter to ACCA supporting a discretionary waiver.

- 151/15 Office staff workload and overtime**
To consider a request to pay current staff for additional hours of work to cover unusually high workload caused by the final stages of the community centre, annual audit and opening of allotments. Approval requested for up to an additional 30 hours a month from 1st May to 1st September.

The Chairman reported that the office staff were having to manage a much larger volume of work than normal but expected this to reduce by end of summer.

- Year end processing complex and little assistance available from clerk
- Community Centre high volume of work to finalise fixtures, fittings, fire inspection, bookings, lease and hire agreements
- New website content
- New allotments generating a lot of emails and actions
- Ground maintenance contracts due for renewal
- Hightrees handover
- Staff recruitment
- Office move

It was **resolved** to approve up to a total of 30 hours for all staff of additional overtime per month from 1st May to 1st September to assist with the increased workload expected over the summer period.

- 152/15 Office move: to approve a budget of £1000 for the office move to the new community centre to include the following:**

- Shredding £70 for two wheelie bins
- Removal van and men to move items
- Assistance with constructing cupboards and desks etc.
- Installation of Microsoft office 365.

It was **resolved** to approve up to £2,000 of expenditure for the office move to include the set up of Microsoft office 365. PL/AB all in favour.

- 153/15 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.

<u>Payee</u>	<u>Invoice reference</u>	<u>Details</u>	<u>Invoice date</u>	<u>Net amount</u>	<u>VAT</u>	<u>Total amount</u>	<u>Cheque number</u>	<u>Date payment made</u>
Mildren Construction	14565/05/12338	Payment notice 8	20/05/2015	£247,000.00	£49,400.00	£ 296,400.00	Barclays 100022	28/05/2015
							£145,438.0	
							Lloyds 000003	28/05/2015
							£150,962	
Worldwise Ltd	540/1/4/D	Professional services	30/04/2015	£ 1,000.00	£ 200.00	£ 1,200.00	Lloyds 000004	28/05/2015
Rund	32/0077	Post contract services	20/05/2014	£ 3,000.00	£ 600.00	£ 3,600.00	Barclays 100023	28/05/2015
Payments in May 2015						£ 301,200.00		



154/15 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.

Clerk/RFO

Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Employment costs						£ 4,728.07	
Total expenses				£ 78.40	£ -	£ 78.40	
Alto Card		To top-up prepaid card	28/05/2015	£ 180.00		£ 180.00	DIRECT DEBIT
British Gas	670213115	Gas at Peter Driver pavilion 24 03 to 15 04 15	12/05/2015	£ 46.50	£ 2.32	£ 48.82	DIRECT DEBIT
BT	M046	Office telephones & broadband	30/05/2015	£ 47.91	£ 9.58	£ 57.49	DIRECT DEBIT
HSBC Bank plc		Charges 31.03 to 29 04 15	21/05/2015	£ 6.80		£ 6.80	DIRECT DEBIT
Upper Bridge Enterprises	2902	Website & email hosting May 2015	26/05/2015	£ 32.00	£ 6.40	£ 38.40	DIRECT DEBIT
J Clarke		Allotment deposit refund	28/05/2015	£ 50.00		£ 50.00	300509
H Godolphin		Allotment deposit refund	28/05/2015	£ 50.00		£ 50.00	300510
J Mills		Allotment deposit refund	28/05/2015	£ 50.00		£ 50.00	300511
J Goodwin		Allotment deposit refund	28/05/2015	£ 50.00		£ 50.00	300512
Fleet Division Guide Hall		Grant for installation of intruder alarm. Agreed PC April 2015 minute ref 105/15	28/05/2015	£ 876.00		£ 876.00	300513
Comfort Building Services	38695	Service contract May 2015	28/05/2015	£ 163.83	£ 32.77	£ 196.60	300514
Crookham War Memorial Hall	2720	Hall hire May 2015	28/05/2015	£ 54.75		£ 54.75	300515
Disconsulting IT Ltd	7696	Online back up April 2015	28/05/2015	£ 10.00	£ 2.00	£ 12.00	300516
Information Commissioner		Annual registration	28/05/2015	£ 35.00		£ 35.00	300517
KMC Cleaning Ltd	1163	Cleaning of Peter Driver pavilion April 2015	28/05/2015	£ 301.98	£ 60.40	£ 362.38	300518
npower	LGUSWTBT	Electricity at allotment site 01 02 to 30 04 15	28/05/2015	£ 49.35	£ 2.47	£ 51.82	300519
RBS Software Solutions	24318	2014 2015 Year end close down of accounts	28/05/2015	£ 504.65	£ 100.93	£ 605.58	300520
Winchfield Landscape Services Ltd	1162	Geounds maintenance April 2015	28/05/2015	£ 1,294.00	£ 258.80	£ 1,552.80	300521
Zurich Insurance	18016677	Addition to annual premium for allotment site	28/05/2015	£ 233.01		£ 233.01	300522
Wellers Hedleys	42961	In connection with professional advice regarding CCPC Allotments land transfer. To be paid from S106 funds received from Taylor Wimpey	17/02/2015	£ 115.00	£ 23.00	£ 138.00	300523 £3397.60
	43612		18/03/2015	£ 575.00	£ 115.00	£ 690.00	
	44264		20/04/2015	£ 1,449.00	£ 289.80	£ 1,738.80	
	44746		06/05/2015	£ 661.67	£ 123.13	£ 784.80	
	44804		12/05/2015	£ 38.33	£ 7.67	£ 46.00	
sub-totals:				£ 11,681.25	£ 1,034.27	£ 12,715.52	-
Payments in MAY 2015						£ 12,715.52	-

155/15

• **To receive the Clerks Report for May**

The clerks report was received and reviewed.

Allotments: The land transfer completed on the 1st May, land registration has been completed and we now hold the title for the land. The site has been busy from the start with lots of queries and questions from tenants. The Tenants committee have been very pro-active and are establishing good communications with fellow tenants, answering many of the questions. The grass paths have been cut. ALS have been asked to lift some of the pathways and fix some fencing. Tenants have been very proactive and have fixed a broken shed door and an over-flowing water trough. Some plots have been handed back due to changing circumstances and are being offered to people on the waiting list. A few plots appear not to have been visited yet, Claire will follow these up when she is back from leave. There seems to be a lot of concern about toilet facilities. There is no mains sewer close to the site but Taylor Wimpey is looking at eventually providing a connection at the far side of the site. The tenants association may look at implementing a temporary measure. Someone is interested in keeping bees on the site and is preparing a proposal that will be presented to the tenants association and the parish council. A dummy bullet was found on plot 9 at the allotments, the police destroyed it. Environmental Health at Hart was notified. Both the police and environmental health said no further action was required.

- Hampshire County Council Highways should be sending through some plans soon for the gateways on Aldershot Road and Beacon Hill and for a refuge on Beacon Hill. Technical assessments have said that Aldershot Road is too narrow to have a refuge



but they will lower the kerbs to assist with crossing. The Parish Council may need to consider their signage as the Welcome to Church Crookham sign at the gateway will be after the Welcome to Church Crookham sign before the Leipzig road roundabout. The speed limit on the Aldershot Road past the Foresters will be reduced to 50mph and they are considering a 'no' right turn at Windy Gap.

- S278 works have been progressed at junction of Tweseldown Road and Beacon Hill. Work on the Sandy Lane/Aldershot Road junction will be starting next week.
- Office IT – the clerk is investigating an IT system that would allow remote working, especially full access to emails remotely. Options to be considered would be Office 365 with or without a windows essentials server 2012 to host documents and account or cloud service such as Micro-shade which would host all the parish data remotely including our accounts package. If any councillors have any expertise in this area it would be welcomed. It would be useful to have a portal area to put Parish Council meeting documents so that they don't all have to be sent out via email, we could than have a few sets of documents in the office that could be picked up if anyone prefers to look at paper documents.
- Smart meters have been requested for Peter Driver and the allotments.
- Website data is being prepared for loading to the new website

156/15 To receive monthly safety report

The safety report was received and reviewed.

157/15 To receive monthly crime report

The monthly crime report was received and reviewed.

158/15 To receive other reports

1. Quetta and Humphrey Park – nothing to report.
2. Fleet Link (HB) – meeting planned
3. FACC update – nothing to report
4. HDAPTC (PL) – nothing to report
5. Memorial Hall (MB) – nothing to report
6. Allotments (HB) – as above
7. Alms Houses (AB) – nothing to report

159/15 Items for next meeting

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

160/15 Date of next meeting: 22nd June 2015

There being no further business, the meeting closed at 9:46 pm

Signed.....

Date.....