



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 27th July 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 (GS), Cllr. Michael Burford (MB), Cllr. Andrew Ballington (AB), Cllr. Gill Chatfield (GC) and Cllr. Hugh Connolly(HC), Cllr. Annette Whibley (AW).

Also: Jayne Hawkins (clerk)
Cllr. John Bennison - HCC

There were 3 members of the public present.

200/15 Apologies for Absence

There were apologies for absence from Cllr. Jenny Radley and Cllr Gill Butler.

201/15 Approval of the minutes

Minutes of the Full Council Meetings on 22nd June 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 - 22nd June, 13th July
Facilities Committee – 13th July
Policy and Finance Committee – 20th July

202/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

203/15 Declaration of interest relating to items on the agenda

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

204/15 To receive Chairman's announcements

The Chairman reported the following:

- Recent fires in Church Crookham are still being investigated by CID. An arrest was made but the police are still appealing for any residents in Fleet and Church Crookham that could help with their enquiries. The link on the police website reports that a 35 year old man was arrested. A Caravan on Crookham Road and 4 bins were burnt out. The Fleet neighbourhood policing teams are continuing patrols.
- Anti-social behaviour at the allotment car park has also been reported to our PCSO James Rickaby.
- TW has asked if the Parish Council would consider taking on the tennis courts and five a side pitch towards the end of this year with the other open space that they have requested. Athletics area will be maintained by TW and fenced off until end 2017.



205/15 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 3 members of the public present.

206/15 Community Centre project update

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

The Chairman gave the following update:

- All services installed
- Still awaiting connection to surface water at rear of building, Nigel has promised it will be in soon.
- Electrical and mechanical testing started on 21st July, going well
- Fencing around pre-school installed
- Practical Completion date set for the 31st July
- Handover/demo of systems on 29th July (to be confirmed) – Councillors to attend if available to receive instructions on alarm etc
- Issue with public access road, development at Sainsbury end is 3 months behind schedule, development at Naishes Lane end is 3 months ahead of schedule. Therefore need to change the access route from the Sainsbury end to the Naishes Lane end. TW assure me it will be a clean, safe, tarmac road in three weeks. TW will fund the printing and distribution of an A5 leaflet to be delivered to the parish with a new access route – draft to pass around.
- Clerk has organised installation of blinds, PA system, Dishwasher before the open day.
- Community Centre furniture ordered to be delivered week ending 14th August.
- Handy man will be installing coat hooks in pre-school, notice boards and toilet roll holders on 3rd August – whole day £275. Can provide gates for bin store later in August.
- Office furniture and boxes move on 6th August – Terry Hogg to provide van and labour
- Telecoms and IT setup on 6th and 7th August
- Pre-school Ofsted inspection booked for 4th August. Pre-school will set up over weekend 1st and 2nd August.
- Jenny Baker has started. Attended mapping course, booking system course and website training. Has updated website and helped with leaflet for open day.

207/15 Community Centre update on finances

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.

A finance report from Rund has been circulated today. Some outstanding items that are disputed are being discussed between Rund and Mildren. The clerk expects that when the final figures are available there will be approx.: £20K-£30K remaining in the budget and costs associated with late delivery of services will be passed on to Taylor Wimpey (between £13K and £35K).

25K for green energy has been removed from budget as the solar panels were funded from the Community Centre contribution.

Grass area in pre-school playground 12.5m x 10m minus shed, small garden and bike shelter.

- 100sqm of astroturf approx. quotes between £4.8K and £6K. Cannot get an installation date before Sept. Clerk is meeting Trulawn on site on Thursday morning.
- 100sqm of turf – awaiting quotes, asked Redfields for assistance no response.
- Could water seed when move in and put astro turf down towards end



of September. Pre-school to use soft play area until grass is installed.

It was **resolved** to approve expenditure of up to £5.5k for installation of astroturf in the pre-school playground.

Clerk

It was **resolved** to approve expenditure on maintenance man booked for 3rd August to put up coat hooks, notice boards, toilet roll holders etc. £275.00

Clerk

208/15 **Community Centre handover and open day**

To receive an update on the Community Centre handover and open day

The chairman reported the following:

- Handover 31st July (probably)
- 1 year defects period
- Open Day
 - o 3 Childrens entertainers booked from 2pm to 4pm
 - o BBQ or Hog Roast, TW will provide but probably cannot cater for 300, PC may have to contribute, Clerk has asked for price
 - o Sainsbury approached to provide drinks (tea, coffee, milk, sugar, juice and water). Letter sent on 24th July.
 - o Banners, Bunting, balloons (C&S banners) Design to be approved by PC
 - o Signage to site dependant on TW access route, flags and signs C&S Banners. Route will be from Naishes Lane end. New leaflet to be printed and delivered from 7th August. TW to fund.
 - o Jenny to organise press
 - o Celebrity to open Community Centre

It was **resolved** to invite Henry Douthwaite to open the community centre. RJ/MB all in favour.

It was **resolved** that the clerk could spend £600 on the open day refreshments. AB/AW all in favour.

The Chairman requested that everyone wears their badges on the open day

209/15 **Grounds Maintenance Contract**

To consider a proposal to extend the existing grounds maintenance contract by three months until the end December 2015 with an option to extend on a monthly basis thereafter.

It was **resolved** to extend the existing grounds maintenance contract by three months to end December and to review again at end of November. RJ/AB all in favour.

210/15 **Grounds Maintenance tender**

To consider a proposal to appoint a consultant to assist with the grounds maintenance tender. Report circulated.

- Hart DC suggested that the Parish should employ an expert to lead them through the grounds maintenance tender process and to assist with the specification of the requirements.
- Additional land can be identified in the tender
- Clerk believes that this would result in a better tender and should save the parish council money in the longer term.
- Grounds maintenance contract is expected to increase, existing contract was the cheapest received in previous tender but lacks expertise and size to manage increasing portfolio.



It was **resolved** to approve a 1 day consultation session costing £300 and then the clerks should report back to Council with suggested plans.

Clerk

211/15 Buses update following Stage coach meeting

To receive an update following a meeting Hampshire County Council and Stagecoach on 29th June and to decide if any action is required.

An update was received.

212/15 Fleet Link Deed of Agreement

To decide whether to sign a new deed of agreement for the Fleet Link Service – document circulated.

It was **resolved** to approve the deed of agreement once the mistakes with the figures were resolved.

Clerk

213/15 Road Works Church Crookham

To discuss the large number of conflicting road works in the Church Crookham area and to decide if any action can be taken.

- Sandy Lane still closed due to open 5th August
- Work on Tweseldown Road scheduled at same time
- SGN gas works at Crookham Crossroads started on 21st July, 4 way traffic lights

It was **resolved** to draft a letter to HCC Highways requesting clarification of their procedures for scheduling roadworks and notifying people about roadworks in their area and briefing of staff that inform the public.

It was resolved to draft a letter to the gas board regarding work at Crookham Crossroads with concerns about poor guarding and lack of hard hats.

Clerk

214/15 Actual vs Budget for Apr-Jun and change to number of bank accounts

To receive actuals vs budget data for April to June 2015 and to consider a recommendation from Finance & Policy committee to reduce the number of operative bank accounts.

Actuals vs budget:

	2015 2016 Budget	Actuals year to date	Forecast	Likely out turn
Income	243,904	106,809	136,568	243,377
Expenditure	246,550	68,174	174,798	242,972
Income over expenditure	-2646	38,635	-38,230	405

Revenue income – slightly lower than budgeted due to only 11 months of allotment rent and forecast for football income slightly reduced.

Revenue expenditure – employment costs expected to be lower than budget as new staff not joining until later than expected in the year and employed for less hours than budgeted for. Admin costs forecast raised as remainder of new website to be paid for and increased license fees due to installation of booking system and microsoft 365. Grounds maintenance – dog warden, no information available as to what is included in the service, councillors could suggest that we have a meeting with Hart to get further info. Fleet Link may need to be increased if the service is improved although it should be funded by Crookham Village.

Overall the revenue budget forecast is on target for year although the community centre running costs remain very approximate at this stage.

The following proposal would reduce the number of operative accounts from 11 to 7:

1. Community centre construction bank accounts:
 - a) Transfer the remaining funds in the Barclays account to Lloyds and



close both Barclays' accounts.

b) When the community centre construction is complete, transfer the remaining funds to S106 deposit account with HSBC.

2. Transfer the revenue deposit funds from HSBC to Unity - all revenue funds will then be held with Unity Trust.
3. Transfer the S106 deposit funds from Unity to HSBC – S106 funds then held with HSBC.
4. Invest S106 funds not required for expenditure for 12 months with another 12 month Business Bond.

It was **resolved** to accept the quarterly update and to accept the recommendation from policy and finance to reduce the number of bank accounts as outlined above.

215/15 Policy reviews

To receive recommendations for approval from Finance & Policy committee regarding the following policies

- Treasury & Investment Policy – following change: “Church Crookham Parish Council will not hold funds other than in bank or building society accounts or in bonds of 12 months or less in duration, and as such will not be making any investments in the immediate and medium-term future”
- Freedom of Information Publication Scheme – addition of minor changes to add Equality & diversity policy, allotments information, Community centre information.
- Policy for the prevention and detection of fraud and corruption – Re word point 5 to take out “and cash book” as only the monthly finance report is circulated to all councillors.
- Sickness Absence Policy – new policy

It was **resolved** to accept the policy changes outline above.

216/15 Grant requests

To receive any grant requests and decide whether to approve them

- Basingstoke Canal – application form circulated. Included in budget.

It was **resolved** to approve the grant request which was in line with the budget.

217/15 To approve Community Centre accounts and payments

<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		Payment notice 10	21/07/2015	£ 34,200.00	£ 6,840.00	£ 41,040.00	Lloyds Bank 7	28/07/2015
Payments in July 2015						£ 41,040.00		

It was **resolved** to approve the payments above.



218/15 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.

Clerk/RFO

A new set of goal posts were approved £1100 and an extra pair of storage brackets PL/MB all in favour

Insert chart

219/15 To receive the Clerks Report for June

The clerks report was received and reviewed

220/15 To receive monthly safety report

The safety report was received and reviewed.

The clerk agreed to ask Claire to organise a safety walk about for the Councillors in September.

221/15 To receive monthly crime report

The monthly crime report was received and reviewed.

222/15 To receive other reports

1. Quetta and Humphrey Park (AB) – It was reported that street lighting on footpaths was poor at Humphrey Park and the housing office window was still broken
2. Fleet Link (HB) – as above
3. FACC update – (AB). Part B published, few changes resulted from Part A consultation. Overflights would reduce by 24%. Airspace change proposal submitted if approved would be implemented late 2016 .
4. HDAPTC (PL) – brief report
5. Memorial Hall (MB) – new doors and windows installed
6. Allotments (HB) – Open day planned for September
7. Alms Houses (AB) – impacted by recent arson attacks, new trustee appointed.

223/15 Items for next meeting

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

224/15 Date of next meeting: 28th September 2015

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

Signed.....

Date.....