



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 26<sup>th</sup> October 2015 – 8.00pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Cllr. Pat Lowe (PL) (Chairman), Cllr. Helen Butler (HB), Cllr. Richard Jackson (RJ), Cllr. Hugh Connolly (HC), Jeremy Silvester (JS), Andrew Ballington (AB)

Also: Sally du Gay (deputy clerk)  
Simon Ambler (HDC)  
Jenny Radley (HDC) arrived 8.47pm  
John Bennison (HCC) arrived 8.45pm

There were 2 members of the public present.

**255/15 Apologies for Absence**

Apologies were received from Cllrs Burford, Chatfield, Scott & Whibley

**256/15 Approval of the minutes**

Minutes of the Full Council Meetings on 28<sup>th</sup> September 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 - 28<sup>th</sup> September & 12<sup>th</sup> October  
Facilities Committee – 12<sup>th</sup> October.  
Finance & Policy Committee – 19<sup>th</sup> October

8.02pm Cllr Jackson arrived

**277/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**278/15 Declaration of interest relating to items on the agenda**

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

**279/15 To receive Chairman's announcements**

The Chair made the following announcements

- The working parties for the Governance Review and the Community Emergency plan were reminded that an update on the working parties progress is to be included on November's agenda.
- Hampshire County Council's Department for Economy, Transport and Environment is hosting an event for local parish councils from 3.13pm to 6.30pm on 11th November in Winchester. The event will cover an update on Highways preparation for the coming winter, the growing challenge of managing waste and the opportunities Highways is taking to transform its services. No councillors expressed an interest in attending.



- Cathy Parker resigned from Booking Office job-share role 30th September.
- 7 volunteers required for the children's Christmas party:
  - 1 Father Christmas
  - 2 volunteers to make teas and coffees for parents
  - 2 volunteers in the hall to give out juice to the children
  - 1 volunteer in the foyer to direct people to foyer and ensuring no children leave the building without parents
  - 1 first aider.Councillors are to let Jenny Baker know of their availability.

#### **260/15 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.

A member of the public raised concerns over the length of time taken to handover the LEAP situated near Tweseldown Infant School. Councillors advised them that this is a process that needs to be instigated by TW.

Cllr Ambler notified the parish council that Hart DC would be holding an extra cabinet meeting on 18<sup>th</sup> November to review the Local Plan Housing Option paper. Members of the public may attend.

#### **261/15 Community Centre project update**

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

The deputy clerk gave the following update:

- Snagging has continued in the community centre:
  - o The source of the leaks either side of the ceiling has been located – the windows were not sealed on the inside.
  - o The column has been re-plastered although it appears now to be cracking down the side
  - o The drain in the foyer floor has had some work carried out on it to reduce the trip hazard, but is still to be assessed as to its effectiveness.
- The canopy company have returned to properly route the drain but have identified the need for the wire mesh to cover the tops of the drains to prevent them becoming blocked with leaves.
- The table legs have been fitted to the table tops.
- A second set of ballet bars have been ordered following the loss of the first set during delivery. The parish council have paid for the first set pending the outcome of the delivery company's investigation. Waiting for confirmation of delivery date.
- Facilities committee agreed to spend £2900 to install a French drain at the front of the building to cope with surface water runoff but are waiting for more detailed drawings before giving the go ahead to Mildren.

#### **262/15 Auto-attended phone system**

To decide whether to purchase:

1. a license to activate the Auto-attendant system for the community centre telephone system for £150 + VAT (one-off charge)
2. Annual maintenance £160 + VAT which covers phones & main control unit for faults and hardware failure, remote programming and support.

It was **resolved** to purchase the license for the auto-attendant system at a cost of £150 and the annual maintenance contract to be paid from the credit held with Nomis.

**Deputy clerk**



PL/RJ all in favour.

**263/15 Bookings officer – permanent increase in hours from 15 per week to 25 per week from 1<sup>st</sup> October**

To consider approving a permanent increase in Booking Officers hours from 15 to 25 hours per week following resignation of Cathy Parker.

It was **resolved** to approve a permanent increase in the Bookings Officers hour from 15 to 25 hours per week.

PL/HC all in favour.

**264/15 Newsletter**

To receive a draft newsletter for approval  
Circulated

It was suggested that the timing of the Christmas Party and Barn dance should be included, and that the article on “Keeping warm” should be attributed to Hampshire CC

It was **resolved** to approve the newsletter for publication, subject to the amendments above.

PL/HC 5 in favour, 1 abstention

**Deputy clerk**

**265/15 NEAP**

To consider what comments should be sent to Taylor Wimpey regarding the location and content of the NEAP

It was agreed that this item should be postponed to the next Facilities committee meeting pending agreement on the location of the Gurkha statue.

**Deputy clerk**

**266/15 Playgrounds at Crookham Park**

To consider a request from Taylor Wimpey for the Parish Council to accept the play grounds once they have had a ROSPA inspection and any issues have been dealt with rather than waiting for the 1 year maintenance period as specified in the S106. TW would cover the cost of any remedial work in this

- LEAP playground by school
- NEAP playground behind the community centre
- Memorial Orchard
- Tennis Courts and MUGA
- Half of public open space

It was **resolved** to accept further play grounds and formal open spaces, including the LAPS that are completed, once the Hightrees LEAP has been formally transferred to Parish Council ownership. The Parish Council would expect suitable S106 payments to maintain the formal open space i.e. proportionate to the amount of formal open space transferred.

RJ/PL all in favour

**267/15 Area J compound**

To consider a proposal from Taylor Wimpey to allow them to retain a part of area J to install a compound for maintenance contractors storage, vehicles and toilet facilities.

It was **proposed** that at the appropriate time and in principle the parish council should take ownership of the whole of Area J including the compound area provided that when the parish council takes ownership all suitable permissions are in place for any structures on that land and unless there are no justifiable or legal reasons not to.



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

**268/15 Allotments**

To receive a request from the Tenants Association for free use of the meeting room at the community centre once a month for 1 hour.

It was suggested that the Tenants Association could apply to the Parish Council for a grant to cover the cost of the room hire.

Deputy clerk

**269/15 Wheel Park**

To receive an update on the Wheel Park planning application

The planning application closed to comments on Friday 23<sup>rd</sup> October:

As at Wednesday 21<sup>st</sup> October 4 comments had been received in favour of the application.

Sport England withdrew their objection on 23<sup>rd</sup> October.

The planning application is due to be heard in November but await confirmation of date.

Maverick are due to revisit site to assess developments since footpath installation.

TW has confirmed that if upon construction of Wheel park the footpath in current location does not allow enough space this can/will be moved.

**270/15 Annual Parish Council Safety Inspection**

To consider date/time for Councillors to carry out Annual Safety Inspection around all sites

It was agreed that the Annual Safety Inspection should be carried out on Saturday 21<sup>st</sup> November at 10am and that as many available councillors as possible would attend.

Recreation &  
Allotments  
officer

**271/15 Financial Regulations and Standing orders**

To decide whether to accept a proposal from Finance and Policy committee to make amendments to the financial regulations and standing orders to comply with the Public Contracts Regulations 2015 to allow the parish council to issue a tender under the value of £172K without having to follow OJEU

The following amendments are proposed to Standing orders:

**18. Financial controls and procurement**

*a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:*

*v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of **£25,000 or more***

***c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of **£25,000** shall be procured on the basis of a formal tender as summarised in***



**standing order 18(d) below, and must satisfy the requirements of the Public Contracts Regulations 2015.**

**f Where the value of a contract for i) public service or public supply contract is £172,514 or more or ii) a public works contract with an estimated value of £4,322,012 or more (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, the council must comply with EU procurement rules.**

The following amendments are proposed to Financial Regulations:

- 11(b) Where it is intended to enter into a contract exceeding **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.
- (g) If less than three tenders are received for contracts above **£25,000** or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 18.d, and shall refer to the terms of the Bribery Act 2010.
- (i) When it is to enter into a contract less than **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (l) The terms of the Public Contracts Regulations **2015** including thresholds shall be followed.

Also Point 5.5 regarding the transfer of funds between bank accounts for the purposes of making payments each month has been removed from Financial Regulations as the bank accounts have now been re-organised as agreed at Full Council, minute ref: 214/15

It was **resolved** to approve the amendments to Standing Orders and Financial Regulations PL/HC all in favour.

**Deputy clerk**

## **272/15 Audit 2014 2015**

To accept and approve the Annual Return for 2014 2015  
Report circulated  
The Annual Return for 2014 2015 has been audited by BDO.

There was one matter arising:

- *Alto Account - namely that the council has an Alto account which is held in the names of individuals and not in the name of the council.*
- *This issue was raised because the council have not exercised control over their bank accounts in the year, exposing them to the following risks:*
  - *Misappropriation of cash and*



- Lack of financial control
- BDO recommend that the council ensure that the account is transferred into the name of the council as soon as possible.

The RFO contacted BDO to explain:

- The account is in the name of the parish council whereas only the cardholder's name appears on the card. Unity Trust bank does not offer the facility to add the parish council name too.
- The card is pre-paid to a limit of £500 and all top-up request are signed by 2 account signatories.
- All receipts for expenses paid for on the card are collected.
- Statements for the account are printed each month and reconciled to a cashbook.
- The statement, reconciliation and expenses are reported to council each month as part of the financial report.
- Provision and guidance of use of the Alto card are included in the council's Financial Regulations.

The auditor agreed to put a note on the parish council's file to that effect.

It was **resolved** to approve the Annual Return for 2014 2015  
PL/HC all in favour

**273/15 Auditor appointment** To decide whether to appoint the internal auditor Kevin Rose from IAC Audit for 2015 2016.

It was **resolved** to appoint Kevin Rose of IAC as the internal auditor for 2015 2016  
PL/HC

Deputy clerk

**274/15 Quarterly Actuals vs Budget update**

To receive the actuals vs budget quarterly update.

Report circulated

Actual vs budget income and expenditure data had been circulated.

	Apr – Sep 2015	Likely out-turn end Mar 2016
Income	£221,345	£244,895
Expenditure	£119,140	£243,445
Income/expenditure	£102204	£ 1,450

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

Currently the general reserves show a slight increase of £1450

Ear marked reserves	£223,337
S106 reserves	£389,249
Community centre reserves	£40,666
General reserves expected at year end:	£91,793

The S106 income and expenditure has also been circulated.

The actuals versus budget data was accepted

**275/15 Budget 2016/2017**

To receive a draft budget for 2016/2017 and an updated draft 3 year budget for



discussion.

To receive a revised draft budget for 2016/2017 and a draft 3 year budget and to discuss any amendments or additions and to give an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2016/2017 – final decision on precept to be made in January after the tax base has been agreed

**Budgets circulated.**

- Tax base assumed to be 3645 – additional 180 houses. To be confirmed by Hart DC
- Policy and Finance recommend that the household precept is kept at £53.80
- No additional projects have been put forward by Councillors
- The F&P committee have reviewed the budgets for 2016 2017 and the 3 year forecast and have approved them and the prioritisation of the projects.
- The forecast has been adjusted to take into account use of S106 funding towards the cost of staff salaries at 10K from 2016, 15K from 2017 and 20K from 2018
- 3 year forecast has been adjusted since Finance & Policy to include the additional project of War Memorial clean in 2017 2018 which may be part funded by Crookham Village PC.

No further amendments were suggested, the deputy clerk will fine tune the budget during November/December. The final budget is to be approved in January 2016 once the tax base is known.

**276/15 To approve Community Centre accounts and payments**

Report circulated

OCTOBER 2015								
Pavee	Invoice ref	Details	Invoice date	Net amount	VAT	Total amount	Cheque number	Payment date
Sharp Business Systems UK	376934	Photocopier for community centre	30/09/2015	£ 1,671.28	£ 334.26	£ 2,005.54	29	27/10/2015
						£ -		
<b>Payments in October 2015</b>				<b>£ 1,671.28</b>	<b>£ 334.26</b>	<b>£ 2,005.54</b>		-

It was **resolved** to approve the payments above  
RJ/HB all in favour

**Deputy clerk**

**277/15 To approve payment of accounts and to review any quotations received for October**

Report circulated

**Quotes for October to be approved:**

Further to approval at PC Sept for bin store 248/15 £700. There is capacity to create additional storage within this store now bins have been delivered at an additional cost of £95 as per quote from appointed contractor.

**Recreation & Allotments officer**



Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Employment costs				£ 6,014.38	£ -	£ 6,014.38	
Total expenses				£ 83.88	£ 7.06	£ 90.94	
British Gas	705508944	Gas charges at Peter Driver pavilion 24 08 to 23 09 15	14/10/2015	£ 22.55	£ 1.12	£ 23.67	DIRECT DEBIT
HSBC Bank plc		Bank charges 31 08 to 29 09 15	21/10/2015	£ 8.00		£ 8.00	DIRECT DEBIT
Nomis Connections Ltd	25306	Office telephone charges and line rental Sept/Oct	15/10/2015	£ 39.17	£ 7.84	£ 47.01	DIRECT DEBIT
Alto Card top up		To top up prepaid mastercard ato allow for purchase of fixtures and fittings for community centre Agreed Finance & Policy July 2105 minute ref 54/15	01/10/2015	£ 5,000.00		£ 5,000.00	DIRECT DEBIT
Arrow Entertainment	131	Deposit for entertainer for childrens Christmas party PAID	12/10/2015	£ 20.00		£ 20.00	300678
MWS Office supplies Ltd	73810	Cheque 300623 cancelled due to poor supply of tables for community centre	15/08/2015	-£ 16,975.00		-£ 16,975.00	300623
		Furniture for office and community centre except the tables	13/10/2015	£ 13,243.00		£ 13,243.00	300679
Whitebox3 Ltd	2159	Ballet bars for community centre hall PAID	15/10/2015	£ 507.00	£ 101.40	£ 608.40	300680
A Beynon		Allotment deposit refund less rent owed	27/10/2015	£ 43.00		£ 43.00	300684
N Wilson		Allotment deposit refund less rent owed	27/10/2015	£ 35.62		£ 35.62	300685
Area Distribution	CCPC1020	Distribution of community centre promotion leaflet around Fleet	27/10/2015	£ 472.50	£ 94.50	£ 567.00	300686
Area Distribution	CCPC1019	Newsletter & leaflet distribution	27/10/2015	£ 184.00	£ 36.80	£ 220.80	300687
BDO LLP	1429735	External audit 2014 2015	27/10/2015	£ 2,030.00	£ 406.00	£ 2,436.00	300688
Comfort Building Services Ltd	39456	Peter Driver pavilion service contract Oct 2015	27/10/2015	£ 163.83	£ 32.77	£ 196.60	300689
Disconsulting IT Ltd	8527	HP laptop & support	27/10/2015	£ 745.97	£ 149.20	£ 895.17	300690
JRB Enterprise Ltd	14678	Dog waste bins and bags	27/10/2015	£ 386.45	£ 77.29	£ 463.74	300691
KMC Management Consultancy Ltd	1686	Consultancy meeting re grounds maintenance tender	27/10/2015	£ 300.00	£ 60.00	£ 360.00	300692
KMC Cleaning Ltd	1204	Pavilion cleaning Peter Driver sports ground Sept 2015	27/10/2015	£ 204.00	£ 40.80	£ 244.80	300693
Nigel Jeffries Landscapes	8409	Grass cutting and maintenance at allotments and community centre	27/10/2015	£ 977.00	£ 195.40	£ 1,172.40	300694
npower	LGUVLFBV	Electricity use at allotment site 01 08 to 30 09 15	27/10/2015	£ 32.36	£ 1.61	£ 33.97	300695
	LGUVLDZJ	Electricity use at Peter Driver Sports Ground	27/10/2015	£ 442.40	£ 88.48	£ 530.88	£564.85
RBS Software Solutions	24578	License to allow remote acces to accounts and bookings packages	27/10/2015	£ 37.50	£ 7.50	£ 45.00	300696
Replay Maintenance Ltd	4948	Annual service agreement for maintenance of 3G surface in MUGA	27/10/2015	£ 1,250.00	£ 250.00	£ 1,500.00	300697
See the light	10420836	Internet provision for community centre	27/10/2015	£ 26.50	£ 5.30	£ 31.80	300698
Southern Security Services Ltd	58202	Cards for community centre access	27/10/2015	£ 35.00	£ 7.00	£ 42.00	300699
Winchfield Landscape Services Ltd	1202	Grounds maintenance September 2015	27/10/2015	£ 1,494.52	£ 298.90	£ 1,793.42	300700
MWS Office supplies Ltd	73810	balance outstanding for tables	27/10/2015	£ 3,732.00		£ 3,732.00	300701
npower	LGUVK7X2	Community centre electricity 20 07 to 31 08	27/10/2015	£ 67.64	£ 3.39	£ 71.03	300702
Royal British Legion		Poppy wreath plus donation	27/10/2015	£ 100.00		£ 100.00	300703
Disconsulting IT Ltd	8555	Monthly IT support, online backup, & email hosting	27/10/2015	£ 136.39	£ 27.28	£ 163.67	300705
KMC Cleaning Ltd	1224	Community centre clean September	27/10/2015	£ 696.00	£ 139.20	£ 835.20	300706
HALC	12548	Councillor training	27/10/2015	£ 35.00	£ 7.00	£ 42.00	300707
		sub-totals:		£ 21,590.66	£ 2,045.84	£ 23,636.50	-
Payments in October 2015						£ 23,636.50	-

Deputy clerk

It was resolved to accept the payments and quotes above  
PL/RJ all in favour

**279/15 To receive monthly safety report**

The safety report was received and reviewed.

**280/15 To receive monthly crime report**

The monthly crime report was received and reviewed.

**281/15 To receive other reports**

1. Quetta and Humphrey Park (AB) – complaints from residents regarding the construction traffic – inconsiderate parking. AB advised the residents to contact the site office.
2. Fleet Link (HB) –
3. FACC update (AB) – next meeting is on 5<sup>th</sup> November
4. HDAPTC (PL) –
5. Memorial Hall (MB) –
6. Allotments (HB) – allotment show went well, continuing preparations for spring open day



7. Alms Houses (AB) – new trustee has been appointed

Due to their late arrival following a Fire Service review meeting Cllrs Radley & Bennison were asked if they would like to speak.

Cllr Radley made the following comments:

- 2 lamp posts have been identified that could be used to accommodate the SLR on Beaufort Road following concerns raised by a resident regarding speeding traffic.
- Hampshire CC are carrying out a 0 -19 family support consultation. Due to 60% budget cuts youth services and children's' services are to be combined.
- The Fire Service Review consultation ends on 4<sup>th</sup> December
- There may be potential changes to the community bus service e.g. a Hopper bus may be used instead of the Taxishare service. Could CCPC consider this in line with their budget
- Cllr Radley expressed concerns over the construction of the compound on Area J

Cllr Bennison made the following comments:

- The no-right turn change at Windy Gap is due to happen shortly.
- Bourley Road is closed for 2 weeks due to re-surfacing
- Crookham crossroads is now finished and Highways are starting the cycle way on Ewshot Lane
- The islands for Beacon Hill Road and Aldershot Road are now out to tender
- The speed table for Sandy Lane has been brought forward.

**282/15 Items for next meeting:**

- Governance working party update
- Community Emergency plan update
- Athletics club update
- Gurkha statue
- NEAP

**283/15 Date of next meeting:** 23<sup>rd</sup> November, 2015

**There being no further business, the meeting closed at 9.13 pm**

**Signed.....**

**Date.....**