



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 22<sup>nd</sup> February 2016 – 8.00pm

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

**Present:**

Councillors: Cllr. Pat Lowe (PL) (Chairman), Cllr. Helen Butler (HB), Cllr. Hugh Connolly (HC), Jeremy Silvester (JS), Gill Scott (GS), Andrew Ballington (AB)

Also: Jayne Hawkins (clerk)  
John Bennison (HCC)  
Jenny Radley (HDC)b  
Chris Axaam (HDC)

There were no members of the public present.

**26/16 Apologies for Absence**

Apologies were received from Cllr Jackson, Cllr Burford, Cllr. Chatfield, Cllr. Whibley and Cllr Tony Clark.

**27/16 Approval of the minutes**

Minutes of the Full Council meeting on 25<sup>th</sup> January 2016 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 – 25<sup>th</sup> January, 8<sup>th</sup> February  
Facilities Committee – 8<sup>th</sup> February

**28/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**29/16 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**30/16 To receive Chairman's announcements**

The Chair made the following announcements:

- Hampshire and Isle of Wight Parish and Town Council Devolution Workshop 1.45pm - 5pm, Tuesday 1 March Ashburton Hall, Winchester. Cllr Connolly to attend.
- Beavers litter pick - date change to 18<sup>th</sup> March.
- Invitation to Queen's 90<sup>th</sup> birthday celebrations at Winchester on 24<sup>th</sup> April. Chairman will be attending with Cllr. Scott.
- Volunteer training available at Aldershot on 22<sup>nd</sup> April, 9.45 to 4.00pm, 2 places booked (Jenny plus one other)
- Possible new community transport model is being discussed. – Meetings in March – email circulated. Information from meeting on 8<sup>th</sup> February circulated



31/16

**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)**

Councillor Jenny Radley reminded councillors about the QEB steering group meeting to be held on the 24<sup>th</sup> February and urged the parish council to put forward highways schemes that would help to address traffic issues arising from the Crookham Park development.

Councillor Bennison reported that the following: The HCC element of the council tax would be increase by £40.40 for a band D household next year. As a result of the recent fire service consultation it looks like Fleet fire station will retain its intermediate vehicle and 13 members of staff. They will now have to look at recruitment. Ewshot Lane cycleway is now complete. Yellow lines have been implemented by Tweseldown Infant school, the HCC accident reduction team are still looking to make changes to the road junction at Windy Gap to improve safety.

32/16

**CCTV – Community Centre and allotments**

**To receive a proposal to add an additional camera to both the community centre CCTV system and the allotments system to improve security and to reload the community centre software. Quotes circulated**

It was **resolved** to approve the purchase and installation of the following CCTV cameras:

- Allotments – extra camera to monitor far end of carpark supply and installation - £1000 from Allotment S106 budget
- Community Centre – extra camera in foyer plus installation and setup - £690.00 from Community Centre Fixtures and fittings budget.

And to implement an annual maintenance contract for CCTV at Community Centre - £60.00.

**Clerk**

33/16

**QEB Steering group meeting**

**To receive the agenda for the next QEB steering group meeting to be held on Wednesday 24<sup>th</sup> February, 2pm, to agree Parish Council views on agenda items and to consider any highways projects that the parish council would like to put forward for consideration by the steering group.**

It was resolved the Cllr Lowe and Cllr Butler would attend the QEB steering group on Wednesday, 24 February at 2pm in Committee Room 2.

It was agreed that the Parish Council would review and update their Highways project list, the clerk was asked to put this on the next Parish Council agenda .

For now the Parish Council would propose the following ideas:

- Follow up needed on recently implemented S278 schemes to ensure that they are complete, working correctly and that surrounding ground works are included in grounds maintenance contracts. (Areas at the end of Tweseldown Road and Sandy Lane need tidying up)
- Consider more signposting for cyclists
- Gully on Ewshot Lane, grill missing leading to blocked pipes.
- Public transport options to be explored to include a school bus to Calthorpe Park School and possible use of Fleet Link vehicles.

**PL/HB**

It was agreed to carry out a local consultation with residents in the newsletter and at the APM asking for suggestions and to identify congestion issues in the parish.

**Clerk**

The clerk was asked to ensure that the new gateways on Aldershot Road could be seen

**Clerk**



clearly by cutting back overgrowing bushes that blocked the view of one of the gateways.

**34/16**

**Grounds Maintenance Tender**

**To receive an update on the shortlisting of contractors following an assessment of the pre-qualification questionnaire and to approve the shortlist for tender as proposed by Councillors Connolly and Jackson. To give delegated authority to Claire Inglis, Ken McAnespie, Cllr Jackson and Cllr Connolly to select candidates for interview based on tender returns.**

It was reported that there had been 14 expressions of interest and 8 prequalification questionnaires had been returned.

It was **resolved** to approve the shortlist for tender as proposed by Councillors Connolly and Jackson and ask 6 candidates to submit a tender. It was also **resolved** to give delegated authority to Claire Inglis, Ken McAnespie, Cllr Jackson and Cllr Connolly to select candidates for interview based on tender returns. **PL/GS all in favour**

Clerk/CI

**35/16**

**Risk Assessment**

**To decide whether to approve an updated risk assessment. Document circulated**

It was **resolved** to accept the revised risk assessment. PL/HB all in favour.

For next year the clerk was asked to breakdown the risk assessment by site and allocate each area to different councillors for review.

Clerk

**36/16**

**Asset Register**

**To decide whether to accept an updated asset register and receive verification of assets. Document circulated**

It was **resolved** to accept the updated asset register with the following amendments. PL/AB all in favour.

For next year the clerk was asked to breakdown the risk assessment by site and allocate each area to different councillors for review.

Clerk

**37/16**

**Fidelity Guarantee**

**To review whether the level of fidelity guarantee in the Parish Council insurance cover is sufficient to cover the expected level of money being managed by the Parish Council in the coming year.**

The chairman reported the following:

Reviewing the fidelity guarantee level is an annual requirement

- Current level of cover all members & employees: £2m
- Expected money to be managed in 2016 2017: £1.8m
- Suggests that £2m cover would be sufficient for 2016 2017

It was **resolved** that the current level of the fidelity guarantee would be sufficient for the coming year. PL/GS all in favour.

**38/16**

**Allotment inspection**

**To receive a report on the January Allotment inspection and to decide whether to issue two warning letters and one letter of notice. Draft letters circulated.**

It was **resolved** to issue the following letters

- Plot 46 and 118 are being given 1 month to discuss how they want to go forward with their plots.



- Plot 114 is being given notice as he has received a warning letter and a phone call at the last inspection.

**Allotment and  
Rec officer**

PL/GS 4 in favour, 2 against.

**39/16 Allotment Budget**

**To receive an update on the expenditure of the allotment budget for benches and to decide whether to approve the expenditure of the remaining £146.76 in the budget for the purchase of minor items for the allotments i.e a tea urn for events and edging for use on plot 123.**

It was **resolved** that the allotment management committee could spend the £750 2015 2016 budget for allotment benches to purchase the following:

2 picnic benches & 2 x 5 foot wooden benches	£603.24
Tea Urn	£55.00
Remainder on border edgings for plot 123	£91.76

**Allotment and  
Rec officer**

PL/HB all in favour

**40/16 Electricity and Gas purchase options**

**To decide whether to continue to remain members of the laser contract for supply of gas and electricity and to decide which purchase option to go forward with for 2 years.**

- Purchase in Advance – price certainty
- Purchase within period – could benefit from drops in costs
- Power Purchase option – renewables

Letter circulated.

It was **resolved** to remain members of the laser contract for supply of gas and electricity to Peter Driver Pavilion and to Church Crookham Community Centre and use Purchase in Advance. PL/JS all in favour. The clerk was asked to complete the form.

**Clerk**

**41/16 Grant**

**To receive a grant application from 101<sup>st</sup> Scout Group for £5000 to provide a disabled toilet, flooring in the main hall & refresh the kitchen as part of the re-purposing of an unused building at Quetta Park into a scout hut for 101<sup>st</sup> group.**

Circulated

Community grants budget available: £3019  
Amount requested : £5000

It was **resolved** to give a grant of £3,000 to the 101<sup>st</sup> Scout Group as part of the re-purposing of an unused building at Quetta park. PL/GS all in favour

**RFO**

**42/16 To approve payment of accounts and to review any quotations received for February**

The accounts for February were approved PL/GS all in favour. See website for details

It was **resolved** to accept the following quotes:

Microphone stand – £31.25 GS/PL all in favour  
Willow fencing – £162 PL/HB all in favour

It was **resolved** not to accept the quote for lean to sheds to community centre for the toddler group @ £1562.00 plus £300 installation of base. The clerk was asked to circulate photos of the sheds and a floor plan of the community centre so that Councillors could look at other options

**Clerk**



**To receive the clerks report**

Report Circulated.

- Community Centre update
  - Snagging update – the clerk met Lee Markie from Mildren on site who is organising for urgent snagging items to be addressed as soon as possible. Remainder will be done in Summer 2016.
  - Maintenance reviews – clerk is gathering a list of maintenance checks needed on Community Centre, majority are covered by tender in 1<sup>st</sup> year.
  - Electricity/gas and water usage
  - Events – meeting on Friday 26<sup>th</sup> to discuss Terms of Reference and plans for this year
  - 2 Grit bins with road salt in have been installed at Community centre plus a portable grit spreader.
- Grounds Maintenance Tender - 14 expressions of interest have been received from Adverts. Qualification questionnaire has been sent to all those that responded. A shortlist will be created for the tender on the 19<sup>th</sup> Feb.
- Transfer of the play area by the school – Jubilee Drive is being progressed. TW to provide signage and to make trip hazard safe and lock the contractors gate. Transfer of Hightrees is also progressing now that a plan has been provided showing the location of the Swales. Documentation to follow.
- A LEAP is planned for the grassed area near to the allotments
- APM speaker – Air ambulance confirmation
- Dropped Kerb next to main gate needed at Azalea Park for disabled access, a resident in a mobility scooter had difficulty accessing the park due to the kerb. Tarmac path is ideal but access makes it impossible to get to the path. She was able to gain access from Wynne Gardens.
- Governance Review – reply in April/May. Following discussions with Andrew Tiffen it is suggested that there is no increase in councillors, boundary same, but that the Parish Council requests a better split of wards 3 QEB, 2 Gally Hill, 5 CCE. To be reviewed at PC meeting in April/May.
- Draft newsletter available for early review.
- Orchard pruning 2016 has not been booked PC will need to source someone for next year.
- Redfields will be putting their staff facilities portacabin in the far end of the overflow car park for a couple of months. No cars will be parking in the community centre car park.
- Hart District Council have agreed arrangements for East Hampshire District Council to host and manage the local plan making process in the future. Their planning team have recently completed a Local Plan through to adoption, which is highly relevant experience, and they also enjoy first class project management skills. HDC's own planning policy staff will work alongside them and for the time being co-locate with them. HDC are confident that this will strengthen their approach and processes, and help them to bring a plan in on time.
- Harry Goodchild HCC will be recommending refusal of the Gurkha path as a designated bridlepath as the land has been protected by various statutory mechanisms throughout the period of use, and the applicant has accepted this.
- Work on the Scooter track at Azalea Park is due to start on 7<sup>th</sup> March and is estimated to take 5 working days
- Potential lead parishes for a lengthsman scheme in 2016 2017 are meeting in Hook on the 29<sup>th</sup> February and if agreed the lead parishes will then contact the parishes within their cluster for a meeting to discuss the scheme. If Yateley agree they will be our lead parish.

The clerk was asked to get quotes for dropping kerb at entrance to Azalea Park.



**44/16 To receive monthly safety report**

Circulated and accepted. Replace table top in park.

**45/16 To receive monthly crime report**

Circulated and accepted

**46/16 To receive other reports.**

1. Quetta and Humphrey Park (HB) – New Scout group being developed
2. Fleet Link (HB – options being considered by HCC
3. FACC update (AB) - Nothing to report, next meeting 3<sup>rd</sup> March.
4. HDAPTC (PL) – Councillor Lowe circulated minutes.
5. Memorial Hall (MB) – no update
6. Allotments (HB) - Nothing more to report
7. Athletics – nothing to report
8. Alms Houses (AB) – no update
9. Other

Clerk to add Events to future agenda.

**47/16 Staff Reviews 2015 2016**

**To receive a proposal from the staff committee to award grade increases to some staff and to award the national pay award when agreed (current offering 1%)**

Due to councillors being unavailable this items was postponed to next PC meeting.

**48/16 Items for next meeting**

Events update  
Newsletter for approval  
Review of storage for Community Centre  
Update on Grounds Maintenance contract

**49/16 Date of next meeting: 29<sup>th</sup> March 2016**

Apologies from Cllr. Butler.

**There being no further business, the meeting closed at 21:26 pm**

Signed.....

Date.....