



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 25th January 2016 – 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), Gill Chatfield (GC), Annette Whibley (AW), Gill Scott (GS)

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

There were 2 members of the public present.

01/16 Apologies for Absence

Apologies were received from Cllr Ballington and Cllr Burford

02/16 Approval of the minutes

Minutes of the Full Council meeting on 23rd November 2015 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 – 23rd Nov, 7th Dec, 8th Jan
Facilities Committee – 7th Dec, 8th Jan
Finance and Policy – 18th Jan.

03/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

04/16 Declaration of interest relating to items on the agenda

Cllr Scott declared a personal interest in item 12/16 as she is a Trustee of Crookham Rovers grounds and building where the Tweseldown Playgroup operate from. She is not involved in running the playgroup.

05/16 To receive Chairman's announcements

The Chair made the following announcements:

- The Barn dance will take place on Saturday 30th January
- A debt of £36 will be written off for a five a side booking if payment is not received by year end.
- Rushmoor and Hart Passenger Transport Forum – Tuesday 10th May 2016, HDC offices 10am to 12pm – no councillors were available to attend.
- Response received from CAA to the Parish Council's letter regarding TAG Farnborough Airspace change Proposal– letter circulated. Concerns noted and passed to Airspace Regulation team undertaking the regulatory assessment.
- Traffic order proposal received for a 50mph speed limit on C156 Aldershot Road, objections to be received by 19th February. Will go to Facilities

Clerk



Committee on 8th Feb.

- QEB Steering group meeting will be held on 24th Feb at 2pm PL/HB. Highways project list to be put on Feb PC meeting to identify potential projects to take to QEB meeting on 24th Feb

Clerk

06/16

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)

There were 2 members of the public present and District Councillors and the County Councillor.

Val Hall who provided further information on the use of the Gurkha path by horse riders.

A resident reported that cars were regularly entering and exiting the allotment car park in the evenings. The clerk said she was aware of the issue and that the council were looking at installing more CCTV cameras and possibly an electronic barrier to lock the car park at night. The issue has been reported to the police.

Cllr. Radley gave an update on the Housing options consultation, new consultation ends 14th March and flooding issues at the bottom of Gables Road.

Cllr. Bennison gave an update on local road works to implement new cycle ways at Ewshot Lane, Beacon Hill and from Crookham Park to Calthorpe School and the Leisure Centre. Windy Gap no right turn still due to be implemented. Work to identify a new safe crossing point on Reading Road South continuing. Yellow lines implemented outside Tweseldown Infants School. A briefing on the Hampshire Fire and Rescue consultation would be available at the next PC meeting. Budget cuts at HCC likely to lead to precept increases in coming years.

07/16

Consultation

To decide how to respond to a public consultation on an application for a map modification to record a public bridleway between Ewshot Lane and Naishes Lane.

Letter circulated.

It was **resolved** not to make any decisions about the designation of the Gurkha Path until it is handed over to the Parish Council from Taylor Wimpey and the surrounding development is completed. The Parish Council will then be able to monitor its use and canvas local opinion before any changes are requested. The clerk was asked to respond to Harry Goodchild at HCC. PL/RJ all in favour.

Clerk

08/16

Budget 2016 2017

To receive the budget as recommended by the Finance and Policy Committee and to decide whether to accept it or whether any final amendments are required before it is approved. Report circulated.

It was **resolved** to accept the budget for 2016 2017.

Clerk/RFO

09/16

Precept for 2016 2017

To receive a proposal from the Finance and Policy Committee to keep the precept at the same Band D level (£53.80) as in 2015 2016 and to submit a request to Hart District Council for £196679.35

With a tax base of 3655.80 it was **resolved** to accept the proposal to keep the precept at the same Band D level of £53.80 and to request a precept of £196,679.35 from Hart District Council for 2016/2017. Councillors and the clerk signed the precept request form. PL/RJ all in favour.

Clerk/RFO

10/16

Q3 Actuals vs budget summary and reserves

To receive a summary of the parish council accounts at end of Quarter three 2015 2016 and to decide whether to accept the recommendation from Finance and Policy



Committee to move any general reserves over 90K at year end to the following ear marked reserves (EMR):

- £2K to a new EMR for transport to Parish Council events
- £5K to new EMR for Outdoor Gym Equipment
- £5K to a new EMR for a basketball hoop
- Remainder to the Peter Driver improvement EMR

And to rename the Community Centre running costs reserve to Community Centre Reserve to be used for any future projects at the community centre

Actuals vs budget figures at end of Q3 had been circulated. The clerk gave a quick review and stated that the estimated income over expenditure at year end was £18K, it was **resolved** to accept the proposal to move any general reserves over 90K at year end to Ear marked reserves as recommended by Finance and Policy committee. PL/HC all in favour.

RFO

11/16

Santander Business Bond

To decide whether to accept a recommendation from the Finance and Policy Committee to re-invest – S106 money held in the existing bond plus interest earned (approx. £142,499.33) plus additional S106 funds of £94,578.16 in the 12 month Santander Business Bond which is due to mature on 29th February 2016.

It was **resolved** to to invest £237,077.49 in the 12 month Santander Business Bond. PL/JS all in favour.

RFO

12/16

Grants

To decide whether to approve a grant to Tweseldown Playgroup for £3500 as recommended by the Finance and Policy Committee.

It was **resolved** to approve a grant of £3500 to Tweseldown playgroup for a new playground surface. PL/HC all in favour

RFO

13/16

Review of Financial Regulations and Standing Orders

To decide whether to accept recommendations from the Finance and Policy Committee as follows:

- **No changes to Standing Orders**
- **Amend clause 6.19 in Financial Regulations to allow for the provision of a £50 float for Parish Council events.**

It was **resolved** to accept the recommendations of Finance and Policy Committee and make no changes to standing orders and to amend clause 6.19 in financial regulations to allow for provision of a £50 cash float for events. PL/AW all in favour

Clerk

14/16

Encashment Facility

To consider a proposal to put an encashment facility in place with Unity Bank to allow withdrawal of up to £200 cash per month for a float for Parish Council events

It was **resolved** to put in place an encashment facility with unity bank to allow withdrawal of £200 cash per month. A letter to the bank was signed. PL/RJ all in favour

RFO

15/16

Probationary Period

To consider a proposal to take on the Events and Bookings officer on as a permanent employee following her 6 month probationary period and for her to join the Local Government pension scheme.

It was **resolved** to accept the proposal to make Jenny Baker a permanent employee and for her to join the pension scheme in February 2016. RJ/GS all in favour.

RFO

16/16

Wheel Park project

To resolve whether to issue a letter of intent to Maverick for the construction of the wheel park that has received planning permission.

- **Mid-April start**



- **No uplift in costs**
- **Letter of intent circulated**
- **Maverick will charge for detailed design costs incurred to date.**

It was **resolved** to accept the draft letter of intent with a project value of £112,000 + vat (subject to minor planning amendments) and to issue it to Maverick with an estimated start date of April 2016. RJ/PL all in favour.

Clerk

17/16

Annual Parish Meeting

To decide whether to accept a proposal to hold the Annual Parish Meeting on Wednesday 18th May in the Community Centre and decide who to invite as the guest speaker.

It was **resolved** to hold the APM on the 18th May and to invite the following speakers in order of preference:

- Air Ambulance
- RAF Odiham

Displays will be put up in the foyer on the skate park and public art projects and the community centre build.

A consultation questionnaire would also be handed out on the following:

- what projects the residents would like the Parish Council to spend money on e.g. Basketball, Gym equipment, Community Transport, hanging baskets, Christmas lights
- What events/classes/workshops etc. would residents like the Parish Council to put on at the community centre

Clerk

18/16

Review of the effectiveness of internal controls

To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate

Statement circulated

The Parish Council **resolved** that they have adequate controls in place. The financial regs and standing orders are reviewed annually, and updated following advice from NALC or the internal auditor if necessary. An annual review of the risk assessment and asset register is carried out, an internal auditor is employed to annually audit the books and procedures and RBS are employed each year to finalise the year end in Omega and prepare the Annual Return. RJ/PL all in favour.

Cllr Connolly suggested that Councillors should set criteria to measure the performance of the internal auditor. It was agreed the Clerk would provide Cllr. Connolly with a copy of the practitioner's guide and he would prepare a proposal for consideration by the Policy and Finance Committee.

RFO/Clerk

19/16

To approve payment of accounts and to review any quotations received for December 2015 and January 2016.

The accounts for December 2015 and January 2016 were approved. See website for details.

Quotes for January:

Quotes for a Parish Camera. For use on the safety inspections/allotment inspections and parish events were considered.

1. Sony Cyber Shot DSC-WX220B £109 good reviews
2. Canon Powershot SX710 HS superzoom £199
3. Nikon Coolpix S9900 Superzoom £221
4. Panasonic Lumix DMC-TZ60EB-K £249



It was **resolved** to purchase a Sony Cyber Shot DSC-WX220B as long as the date and time could be set to appear on the photos and ideally an ID number. GC/AW 7 in favour, 1 abstention.

20/16

To receive the clerks report

The Clerks report was circulated

- Actuals vs budget summary – under budget with estimated £18K income/expenditure at year end.
- Internal auditor has issued a report which has been reviewed by the Finance and Policy Committee and all suggested actions accepted by Finance and Policy and will be implemented by the RFO.
- A review of internal audit carried out by Finance and Policy Committee agreed that the internal audit was effective.
- Finance and Policy agreed that for external audit the PC will remain in the Sector Led Body Audit procurement rather than sourcing their own external auditor.
- Year End rollover requested for end April and an Omega tidy day is also booked for 16th March to come from professional fees.
- Grounds maintenance tender – advert posted this week in Horticulture Weekly and local papers.
- Public art update – Visit scheduled for 30th Jan, sculptor will send a video for councillors to view, still waiting for quotes for base/surround and path. Councillors will eventually need to consider colour of bronze and wax. Sculptor is due to have an operation but would like to attend unveiling ceremony.
- Lengthsman – Nigel Jeffries will carried out 1 days' work on lengthsman items on 22nd January: Road signs cleaned, overgrowing verges cut back, community centre flower beds weeded. Additional day booked for further work on overgrown pavements on Aldershot Road and Haig Lane.
- 101 Beaver group would like to do some litter picking at Peter Driver on 11th March. Clerk to provide litter pickers and to ask Basingstoke and Deane if they would be able to collect the litter bags.
- Community Centre update
 - Pre-school have asked if a hedge could be planted on outside of 4-5 fence panels to stop the cold winds blowing in the playground from across the field.
 - Matthew Evans is leaving Rund at the end of January but will still be contactable
 - Final snagging schedule has been sent to Mildren from Rund.
 - Clerk has asked for confirmation of the service schedule for mechanical and electrical installations that were included in the contract.
 - Final account to be signed off by Mildren £1,197,900
 - Rectification period until the 20th August 2016. Rund and Mildren will carry out an inspection before then to review any defects. Mildren will have 2-3 weeks to rectify any defects. Following completion of remedial work, a final statement will be issued with payment of remaining retention (£29,947.50) required in 28 days.
 - Latent Defect period lasts another 11 years in which time the Parish Council can ask Mildren to rectify any design related structural fault.

The clerk was asked to send a letter of Thanks to Matthew Evans for his help on the project.

Clerk



21/16 To receive monthly safety report

Circulated and accepted. Clerk was asked to thank Claire Inglis for all her work on the safety inspections and her thorough approach.

22/16 To receive monthly crime report

Circulated and accepted

23/16 To receive other reports.

1. Quetta and Humphrey Park (HB) – New Scout group
2. Fleet Link (HB) – statistics on use of Fleet Link to be sent to PC split by GU51 and GU52
3. FACC update (AB) - No report
4. HDAPTC (PL) – Councillor Lowe gave a report
5. Memorial Hall (MB) – no update
6. Allotments (HB) - no update
7. Athletics – it was reported that they have received pre-planning advice and now need to meet with Sport England. Councillors would be happy to attend.
8. Alms Houses (AB) – no update
9. Other

24/16 Items for next meeting:

- Newsletter, include a day in the life of Allotments and Recreation officer with a collage of inspections.
- Athletics Club update
- QEB steering group meeting review of agenda items and proposals for projects.

25/16 Date of next meeting: 22nd February 2016

There being no further business, the meeting closed at 21:53 pm

Signed.....

Date.....