



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 27<sup>th</sup> April 2015 – 8.00pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Pat Lowe (PL) (Chairman), Helen Butler (HB), Gill Chatfield (GC), Richard Jackson (RJ), Michael Buford (MB)

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

There were no members of the public present.

**93/15 Apologies for Absence**

There were apologies for absence from Cllr. Gill Scott, Cllr. Richard Newbigin and Cllr. Andrew Ballington.

**94/15 Approval of the minutes**

Minutes of the Full Council Meetings on 23<sup>rd</sup> March were received and approved as a true record of the meeting. PL/RJ all in favour

It was decided to approve the minutes and recommendations of the following committee meetings at the next Parish Council meeting.

Planning Committee Meetings - 23<sup>rd</sup> March 2015, 13<sup>th</sup> April 2015.

Policy and Finance Committee – 20<sup>th</sup> April 2015

Facilities Committee – 9<sup>th</sup> March 2015, 13<sup>th</sup> April 2015

**95/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**96/15 Declaration of interest relating to items on the agenda**

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

**97/15 To receive Chairman's announcements**

The Chairman reported the following:

- Year-end reports to be made available for approval in May following the year end closure by RBS on the 1<sup>st</sup> May and the visit by the internal auditor on the 8<sup>th</sup> May.
- Watery Lane appeal is ongoing and the inspector is due to report by 5<sup>th</sup> June
- Azalea Park event in the park 21<sup>st</sup> June – Parish Council table/event
- Councillor Nick Harris has resigned from the Parish Council with immediate effect.
- Fleet and Church Crookham Bus meeting with Stagecoach – follow up: 6<sup>th</sup> July 2015, 10.00 am to 12.00pm, HB

**98/15 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)**

Cllr. Radley reported that Tony Clark sent his apologies.

Cllr. Radley will be submitting a proposal to the QEB steering group to progress a crossing point on Reading Road South near to the junction with Basingbourne Road and Florence Road.



99/15

**Community Centre project update**

**To receive an update on the community centre project**

A report had been circulated. Construction likely to be completed by end of May but there could be a delay due to the availability of services such as gas, electric, water and internet. Plans would be made to open on 1<sup>st</sup> September with set up in July and August. Preschool – interviews for three pre-schools on Thursday with selection at end of day.

100/15

**Community Centre bookings**

**To decide whether to accept bookings for the community centre from interested parties to give a start date September 2015. To request a deposit of £30 per 1 hr regular slot.**

It was reported that there are already 27 hours of potential bookings. The clerk suggested that the Parish Council should allow people that have expressed an interest to confirm bookings and give a deposit with bookings to start 1<sup>st</sup> September 2015

It was **resolved** to contact those people that had expressed an interest and say that the booking could be confirmed with a £30.00 deposit for 1<sup>st</sup> hour and then £10 for each additional hour. Bookings will be taken from 1<sup>st</sup> September subject to the service road and services all being available. Hirers will be given the opportunity to view the building in August and could cancel their booking if the facilities were considered not suitable their deposit would be refunded. RJ/PL 4 in favour, 1 abstention.

The clerk was asked to contact all potential hirers and ask them to pay a deposit if they wished to hold their booking.

Clerk

101/15

**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 approve expenditure on the following items:

Buzzer /intercom system - £972 PL/GC all in favour

Hot water boiler upgrade SS180 7.5L £324 PL/RJ all in favour

Pre-school shelter – a budget of up to £12,000 was agreed but the clerk was asked to discuss requirements with the pre-school selected. RJ/MB all in favour

patio area 100 sq M £4,500 subject to site visit on 1<sup>st</sup> May to agree size and location of patio

Clerk

102/15

**Allotments Update**

**To receive an update on the allotments.**

The Chairman reported that the Land transfer would hopefully complete this week and the allotments be opened for tenants on 1<sup>st</sup> May.

103/15

**Bus Service update**

**To receive an update following the Annual Parish Meeting and meetings with Fleet Link and Stagecoach on the local bus services and to discuss further actions that the Parish Council may wish to take.**

- Report circulated

- Comments from APM available to pass around to be forwarded to stagecoach and HCC

- Rally in Fleet on Sunday 26<sup>th</sup> April – notes received from Cllr Radley and circulated.

It was **resolved** that the Parish Council would continue to engage in discussions with Fleet Link, HCC and Stagecoach. Cllr. Butler would attend further meetings with HCC/Stagecoach and Fleet Link.

The clerk was asked to provide copies of the consultation to the following organisations:

Clerk

- Churches together

- U3A

- GP surgeries



**104/15 QEB Transport Steering Group**

**To decide if the Parish Council wishes to add any agenda items to the Steering Group's agenda**

Next meeting: 15<sup>th</sup> May, 10.00am Hart District Council offices, committee room 1

Existing agenda items:

Update on current spend and projects

QEB to Calthorpe School cycle route

Additional items:

Road schemes already put forward for feasibility studies:

It was a **resolved** to request that the following items were included on the agenda:

To investigate the feasibility of pedestrian crossing point around the junction with Bourley Road/Beacon Hill/Tweseldown Road for example.

- Pedestrian crossing point on Bourley Road close to the junction with Beacon Hill Road BH5
- Pedestrian crossing point on Beacon Hill Road opposite the informal opening in the sports ground fence, south of Tweseldown pub. BH3

The clerk was also asked to submit the following comments to the steering group

- Church Crookham Parish Council had submitted these schemes to HCC for feasibility studies hoping that any works could be included with the S278 works on the Tweseldown junction. Is it too late now for these works to be progressed?
- The Parish Council would also like to know what other options have been considered other than the cycle route for getting children to Calthorpe School. Has any consultation been carried out with the schools to find out how many children would use the proposed cycle route?

Clerk

**105/15 To receive a recommendation from the Finance and Policy Committee to approve a grant request from Fleet Girl Guiding for £876 to install an intruder alarm at the guide hall Basingbourne Road.**

Grant form circulated, reviewed and approved by Policy and Finance

It was **resolved** to approve the grant request for £876

RFO

**106/15 To receive a proposal from Policy and Finance Committee to amend the grant application process to receive and allocate grants twice yearly in June and December.**

This was reviewed and proposed by Policy and Finance in November but did not go to Council, advertised in December newsletter & website. This does mean that people requesting grants may have to wait 6 months before they receive one which may not always be practical. There is a clause that allows grants to be given outside of the twice yearly slots if there are specific time constraints,

It was **resolved** to revert to the original policy and consider grants as and when they are received and to review the procedure if the Parish Council sees an increase in the number of grant requests. GC/RJ all in favour

RFO

**107/15 To decide whether any amendments are required to the committees/sub committees agreed main objectives.**

Objectives for each committee were agreed at last year's May AGM, report circulated Councillors agreed to review the objectives from last year and send the clerk any suggested amendments so that they can go to the AGM for discussion.

It was noted that the AGM is on Wednesday 27<sup>th</sup> May

All

**108/15 To receive a proposal from the Policy and Finance Committee to write off football invoice debts of £108.00.**

Report circulated,

It was **resolved** to approve the proposal to write off football debts of £108.00

**109/15 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/GS all in favour.

Clerk/RFO

Payee	Invoice reference	Details	Invoice date	Net amount	VAT	Total amount	Cheque number	Date payment made
Mildren Construction	14565/04/12300	Payment notice 7	21/04/2015	£234,650.00	£ 46,930.00	£ 281,580.00	Lloyds 000002	28/04/2015
Rund Partnership	31/0767	Post contract services	27/03/2015	£ 3,000.00	£ 600.00	£ 3,600.00	Barclays 100021	28/04/2014
<b>Payments in April 2015</b>						<b>£ 285,180.00</b>		

**110/15 To approve payment of accounts and to review any quotations received**

The accounts for March and payments for April were approved by all and signed by the Chairman. PL/MB all in favour

Clerk/RFO

APRIL 2015								
Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number	
Employment costs						£ 4,744.73		
Total expenses				£ 129.73	£ 12.15	£ 141.88		
Alto Card		Top up prepaid mastercard to cover costs on allotments	28/04/2015	£ 71.95		£ 71.95	DIRECT DEBIT	
British Gas	102795662	Peter Driver pavilion gas 27 01 to 18 03 15	09/04/2015	£ 149.30	£ 7.46	£ 156.76	DIRECT DEBIT	
British Gas	340397234	Peter Driver pavilion gas 18 03 to 24 03 15	16/04/2015	£ 15.99	£ 0.79	£ 16.78	DIRECT DEBIT	
BT	M045 LY	Office phones & broadband	30/04/2015	£ 48.67	£ 9.73	£ 58.40	DIRECT DEBIT	
HSBC Bank plc		Bank charges 28 Feb to 30 Mar 2015	21/04/2015	£ 12.66		£ 12.66	DIRECT DEBIT	
Upper Bridge Enterprises		Website hosting & emails April 2015	26/04/2015	£ 32.00	£ 6.40	£ 38.40	DIRECT DEBIT	
Jemma Pearson Sculptor	JP/2015 0049	Contribution to maquette and poster of statue design PAID	01/04/2015	£ 680.00		£ 680.00	300580	
Area Distribution Ltd	CCPC 10016	Newsletter distribution PAID	01/04/2015	£ 332.50	£ 66.50	£ 399.00	300581	
Vista Display Kendal Ltd	3180	Notice board for allotments PAID	01/04/2015	£ 234.00	£ 46.80	£ 280.80	300582	
Wellers Hedleys	ID/AI/24938/8	Professional fees PAID	01/04/2015	£ 851.00	£ 170.20	£ 1,021.20	300583	
Area Distribution Ltd	CCPC 10016	Additional distribution	28/04/2015	£ 14.25	£ 2.85	£ 17.10	300588	
Chromatec	9199	Newsletter with posters & poster template	28/04/2015	£ 1,691.49	£ 338.30	£ 2,029.79	300589	
Comfort Building Services	38565	Service contract April 2015	28/04/2015	£ 163.83	£ 32.77	£ 196.60	300590	
Crookham War Memorial Hall	2694	Hall hire April 2015	28/04/2015	£ 87.90		£ 87.90	300591	
Community First HEH	2921	Health & Safety training course for clerk	31/03/2015	£ 30.00		£ 30.00	300592	
Disconsulting IT Ltd	7565	Online backup March 2015	28/04/2015	£ 10.00	£ 2.00	£ 12.00	300593	
HALC	12096	HR annual subscription	28/04/2015	£ 100.00	£ 20.00	£ 120.00		
HALC	11879	HALC & NALC affiliation fees & levy	28/04/2015	£ 1,089.00		£ 1,089.00	300594	
Hart DC	2824	Dog warden 2014-2015	28/04/2015	£ 625.00	£ 125.00	£ 750.00	300595	
KMC Cleaning Ltd	1152	Pavilion cleaning March 2015	28/04/2015	£ 292.00	£ 58.40	£ 350.40	300596	
Nigel Jeffries Landscapes	7958	Storage compound at Peter Driver sports ground	28/04/2015	£ 1,850.00	£ 370.00	£ 2,220.00	300597	
npower	LGUSJB69	Electricity at Peter Driver sports ground	28/04/2015	£ 36.88	£ 1.84	£ 38.72	300598	
Online Playgrounds	14202	30mm black caps - Azalea Park	28/04/2015	£ 3.90	£ 0.78	£ 4.68	300599	
Streetmaster Ltd	23991	Flint Bin with lid	28/04/2015	£ 410.00	£ 82.00	£ 492.00	300600	
Winchfield Landscape Services Ltd	1152	Grounds maintenance March 2015	28/04/2015	£ 985.88	£ 197.18	£ 1,183.06	300501	
Simone Surveys Ltd	5579	SLR deployment Mar/Apr	28/04/2015	£ 200.00	£ 40.00	£ 240.00	300503	
				<b>sub-totals:</b>	£ 14,892.66	£ 1,591.15	£ 16,483.81	-
<b>Payments in APRIL 2015</b>						<b>£ 16,483.81</b>		

updated to include Alto card top-up £71.95

**111/15 To receive the Clerks Report for April**

The clerks report was received and reviewed.

**112/15 To receive monthly safety report**

The safety report was received and reviewed.

**113/15 To receive monthly crime report**

The monthly crime report was received and reviewed.

**114/15 To receive other reports**



1. Quetta and Humphrey Park litter pick successful.
2. Fleet Link (HB) - meeting took place on 30<sup>th</sup> March, reported above
3. FACC update – new representative needed, clerk to see if NH could be co-opted to represent the Parish Council
4. HDAPTC (PL) – Patricia Hughes and Stephen Parker attended the last meeting, following the meeting Daryl Philips issues an update on the local plan.
5. Memorial Hall (MB) – reported that the Chairman is likely to step down
6. Allotments (HB) – as above
7. Alms Houses (AB) – nothing to report

**115/15 Items for next meeting**

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

**116/15 Date of next meeting:** 27<sup>th</sup> May 2015

**There being no further business, the meeting closed at 10.15pm**

**Signed**.....

**Date**.....