



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Tuesday 29th March 2016 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Pat Lowe (PL) (Chairman), Cllr. Hugh Connolly (HC), Cllr. Jeremy Silvester (JS), Cllr. Gill Scott (GS), Cllr. Michael Burford (MB); Cllr. Gill Chatfield (GC).

Also: Jayne Hawkins (clerk)
John Bennison (HCC)
Jenny Radley (HDC)
Claire Inglis (allotments and recreation officer) left the meeting at 20:29pm

There were no members of the public present.

49/16 Apologies for Absence

Apologies were received from Cllr Jackson, Cllr. Butler, Cllr. Ballington, Cllr. Whibley

50/16 Approval of the minutes

Minutes of the Full Council meeting on 22nd February 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 – 22nd February, 14th March
Facilities Committee – 22nd February

51/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

52/16 Declaration of interest relating to items on the agenda

Cllr. Burford and Cllr. Chatfield declared a pecuniary interest in item 63/16 as they are allotment holders. Cllr. Chatfield declared an interest in item 56/16 as she has been invited to attend the event.

53/16 To receive Chairman's announcements

The Chair made the following announcements:
18th April – Fleet Link Stake holders meeting, Cllr. Butler attending
Hart Passenger Forum 10th May 10am to 12pm, HDC - no councillors currently available
10th July – Gurkha Statue unveiling
15th April – Quiz night, please let Jenny know if you would like tickets.
Parish Lengthsman scheme has been extended to 2016 2017

54/16 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 reported the following:

- Parish Council enforcement training session scheduled for Wednesday 27th July
- Cllr. Radley is trying to set up a HDC/QEB SANG meeting to discuss ongoing issues.
- New travel plan co-ordinator -Stelios Rodoulis has been appointed for Crookham



Park.

Councillor Bennison reported the following:

- The bank on the sides of the Ewshot Lane footpath and cycleway is being washed away. Contractors have been asked to come back to stabilise the ground on both sides of the road.
- White lines have been renewed and installed on Beacon Hill Road, Bourley Road and Sandy Lane.

55/16 First Aid Training

To consider whether to provide a hall for first aid training in the community centre to be provided for free first aid training to the public by a local first responder.

It was **resolved** to provide a free room for first aid training for local residents at the community centre.

Clerk

56/16 BBQ at community centre party

To consider the response from our insurance company regarding a request to have a BBQ outside the hall at a party scheduled in the summer and to decide on a policy for future requests.

It was **resolved** that for now the Parish Council would not allow BBQs with party bookings at the community centre. The clerk was asked to find out if the Community Centres at Zebon Copse and Elvetham Heath allow BBQs when hiring their halls and to check with the insurance company whether it would be OK for an outside supplier with public liability insurance to run a BBQ on the open space.

Clerk

57/16 Final Account – Community Centre

To receive the final account for the Community Centre project.

A final account was circulated and approved.

Total Available funding	S106, Easigrass contribution, interest	£1373383
Total Costs to date	Mildren, Rund, Brightspace, Building regs, fixtures and fittings etc.	£1313304
Total outstanding payments	Mildren retention, Rund Final payment, Fixtures and fittings budget	£37,741
Total expected outstanding income	Compensation claim TW, interest	£40,295
Expected Remaining budget	Total available funding – (total costs +outstanding payments) + (Compensation+interest)	£62,633

It was noted that a claim had been received from Worldwise for £3085, this will be considered at the next Facilities Committee meeting and is not included in the above figures.

58/16 Newsletter

To review the draft newsletter to decide whether it can be issued to the printers. Newsletter circulated.

It was **resolved** to approve the updated newsletter and A5 leaflet for sending to the printer.

Clerk



59/16

Grounds Maintenance Tender

To receive a report on the grounds maintenance tender submissions/evaluations and interviews and decide whether to accept a proposal from the assessment team on which contractor to appoint on a five-year contract starting May 2016.

The following was reported.

- 14 companies expressed an interest
- 6 invited to submit a tender
- 5 companies submitted a tender return
- 2 companies invited to interview
- The tender returns were based on a bill of quantities for the maintenance of current land and facilities under parish council ownership.

It was **resolved** to accept a proposal from the tender evaluation team to appoint Landform on a 5-year contract starting 1st May 2016 with a contract price of £22,649 per annum. It was proposed by Cllr. Connolly and seconded by Cllr. Lowe and agreed by all. Provision was made within the contract to include additional areas of land and facilities that will be handed over to the Parish Council from Taylor Wimpey as part of the S106 agreement for Crookham Park.

Clerk

Claire Inglis left the meeting at 20:29pm

60/16

Insurance

To receive the insurance renewal for 2016 2017.

It was reported that the insurance premium tax has risen from 6% to 9.5%. The total insurance premium is now £4011.51 with the inclusion of the Community Centre and its contents and exterior spaces. The Parish Council is currently in a 3-year agreement with our insurance company. It was **resolved** to accept the insurance renewal.

Clerk

61/16

Asset Valuation

To receive a quote to get a revaluation of parish assets – War Memorial, Pavilion, Community Centre, Five a side, tennis courts and MUGA.

It was reported that a quote had been requested from Cunningham and Lindsay to update the asset register as recommended by internal auditor. Quote not yet received.

62/16

Fleet Cemetery

To receive a request from a resident to re-open discussions with Fleet Town Council regarding contributing to the maintenance of the cemetery in Fleet in return for a reduction in the cost of burials and the internment of ashes for Church Crookham residents.

Following a discussion, it was **resolved** that the clerk should gather data from Fleet Town Council on the cemetery maintenance costs and percentage of Church Crookham burials and internments. The clerk should then try to establish from Fleet Town Council what would be an acceptable contribution to result in a reduction in fees for Church Crookham residents. If these discussions led to some feasible options, then a meeting should be arranged with Fleet Town Councillors.

Clerk

63/16

Allotment rental review

To decide whether to accept a proposal to keep the allotment rents as follows from April 2017.

- **Standard plot £60**
- **Small plot £30**
- **Starter plot £20**

It was reported that by law 12 months' notice is required to increase allotment rents. It was **resolved** to accept the proposal to keep the allotments rates the same from 1st April 2017 to end of March 2018 at 50p/metre. Proposed Cllr Lowe and seconded by Cllr.

Clerk



Silvester 4 in favour. (Cllr. Chatfield and Cllr. Burford declared an interest and did not vote)

64/16

Gurkha Statue

To receive an update on the Gurkha Statue and to decide who should be asked to unveil the statue.

The following was reported:

- Date for unveiling agreed for 10th July at 11.00 am
- Taylor Wimpey have agreed to provide the base, surrounding path and a tarmac path to link with the existing paths. TW would like to put a photo in their newsletter.
- Looking at booking an army band, there may be a cost, waiting for their best price.
- A display of the statue during development will be put in the foyer of the community centre together with a display showing pictures of the Gurkha barracks.

It was **resolved** to ask Major Carrick if it would be possible for a Nepalese Gurkha Soldier to unveil the Gurkha Statue and to find out if anyone with a Victoria Cross could be available to unveil the statue. JS/GS all in favour.

Clerk

65/16

Azalea Park Scooter track

To discuss damage to the new scooter track at Azalea Park and the cost of repairing the damage.

The Chairman reported the following:

- Scooter track installed on 15th March, someone walked on the track before it had cured and left footprints in the track, cost to repair - £2,310.
- Initially both our insurance company – Zurich and Vita Plays insurance company said that the track was not covered.
- Following further correspondence Zurich have agreed that they will cover the cost of the damage under the all risks part of the insurance policy.
- Zurich are progressing the claim and the PC will have to pay the excess of £100.

It was **resolved** to claim on the Parish Council insurance for the repairs and to schedule the repair work for after the Easter holidays.

Clerk

66/16

To approve payment of accounts and to review any quotations received for March

The accounts for March were approved PL/MB all in favour.

Clerk

Balances:

CASH BOOK	Financial Year ending 31/3/16	Closing balance per January Statement	Income - Credits received at bank in February	Expenditure - Cheques presented in February	Inter account transfers	Closing balance per February statement (cash at bank and in hand)
1	Unity Bank Current A/c	£ 29,991.55	£ 17,894.75	£ 29,620.22		£ 18,266.08
2	Unity Bank Deposit A/c	£ 346,508.60				£ 346,508.60
3	HSBC Current A/C	£ 804.29		£ 20,691.20	£ 20,000.00	£ 113.09
	HSBC S106 Deposit A/c	£ 250,647.77	£ 13.39	£ 30.00	-£ 114,578.16	£ 136,053.00
4	Alto prepaid card	£ 500.00		£ 99.36		£ 400.64
5	Santander 12 month Business bond	£ 140,899.44				£ 140,899.44
6	Unity Bank Allotments Deposits A/c	£ 6,050.00	£ 50.00			£ 6,100.00
7	Lloyds Community Centre Contribution Current A/c	£ 11,478.10		£ 9,960.12	£ 1,068.12	£ 2,586.10
	Lloyds Community Centre Contribution Deposit A/c	£ 59,484.26	£ 2.52		-£ 1,068.12	£ 58,418.66
Grand Total		£ 846,364.01	£ 17,960.66	£ 60,400.90	-£ 94,578.16	£ 709,345.61



Payments March:

Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number	Inter
Jayne Hawkins		Clerk's salary March	24/03/2016	£ 1,581.88		£ 1,581.88		INTERNET PAYMENT
S J du Gay		Deputy clerk's salary March	24/03/2016	£ 958.46		£ 958.66		INTERNET PAYMENT
Claire Inglis		Recreation & Allotments officer salary March	24/03/2016	£ 749.83		£ 749.83		INTERNET PAYMENT
Sam Knowles		Sports officer salary March	24/03/2016	£ 77.69		£ 77.89		INTERNET PAYMENT
Jenny Baker		Bookings officer salary March	24/03/2016	£ 903.51		£ 903.51		INTERNET PAYMENT
HMRC		PAYE & NI March 2016	29/03/2016	£ 888.76		£ 888.76		300825
Hampshire Pension Fund		Pension March 2016	29/03/2016	£ 993.29		£ 993.29		300826
Employment costs			29/03/2016			£ 6,154.02		
British Gas	956081637	Gas charges at Peter Driver pavilion 01 02 2016 to 02 03 2016	23/03/2016	£ 49.04	£ 2.45	£ 51.49		DIRECT DEBIT
Grundon	GI01916255	Refuse collection from community centre	20/03/2016	£ 62.92	£ 12.58	£ 75.50		DIRECT DEBIT
Initial	31826279	Hygiene waste removal 07 02 to 06 03 2016 PAID	23/02/2016	£ 9.75	£ 1.95	£ 11.70		DIRECT DEBIT
Initial	31861605	Hygiene waste removal 07 03 to 06 04 2016	23/03/2016	£ 9.75	£ 1.95	£ 11.70		DIRECT DEBIT
Nomis Connections Ltd	28038	Office telephone charges and line rental	15/03/2016	£ 32.00	£ 6.40	£ 38.40		DIRECT DEBIT
T3 Handyman Service	T10116-05	Removal of light and post outside community centre, installation of shelf PAID	07/03/2016	£ 119.00		£ 119.00		300823
Total Gas & Power	various	Gas usage at community centre 01/07 to 31/01/2016 PAID	07/03/2016	£ 3,182.63	£ 636.53	£ 3,819.15		300824
101st Odiham Scout Group		Grant awarded for scout hut refurbishment project	30/03/2016	£ 3,000.00		£ 3,000.00		300827
E Flahive		Allotment deposit refund	30/03/2016	£ 50.00		£ 50.00		300828
R Jones		Allotment deposit refund	30/03/2016	£ 50.00		£ 50.00		300829
P Harrison		Allotment deposit refund	30/03/2016	£ 50.00		£ 50.00		300830
Arrow Entertainment (R Davanzo)	135	Deposit for entertainer for Childrens Christmas party	30/03/2016	£ 20.00		£ 20.00		300831
Comfort Building Service	40000	Service contract January 2016	30/03/2016	£ 163.83	£ 32.77	£ 196.60		300832
	40351	Service contract March 2016	30/03/2016	£ 163.83	£ 32.77	£ 196.60		£393.20
Discounselling IT Ltd	9144	IT support, online backup email & domain hosting February 2016	30/03/2016	£ 136.39	£ 27.28	£ 163.67		300833
KMC Cleaning Ltd	1273	Peter Driver pavilion cleaning February 2016	30/03/2016	£ 292.00	£ 58.40	£ 350.40		300834
	1278	Community centre clean & lock up Jan 2016	30/03/2016	£ 1,049.91	£ 209.98	£ 1,259.89		£1610.29
Hart DC		Rates for the community centre 2016 2017	30/03/2016	£ 5,929.00		£ 5,929.00		300835
		Rates for Peter Driver Sports Ground 2016 2017	30/03/2016	£ 762.30		£ 762.30		300836
Haymarket Media group Ltd	50047838	Ground maintenance tender advert in Horticulture Week Online	30/03/2016	£ 610.00	£ 122.00	£ 732.00		300837
Nigel Jeffries Landscapes	8807	Parish lengths men work 13th & 20th February	30/03/2016	£ 400.00	£ 80.00	£ 480.00		300838
Nigel Jeffries Landscapes	8566	Cheque cancelled	30/03/2016	-£ 266.00	-£ 53.20	-£ 319.20		300759
RBS Software Solutions	SM16430	Omega license 2016 2017 6 users	30/03/2016	£ 642.50	£ 128.50	£ 771.00		300839
Npower	LGUXDYD3	Electricity community centre 30 Nov to 29 Feb	30/03/2016	£ 517.60	£ 103.52	£ 621.12		300840
emily Graham Silkskills.com	118	Website maintenance	30/03/2016	£ 112.50		£ 112.50		300841
SLCC		Deputy clerk's annual subscription 2016 2017	30/03/2016	£ 149.00		£ 149.00		300842
South East Water	13	Water at Peter Driver Sports Ground 18 Aug to 17 Feb	30/03/2016	£ 288.15		£ 288.15		300843
Southern Security Services Ltd	59509	Replaced bell box during routine maintenance	30/03/2016	£ 41.17	£ 8.23	£ 49.40		300844
Winchfield Landscape Services Ltd	1247	Grounds maintenance February 2016	30/03/2016	£ 673.68	£ 134.74	£ 808.42		300845
Zurich Insurance	21306902	Annual insurance premium 2016 2017	30/03/2016	£ 4,011.51		£ 4,011.51		300846
Vita Play Ltd	1127	Scoter track at Azalea Park	30/03/2016	£ 6,000.00	£ 1,200.00	£ 7,200.00		300847
Area Distribution Ltd	CCPC1021	Distribution of newsletter	30/03/2016	£ 303.75	£ 60.75	£ 364.50		300848
Discounselling IT Ltd	9285	IT support, online backup email & domain hosting March 2016	30/03/2016	£ 136.39	£ 27.28	£ 163.67		300849
Hampshire CC	57994365	Paper for parish office	30/03/2016	£ 47.05	£ 9.41	£ 56.46		300850
		sub-totals:		£34,953.67	£ 2,844.29	£ 37,797.95		-
		Payments in March 2016				£ 37,797.95		-

67/16

To receive the clerks report

- 1) Taylor Wimpey have carried out some drainage work on the allotments and completed the electrical work on the sheds.
- 2) Taylor Wimpey have implied that the compensation claim will be paid in full in April.
- 3) Resurfacing of Lynwood has been booked with Winchfield Landscapes.
- 4) Play area plans for the NEAP and next batch of LEAPS have been provided by TW, to be presented at the Facilities committee meeting in April. They include three trim trails which were planned to go around the athletics track. Kompan have walked



the site with the land surveyor from TW and they feel that they would be too close to the skate park and suggest moving them on to the edges of the open space behind the community centre.

5) Events schedule:

- Quiz night – 15th April, 7pm
- Gurkha Statue unveiling - 10th July, 11.00am, there may be a charge for band
- Street Snooker – 21st July 12.00pm
- Barn Dance – 22nd October, 7pm, with Morris dancers in half time break
- Christmas Party – 10th December, 2pm

Folk Festival cancelled due to difficulty in securing support.

6) Community Centre

Services update

- The gas charges are higher than expected due to the capacity of the gas meter. After further investigation it turns out that the meter was specified to allow for an extension of the community centre to include changing rooms and showers for the sports pitches. As our usage is currently lower than expected Total Gas and Power, our supplier have agreed to review the standing charges. This could take a little while for the AQ (annual quantity) team to calculate. Once this has been done they will pass it back and we will be able to apply a new AQ.
- Jane Abbot has provided an alternative quote for a supply from SSE. It will not be available for long but is cheaper than our existing rate, however Total Gas and Power may adjust our current rates.

Covering the period 01.10.16 to 30.09.17

Standing charge - £207.42/month

All units – 1.671p/U

Excl CCL and VAT as applicable.

- The clerk has also asked LSE for quotes for gas and electricity from September 2016
- Accident community centre – an older lady fell over when attending the Brendon Care lunch club on 17th March, an ambulance attended and found the community centre quickly.
- Party Bookings at weekends are proving difficult to manage. Staff and Councillors are getting a lot of call outs, doors have been left unlocked and the alarm has been set off accidentally resulting in the police attending. It is suggested that our security company is asked to open up the community centre at weekends and give basic instructions to users. Each visit would cost £10. Normal lock up attendance fees would apply at the end of each booking as is currently the procedure.

7) Benches for Orchard area. Kompan supplied the bench by Everest Walk. The cost of a picnic bench is £840, installation is £150 and delivery charge is £93.06. The budget of £3,000 would nearly be sufficient for 3 benches.



68/16 To receive monthly safety report
Circulated and accepted

69/16 To receive monthly crime report
Circulated and accepted

70/16 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.
4. HDAPTC (PL) – next meeting at Community Centre 12th April
5. Memorial Hall (MB) – small flower bed proposed by WI under notice board
6. Allotments (HB) - Drainage work carried out, problems with plot 56
7. Athletics – nothing to report, still awaiting information for UK athletics and Sport England
8. Alms Houses (AB) – no update
9. Events – Quiz night 15th April.
10. Other

Start Closed Session Cllr. Radley, Cllr Bennison and the clerk, Jayne Hawkins left the room

71/16 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%)

It was **resolved** to award the following grade increases to the following staff due to increase in responsibilities and work load with the community centre and Crookham park facilities and to award the national pay award when agreed.

Jayne Hawkins – grade 36 to grade 38
Sally du Gay – grade 28 to grade 29
Claire Inglis - grade 20 to grade 21

Clerk

End closed session The clerk returned to the meeting

72/16 Items for next meeting
Events update- review of quiz night
Gurkha Statue unveiling – finalise details
Review of storage for Community Centre
Update on discussions with Fleet Town Council on the cemetery

73/16 Date of next meeting: 25th April 2016

There being no further business, the meeting closed 21:20pm

Signed.....

Date.....