



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 25th April 2016 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

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

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

There was 1 member of the public present.

71/16 Apologies for Absence

There were no apologies.

72/16 Approval of the minutes

Minutes of the Full Council meeting on 29th March 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 – 29th March, 11th April
Facilities Committee – 11th April
Policy and Finance Committee – 18th April

73/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

74/16 Declaration of interest relating to items on the agenda

Councillors Chatfield, Burford and Jackson declared an interest in item 77/16 Grant request from Allotment association as they are all allotment holders.

75/16 To receive Chairman's announcements

The Chair made the following announcements:

1. Mary Barry an ex-parish councillor sadly passed away on 15th April, a memorial service will be held at Christ Church on Gally Hill Road on Friday 29th April at 1.30pm.
2. Hart Passenger Forum 10th May 2016 HDC offices 10am to 12pm. HC will confirm to the clerk if he can attend.
3. Councillor Whibley has resigned from the Parish Council on 18th April, giving us two vacancies.
4. Councillors were asked to consider what committees they would like to sit on next year and whether they would be interested in the chair and vice chair positions
5. There will be additional road closures in July when the air show is on due to increased safety requirements following last year's air show accident.
6. The Royal British Legion will hold a commemoration of the Battle of Somme –



1st July 8-9pm War Memorial Gally Hill Road.

76/16 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:

- There are a few additional bus stops in Church Crookham. No 7 timetable has changed, timetable available at community centre and Fleet library
- Concerns from residents about traffic speeds on Aldershot Road going out towards the Foresters and along Naishes Lane
- Build outs on Naishes Lane poorly marked on rear side.

Councillor Bennison reported the following:

- Further parking restrictions are being proposed for roads outside Tweseldown Infants School. Consultation on more double yellow lines.
- The cycle way from Leipzig road roundabout to Vertue roundabout will be packages with other works and hopefully completed by Autumn.

77/16 Grant requests

It was **resolved** to approve the following:

- WI request for £200 to plant a flower bed under the Parish Council notice board at the memorial hall. Clerk to request that access to the notice board is retained. PL/HB all in favour
- Church Crookham Allotment Association request for £884 to create a picnic area on the allotment site. However the Clerk was asked to request the committee bear in mind the terms and conditions for the site and that Dwarf Stock was used for fruit trees and bushes around the picnic area and that the following was provided before a BBQ was used: a risk assessment for BBQ use and storage, a guide to safe use and storage of BBQ. Check public liability insurance for BBQ usage.

Clerk

78/16 Annual Governance statement 2015/2016

To review and approve the annual governance statement 2015/2016 – section 1 of the annual return.

The draft statement section 1 was reviewed and approved.

Clerk

79/16 Actuals vs Budget and reserves at year end (Mar 31st 2016)

To receive an update on actual vs budget figures and reserves at year end.

Report Circulated. Approved: RJ/PL all in favour

Non S106 income and expenditure:

Total Income: £270,116

Total Expenditure: £237,947

Surplus: £32,170 (to be transferred to EMR as agreed at full Council Jan 2016)

S106 Income and Expenditure:

S106 income: £147,000 (Area I and 50% area J, Allotment/Sang access road)

S106 expenditure: £746,795 (Gurkha Statue, Community Centre, 5K contribution to Salaries)

Reserves at year end:

General Reserves: £90,000

Precept Ear Marked Reserves: £247,289



- Community Youth Projects (Wheel Park) - £103,400
- Peter Driver Improvements (Changing room project) - £64,281
- Allotment Shed replacement £2,000
- Play equipment replacement £20,000
- 3G surface replacement £12,000
- Community Centre - £30,000
- GM Tended - £608
- Highways (CCTV camera) £3,000
- Transport to parish council events – £2,000
- Outdoor gym equipment - £5000
- Basketball hoop - £5000

S106 Ear Marked Reserves: £430,591

Total Reserves: £767,880

80/16

Unity Bank

To receive a proposal from Policy and Finance Committee to stay with unity bank even though they are now introducing charges on their current account.

Following a discussion, it was **resolved** to remain with the Unity Bank as their charges were lower than alternative banks. PL/MB all in favour.

81/16

Finance and Policy – Terms of Reference

To receive an updated terms of reference for Finance and Policy Committee

It was **resolved** to accept the updated TOR for Finance and Policy Committee. PL/MB all in favour

Updated as follows:

Removal of clause 14:

To twice a year, receive and review grant requests and to recommend those for payment to Full Council

Clerk

82/16

Treasury and Investment Policy

To receive a proposal from the Policy and Finance Committee to accept an updated Treasury and Investment Policy. Document circulated.

It was **resolved** to accept the updated Treasury and Investment Policy PL/HC all in favour

Updated as follows: to include an Annual Investment Strategy which details:

- the maximum deposit per financial institution;
- types of investment which may be made.
- All subject to the credit ratings criteria as detailed in the appendix.

Clerk

83/16

Community centre terms and conditions of hire

To decide whether to approve changes to the terms and conditions of hire for the community centre as recommended by the Finance and Policy Committee

It was **resolved** to approve the revised terms and conditions of hire RJ/PL all in favour

The followings conditions have been added to the document:

Clause 3:

If a hirer wishes to have a BBQ in the outside area then the hirer must use a professional BBQ company that has its own public liability insurance, risk assessment and will provide staff to man the BBQ.

Clause 27:

- 1. If the building is not left in a secure state i.e. doors are not locked and windows*



are not closed the full deposit will be retained.

- 2. If the Community Centre is not left clean and tidy after hire and requires an additional clean before the next booking can use it, then £20 of the deposit will be retained.*

Clerk

84/16 Annual Parish Meeting
To agree the agenda and annual report for the annual parish meeting

It was **resolved** to approve the draft agenda and draft annual report subject to minor change.
Councillor Connolly suggested that we should use the meeting to promote the need for volunteers for Parish Council events.

85/16 Asset Register software
To consider purchasing asset register software to assist with the management of the growing asset register.

The Chairman reported the following:

- Pear technology asset register - £900
- Would need some amendments to allow for insurance value and asset verification, Pear technology seemed willing to do this.

It was **resolved** to purchase the Pear Technology Asset register PL/RJ all in favour
50% LICENCE AND 50% S106 Informal open spaces/Playgrounds

Clerk to check if there is an annual licence fee and to see a demonstration.

Clerk

86/16 Get Mapping
To consider approving £600 to ask get mapping to import DWG data for Crookham Park so that we are able to produce a parish map (Phase 3 data is not yet available) and to assist us with setting up layers so that we can record all parish owned land, our trees, bins, benches, play equipment etc.

Get mapping - Parish Online:

One off cost to import DWG data and set up layers: £600
Licence £126

Pear Technology – more expensive

One off cost of £1375 for map software, Map Link, map set up and training
Licence/support Per Annum cost: £225

Two solutions were considered and it was **resolved** to ask Get Mapping to assist with the set-up of a Parish Map by importing DWG data from Crookham Park and adding layers for playground equipment, benches, bins, trees etc. HB/PL all in favour
Parish Map project: budget £4,000

Clerk

87/16 Governance Review
To receive an update on the Parish Governance review and to consider a proposal to request no changes to the parish boundaries or to the number of councillors but to request a change to the number of seats per ward.

Following a discussion about the current number and allocation of seats and possible changes. Cllr Connolly proposed that the number of seats was increased to 11 but did not get a seconder.

It was **resolved** to recommend to Andrew Tiffen that they would be no change to number of councillors or the parish boundaries but that the seats per ward should be



better aligned to the number of residents in in each ward.
i.e. 2 seats Gally Hill Ward, 3 seats QEB ward and 5 seats Crookham East ward. PL/RJ 7
in favour, 1 abstention.

The clerk advised that she would need to feedback this information to Andrew Tiffin and
then the Parish Council would need to do some public consultation probably via the next
newsletter.

Clerk

88/16 Community Transport Services

To receive an update on community transport commissioning. Report circulated.

The Chairman reported the following:

- Need to cut costs
- Scheme to be expanded to include Yateley and Rushmoor.
- From April 2017, 4 year contracts will be awarded following a competitive process.
- Total transport approach with a single community transport brand
- Not clear yet if there will be an increased contribution but PC would need to consider this when setting budgets in November.
- Fleet Futures has proposed a hopper bus route that incorporates the local health centres, GPs and town centre.
- Bob Scofield to organise a local meeting.

89/16 Highways projects review

To review and update the Parish Highway schemes spreadsheet and identify 10 suitable projects for consideration by the QEB highways steering group

Highways projects list circulated

Consider following projects:

- 12 projects selected by Chairman for review
- Vice Chairman suggested safety audit of S278 projects already installed to check if they need amending e.g. dangerous roundabout Sandy Lane, junction by Wyvern, Build outs on Naishes Lane.
- Sign posting for new facilities e.g. community centre, public open space etc.

MJB left room at 21:25

MJB returned at 21:29

It was **resolved** to put forward the following projects to the QEB steering group via John Sorrel for consideration. PL/JS 7 in favour 1 against

Clerk

BH4 - Improve junction at Bourley/ Tweseldown

BH5 - Refuge at Bourley Rd

AR7 - West Boundary Gateway on Redfields Lane near Ewshot Road

GH7 -Malt House Bridge pinch point – consider widening the bridge

GH8 - Standing water outside Wyvern pub – poor drainage

CH5 - Improve capacity at Coxheath Bridge

RR2 - Address safety concerns at Zebra crossing at Tesco Express

SL3 - Traffic congestion west of Hampton Close roundabout

Also Review of the S278 Highways projects that have been implemented to see if they need minor amendments to make them more effective and safer. (Roundabouts Sandy Lane, junction at Wyvern, build outs on Sandy Lane).

90/16 Speed Limit Reminder

To receive a request from a resident to install the Parish Speed limit reminder on Naishes Lane to deter speeding cars.

Complaints about speeding on Naishes Lane were discussed. Naishes Lane belongs to



Taylor Wimpey.

It was **resolved** to ask Taylor Wimpey to install a speed limit reminder along Naishes Lane. Clerk to contact Anna Lyons.

Clerk

91/16 To approve payment of accounts and to review any quotations received for April

The accounts for April were approved PL/GS all in favour.

Clerk

Payments April – for details please see monthly reports on parish council website:
<http://www.churchcrookham.org.uk/council/finance>

Quotes were reviewed and the following quotes were approved:

- Fencing Peter Driver – repairs behind single goal – urgent repair needed.
TF - £350 PL/RJ all in favour
- 5 a Side Fencing Side panel, needs replacing
JBC Supply and fit – 471
TF Supply and Fit – (awaiting quote) TF if same or cheaper PL/MB all in favour
- Tree Survey
Sapling Arboriculture – £771 depending on number of tree. Parish Council approved up to £1500. RJ/MB all in favour
- Dog bin posts and shelving
Storage in loft space – Supply 6m of strong racking, batten wall and fix - £823
Dog bag dispenser Peter Driver – fix to wall and remove signs £40
Dog bins and bag dispenser Azalea park, remove old posts, concrete in new posts fix dog bag bins and dispensers and signs £135
Notice boards – fix two small boards in parish office - £20 PL/RJ all in favour
- Leaflets to promote the Community Centre – 500 £175 PL/GS all in favour
- Broken window pane in Oak Hall Swift Glass £471 + Vat PL/RJ all in favour

92/16 To receive the clerks report

Circulated

- 1) Taylor Wimpey meeting 14th April 2016
 - a. Further work will be carried out on drainage at allotments
 - b. Agreed that we could include a leaflet on the community centre in the new resident packs. Will consider putting up a finger post to direct residents to the community centre once Boyce Road opens up.
 - c. Bonded pathway and base for Gurkha Statue will be provided by Taylor Wimpey
 - d. Spine Road unlikely to be open for 22 months, access to the community centre via the top road may be open sooner.
 - e. TW have had discussions with HDC planners regarding possible future development of Stiller's Farm, there seems to be a preference to build houses on land already on the Crookham Park development by the Gurkha path and to use Stiller's Farm land as additional public open space and SANGS.



- f. TW agreed to mark out access route to the wheel park
 - g. TW agreed to remove stones from formal open space behind community centre before handover.
 - h. Compensation claim still expected in April.
- 2) Resurfacing of Lynwood has been completed by Winchfield landscapes, who should be commended for their professional completion of the contract period up to the week ending 30th April and the excellent site standards maintained right up until the end of their contract
 - 3) New GM Contract – Feedback was provided to 3 of the 4 unsuccessful organisations issued upon request. Landform and CI have had 3 implementation meetings (2 in Church Crookham including site visits and 1 visit to their head office to meet the admin team and discuss reporting) The contract finalisation will be complete week commencing 25th April prior to their work starting on site week commencing 2nd May. The meetings have been very worthwhile in building up an early relationship with the new team.
 - 4) Scooter track in Azalea Park has been completed by Vitaplay and fencing removed. Invoice paid and cheque issued by Insurance company.
 - 5) Wheelpark – The planning application was submitted for the new location of the footpath to the wheelpark on 14th April (Fee delivered 15th April). An application number has been allocated 16/00974/FUL and Chris French is the allocated officer.
 - 6) Community Centre update
 - Extra strip of glass has been installed behind ballet barres
 - Projector stand has been purchased for £260
 - Vine Church set the alarm off again on 17th April, further training is being offered.
 - Dimmer switches to be reprogrammed on 25th April 2016
 - Crack in window in main hall is getting bigger, clerk to get quotes to replace.
 - 7) Year-end submissions have been made by the RFO for payroll and pension.
 - 8) Few suggestions from parishioners for Parish Lengths man scheme
 - a. Land opposite Northfield Road shops – knee rail to deter people from parking on the bend opposite the shops
 - b. Land by 12 Spencer Close is maintained by a resident, needs grass cutting and tidying, probably belongs to HDC
 - c. Repair protective fence by the ditch at the edge of Tweseldown Road and its junction with Beacon Hill Road.
 - 9) Members of Fleet Town Councils Policy and Finance Committee met on 18th April and considered the circumstances regarding the issue which had arisen as a result of non-residents (including residents of Church Crookham) being charged double fees in Fleet Cemetery.

The historical payment of 'Special Expenses' was explained together with the desire of FTC to keep as many future spaces as possible for Fleet residents.
It was RESOLVED:

To confirm the practice to charge double fees for non-residents of Fleet including residents of Church Crookham at Fleet cemetery

- 10) Allotment AGM has taken place. Chair of Meeting Matthew Chambers (MC); Parish Council representative Claire Inglis (CI), Website Co-ordinator Chris Davison (CD)



No of allotment plots represented: 33 +

No of attendees: 50 approx.

Good attendance and various topics discussed including progress through the year, reminder that some issues will take time and require wider consultation.

Overall positive feedback.

11) Procurement Legislation 2015: The Clerk and the Allotment and Recreation Officer attended a Procurement seminar on 20th April 2016.

- a. Parish Council must have the power to enter into the contract e.g. parish councils do not have power to provide a library, housing projects, highways works, school dinners, flood defence works, Youth Services
- b. Contracts can be oral or in writing, suggest all contracts over 5K in writing
- c. All contracts over 5K need to be on website
- d. Undisputed invoices must be paid within 30 days unless contract states a lesser period.
- e. Contract payments must be on website
- f. Single point of contact for all contracts
- g. Must use contract finder for all contracts over £10,000, unless using a framework agreement.
- h. Cannot consider any matter that the Secretary of State considers to be irrelevant to the commercial purposes of public supply or works contracts e.g. where the contractor may obtain supplies or location of business activities

93/16 To receive monthly safety report

Circulated and accepted

94/16 To receive monthly crime report

Circulated and accepted

95/16 To receive other reports.

1. Quetta and Humphrey Park – Bollards and been put in car park to stop people entering at night
2. Fleet Link (HB) – options being considered by HCC including rebranding all community transport
3. FACC update - Nothing to report.
4. HDAPTC (PL) – Meeting held 12th April
5. Memorial Hall (MB)
6. Allotments (HB) AGM in April
7. Athletics – Still progressing plans
8. Alms Houses - nothing to report
9. Events – Nothing to report
10. Fleet and Crookham welfare Trust has half yearly meeting, looking at ways to identify people requiring their help.

96/16 Items for next meeting



There being no further business, the meeting closed 22:01 pm

Signed.....

Date.....