



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 23rd May 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. Gill Chatfield (GC), Cllr Helen Butler (HB).

Also: Jayne Hawkins (clerk)
John Bennison (HCC)

There was 1 member of the public present.

98/16 Appointment of Chairman and Chairman's declaration of acceptance of office and the code of conduct.

Cllr. Gill Chatfield was proposed by Cllr. Lowe and seconded by Cllr. Connolly and agreed by all. Gill Chatfield signed the declaration of acceptance of office and the code of conduct.

99/16 Appointment of Vice Chairman and Vice-Chairman's declaration of acceptance of office and the code of conduct.

Cllr. Richard Jackson was proposed by Cllr. Chatfield and seconded by Cllr. Connolly and agreed by all. Councillor Jackson was not present and will sign the declaration of acceptance of office and the code of conduct in the presence of the clerk.

100/16 Apologies for Absence

There were apologies from Cllr Burford and Cllr. Jackson.

101/16 Approval of the minutes

Minutes of the Full Council meeting on 25th April 2016 were received and approved as a true record of the meeting.

The minutes and recommendations of the following committee meetings were also approved: **Take to next meeting**

Planning Committee – 25th April, 9th May

Facilities Committee – 9th May

102/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

103/16 Declaration of interest relating to items on the agenda

There were no declarations of interest.

104/16 To receive Chairman's announcements

The Chair made the following announcements:

1. Transfer of Hightrees and playground by school, due to complete in days.
2. Clerk is not available for statue unveiling on the 10th July.
3. Fleet and Church Crookham in Bloom is struggling to find volunteers and may not continue. Should council send a letter of thanks to Terry Eggington.
4. Slides from HCC Gypsy and Traveller service circulated. Advice service being



offered. One site visit £200, Advice £55 per hour.

5. Thank you letter received from 101st Scout group for grant of £3,000 towards refurbishment of pavilion at Quetta Park
6. Letter received from residents at Crookham Park regarding Taylor Wimpey/Management company situation.
7. Fleet Town Council would now like to meet to discuss cemetery requirements for residents in Fleet and Church Crookham, will organise a meeting when Bob Scofield is back from holiday.
8. A donation of £40 will be made to the Air Ambulance in response to their attendance at the Annual Parish Meeting.
9. New PC will be purchased for the RFO due to a hard disk failure
10. Wheel park project started, incident reported with delivery driver lying down on a residents lawn. Staff spoke to driver directly and to Wheel Park company. The driver apologised to resident.

105/16 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)

Cllr. Bennison gave an update on the following:

- There is a lot happening in local government with regard to devolution which may result in a totally new administration. Options will be presented to Cabinet at Hampshire County Council on 6th June and then there will be a public consultation.
- Road and canal path closures will be taking place during Farnborough Air show are now in the public domain and should go on the Parish website and notice boards.
- Windy Gap junction – road works to implement no right turn, 2nd and 3rd June

Clerk

106/16 New Councillor application. To receive applications for the Parish Councillor vacancies and to decide whether to co-opt any of the applicants.

Three applications were received:

- 1) David Cunningham – Retired, Local gov. licencing and enforcement officer 10 yrs, prison officer 11 years, HM forces.
- 2) Julia Adams – Semi-retired, worked for HMRC, Customs and Excise, benefits agency

It was **resolved** to appoint David Cunningham to the 1st vacancy for Church Crookham East Ward

It was **resolved** to appoint Julia Adams to the 2nd vacancy for Church Crookham East Ward.

Clerk

107/16 To agree timings and number of Parish Council meetings. To consider a Proposal to hold 10 monthly meetings (no meeting in August or December) on 4th Monday of each month. To be held in the Church Crookham Community Centre

Clerk

It was **resolved** to accept the proposal.

108/16 To agree which committees should be formed and how regularly they should meet.

To receive a proposal to form the following committees:

1. Facilities Committee – monthly, 2nd Monday of month
2. Planning Committee – 1st and 4th Monday of month as required
3. Finance and Policy Committee 3rd Monday of month, quarterly
4. Staff Committee – 1 meeting per annum, September
5. Events working party – as required



It was resolved to accept the proposal. GC/HB all in favour.

109/16 Review of terms of reference for committees/subcommittees

Documents circulated.

Following a discussion, it was **resolved** to accept the existing terms and conditions for each committee and working party. PL/HC all in favour.

110/16 Review of delegation arrangements to committees, sub-committees and staff

To receive a proposal to authorise the following delegated powers:

- **Delegated powers of committees and sub-committees are as outlined in the terms of reference for each committee.**
- **To give the Facilities committee delegated powers to authorise emergency works to ensure the Community Centre remains open for bookings.**
- **It is proposed that the clerk and deputy clerk are granted the following delegated authority for the coming year.**
 - **the clerk or deputy clerk has delegated authority to approve urgent works and routine maintenance works on the Parish Councils buildings and Play Parks within the scope of the agreed budget. When-ever possible the clerk or deputy clerk will consult with members of the Facilities committee.**
 - **The clerk or deputy clerk is authorised to negotiate with Taylor Wimpey with regard to the transfer of facilities and land to resolve issues and to ensure that facilities and land to be transferred are fit for purpose. When-ever possible the clerk or deputy clerk will consult with members of the Facilities committee.**

It was **resolved** to accept the above proposal for delegated powers PL/GS all in favour.

Clerk

111/16 To decide whether to accept the following main objectives in the coming year for each Committee/sub-committee

- **Planning Committee**
 - To ensure local perspectives and issues are considered within planning applications
 - To actively contribute to discussions on planning policy including the local plan
- **Policy and Finance Committee**
 - To ensure the parish council continues to deliver best practice in terms of its financial operational procedures.
 - To budget annually for the council tax precept needed to deliver the required services
 - Provide a three year plan to inform budgetary decisions.
- **Facilities Committee**
 - To ensure that new facilities being delivered as part of the S106 agreement at Crookham park are transferred to the Parish Council on time and are fit for purpose with the agreed payments.
 - To continue to manage the Parish owned open spaces and facilities to high standards to meet expectations of residents but within the constraints of the agreed budgets.
 - To ensure that the new community centre at Crookham Park is operated within the available budget i.e. achieves the budget for forecast income and costs.

It was **resolved** to accept the proposal for committee objectives GS/PL all in favour.

Clerk



112/16 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council

Committees:

- Policy and Finance **JS, HC** PL, MB
- Planning Committee **MB, HB**, PL, JS, GS plus co-opted member Gill Butler
- Staffing Committee **GC, RJ**, GS,
- Facilities **GS/HB** PL, GC, RJ, HC

Outside bodies:

- Athletics working party: **RJ**, GC, HC
- Highways **RJ**
- Crookham Park Highways S106 steering group **MB**
- Joint consultative committee Schools **HB**
- HDAPTC **GC**
- Fleet Link **HB**
- FACC - vacant post
- Allotments **HB**
- Memorial Hall **MB**
- Alms Houses, Trustee role, vacant post
- Friends of Azalea Gardens Group, **HB**
- Fleet and Crookham Welfare Trust, **GS**
- Fleet and Church Crookham in Bloom. May not continue
- MoD Liaison (Quetta/Humphrey Park vacant post)
- SANGS **RJ**

Clerk

113/16 To review and agree subscriptions and memberships of other bodies for 2016/2017

- SLCC (both clerks) – £359
- HALC - £1089
- CPRE - £72
- Get Mapping - £126
- Community Building Advice Service - £55.00

It was **resolved** to agree to the proposed subscriptions. GC/PL all in favour

114/16 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

- Fleet Link - £3868
- Basingstoke Canal - £6750

It was **resolved** to continue with the above arrangements GC/HC all in favour.

Clerk

115/16 Insurance

To receive confirmation those arrangements are in place for insurance cover in respect of all insured risks.

The Chairman reported that insurance is provided by Zurich Insurance. Three year agreement from March 2015. Community Centre has been added. Asset Register updated and reviewed by internal auditor. Minor amendment needed for an accounting error which will be taken to the June Parish Council meeting. The chairman reported that she had viewed the insurance papers for this year.

116/16 Year-end reports

To receive and approve year-end financial reports for Church Crookham Parish Council to include P35 annual payroll form and annual pension form for the year ending 31st March 2016



Summary

Precept income: £257,150

Additional income due to opening of community centre in September and high uptake of advance bookings.

Precept Expenditure: £200,260 plus £38,000 transferred to reserves at the start of the year.

Expenditure £8,291 under budget. Many expenditure items lower than budgeted, employment costs were supplemented by £5000 from S106 funds. Earmarked reserves were used to cover the cost of the Grounds Maintenance tender and the planning costs of the Wheel Park.

Clerk

S106 income:

£62,655 for the Allotments & SANG access road (includes contribution for legal fees)

£84,345 for Informal Open spaces at Crookham Park.

S106 expenditure:

£21,691 Public Art – Gurkha Statue, £2,839 legal costs for land transfers, £132 grounds maintenance

Community centre construction:

£707,963 to complete construction of community centre, including fixtures and fittings.

Income:	
Annual Precept:	£186,460
Other income:	£70,690
S106 income	£149,315
Total income:	£406,466
Expenditure:	
Employment costs:	£70,982
Administration costs:	£22,226
Peter Driver premises	£8,639
Allotments	£4,428
Grounds Maintenance	£31,347
Community centre running costs:	£22,608
Community Support	£20,599
Project costs	£19,431
Total precept expenditure	£200,260
S106 Expenditure:	
Community Centre construction	£707,963
Other S106 expenditure	£24,732
Total S106 expenditure	£732,695
Total expenditure	£,932,955
Reserves	
Earmarked Reserves	£227,345
S106 Community Centre	£54,925
S106 other	£373,258



General reserves	££116,722
Total Reserves	£772,251

Reserves:

At start of year the following transfers from general reserves to ear marked reserves were made:

- 20K added to community youth projects,
- 3K added to 3G surface replacement,
- 6K added to play equipment
- 6K to playground equipment replacements
- 2K to allotment shed replacement

At year end the following transfers from general reserves to new ear marked reserves were made:

- 2K transport to parish council events
- 5K to outdoor gym equipment
- 5K basketball hoop

The general reserves at year end include 26K to be transferred to the Peter Driver improvements project ear marked reserve. Once this transfer has been made the general reserve will be £90,722 for the start of 2016/2017

The Balance Sheet and I&E reports were handed out.

It was **resolved** to approve the year end reports (balance sheet, income and expenditure account, working detail for reserves reconciliation, Payroll and Pensions forms (these will be signed by Cllr Lowe in April(chairman) and Sally du Gay (RFO)) GC/GS all in favour.

117/16 To review leases, Tenancies and fees – report circulated

In 2015/2016 Income from five a side and grass pitches was £31K which covers costs for Peter Driver grounds and pavilion maintenance.

It was **resolved** to keep leases, tenancies and fees for allotments, football and community centre bookings the same to remain competitive. GC/PL all in favour.

118/16 To review and adopt standing orders and financial regulations

- Financial regs updated to include NALC standard terms for procurement changes and transparency law changes

It was **resolved** to adopt the revised Financial Regulations and the Standing Orders. GC/GS all in favour.

Clerk

119/16 Haig Lane/Azalea Gardens junction

To receive a letter from a resident about road markings and parking restrictions at the junction of Haig Lane and Azalea Gardens.

It was reported that

- HCC said they will not do them
- HDC John Foggo also said will not do them nor does he support parking restrictions.
- Need to decide on PC response to resident...

It was **resolved** to respond to the resident and say that they were aware of the response from HCC and had received a similar response from HDC about the road markings and that Councillor Bennison had agreed to speak to officers to try and establish why they objected to reinstating the white lines. HDC were also reluctant to introduce parking restriction as they believed the road was wide enough to accommodate the parked cars and that parking restrictions would move the parking issue elsewhere. The clerk should also mention that the Parish Council has previously explored adding a small car park at



the entrance to Azalea Park to provide parking for park users but this has always been strongly objected to by the neighbouring residents.

Clerk

120/16 Valuation of Parish assets

To receive a quote for the valuation of Parish assets for insurance purposes.

The Chairman reported the following:

- Auditor recommended that parish assets are valued every 5 years
- Last valued in 2011
- Quote from Cunningham and Lindsay £900. To include valuation for insurance purposes of Sports Pavilion, Memorial cross, Multi use Games area and community centre. Funding from professional services budget.

It was **resolved** to appoint the valuation by Cunningham and Lindsay and to include the MUGA and tennis courts at Crookham park.

Clerk

121/16 Athletics Facilities Crookham Park

To receive a request from Fleet and Church Crookham Athletics Association for a statement from the Parish Council outlining the local need for a 6 lane 400 metre running track at Crookham Park including how such a facility would benefit the local community.

It was reported that Fleet and Crookham AC are putting together a request to UK Athletics asking for backing to proceed with applying for funding for a new track facility, one which would include a 6 lane 400 Meter track. In order to get their support they need to prove that the community needs and wants this facility. To this end they are asking the Parish Council to put together a statement for them to include in this request outlining how such an athletics facility would benefit the local community.

It was **resolved** to prepare a statement for approval at the Facilities Committee.

Councillor Connolly agreed to draft a statement. Clerk to check the Parish Plan survey.

HC/JH

122/16 Consultations

- Household Waste Recycling centres www3.hants.gov.uk/waste-recycling/recyclingcentres/hwrc2016.htm closing date:25th May. Possible closure of some sites and changes to operating hours.
- Fleet Police priorities consultation. Closing date 20th June

Councillors agreed a response to the household waste recycling consultation and the clerk agreed to send it in.

Clerk

Fleet Police priorities consultation to go to Facilities Committee in June

All

123/16 To approve payment of accounts and to review any quotations received for May 2016

The accounts for May were approved GC/HB all in favour.

Clerk

Payments May: for details please see finance reports on the Parish Council website.

Quote for a new office PC for £515 was approved. Disconsulting to supply and install

124/16 To receive the clerks report

- 1) Gurkha Statue update: Nigel Philips will be installing a concrete base with a bonded gravel path around it approx. 2 metres wide, 2 metres away from orchard railings and a tarmac path to join up to surrounding path network.

Gurkha regiment are more confident that they will be able to provide a 38-piece military band if we get the community rate it will cost approx. £200 to £300. If not,



we could choose to have a smaller group.

Oak hall is available in case of rain.

Major Nigel Carrick believes that we may be able to secure the services of VC Capt. Rambahadur Limbu to unveil the statue. He has suggested that the clerk writes to his son. *Capt. Limbu was around 26 and a Lance-Corporal in the 2nd Battalion, 10th Princess Mary's Own Gurkha Rifles, British Army during the Indonesian Confrontation.*

On November 21, 1965, in Sarawak, Borneo, he was in an advance party of 16 Gurkhas when they encountered about 30 Indonesians holding a position on the top of a jungle-covered hill.

The Lance Corporal went forward with two men, but when they were only 10 yards from the enemy machine-gun position the sentry opened fire on them, whereupon Limbu rushed forward and killed him with a grenade.

The remaining enemy combatants then opened fire on the small party, wounding the two men with the Lance Corporal who, under heavy fire, made three journeys into the open, two to drag his comrades to safety and one to retrieve their Bren gun, with which he charged down and killed many of the enemy.

Major Carrick is informing the Gurkha regiments of the statue unveiling on the 10th July. He suggested we prepare a short program for the event so that he band can suggest suitable music. Event Committee to finalise schedule but for example:

- Gather 10.30am at the Statue site
- Band to play
- 11.00am Welcome to visitors from Parish Council Chairman.
- 11.05am Brief memories of Gurkhas in Church Crookham (local person – John Coombes?)
- 11.20am Introduction of Capt. Rambahadur Limbu (Major Carrick)
- 11.20am Unveiling of Statue (fanfare from band)
- 11.25am Chairman to invite people back to the Community centre for tea and coffee and to see exhibition of photos of the old QEB Barracks.
- Band to play out.

May want to open up field for cars.

Advertise in press?

Invite press to event.

Childrens entertainment?

Clerk will not be available on 10th July

- 2) Fleet Town Council would like to meet to discuss cemetery requirements in Fleet and Church Crookham.
- 3) Window in hall is not fixed.
- 4) Dentist in the Verne wants to install a community defibrillator, has asked if the Parish Council can assist with 10 million insurance requirement.
- 5) Newsletter for July will, draft to be approved 13th June at Facilities Committee.



- Introduction to new Chairman
 - Spotlight on Councillor
 - Local Policing report
 - Article from Tweseldown Infants
 - Gurkha Statue unveiling photos and history of barracks
 - Battle of Somme article
- 6) Meeting took place with Athletics Club and schools athletics association on 16th May 2016. Discussed sharing facilities at Crookham Park. Still feel that lighting is essential and toilets in pavilion.
- 7) Clerk and Cllr. Connolly attended a meeting with Stagecoach and HCC transport. Stagecoach now have real-time timetable data and should be launching an App later this year so customers can see where the bus is.
- 8) Wheel Park – starts 23rd, 10 weeks construction, footpath should be decided by 10th June.

125/16 To receive monthly safety report
Circulated and accepted

126/16 To receive monthly crime report
Circulated and accepted

127/16 To receive other reports.

Quetta and Humphrey Park
Fleet Link (HB)
FACC update (XX)
HDAPTC (XX)
Memorial Hall (MB)
Allotments (HB)
Alms Houses (XX)
Other

128/16 Items for next meeting

- Gurkha Statue unveiling
- Wheel Park update

129/16 Date of next meeting: 27th June 2016

There being no further business, the meeting closed 9.40pm

Signed.....

Date.....