



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 24<sup>th</sup> October 2016 – 8.00pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Hugh Connolly (HC), Cllr. Gill Scott (GS), Cllr. Helen Butler (HB), Cllr Michael Burford (MB)

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

There were 5 members of the public present.

**209/16 Apologies for Absence**

Apologies were received and accepted from Cllrs: Cunningham, Jackson, Silvester and Adams.

**210/16 Approval of the minutes**

Minutes of the Full Council meeting on 26<sup>th</sup> September 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 Meetings - 26<sup>th</sup> September, 10<sup>th</sup> October  
Facilities Committee – 10<sup>th</sup> October  
Finance and Policy – 19<sup>th</sup> October

**211/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**212/16 Declaration of interest relating to items on the agenda**

There were declarations of interest for items 225 and 226 from Councillors Chatfield and Burford who are allotment holders.

**213/16 To receive Chairman's announcements**

The Chairman made the following announcements

- Proposed new Community Transport Operating model will be considered at the decision day for the Executive Member for Environment and Transport on the 12 October 2016. Meeting for funders 7<sup>th</sup> November in Winchester from 9.30am to 11.30am. Councillor Connolly and the Clerk agreed to attend.
- Transport in Hart meeting Thursday 17<sup>th</sup> November 11am to 1.00pm HDC council chamber to discuss progress since last meeting and a briefing on what the buses bill is likely to mean for Hampshire. 2 members invited to attend. Agenda to follow. Councillor Butler agreed to attend.
- Hart District Council have confirmed that planning consent would be required to erect acoustic fencing at the wheel park. The laurel hedge will be planted at the end of November.



- HALC AGM was held on Saturday 22<sup>nd</sup> Oct. and attended by Cllr. Chatfield and the clerk. There was an interesting presentation on crowd funding for community led projects. All parish councils were encouraged to respond to the Governments funding review and reject proposals to cap precept increases as this goes against increased localism. Arts Council funding is available for Arts Projects.

**214/16 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. Radley reported the following:

1. Fleet Taxi Share has limited benefit and an alternative regular bus service which does not need to be booked and includes Fleet Hospital would be beneficial to many residents.
2. Hart District Council Final draft local plan has been delayed as no longer needs to include a short fall in housing provision from Surrey Heath and Rushmoor.
3. Delay in the results of the public consultation on community beds at Fleet Hospital.
4. Next QEB Highways and Transport Steering Group meeting is scheduled for 12<sup>th</sup> January 2017.

2 members of the public attended with regard to the wheel park and wanted an update on the results of the acoustic survey. The Chairman informed the residents that the acoustic survey had been put on the website and that Councillors had agreed at the Facilities Committee meeting in October to install a 3m x 30m acoustic fence on one side of the wheel park closest to residential housing, planning permission is required and is being submitted. Laurel hedging is due to be planted at the end of November.

**215/16 New Councillor applications**

**To consider applications for the Councillor vacancy for Church Crookham East ward and to decide whether to co-opt a candidate onto the Parish Council.**

One application had been received by Debbie Moss. Cllr. Chatfield proposed that Debbie Moss was co-opted to the Parish Council for Church Crookham East Ward, this was seconded by Cllr. Butler and agreed by all.

Clerk

**216/16 Business rates review and recovery**

**To receive a brief over view from David Quick from Goodman Nash and to decide whether to sign an agreement for the recovery of overpaid rates at the Peter Driver Sports Pavilion.**

Steve Shoebury gave a quick overview of the service that they provide and quickly confirmed that he was unable to assist the Parish Council as they have a second building on which they pay business rates. The Clerk confirmed that this information had been sent to Goodman Nash.

**217/16 Community emergency plan**

**To discuss the feasibility of producing, and if necessary executing, a Church Crookham Resilience (Emergency) Plan, with particular reference to the resources required and the communication issues.**

It was **resolved** to ask the Clerk to provide examples of local emergency plans for review by the Parish Council.

Clerk



**218/16 Audit 2015 2016**

**To receive and approve the final Annual Return for 2015 2016**

The chairman reported that the Annual Return had been received from the external auditor BDO with no issues raised. It has been put on the website and the notice boards for the public to view. The final Annual Return for 2015/2016 was approved GC/HC all in favour.

**219/16 Auditor appointment**

**To decide whether to appoint the internal auditor Kevin Rose from IAC Audit for 2016 2017.**

The chairman reported that Kevin Rose is independent, not related to any councillors or staff, does many parish councils all over the country. He was first appointed as internal auditor for Church Crookham Parish Council in Jan 2013 and has been the internal auditor for 4 years.

It was **resolved** to appoint Kevin Rose from IAC Audit for 2016 2017 GS/MB all in favour.

Clerk

**220/16 Men's Shed**

**To consider a proposal to set up a 'men shed' project in Church Crookham to include the following:**

- Advertise and organise local meetings
- Provide land at the Allotments for the installation of a 'men shed' building
- Facilitate electricity and water connections to the shed
- Provide ongoing support during the set up and ongoing.

Councillor Gill Scott gave an overview of this project and it was **resolved** that the Parish Council would support a project to set up a 'men's shed' in Church Crookham. Support was available from Hart District Council Well-being officer and Hart Voluntary Action. The project would not be run by Parish Council but the Parish Council would help to facilitate meetings to get a project started by providing a room for a meeting and assisting with advertising. Cllr. Scott offered to continue to work with interested residents. Initially advertising assistance would be provided from the publicity and advertising budget.

Clerk

**221/16 Quarterly Actuals vs Budget update**

**To receive the actuals vs budget quarterly update.**

The 2<sup>nd</sup> quarter actuals vs budget report had been circulated.

The Chairman reported that the Parish Council was on budget at the half year point:

	Annual Bud 2016 2017	Actual Year to date	Forecast	Likely out- turn
Total Income (A)	276,014	245,073	33,550	<b>278,623</b>
Total Costs (B)	275,185	106,696	158,084	<b>273,518</b>
Surplus/deficit (A-B) = S	829			<b>5,105</b>

**Reserves:**

Ear marked reserves £ 173,027

S106 reserves £ 465,942

General reserves expected at year end: £91,330

**222/16 Debtors**

**To decide whether to accept recommendations from Policy and Finance Committee to write off a number of small debts. Report circulated.**

It was **resolved** to accept the recommendations of the Policy and Finance Committee to write off debts amounting to £44.58 as it would not be cost effective to continue to



chase them. GC/HC all in favour.

- 1) Hampshire County Council: £27.50 and £1.41, prompt payment discount
- 2) L Tomlinson: £12.50, set up time
- 3) T Wyles: £3.17 allotment rent

RFO/Clerk

#### 223/16 Budget 2016/2017

**To receive a revised draft budget for 2016/2017 and a draft 3 year budget and to discuss any amendments or additions and to give an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2016/2017 – final decision on precept to be made in January after the tax base has been agreed**  
**Budgets circulated.**

The revised draft budget for 2016/2017 and a draft 3 year budget was reviewed and the following amendments were agreed:

- Stop Dog warden service due to poor reporting
- Funding for a permanent storage shed and small garden at the community centre to come from the Community Centre construction EMR.
- Keep funding for planters at Parish Boundary signs – Quote for 7 barrels at Parish Boundaries, planted and maintained for 1 year - £982, Clerk to enquire about cost of floor standing planters for Community Centre and shopping parades
- Make provision for an additional scheduled community mini bus service.

RFO/Clerk

An indication was given to keep the precept for a Band D household at £53.80. This will be reviewed again when the budget is finalised and the tax base is agreed.

#### 224/16 Financial Regulations

**To decide whether to accept the following changes as recommended by the policy and finance committee**

1. **allow the Events Officer and the Allotments & Recreation Officer “View only” internet access to the Unity Trust bank accounts.**
2. **allow all payments to be made via internet banking where possible.**
3. **Allow a credit card to be issued to the Clerk with a single transaction limit of £800 and a monthly limit of £1000.**

Revised financial regs. circulated.

It was **resolved** to accept the changes to the financial regulations as circulated and recommended by the Policy and Finance Committee. GC/HB all in favour

RFO/Clerk

#### 225/16 Allotments

**To receive a report on the allotments and to consider the following:**

- **Bonfire November 5<sup>th</sup>**
  - **Handy man bank for minor works at allotments**
  - **Use of electricity in shed 1 for IT cabinet – low usage**
- Report circulated**

Cllr Chatfield and Burford did not vote as declared an interest.

It was **resolved** to:

- allow a controlled burn by allotment tenants association on 5<sup>th</sup> November GS/HB 2 in favour 1 abstention
- allow the Allotment and Recreation officer to request volunteers at the

Clerk



- allotments to assist with simple maintenance tasks on site GS/HB all in favour
- allow use of electricity in shed 1 for IT equipment – low usage GS/HB all in favour

**226/16 Allotment inspection**

**To receive report on the October allotment inspection and to decide whether to authorise the issue of a number of letters to tenants. Report circulated.**

Cllr Chatfield and Burford did not vote as they had declared an interest.

It was **resolved** to issue letters as follows:

Letters to be issued to plots:

Weedy plot (prompt to address)– 1, 5, 17, 54

Weedy and rubbish (prompt to address) – 22

Uncultivated (1 month to address, then notice will be given) – 46, 62

GS/HC all in favour

The Parish Council agreed that the Allotment and Recreation officer should continue to work with the plot holder for plot 119 but to ask that the plot should start to be cultivated by end April 2017 at the latest otherwise notice will be given and the plot holder can go back on the waiting list. GS/HB all in favour.

Clerk

**227/16 To approve payment of accounts and to review any quotations received for October 2016**

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

See website for details.

First Aid training for officers was approved together with HALC officers update.

Clerk

**228/16 To receive the clerks report**

The clerk reported the following:

1. Gas – Community Centre. Our supplier has completed an AQ review for the gas usage at the community centre and have agreed a new AQ due to go live for MPRN 7728711003 from 01/10/16 at 49,550 kWh. However, the standing charge suggested by Total Gas and Power is still very high and has been challenged by HCC. Awaiting a response.  
Clerk has requested a quote for installing a lower capacity meter, awaiting date for site visit.
2. Snagging Community Centre
  - a. Resurfacing of playground surface – Agreed with RUND and Mildren that the contractor can re-surface all of the playground during the October half-term on Tuesday 25<sup>th</sup> Oct. Will have a 1 year warranty.
  - b. GR Edwards to attend site on 25<sup>th</sup> October to do boiler, fire alarm and emergency lighting service.
  - c. Problem with blinds resolved by Waverley blinds.
3. Plastic curtain has been installed in the preschool on 12<sup>th</sup> October
4. Tree works for medium and high works to be carried out at Peter Driver, Azalea Park, Lynwood and the community centre from 31<sup>st</sup> October. Dangerous tree removed from Chesilton Woods on 28<sup>th</sup> September.
5. Tree Survey at Chesilton completed on 12<sup>th</sup> September. Final report available and quotes have been requested. TPO planning application submitted. Report circulated.
6. Wheel Park update:
  - i. Buds Landscaping to install hedging Wednesday 23<sup>rd</sup> November 2016



- ii. Planning permission needed for fencing, Taylor Wimpey informed that planning permission will be requested to erect a 3m fence on their land.
- iii. Ranger Scheme – Allotment and Recreation officer is speaking to other councils e.g. Peasedown (not got ranger scheme off ground), Midsomer Norton (organisation provide lessons & investigating if they assist with etiquette in park), other sources (being explored). will provide a summary report in due course.
- iv. Acoustic reports are now on the Parish Council website.
- v. Opening outside toilet
  - Jasmine normally cleans it twice a week at the moment. If the Parish Council wanted it done daily Keith would give her an extra hour per week which would be £10. This equates out to an extra £43 per calendar month. If the council just wanted to see what the usage is like they could start by cleaning it every other day and assess it after a month. No charge for assessment period.
  - Southern Security could add the exterior toilet door to our current access system. We would be able to adjust times when it was unlocked. Clerk has sent photos of the door to get a firm quote but estimated cost would be £1500 - £2000
  - Zurich Insurance are fine for the exterior toilet to be opened to the public, there would be no additional premium. There would be additional risk but it would be down to the council to manage that and include it in the risk assessment for the community centre.
7. Defibrillator training – Community centre- 5<sup>th</sup> November, 11.30 in community centre. Everyone welcome.
8. Possible short term storage solution: Mobile Mini container – cream colour, 20ft x 8ft x 8ft 6', to be located on overflow car park closest to community centre. High security.
  - a. Weekly rental with damage waiver: £13.30, £691 per annum
  - b. Additional drop off and pick up cost of £418.20
  - c. First month mandatory then can pick-up anytime

**229/16 To receive monthly safety report**

Circulated and accepted.

**230/16 To receive monthly crime report**

Circulated and accepted.

**231/16 To receive other reports.**

Quetta and Humphrey Park - no representative  
Fleet Link (HB) - nothing new to report, meetings coming up  
FACC update (JA) – next meeting November  
HDAPTC (GC) – No meeting  
Memorial Hall (MB) – fully booked  
Allotments (HB) - see reports above  
Alms Houses (JS) - no meeting  
Other - Clr Butler reported that the Barn Dance was a success. Food was well received, would have liked more bread, would have been good to see more councillors present.



Closed Session – members of public and clerk left the room.

**232/16 To receive a proposal on changes to pay and conditions for staff following annual staff appraisals.**

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

**RFO**

- 1-point increase for Jenny Baker from 1<sup>st</sup> September 2016
- National agreement 1% increase for all staff 1<sup>st</sup> April 2017
- Overtime payments to be allowed for up to 5 hours per week if approved by the Clerk to deal with peaks in workload
- The following changes to working patterns for staff:
  - Jayne – 30hrs per week (Mon-Thur, 9.30am to 6.00pm, Tuesday Home)
  - Jenny – 25 hrs per week (Mon – 9-3, Tues – 9 – 5.30, Wed 9-3, Fri 9-2)
  - Sally – 20 hrs per week (Mon/Wed 9-5.30, Tues 8 – 1)
  - Claire – 20 hrs per week (Tues/Thurs 8-4, Fri 9 -2)

Proposed HC, Seconded HB all in favour.

**End of Closed session**

**232/16 Items for next meeting**

- Updated budget
- Newsletter include mens shed
- Taylor Wimpey meeting

**233/16 Date of next meeting: 28<sup>th</sup> November 2016**

There being no further business, the meeting closed 21:30 pm

Signed.....

Date.....