



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 23<sup>rd</sup> January 2017 – 8.00pm

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

**Present:**

**Councillors:** Cllr. Gill Chatfield (GC) (Chair), Cllr Richard Jackson (RJ), Cllr David Cunningham (DC), Cllr Jeremy Silvester (JS), Cllr. Julie Adams (JA), Cllr. Debbie Moss (DM), Cllr. Hugh Connolly (HC), Cllr. Helen Butler (HB)

**Also:** Sally du Gay (deputy clerk)  
Cllr. John Bennison (HCC)  
Cllr Jenny Radley (HDC)

There were 0 members of the public present.

**01/17 Apologies for Absence**

Apologies were received and accepted from Cllr Burford and Cllr G Scott.

**02/17 Approval of the minutes**

Minutes of the Full Council meeting on 28<sup>th</sup> November 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 – 28<sup>th</sup> November, 12<sup>th</sup> December, 9<sup>th</sup> January 2017  
Facilities Committee – 12<sup>th</sup> December 2016, 9<sup>th</sup> January 2017  
Finance & Policy Committee – 16<sup>th</sup> January 2017

Proposed GC, seconded DC, all in favour

**03/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**04/17 Declaration of interest relating to items on the agenda**

No declarations of interest were made.

**05/17 To receive Chairman's announcements**

The Chairman made the following announcements:

- Meeting with grounds contractor at Hightrees Wednesday 25<sup>th</sup> January 10am to inspect the open spaces before land transfer is completed. Claire Inglis will be attending, HC and DM volunteered to attend if possible.

**06/17 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 (HCC) provided the following updates:

- Tweseldown Infant School – the access road to the building site for the new classroom is now finished, the footings are due to start this week weather permitting. The classroom is scheduled to be completed by September.



- Crookham Junior School is to have an additional form entry from 2018/2019. Architects are now working on the best way to meld the two school buildings to achieve this.
- Reading Road South crossing – HCC officers have found a new place for a crossing, just south of the Florence Road / Reading Road south junction. The crossing will consist of tactile paving, dropped kerbs and a refuge.
- Sandy Lane – following installation of the new speed tables traffic appears to have been slowed. HCC will safety check the speed tables and carry out further speed tests in due course.
- Naishes Lane will be closed for three days from 6<sup>th</sup> February to allow by the developer to carry out works.
- Council tax – Hampshire's Council Tax will remain the same as last year.
- Yellow lines at Crookham Park – no update.

Cllr J Radley (HDC) provided the following update at 20.55:

- Tree harvesting is due to start this week plan on and around Velmead Common which will affect large parts of the areas that are accessible by the public. The harvesting will be phased and car parks along Bourley Road will be closed hopefully one at a time. The forestry works are due to continue until April.
- Hart DC has received complaints regarding the delays to the Local Plan. The delay has been caused by the need to ensure that the SHMA figures are correct.
- The timetable of the number 10 bus has changed slightly, Stagecoach have been encouraged to advertise this change at the bus stops.
- Hart DC is due to carry out the governance review of wards in Church Crookham.

**07/17 Community Transport – To receive an update on community transport and agree contract for Fleet Link service**

- The next meeting of Transport in Hart is Thursday 9<sup>th</sup> February 10am The Gallery Room, The Tythings, Yateley - HB volunteered to attend.
- The possibility that minibuses from nursing homes in Hart could be used in the wider community if licensing and insurance issues can be resolved is currently being investigated.
- Options for additional transport are still being looked at.
- The Proposed New Community Transport Operating Model meeting scheduled for 26<sup>th</sup> January in Winchester has been cancelled.
- The Fleet Link contract has been extended to March 2019:
  - o 2017/18 £3638.29 (plus CPI increase approx. 1% currently)
  - o 2018/2019 £3,638.29 (plus CPI increase)

It was **resolved** to approve the contract with Fleet Link to March 2019 and to keep £4,000 in the 2017/2018 budget for new community transport options.  
Proposed GC, seconded HB all in favour.

**Deputy clerk**

**08/17 QEB Transport and Highways Steering Group**

To receive a report of the meeting held on 12<sup>th</sup> January 2017.

RJ gave the following update:

- The Calthorpe Park cycle route is to be broken into 3 sections. Crookham Park to Gally Hill Road via Gables Road will be first to be built up in stages.
- The Windy Gap traffic scheme is still subject to illegal moves by some drivers. The land surround the junction is owned by MoD, discussions are taking place to make the scheme permanent.
- The A287 mitigation to Watery Lane development - the decision has been agreed in principle to install a roundabout. Including provision for cyclists.



Parish Council will be given the opportunity to view the plans of the road scheme in due course.

- Feasibility study will be carried out on cycle routes from Crookham Park to Kings Road and Crookham Park to Fleet town centre. A cycle route is planned from Pondtail to Ively bridge, routed over MoD land.
- CCPC highways schemes should be prioritised based on safety. A HCC officer and Cllr Bennison have agreed to score the list of potential schemes before putting forward for funding.
- There will be a public consultation on the Hartland Park development at The Harlington on 4<sup>th</sup> February.
- The next meeting of the steering group is on 5<sup>th</sup> July at 10.00am RJ has volunteered to attend.

09/17

#### Park Warden

**To consider a Job Specification for a Park Warden to work 15 hours per week to patrol parish owned public open spaces to assist members of the public, engage with users of sports facilities and discourage vandalism.**

A review of the role took place.

HALC have provided a sample contract & pension suggestion. HALC also suggested that the role could be carried out by a self-employed person. An alternative would be to approach companies that may provide some or all of the services listed in the job specification.

A review of the Health and Safety requirements of the role was also considered. Whether employed or self-employed the Parish Council would be responsible for ensuring that an individual who was lone working was safe. It is legal to have a lone worker but the PC would have to comply with the 1974 Health and Safety at Work Act and the 1999 Management of Health and Safety at Work Act. The Parish Council would have to do a risk assessment for lone working which would include considering the risk of aggression and violence and set limits for what the worker may do and when they should ask for help.

It was **resolved** to ask the Clerk to investigate options for this role and to report back to the February Full council meeting  
Proposed GC, seconded HC all in favour.

Clerk

Cllr Jenny Radley arrived 20.29

10/17

#### Actuals vs Budget

To receive an update on the actuals vs budget figures at the end of the 3<sup>rd</sup> quarter and to decide whether to move any general reserves over 106K to an ear marked reserve. Report circulated.

Main points:

- Budget expenditure 2016 2017 - £276,014
- Actual to date – £265,015
- Forecast to end of year - £13,865
- Likely out-turn at end of year - £278,880
- Likely total reserves at end of year – £129K

It was **resolved** to:

- to move EMR for transport to events to Peter Driver Improvement earmarked reserve, and
- at year end to move any general reserve in excess of £106K to Peter Driver Improvement earmarked reserve

RFO

Proposed GC, seconded HC all in favour.



- 11/17 Budget 2017 2018**  
To receive the budget as recommended by the Policy and Finance Committee and to decide whether to accept it or whether any final amendments are required before it is approved.  
Report circulated.
- It was **resolved** to approve the budget for 2017 2018  
Proposed GC, seconded DC all in favour. **RFO**
- 12/17 Precept for 2016 2017**  
To receive a proposal from the Policy and Finance Committee to keep the precept at the same Band D level (£53.80) as in 2016 2017 and to submit a request to Hart District Council for £212,521.84.
- It was **resolved** to request a precept of £212,521.84 from Hart District Council for 2017/2018. This would mean that the precept for a band D household would remain at £53.80 for the seventh year running.  
Proposed GC, seconded RJ all in favour. **RFO**
- 13/17 Santander Business Bond**  
To receive a recommendation from Policy and Finance committee to re-invest in the 12-month business bond due to mature 28th February 2017
- The current Santander Business Bond expires on 28th February 2017  
£237,028.08 deposited last year  
£1778 interest due
- It was **resolved** to re-invest the total amount including interest  
Proposed JS, seconded RJ all in favour **RFO**
- 14/17 Deposit options**  
To receive a recommendation from Policy and Finance committee to open a Lloyds Bank 12-month fixed term deposit 0.9% and to deposit £298,762.50 S106 funds
- It was **resolved** to approve the recommendation from the Finance & Policy Committee to open a Lloyds Bank 12-month fixed term deposit 0.9% and to deposit £298,762.50 S106 funds i.e. £200K from HSBC deposit account plus £98,762.50 Allotment road funds recently received from TW  
Proposed JS, seconded HC all in favour **RFO**
- 15/17 Policy recommendations from Finance & Policy committee**  
To receive any recommendations from Policy and Finance Committee to amend the Standing orders
- The standing orders were reviewed and no amendments were recommended.
- 16/17 Interim Audit summary**  
To receive the Interim Audit summary prepared by Kevin Rose, IAC and to agree any actions and recommendations.  
Circulated  
Main points:
1. Minute approval of Section 2 of Annual Report should have stated "Approval of Statement of Account" instead of approval of Annual Return – noted for 2016 Annual Return approval.
  2. Number of overdue debtors – these were reviewed at Finance & Policy in January and action has been taken regarding largest debt.
  3. Details of expenditure on Gurkha statue to be provided to auditor -deputy clerk



to do this.

4. Value of compensation received from TW to be deducted from valuation of community centre. – Asset register to be updated and approved at Feb PC meeting, valuation will be adjusted then.

It was **resolved** to approve the actions and recommendation of the Interim Internal audit report

**RFO**

Proposed GC, seconded RJ all in favour.

**17/17**

**To review internal controls**

To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate - Financial Regulations, Standing orders, Risk Assessment. Report Circulated.

JS stated that the Finance and Policy Committee would be reviewing all the parish council's bank accounts at their next meeting in April.

It was **resolved** that the Parish has adequate controls in place. This is an annual requirement and must be carried out by the Parish Council. Clerk has circulated a report. We carry out an annual risk assessments and asset register reviews and employ an internal auditor to audit our books and procedures. We also have RBS in each year end to finalise the year end books in Omega.

Proposed GC, seconded DC all in favour.

**18/17**

**Gurkha Statue**

**To decide whether to agree to the replication, by the sculptor Jemma Pearson, of a smaller version of the bronze Gurkha statue commissioned by the Parish Council**

A discussion took place including the suggestion that reference should be made on the base to indicate that this is a replica of the full-size statue based on the site of the QEB barracks now Crookham Park.

It was agreed that it was necessary to establish who owned the rights to the design of the statue, how large the replica was to be and whether it would be on public display.

**RFO**

**19/17**

**Allotment**

**To receive the Quarterly Allotment Inspection report and to decide whether to approve recommended actions**

Summary of recommended actions:

<b>Recommended action</b>	<b>Plot number</b>
Monthly monitoring	10, 34, 43, 54, 107
Standard letter 1	17
Standard letter 2	5
Standard letter 3	13, 39, 82
Standard letter 4	38

It was **resolved** to approve the recommended actions and issue letters  
Proposed HB, seconded HC 6 in favour 2 abstentions

**Allotment &  
Recreation  
officer**

**20/17**

**High Trees**

**To decide whether to accept the transfer of Hightrees now that the tree work has been carried out and to decide whether the large oak tree should be made into seat within play park**

A meeting with the TW sub-contractor at Hightrees is scheduled for Wednesday 25<sup>th</sup>



January. The inspection is to include the following points:

- All replacement trees in place
- Ask for 1m circle of bark around each new tree
- Should the felled tree remain in the play area and if so should it be made into a feature bench?

Councillors asked the deputy clerk to check, should the felled tree remain in the play area, whether it would be included in the RoSPA annual inspection and whether it impinged on the "fall areas" around the play equipment

**Deputy clerk**

It was **resolved** to give the deputy clerk delegated authority to accept the transfer of Hightrees subject to the inspection on Wednesday 25<sup>th</sup> January  
Proposed GC, seconded HC all in favour

**Deputy clerk**

**21/17 To approve payment of accounts and to review any quotations received for December 2016 and January 2017**

See website for details of payments

Quotes:

- £700 Peter Driver practice goal solution
- £300 for up to 50 clamps for 5 a side fence
- £495 Repair required to fence at allotment from prior to new CCTV camera install damage degrading further

**RFO**

It was **resolved** to approve the payments and quotes for December and January  
Proposed GC, seconded RJ all in favour

**22/17 To receive the clerks report**

Report circulated

1. Community flowers  
Order has been placed with Amethyst Horticulture for 7 half barrels and 14 heritage barrels including maintenance.  
Next step to provide photos of exact locations and complete licence applications where applicable – CI to progress
2. Wheel Park  
Determination day of the planning application for the acoustic fence was delayed to Friday 20th January as Hart DC decided that they should have a scale drawing of the site of the fence. CI submitted an additional plan which appears to have been accepted. Planning officer stated "Thank you for providing the plan. The application is written up with a recommendation for approval and is with my line manager for signing off. "  
Then a further request was made for an additional schematic. HDC were then advised to refer to a document already included in the information sent. Sign off is now anticipated Monday 23rd January.
3. Defibrillators:  
The defib at the Verne is now fully installed and operational.  
There are now the following defibrillators in Fleet and Church Crookham:  
Tweseldown Infants School  
Outside Prince of Wales Pub  
Entrance to Civic Offices - Fleet  
Hart Shopping Centre  
Fleet Railway Station  
Fleet M3 Services - outside both sides  
North Hants golf club



Outside no 66 Church Road, Fleet  
Outside Bakers, Fleet  
Hart Leisure Centre  
Elvetham Dental practice  
Outside Co-op, The Verne  
Spar shop, Zebon Copse  
Elvetham Heath Community centre  
Velmead Junior School  
Courtmoor School

Further ones are planned for: Ancells Farm, Fleet Fire Station, Fleet Town Centre, The Grange Estate.

Richard Taylor a local paramedic with the South East Coast Ambulance service is registering all the defib on their systems so they know where they all are. There is an app that you can download (Save a life) to see the locations. He could be a good contact to help the Parish Council with the purchase and installation of the Parish funded defibs that are in the budget. They recently helped to purchase and install the one at the Prince of Wales public house and are working with Santander to install another one in town. He may be able to arrange free awareness training and he currently checks all the defibs that he is responsible for monthly, they are looking at setting up more sites so we may be able to work together to install ones at Peter Driver Sports field and the Community Centre and get some help with training and maintenance. He also advised that the British Heart foundation are accepting applications to set up public access defibs.

4. Lengthsman work – A list of possible tasks were previously agreed at Parish Council and relate to the list below. CI has met with the Lengthsman who has provided quotes. This comes within the annual funding for 2016/17 and he has been given the go ahead to carry out the work. Scheduled for w/c 23rd January.

- a) £250 Tidying up of passageways (weeding and cutting back shrubs)  
- Passageway between the Verne and Chesilton Drive,
- b) £150 Cut back brambles overgrowing pavement on Reading Road South between Annes Way and Pine Grove.
- c) £385 Removing the overgrown vegetation on the footpath from Crookham Crossroads along Aldershot Road towards the Foresters. And cutting back the branches and shrubs that overhang the pavement.
- d) £175 Removing vegetation from the pavement on Aldershot Road between Haig Lane and the fish and chip shop.

**23/14 To receive monthly safety report**  
Circulated and accepted.

**24/17 To receive monthly crime report**  
Circulated and accepted.

**25/17 To receive other reports.**

1. Quetta and Humphrey Park - no representative
2. Fleet Link (HB) – updated item 07/17
3. FACC update (JA) – next meeting February
4. HDAPTC (GC) – Local Plan and Neighbourhood Plans were the main discussion of the meeting. Tricia Hughes (Hart DC) advised that the local plan has been delayed by few weeks due to additional work being required. Several



parishes were progressing their Neighbourhood Plans. Hart are looking at local authority lottery with a top prize of £25K. The money raised will go to local projects. It was emphasised that this was not a money-making scheme for the Council. There was concern raised by several Parishes about SHLAA sites, which Hart had previously discounted, being reconsidered without informing the relevant Parish. Tricia Hughes will look into this and get back to HALC. The new sports centre should be officially handed over on the 31st March, there will then need to be testing done on the facilities prior to opening. Constructive criticism was also requested from Parishes about 'Parish Link'. Alistair Cooke is looking to organise an interactive training workshop on Planning and Enforcement and would like to know which Parishes would be interested in attending.

5. Memorial Hall (MB)
6. Allotments (HB) - update item 19/17
7. Alms Houses (JS)
8. Other - HB reported that the Men's shed went well. 28 members of the public attended and a committee of 5 was elected.

**26/17 Items for next meeting**

- Taylor Wimpey meeting
- Park warden role
- Newsletter
- Men's shed
- Outdoor gym equipment
- Storage shed

**27/17 Date of next meeting: 27<sup>th</sup> February 2017**

**There being no further business, the meeting closed 21.08**

**Signed.....**

**Date.....**