



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 22nd May 2017 – 8.03pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Burford (MB), Cllr Jeremy Silvester (JS), Cllr. Hugh Connolly (HC), Cllr. Helen Butler (HB), Cllr. Julie Adams (JA)

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

There were 2 other members of the public present.

89/17 Appointment of Chairman and Chairman's declaration of acceptance of office and the code of conduct

Cllr. Chatfield was appointed as Chairman proposed GS seconded JA all in favour. Cllr Chatfield signed the declaration of acceptance of office.

90/17 Appointment of Vice-Chairman and Vice-Chairman's declaration of acceptance of office and the code of conduct

Cllr. Butler was appointed as Vice-Chairman proposed GC seconded HC all in favour. Cllr. Butler signed the declaration of acceptance of office.

91/17 Apologies for Absence

There were apologies from Cllr. Moss.

92/17 Approval of the minutes

Minutes of the Full Council meeting on 24th April 2017 were received and approved as a true record of the meeting.

Proposed: GC, seconded: HB all in favour.

The following minutes were also approved:

Planning Committee Meetings - 24th April 2017, 8th May

Facilities Committee – 8th May 2017

93/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

94/17 Declaration of interest relating to items on the agenda

There were no declaration of interest relating to items on the agenda.

95/17 To receive Chairman's announcements

The Chairman made the following announcements:

- Please can all councilors review their interest forms and if necessary update them and let the clerk have a copy.
- Priority three tree works starting at Peter Driver playing fields and Azalea park from 5th June



- The Parish Council now has two vacancies. Councillor Jackson resigned on the 24th April and Councillor Cunningham resigned on the 3rd May. Election services have been informed and notices have been put up on the notice boards
- JFK have condemned the boiler at Peter Driver due to carbon monoxide in the plant room. Suggesting replacing the plant room, replacing the boiler and storage tanks and showers. EMR currently at 90K with a further 90K to be added by 2019/20
- A letter of resignation had been received from the Clerk on 22nd May 2017. She is on 1 months' notice but will assist for longer if required.
- Defib training booked for the 3rd June and 23rd June.

96/17

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 Jenny Radley (HDC) reported that Cllr. Bennison had been re-elected for HCC.

97/17

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

It was resolved to hold 10 monthly meetings (with no meeting in August or December) on 4th Monday of each month. GC/ MB all in favour

Clerk

98/17

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 – 2nd and 4th Monday of month as required**
3. **Finance and Policy Committee – Quarterly 3rd Tuesday of month**
4. **Staff Committee – 1 meeting per annum. September**

Report circulated. It was **resolved** to form the committees as proposed on the dates proposed. GC/JS all in favour

Clerk

99/17

Review of terms of reference for Committees/subcommittees

Documents circulated. To review terms of references for committees and to consider increasing the limit on expenditure that can be approved by the Facilities Committee is increased from £20K to £30K for budgeted items.

It was **resolved** to accept the terms of reference for the committees with the following amendment

- to increase the limit on expenditure in the TOR for Facilities Committee from £20K to £30K for budgeted items. GC/JA all in favour.

Clerk

100/17

Review of delegation arrangements to committees, sub-committees and staff

It was **resolved** to accept 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 that public facilities such as the Community Centre / sports



pavilion and five a side remain 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.

GC /MB all in favour

Clerk

101/17 To appoint Councillors onto committees and outside bodies and agree arrangements for reporting back to Council

Councillors were appointed as follows to committees and outside bodies.

- Facilities Committee – monthly, 2nd Monday of month **GS/HB**, GC, HC, DM
- Planning Committee – 2nd and 4th Monday of month as required **MB/HB**, JS, GS, plus co-opted member Gill Butler
- Finance and Policy Committee – 3rd Tuesday of month quarterly– **JS/JA**, MB, GC, DM
- Staff Committee – 1 meeting per annum September. **GC**, GS, HB

- Athletics working party: **GC**, HC, GS, HB
- Highways **MB**
- Crookham Park Highways S106 steering group **MB**
- Joint consultative committee Schools **HB**
- HDAPTC Chairman **GC**
- Fleet Link **HB**
- FACC JA
- Allotments **HB**
- Memorial Hall **MB**
- Alms Houses, **JS**
- Friends of Azalea Park Group, **HB**
- Fleet and Crookham Welfare Trust, **GS**
- MoD Liaison (Quetta/Humphrey Park **DM**)
- SANGS to be appointed **DM**

Clerk

102/17 To review and agree subscriptions and memberships of other bodies for 2017/2018

- SLCC (both clerks) – £349
- HALC/NALC- £1258
- LCAS – Zurich health and safety support - £95
- CPRE - £36
- Get Mapping - £126
- Community Building Advice Service - £55.00

It was **resolved** to approve the subscriptions and memberships above GC / HC all in favour

Clerk



103/17 Adoption of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities

It was **resolved** to approve the following contributions GC /GS all in favour

Clerk

- Fleet Link - £3638.29
- Basingstoke Canal - £6750

104/17 Insurance

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

The Chairman reported the following: Insurance provided by Zurich Insurance. Three-year agreement from March 2015. Skate Park, Statue and two defibrillators have been added. Playground equipment at Jubilee Drive playground is still outstanding as waiting for price information from Kompan. Asset Register updated with new items and reviewed by internal auditor.

The Chair confirmed that she had seen the insurance document for this year.

105/17 Year End Financial data

To receive the year-end financial data following the close down by RBS

Year-end financial data was received.

Summary:

Precept income: £286,986

Additional income due to:

- slight increase in bookings at the community centre and five-a-side pitch at Peter Drivers Sports Ground,
- Small Business Rates Relief received on sports ground pavilion

Precept Expenditure: £269,602 which includes transfers to ear marked reserves of:

- £11K as agreed in 2016 2017 budget
- £15,000 at year end to Peter Driver Improvements
- £25K to outdoor gym equip – as project not completed in 2016 2017
- £4K to parish maps – as project not completed in 2015 2017
- £1k grant to defib ear marked reserve – grant from Cllr Bennison (HCC)

Overall expenditure under budget. Many expenditure items lower than budgeted, except open space maintenance due to high priority tree works and community centre running costs which in turn were due to increased expenditure on cleaning, refuse collection and gas.

S106 income:

£98,762.50 for the Allotments & SANG access road

£150,000 for Formal Open spaces at Crookham Park

£31,025 for Playground at Hightrees

£40,265 compensation for delay in starting construction of community centre

S106 expenditure:

£10,000 contribution to employment costs

£31,731 completion payment for Gurkha statue

£1,000 additional CCTV at allotments site

£1,390 playgrounds inspections, maintenance and legal fees

£10,737 open spaces and grounds maintenance at Crookham Park



£36,023 final payments for construction of community centre

Reserves:

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

- 3K added to 3G surface replacement,
- 6K to playground equipment replacements
- 2K to allotment shed replacement

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

- 1K to defibrillator
- 15K to Peter Driver improvements.

Also, the following transfers were made to ear marked reserves for projects which were included in 2016 2017 budget but which will not be actioned until 2017 2018:

- 25K to outdoor gym equipment
- 4K parish maps

The general reserve stands at £116,722 at 31st March 2017.

Councillors asked the clerk to pass on their thanks to the RFO, Sally du Gay

Clerk

106/17 To review leases, tenancies and fees

Report circulated

Existing leases and fees were discussed together with income and expenditure for Peter Driver playing fields and Church Crookham Community Centre

Site	Income	Expenditure
Peter Driver	£30,612	£21,142
Community Centre	£48,780	£31,433

Rates for allotments was reviewed in the April 2017 parish council meeting and it was resolved to keep the rates the same from April 2018. All plots are charged at 50p per sq metre.

The parish council also leases the pre-school to Crookham Sunshines. This started in September 2015 and is a 5-year agreement. The income is approximately £16,700 per annum.

The Parish Council also leases the Sandy Lane carpark to T J Services for a peppercorn rent.

The Parish Council charges the Athletics club a ground rent of £300 per annum for the portacabins at Peter Driver playing fields.

It was **resolved** that the fees for pitch and room hire are kept the same to remain competitive and that there would be no change to the ground rent for the pavilion. GC/JS all in favour.

Clerk

107/17 To review and adopt standing orders and financial regulations

It was **resolved** to adopt the standing orders and financial regulations with the following change to financial regulations for procurement. GC/GS all in favour.

- Financial regs updated to include revised terms for procurement
- Standing orders – no change

Clerk



108/17

Internal Audit

To receive the internal audit report for 2016/2017 and to review suggested actions.

Report circulated - The following items were noted by the internal auditor.

- One staff member was being paid at a prior year's rate following a pay rise. Council to verify rate and arrange to pay any amounts due. Jenny Baker due - £62
- Revalued assets had been updated on the asset register. The assets should remain on the register at initial value until disposal. Asset values restated. Council to note
- Two different version of the investment policy on the website – fixed
- Parish Council credit card had a credit of £205.86 at year end and was accounted for as a cash book on Omega. Strictly speaking this is not a bank account and should not be included in box 8 on the annual return. Due to the small amount the figure was not restated.

It was **resolved** to accept the internal audit report and to carry out the actions suggested by the RFO to address the items noted. GS/MB all in favour

Clerk

109/17

Asset Register

To receive an adjustment to the asset register for 2016/2017.

The Chairman reported the following: Revalued assets were updated on the asset register that was approved by the Parish Council following a revaluation by Cunningham and Lindsay. These values should only have been used for the insurance policy and the asset register should have remained the same. This has now been adjusted back. Asset register circulated. It was **resolved** to accept the adjusted asset register. GC / HC all in favour.

Clerk

110/17

Bank mandates

It was **resolved** to remove David Cunningham from all bank mandates following his resignation from the parish council. GC/GS all in favour.

RFO

111/17

Annual Parish Meeting

To approve final report and slides

It was **resolved** to accept the final APM report and slides GC/JA all in favour.

- Alan Oliver will be attending to give an update on the Harlington project
- Allan Walker will be attending with a stand on the Men's shed
- PCSO Ben Allman will attend to give an update on local policing

112/17

Annual Governance statement 2016/2017

To review and approve the annual governance statement 2016/2017 – section 1 of the annual return.

The annual governance statement part 1 2016/2017 was reviewed and approved and signed by the Chairman. GC/MB all in favour

RFO

113/17

Statement of accounts

To review and approve the statement of accounts 2016/2017 – section 2 of the annual return

The statement of accounts – part 2 2016/2017 was reviewed and approved and signed by the Chairman. GC /JA all in favour

RFO

114/17

Men's shed project

The Chairman gave an update on the legal advice received by East Hants District Council via HALC and Surrey Hills Solicitors on the draft letter of intent for leasing land next to the allotment site to the men's shed project and to approve a draft Heads of Terms prepared by Ian Davison a solicitor at Surrey Hills Solicitors. Legal advice cost 515.



- Draft Heads of Terms and associated drawings circulated.
- Heads of terms needed rather than letter of intent
- Allotment land and Area I and half of Area J transferred at same time. Registered at land registry as one piece of land with covenant on to protect the allotments. Will still be able to lease the land to men's shed without going to Secretary of State as the land was acquired and no money was exchanged
- Need to assume that the men's shed is an associated building to the allotment site i.e. will be used to provide some maintenance assistance to the site

It was **resolved** to accept the draft heads of terms and issue it to the Men's shed project and to set the annual lease at the same rate as the allotment tenants pay per m2. GC/GS all in favour.

Clerk

115/17 Gym Equipment

To decide which gym quote and plan to accept for installation at Peter Driver playing fields.

The Chairman reported that 3 schemes were shortlisted for a public consultation the results of the consultation were as follows:

	Company	Votes
A	Wicksteed	5
B	TGO	49
C	Kompan	4

It was resolved to accept the proposal and quote from company B - TGO due to number of votes. GC/HC all in favour.

Clerk reported that TGO had confirmed that they would include the cost of a 3m joining pathway in the overall cost of the project. Clerk was asked to arrange a site meeting to agree path and location and to initiate the project.

Clerk

116/17 Harlington

Councillors received a brief report on the Harlington project following a meeting with Bob Scofield the Chair of Fleet Town Council

- Fleet Town Council will be proceeding with the plan to replace The Harlington at a cost of approx. 9.9 million. They are raising funds via a loan from the Public Works Loan Board for 45 years. They have asked if other local parishes would be prepared to contribute to the cost of the new building.
- Alan Oliver will be presenting their plans at the APM.
- Suggest that the PC consider at the June Parish Council meeting whether they would be prepared to support the project and if so take the options for raising money to residents via a consultation



117/17

To approve payment of accounts and to review any quotations received for June 2017

It was **resolved** to approve the payments for May 2017. GC/JS all in favour. Please see website for Finance report.

RFO

Chair reported the following:

Boiler at Peter Driver and flue have been condemned. Flue and boiler damaged and carbon monoxide in the plant room. Gas currently turned off. Clerk has asked JFK to provide a quote for replacing the boilers and hot water cylinder with new equipment that will be suitable for the longer term when the building is refurbished. Quote received for 60KW boiler, cold water storage vessel, pipes and fittings, lagging and removal of existing boilers and skip hire and labour: £9,930 + vat. Further quotes will be supplied to remove the dead legs and to replace the shower heads and rock wall around the showers. Suggesting that 3 or 4 showers per bathroom would be best rather than the current 5 which are too close together.

Current EMR for Peter Driver refurbishment: 90K.

It was **resolved** to accept the quote for £9,930 for refurbishment of the boiler room at the pavilion. GC/MB all in favour. Further quotes for the shower heads and shower area to follow.

Clerk

118/17

To receive the clerks report

- 1) Applied for certificate of lawful development for the community centre storage shed
- 2) Hart Citizens Advice service and the armed forces covenant are joining forces to support the Nepalese community and will be providing advice sessions from 9.30am to 12.30pm on the first Friday of the month starting on 2nd July
- 3) CCTV Update
 - Ducting and concrete plinth work due to complete early week commencing 22nd May. Templates for Camera columns will have been installed in the concrete.
 - Nigel Phillips has sent the specification for electric and fibre to GTC
 - Claire Inglis will verify specification with Roger Hardiman before confirming with TW and GTC.
 - GTC then will finalise design/ plans (2weeks) and book construction (6weeks). If spec is correct this could coincide with planning permission.
 - Will then order Baydale works to install camera columns and cameras
 - Claire will chase Roger to ensure pictures can be relayed back to Rushmoor.
 - Hampshire County Council have confirmed that once MPAN is provided by GTC the meter installation should take approx. 1 month. Unmetered supply likely to take similar time.
- 4) Refs shower room at Peter Driver has been cleared out and rubbish taken to tip to allow room for water treatment works to take place.
- 5) Rebound fence at Peter Driver to be installed 25th May 2017
- 6) New Cardiff bin installed at Wheel Park on 5th May



119/17 To receive monthly safety report

Circulated and accepted.

120/17 To receive monthly crime report

Circulated and accepted. Cllr Silvester said it would be useful to know where the crimes were taking place.

121/17 To receive other reports.

1. Quetta and Humphrey Park – (DM) nothing to report
2. Fleet Link (HB) – nothing to report
3. FACC update (JA) – nothing to report
4. HDAPTC (GC) – next meeting 11th July 2017, HB to attend
5. Memorial Hall (MB) Excessive parking during the day
6. Allotments (HB) – leak at allotments fixed
7. Alms Houses (JS) – nothing to report
8. Other

122/17 Items for next meeting:

- CCTV update
- Shed update
- Harlington Centre
- Recruitment councillors and clerk
Clerk to circulate a job specification and draft advert

Clerk

Date of next meeting: 26th June 2017

There being no further business, the meeting closed at 21:33 pm

Signed.....

Date.....