

These are the unadopted Minutes of the 62<sup>nd</sup> Annual General Meeting held on 12 May 2014 in the WI Hall, The Street, Crookham Village, which followed on from the Annual Parish Meeting. Please refer to the Minutes of the June meeting for any amendments.

Present: Cllr. Simon Ambler  
Cllr. Julia Ambler  
Cllr. Peter Crawley  
Cllr. Richard Eastment  
Cllr. Wendy Makepeace-Browne  
Cllr. David Jackson  
Cllr. Judy Johnson  
Mrs. Angela Sayers (RFO)  
Mrs. Carol Leversha (Clerk)

In attendance: County Cllr. John Bennison and Ward Cllr. Chris Simmons and parishioners.

#### **066/14 ELECTION OF CHAIRMAN**

The Clerk advised that only one nomination had been received and this was for Cllr. Simon Ambler who was proposed by Cllr. Jackson and seconded by Cllr. Crawley. No other nominations had been received so Cllr. Ambler stands elected as Chairman. The Chairman signed his Declaration of Acceptance of Office.

#### **067/14 APOLOGIES FOR ABSENCE**

Apologies from Cllrs. Jenny Radley and Tony Clarke due to clash of appointments.

#### **068/14 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that he would be bringing forward an item discussed at earlier meetings but unfortunately missed off this agenda which required to be dealt with as a matter of urgency. That item is a Tender Document for a Website Contract and would be dealt with as Agenda item 8(a).

#### **069/14 ELECTION OF VICE CHAIRMAN**

The Clerk advised that only one nomination had been received and this was for Cllr. David Jackson proposed by Cllr. Julia Ambler, seconded by Cllr. Crawley. No other nominations had been received so Cllr. Jackson stands elected as Vice Chairman. The Vice-Chairman signed his Declaration of Acceptance of Office.

#### **070/14 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)**

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the Parish Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Non-Pecuniary interest in a matter being considered at the meeting should consider whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

#### **071/14 CONSIDER CRIME & DISORDER IMPLICATIONS**

Members were reminded to give consideration to decisions which they might make this evening which might have crime or disorder implications.

#### **072/14 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).**

The Chairman requested permission to adjourn the meeting to allow public speaking. No one wished to speak. The Chairman then reconvened the meeting.

#### **073/14 MINUTES OF THE MEETING OF 7 APRIL 2014**

Min. 054/14 delete "PCSO Will James" insert "PC Will Jones". Min. 060/14(iii) delete the final sentence on page 4. Min. 065/14 delete "with his other hat" insert "as Chairman of ZCRA". With these amendments the Minutes were agreed as a true record.

**RESOLVED: Mins. 049/14 to 065/14 were agreed and signed by the Chairman.**

#### **074/14 WEBSITE**

The Chairman introduced this item and advised that four companies had been looked at and were considered suitable to invite to tender. It was agreed that we would offer a 3 week window for replies. The technical assessment would be looked at by the Chairman and Vice-Chairman and then Finance & HR would recommend a preferred offer.

**RESOLVED: To accept the Tender Document produced by Cllr. Jackson and invite expressions of interest from named companies with regard to redesign of the CVPC website – send electronically.**

#### **075/14 NEIGHBOURHOOD PLAN – APPROVAL TO PRODUCE A PLAN**

Following on from the presentation at the Annual Parish Meeting earlier Members were asked to consider whether to produce a NP.

**RESOLVED: To create a Neighbourhood plan for the area of the parish boundary of Crookham Village Civil Parish. The creation of the Plan will lie with the current agreed Working Group, viz Cllrs. Makepeace-Browne, Eastment and Johnson.**

The Chairman said it was appropriate to deal with the quotations which related to this item and which had been sought from consultants to assist with the production of a Neighbourhood Plan and brought to the Finance Cttee. The Finance Cttee had recommended that one particular quotation be accepted. Cllr. Julia Ambler advised that 3 bids had been considered and Towns Alive was chosen as being the most knowledgeable company and provided best value for money.

**RESOLVED: To accept the quotation from Towns Alive to assist with production of the Neighbourhood Plan for the area of the parish boundary of Crookham Village Civil Parish.**

#### **076/14 REVIEW OF STANDING ORDERS, RISK MANAGEMENT & TERMS OF REFERENCE**

The SOs, ToRs, and Risk Management papers were delivered to everyone as hard copies. The Chairman said that these had been carefully gone through by Cllr. Jackson and the Clerk to incorporate changes in legislation. One omission was raised by Cllr. Eastment and the Clerk has added the wording referring to Motions being accepted by Email. The Risk Assessment is as adopted after lengthy work by the RFO and Finance Cttee last year and a further recommendation from Cllr. Eastment to put the risk rating against each risk (eg High/Medium/Low) will be incorporated at a later date when the Clerk and RFO are able to undertake this item. The Chairman said these would no doubt be reviewed and could be amended prior to the next annual meeting if so required.

**RESOLVED: CVPC Standing Orders, ToRs of Planning & Finance & HR Cttee, Members Code of Conduct and CVPC Risk Assessment are adopted at this AGM.**

#### **077/14 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE**

Cllrs. David Jackson, Richard Eastment, Judy Johnson and Peter Crawley have offered to serve on this Committee. Cllr. Jackson said it is likely that there will be times when the Planning Cttee will be inquorate, due to councillor absences; any gaps will need to be filled by other Members of the Council.

#### **078/14 ELECTION OF CHAIRMAN OF PLANNING CTTEE**

Cllr. David Jackson was nominated by Cllr. Eastment and seconded by Cllr. Crawley. There being no other nominations Cllr. David Jackson stands elected and duly signed his Acceptance of Office.

#### **079/14 APPOINTMENT OF MEMBERS OF THE FINANCE CTTEE**

Cllrs. Julia Ambler, Peter Crawley, Simon Ambler and Wendy Makepeace-Browne have offered to serve on this Committee.

#### **080/14 ELECTION OF CHAIRMAN OF THE FINANCE & HR CTTEE**

Cllr. Julia Ambler was nominated by Cllr. Julia Ambler and seconded by Cllr. Crawley. There being no other nominations Cllr. Julia Ambler stands elected and duly signed her Acceptance of Office.

#### **081/14 APPOINTMENT OF AUDITOR**

The Finance & HR Cttee recommendation for the year ending 31.3.15 was to appoint Whettone Matthews which is the company operated by Phil du Gay our previous auditor.

**RESOLVED: Whettone Matthews appointed as Auditor for the year ending 31.3.15.**

#### **082/14 APPOINTMENTS TO HONORARY POSTS**

The position of Honorary Environmental & Footpaths consultant is currently held by Mr. Richard Hellier. The Chairman asked for nominations and Cllr. Makepeace-Browne nominated Richard Hellier and this was seconded by Cllr. Johnson. Mr. Hellier confirmed he was happy to continue with this post.

**RESOLVED: Mr. Richard Hellier appointed as Honorary Environmental & Footpaths Consultant.**

#### **083/14 APPOINTMENT OF TREE WARDEN**

Cllr. Judy Johnson has volunteered to fill this role and there being no other offers stands as Tree Warden.

**RESOLVED: Cllr. Judy Johnson is Tree Warden for CVPC.**

#### **084/14 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The following appointments were made.

**RESOLVED: Those named below are the only persons who have agreed to be representatives on our outside bodies and therefore stand nominated.**

- (i) Crookham Memorial Hall Trust Cllr. Simon Ambler**
- (ii) Parishes Welfare Trust (formerly Fleet/Crondall & Crookham) Cllr. Wendy Makepeace-Browne**
- (iii) Cottrell Almshouses Trust Cllr. Wendy Makepeace-Browne**
- (iv) Hart & Rushmoor Transport Forum Cllr. Richard Eastment**
- (v) Hart District Association of Parish & Town Councils Cllrs. Jackson & Makepeace-Browne**

In relation to HDAPTC meetings, Cllr. Makepeace-Browne advised that all Members of a Council were permitted to attend when hosting the HDAPTC meeting so they could see the working of the group. In this respect when the meeting takes place at the Zebon Community Centre all Members of this Council are welcome.

#### **085/14 SUBSCRIPTIONS DURING THE COMING YEAR**

- (i) Hampshire Association of Local Councils**
- (ii) Council for the Preservation of Rural England**
- (iii) Open Spaces Society**
- (iv) Society of Local Council Clerks**
- (v) Information Commissioners Office**
- (vi) Parish Online**

**RESOLVED: the above subscriptions be continued for a further year.**

#### **086/14 FINANCE – ANNUAL RETURN & YEAR END ACCOUNTS**

Members had all had sight of the Annual Return and Year End accounts. Cllr. Jackson congratulated the RFO on an easy to read set of accounts. The Chairman read out to Members the relevant sections which Members had to accept prior to the document being signed off. There were no objections. The RFO has placed the notice on the boards advising of electors rights to inspect.

**RESOLVED: The Year End accounts and the Annual Return were confirmed as correct and the Annual Return was signed by the Chairman and Clerk.**

Cllr. Makepeace-Browne requested permission to attend a training course on Effective Communication which includes sessions on social media. Cllr. Jackson advised that there were legal issues associated with allowing the public to contribute to council social media channels and requested that Cllr. Makepeace-Browne ask about this aspect during her training course. The Chairman reminded Councillors that all communication on behalf of the Council should be channelled through the Clerk.

**RESOLVED: Cllr. Makepeace-Browne to attend the Effective Communication course.**

Cllr. Jackson said HDC would probably be offering “in-house” planning training with its new intake of Councillors but for this to be of use to parish councillors a basic knowledge of Planning would be required. Clerk to seek courses for Cllrs. Eastment and Julia Ambler.

#### **087/14 PLANNING**

##### **(i) Trees Rep**

Cllr. Crawley reported on issues up to this meeting. No.1 Camus Close wants to reduce height of a eucalyptus by 40% and he has looked at it and quite understands why they would wish to do so and he is happy to leave this in the hands of the Hart tree officer. No. 12 Freeland’s wishes to fell 3 maple trees – these trees cast the garden and house in deep gloom and he thinks this too should fall to the HDC tree officer. In reporting these his method has always been to only respond if there is something negative to say on the grounds that there may be technical arguments which he does not know about. He does not believe this is a good way to deal with Tree applications as all that has been done till now is a report from him and he thought that this report should go to the Planning Cttee. Cllr. Jackson suggested that Cllr. Johnson meet with the tree officer at Hart and have a chat as to how best to deal with these. He explained to Cllr. Johnson how to find the tree applications which she will have to source. Tree applications were already listed in the monthly Planning Cttee report; it might be more efficient if the Tree Warden covered those tree applications during review of the planning report rather than separately. A great deal of debate continued in relation to the blanket TPO on trees on Zebon Copse and the concern that when the TPO is lifted then major trees which should be retained might be at risk. The Chairman said it was important to identify these trees and seek to ensure they are not removed.

##### **(ii) Report of the Planning Committee**

Cllr. Jackson to present the Planning Cttee Report up to this meeting. He drew to Members attention how Church Crookham PC had been awarded its requirements in relation to a planning application which had gone to appeal. The developer had not wanted to make these contributions but the Inspector allowed them because CCPC made its case so clearly. We should learn from this. There is one Planning meeting next week and he would like Members to consider what the Council wish to seek in S106 contributions in relation to the Grove Farm application. Members need a shopping list from that meeting and it needs to be presented to Hart. The Chairman asked that this be an Agenda item for next week’s Planning. The Clerk pointed out that the wording “Without Prejudice” needed to be part of the wording. In the absence of Cllr. Jackson, Cllr. Amber said he was happy to do the presentation.

**RESOLVED: The report of the Planning Committee was accepted.**

#### **088/14 LEA GREEN PLAY AREA**

Work commenced on Tuesday, 6 May and expected completion date is end of the month. Purchase order being raised for Reading Asphalt to lay the path following on from the completion of the play area.

#### **089/14 ACQUISITION OF LEA GREEN**

Clerk chased again (7 May) and apparently was sent an answer mid April which was re-sent to her again. As the response was not satisfactory the Clerk sought the assistance of Daryl Phillips (HDC) to resolve the issue and he confirmed that he has it in hand.

#### **090/14 UPDATES ON HIGHWAY & FOOTPATH MATTERS**

##### **(i) SID Data**

SID sites being allocated as per request of Speedwatch group. 40 speeders clocked on The Street.

##### **(ii) Crondall Road**

Cllr. Jackson met with Cllr. Bennison and Helen Merrills (HCC Highways) on site and had updated the APM meeting. Final plans are being drawn up for revised traffic calming and initial ideas for a footway are being explored.

**(iii) Pilcot Road**

Completed and new boundary signs installed and 40mph section reduced to 30mph limit. The boundary signs for the other entry roads are being confirmed in respect of cost and labour.

**(iv) A287/Redfields Lane junction**

Nothing further to report. In limbo until outcome of Albany Park known.

**(v) F/p 5**

Cllr. Jackson requested this be on the July Agenda.

**091/14 ZEBON COPSE CENTRE & ADJACENT AMENITIES**

**Report from Centre Manager**

Members had sight of the Report and the query was raised as to how the “resting” patches would be catered for in relation to watering during dry spells. Cllr. Julia Ambler agreed to check with the Managers. Members wished it minuted how much they appreciated the good work of the Centre Managers who keep the Centre functioning so well.

**092/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

Cllr. Makepeace-Browne asked that people should notify that they will actually attend rather than just not turn up at a meeting. This is something which happens at the planning meeting.

Cllr. Julia Ambler said she preferred that apologies be sent.

Cllr. Johnson said she was overloaded with emails and requested this be an Agenda item.

Cllr. Makepeace-Browne requested Facebook as an Agenda item.

Cllr. Jackson said ZC fete 29 June and will Chairman look after website when he is away.

The Chairman confirmed he would support the website.

**Dates for 2014 meetings:**

WI Hall

ZCC

7 July

2 June

6 October

1 September

1 December

3 November

The meeting closed at 10.11 pm.