

These are the unadopted Crookham Village Parish Council Minutes of the Annual General Meeting of Tuesday, 5 May 2015 held at 7.45pm in the Zebon Copse Centre, Danvers Drive, Crookham. Please refer to the Minutes of the June 2015 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)
Cllr. Julia Ambler
Cllr. Peter Crawley
Cllr. Richard Eastment
Cllr. Clive Eastwood
Cllr. Wendy Makepeace-Browne
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: Mr. & Mrs. M. White.

MIN.068/15 ELECTION OF CHAIRMAN

One nomination was received (prior to the meeting) for Cllr. Simon Ambler, proposed by Cllr. Eastment and seconded by Cllr. Jackson. There being no other nominations Cllr. Simon Ambler is duly elected as Chairman and signed his Acceptance of Office form.

RESOLVED: Cllr. Simon Ambler was elected Chairman for the ensuing year.

MIN.069/15 APOLOGIES FOR ABSENCE

Cllrs. Judy Johnson, David Jackson and Hart Cllr Tony Clarke. Cllr. Julia Ambler will be late to the meeting.

MIN.070/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that elections take place for the parish next year and he has been chairman for 13 years and he would not be at all bothered if someone else wished to step up to the position.

MIN.071/15 ELECTION OF VICE-CHAIRMAN

One nomination was received (prior to the meeting) for Cllr. David Jackson, proposed by Cllr. Eastment and seconded by Cllr. Simon Ambler. There being no other nominations Cllr. Jackson was duly elected as Vice-Chairman. In his absence, due to illness, it was agreed that Cllr. Jackson could sign his Acceptance of Office form outside of this meeting.

RESOLVED: Cllr. David Jackson was elected Vice-Chairman for the ensuing year.

MIN.072/15 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)

The Chairman advised Members to consider whether they had any disclosable interest in matters on the Agenda and if so to declare them now or at the appropriate point on the Agenda.

MIN.073/15 CONSIDER CRIME & DISORDER IMPLICATIONS

The Chairman reminded Members of their obligation to consider crime and disorder implications on any decision they might make at this meeting.

MIN.074/15 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation.

Mr. White said that the Chairman's report on Planning to the Annual Parish Meeting which referred to Grove Farm stated that a "well-attended" planning meeting – he challenged the word "well" and said it was not really descriptive of 18 members of the public in attendance. The Chairman said this was subjective but the point was taken. The Chairman then reconvened the meeting.

MIN.075/15 MINUTES OF THE MEETING OF 7 APRIL 2015

Corrections page 2 – 059/15 line 4 – Cllr. Makepeace-Browne advised that £6,050 funding was "applied for" and not "submitted".

RESOLVED: Min. 047/15 to 067/15 were agreed and signed by the Chairman.

MIN.076/15 MINUTES OF THE ANNUAL PARISH MEETING OF 13 APRIL 2015

The Minutes were agreed as a true record.

RESOLVED: The Minutes of the Annual Parish Meeting were agreed as a true record.

MIN.077/15 REVIEW OF STANDING ORDERS, RISK MANAGEMENT AND TERMS OF REFERENCE

The following amendments were noted/agreed:

- (i) Standing Orders
Members were reminded to consider whether they needed to update their Disclosable Pecuniary Interests. Those present advised no change to their current DPs.
- (ii) Annex B – Finance & HR Cttee Terms of Reference.
Members were content with these.
- (iii) Annex C – Financial Regulations
Bankline to be added – return this Appendix to Full Council for approval when the detail is added into the Financial Regulations.
- (iv) Annex D - Members Code of Conduct
The Declaration of Pecuniary Interests update was dealt with under Standing Orders.
- (v) Risk Assessment
The Clerk advised that following on from a meeting this morning with an Officer from our Insurers she and the RFO will update this document and present it to the June meeting. Cllr. Eastment offered to assist the Clerk and RFO to produce an updated document which would also show the “probability” with Red, Amber and Green coding. Cllr Eastwood offered to send some notes on Environmental Impact Assessments and to assist with updating the Risk Assessment. The Clerk will forward a draft of the updated Risk Assessment.

MIN.078/15 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE

The Clerk advised that Cllr. Jackson and Cllr. Julia Ambler had volunteered for this Committee. Cllr. Eastment, Cllr. Crawley and/or Cllr. Judy Johnson or Julia Ambler either the 4th Member or a Reserve Member.

RESOLVED: Cllrs. Jackson, Eastment, Crawley and/or Judy Johnson or Julia Ambler as Reserve Member were appointed to the Planning Cttee.

MIN.079/15 ELECTION OF CHAIRMAN OF THE PLANNING CTTEE

Cllr. Jackson had indicated he was willing to stand for re-election.

Proposed by Cllr. Crawley and seconded by Cllr. Eastment

RESOLVED: Cllr. David Jackson elected Chairman of the Planning Cttee.

MIN.080/15 APPOINTMENT OF MEMBERS OF THE FINANCE & HR CTTEE

The Chairman is an ex-officio Member of this Cttee. Cllrs. Julia Ambler and Makepeace-Browne have volunteered to serve. Clive Eastwood and Cllr. Crawley also volunteered.

RESOLVED: Cllrs. J. Ambler, Makepeace-Browne, Eastwood, Crawley were appointed as Members of the Finance & HR Cttee and the Chairman of Council is an ex-officio Member.

MIN.081/15 ELECTION OF CHAIRMAN OF FINANCE & HR CTTEE

Cllr. Julia Ambler had indicated her willingness to stand again as Chairman.

Proposed by Cllr. Eastwood and seconded by Cllr. Crawley.

RESOLVED: Cllr. Julia Ambler was elected Chairman of the Finance & HR Cttee.

MIN.082/15 APPOINTMENT OF AUDITOR

The RFO advised that Phil du Gay was our Internal Auditor of Whettone Matthews

RESOLVED: Phil du Gay (of Whettone Matthews) was appointed to audit the Council's Finances.

MIN. 083/15 APPOINTMENT OF ENVIRONMENT MEMBER

Cllr. Clive Eastwood had volunteered for this position. Members expressed their appreciation for all the past work carried out by the Honorary Environment Consultant,

Mr. Richard Hellier, and the Clerk was instructed to write and express the thanks of Members and advise that since we now had a Cllr willing to undertake this position it would be filled from within the Council. Members confirmed that they would still very much appreciate ad hoc assistance from Mr. Hellier from time to time and Cllr. Eastwood said he would be happy to reciprocate assistance to Mr. Hellier.

RESOLVED: Cllr. Clive Eastwood was appointed as Environment Member.

MIN.084/15 APPOINTMENT OF TREE WARDEN MEMBER

Cllr. Johnson had advised the Clerk that she was willing to continue in this role.

RESOLVED: Cllr. Judy Johnson was appointed as Tree Warden Member.

MIN.085/15 APPOINTMENT OF MEMBERS ON OUTSIDE BODIES

The following Members had confirmed their willingness to continue to represent the Council on the respective bodies:

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| (i) | Crookham Memorial Hall Trust | Cllr. Simon Ambler |
| (ii) | Parishes Welfare Trust | 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. David Jackson and Wendy Makepeace-Browne |

The Chairman said that should other Members wish to attend any of the HAPTC meetings they should feel free to do so as these are very informative and interesting meetings, such that attendees at these meetings are often the first to be given information before it even reaches the District Councillors.

RESOLVED: Membership of the above bodies be continued as above.

MIN.086/15 SUBSCRIPTIONS FOR THE COMING YEAR

Members were asked to confirm the continuation of the subscriptions listed below:

- (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

Members asked about the costs of each item and the benefit to the Council from being Members. CPRE was raised as a concern and the Chairman asked Members to closely monitor the publications and information received from them in the coming year prior to deciding whether to continue to support in future years.

RESOLVED: The above subscriptions were confirmed to continue for a further year.

MIN.087/15 PARISH NEWSLETTER & STAGECOACH BUS SURVEY

Members were asked to consider postponing a contribution to the Fleet Link Service if it proved possible to get a Newsletter and a paper copy of the bus survey out before the end of May. Members are also asked to consider employing the Scout Group to deliver both documents. After lengthy debate it was felt that this would be too rushed a project. The Newsletter should advise that the Fleet Link Service is now available to residents as a result of a financial contribution from this Council. However, it is essential that the Council knows that residents are using it if we are to continue to fund Fleet Link and a short survey will be incorporated into the Newsletter. In addition the address and web link of the Stagecoach Survey to be advertised with the closing date of 1 June (however the view was that this deadline might well be allowed to overrun). There should also be an update on the new equipment at Lea Green. Articles to be sent to the Chairman.

RESOLVED: The joint Survey and Newsletter was not supported at this time therefore the funding for the Fleet Link is to be released and when the Newsletter is produced it should advertise the service is available and residents should use it or lose it.

RESOLVED: Cllr. Makepeace-Browne will contact the local Scout Group and ask if they would be willing to deliver to the whole of the parish and Members agreed to make a Grant of £150 in the event they were willing to undertake this task.

MIN.088/15 NEIGHBOURHOOD PLAN STEERING GROUP

Cllr. Eastment advised this month had been spent preparing for the Albany Park (Watery Lane) Inquiry. Cllr. Makepeace-Browne said the Neighbourhood Plan meeting at HDC had attracted 20 parish Councils and Daryl Phillips (HDC Officer) went through where Hart were with the Local Plan and the ins and outs of running Neighbourhood Plans alongside the Local Plan. A lot of those present had not been to anything like this before and it was decided to do these meetings on a quarterly basis and in between there will be a Parish Council forum to share information. Cllr. Makepeace-Browne advised that Odiham Parish Council have a Planning Consultant who is driving their Neighbourhood Plan like a Trojan and she is having a meeting with him. The NPSG may decide to engage his services rather than retain the current Consultant. With regard to the £6,050 applied for as a Grant – this has been successful and should be received soon.

MIN.089/15 FINANCE – ANNUAL RETURN AND YEAR END ACCOUNTS

The Chairman went through the document page by page. The RFO had emailed to Members the background supporting information. The Chairman advised the Council had to Minute and Approve its Annual Governance Statement 2014/15. The Chairman read out each of the Sections as set out in the document. Cllr. Eastment asked how the Community Centre was valued and the RFO gave the meeting a very comprehensive response and advised him that it was valued at Insurance Value as agreed with the Audit Commission. Assets are complicated but she keeps an Asset Register.

RESOLVED: The Annual Return “Annual Governance Statement 2014/15” was accepted by Members and duly signed by the authorised Members and Officers.

Update on Albany Park (Watery Lane) Inquiry Evidence

Cllr. Julia Ambler joined the meeting at this point. She advised the meeting that the funds for the Planning Consultant for the Albany Park (Watery Lane) Inquiry were not fully utilised and that some of the balance had been vired to support an architect drawing to support the evidence presented to the Inquiry. In addition to these costs it had been essential to get professional advice from a company called Menzies in relation to recovery of the VAT and this has resulted in an overspend of the budget. The VAT information was critical and getting this was time critical which did not allow for referral to Council.

RESOLVED: Members accepted the requirement to approve the expenditure of £1,000 to Menzies in order to confirm whether VAT was to be added to the costing figures for a new hall and additional parking spaces in relation to the Albany Park (Watery Lane) Public Inquiry.

Presentation of Financial Expenditure within Full Council Minutes

The Chairman said that we should look at how Church Crookham present its Financial Information in its Council Minutes. The RFO said she could present the Profit & Loss information to incorporate it into the Council Minutes. It was agreed that Finance & HR would have a look at the format and bring to Full Council for approval.

MIN.090/15 PLANNING

(i) Trees Report

No report this month.

(ii) Report of the Planning Committee

Cllr. Jackson had emailed his report to all Members and hard copies were on the table.

RESOLVED: The report of the Planning Committee was agreed.

(iii) Naming of Road on Tudgey’s Nursery

Members had sought the views of Mr & Mrs Southall and as a result Tudgey Gardens was agreed.

RESOLVED: Tudgey Gardens be the road name for the new road into the development.

MIN.091/15 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) Speed watch update

The SID has now reverted to the sites requested by the Speedwatch volunteers. Members felt that there was no requirement for this to remain on the Agenda and that a request be made to the Speedwatch Coordinator (Brian Whyatt) to give Members an update on perhaps a quarterly basis. Remove from Agenda.

(ii) Crondall Road

Some work is underway but the road closure to complete the works for the major part is set to be mid-May.

(iii) A287/Redfield's Lane junction

Awaiting the outcome of the Albany Farm hearing – the developers offered a roundabout as part of the highway improvements.

(iv) Upgrading of stiles

Awaiting changes to the stile at the Street end of f/p 1 by Mr. Hirst's staff. Members to review the result before requesting a quote for modifying the other 2 stiles.

MIN.092/15 ZEBON COPSE CENTRE & ADJACENT AMENITIES

Report from Centre Manager

Report received.

MIN.093/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The HCC Police website for the parish is Hampshire.police.uk/internet/my-neighbourhood/hart/hart-south/hart-rural-south.

Cllr. Eastwood expressed his dissatisfaction with the repair of Malthouse Bridge. The bricks on top were the wrong ones and the mortar did not match the existing. Agenda item for next month – in the meantime the Clerk to ask Listed Building at Hart for their views on the repair and also ask HCC Highways what happened to the bricks which were dislodged. Cllr. Eastment said the defibrillator would go into the SPAR shop on Frenchmans Creek as this meets the criteria for hours of availability. He intends to set up a first aid course on using the equipment and if insufficient attendees he will then instruct the shop staff.

Cllr. Makepeace-Browne has been contacted by an ex-policewoman who is an expert on Resilience.

Cllr. Crawley said the new planter on the GHR roundabout is very suitable. Cllr. Makepeace-Browne said it was smaller than expected but it had come foc and our contribution is for the ongoing maintenance and planting.

There were complaints about the posters "We Love Hart" in the Payphone box – permission was given to a volunteer for it to be decorated "seasonally" and that future displays should be advised to the Clerk.

The meeting closed at 9.25 pm

Dates for 2015 meetings

WI HALL

1 June
7 September
2 November

ZEBON COPSE CENTRE

6 July
5 October
7 December