

These are the unadopted Crookham Village Parish Council Minutes of the 66th Annual General Meeting of Monday, 14 May 2018 held at 7.45pm in the WI Hall, The Street, Crookham Village. Please refer to the Minutes of the June 2018 meeting for any amendments.

Present: Cllr. Julia Ambler
Cllr. David Jackson (took the Chair)
Cllr. Nick Hill
Cllr. Peter Kenaghan
Cllr. Dr. Indra Sinka
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

MIN.064/18 ELECTION OF CHAIRMAN

One nomination was received for Cllr. Simon Ambler, proposed by Cllr. Peter Kenaghan and seconded by Cllr. David Jackson. There being no other nominations Cllr. Simon Ambler was duly elected as Chairman and it was agreed that he would sign his Acceptance of Office form outside of this meeting.

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

MIN.065/18 ELECTION OF VICE-CHAIRMAN

One nomination was received for Cllr. David Jackson, proposed by Cllr. Indra Sinka and seconded by Cllr. Julia Ambler. There being no other nominations Cllr. Jackson was duly elected as Vice-Chairman and signed his Acceptance of Office form.

RESOLVED: Cllr. David Jackson was elected Vice-Chairman for the ensuing year and in the absence of the Chairman took the chair.

MIN.066/18 APOLOGIES FOR ABSENCE

Cllrs. Simon Ambler, Clive Eastwood and Daniel Bunter.

MIN.067/18 CHAIRMAN'S ANNOUNCEMENTS

None.

MIN.068/18 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.069/18 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.070/18 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation and welcomed our new Ward Cllr. Peter Collings who replaces Jenny Radley. Mr. Whyatt advised that there had been a nasty accident a few days ago on Crondall Road. He hears horns due to people ignoring the give way signs at Nyasaland and he believes that the vegetation needs cutting back to make the priority sign more obvious.

Cllr. Jackson advised this would be a job for the Lengthsman. In addition Mr. Whyatt said he now learns that Crondall Road is being closed for 4 days from tomorrow. Cllr. Jackson said the closure goes from Hillside to Meadowview. The Chairman then reconvened the meeting.

MIN.071/18 MINUTES OF THE MEETING OF 9 APRIL 2017

The Chairman referred to these page by page and there were no amendments.

RESOLVED: Min. 048/18 to 063/18 were agreed and signed by the Chairman.

MIN.072/18 MINUTES OF THE ANNUAL PARISH MEETING OF 16 APRIL 2018

The Annual Parish Meeting Minutes of 16 April were agreed without amendment.

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

MIN.073/18 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE

Cllrs. David Jackson, Clive Eastwood, Nick Hill and Peter Kenaghan put their names forward.

RESOLVED: Cllrs. Jackson, Eastwood, Hill and Kenaghan were appointed to the Planning Cttee.

MIN.074/18 ELECTION OF CHAIRMAN OF THE PLANNING CTTEE

Cllr. Jackson had indicated he was willing to stand for re-election. Proposed by Cllr. Peter Kenaghan and seconded by Cllr. Nick Hill.

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

MIN.075/18 APPOINTMENT OF MEMBERS OF THE FINANCE & HR CTTEE

Cllrs. Julia Ambler, Clive Eastwood, Nick Hill and Peter Kenaghan put their names forward. The Chairman of Council is also a Member of this Committee.

RESOLVED: Cllrs. J. Ambler, Eastwood, Hill and Kenaghan were appointed to the Finance & HR Cttee.

MIN.076/18 ELECTION OF CHAIRMAN OF FINANCE & HR CTTEE

Cllr. Julia Ambler had indicated her willingness to stand again as Chairman. Proposed by Cllr. Peter Kenaghan and seconded by Cllr. David Jackson.

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

MIN.077/18 APPOINTMENT OF LEAD MEMBER FOR ENVIRONMENT

Cllr. Clive Eastwood had volunteered for this position.

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

MIN.078/18 APPOINTMENT OF MEMBERS ON OUTSIDE BODIES

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

- | | | |
|-------|---|---|
| (i) | Crookham Memorial Hall Trust | Cllr. Nick Hill (replacing Cllr. S. Ambler) |
| (ii) | Parishes Welfare Trust | Mrs. Wendy Makepeace-Browne |
| (iii) | Cottrell Almshouses Trust | Mrs. Wendy Makepeace-Browne |
| (iv) | Hart & Rushmoor Transport Forum | Cllr. David Jackson |
| (v) | Hart District Association of Parish & Town Councils | Cllrs. David Jackson and Simon Ambler. |

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

MIN.079/18 SUBSCRIPTIONS FOR THE COMING YEAR

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

- (i) Hampshire Association of Local Councils
- (ii) Open Spaces Society
- (iii) Society of Local Council Clerks
- (iv) Information Commissioners Office
- (v) Parish Online

RESOLVED: The above subscriptions were confirmed to continue for a further year and it was confirmed that these have been budgeted for.

MIN.080/18 NEIGHBOURHOOD PLAN STEERING GROUP

The Neighbourhood Plan is now ready to go out to consultation and permission is sought from the Council for this action. The Evidence section is work in progress but will be completed by the beginning of June. It was confirmed that Hart had suggested that much of the Evidence section be references rather than included in detail and that the NPFF be referred to without going into specific paragraph detail. It will be fleshed out before it becomes the submission document. The appendices will be more friendly. Cllr. Kenaghan and Cllr. Jackson will get together to finalise how access will be gained via the Parish website. Cllr. Dr. Sinka said the document has come together very nicely now and reads well as something for the community and makes one feel proud of the community. The SEA screening is still awaited from Hart and all of the DCLG funding has been spent. There remains a budget from the Parish Council which will be required to finish the process. Cllr. Jackson offered to proof read.

RESOLVED: Cllr. Jackson proposed and was seconded by Cllr. Hill that permission be granted to progress the Plan to initial public consultation hopefully by the second week of June.

MIN.081/18 APPOINTMENT OF AUDITOR

It was proposed that Whettone Matthews were appointed as Auditors for the 2018/19 financial year.

RESOLVED: Whettone Matthews appointed as auditors for the 2018/19 year.

MIN.082/18 FINANCE

- (i) Annual Return and Year End Accounts

The RFO advised that there were two sections which needed to be covered in the Annual Return. Section 1 was the Annual Governance Statement and Section 2 was the Accounting Statement. 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 2017/18. The Chairman read out each of the Sections as set out in the document.

RESOLVED: The Annual Return “Annual Governance Statement 2017/18 was accepted by Members and duly signed by the authorised Members and Officers.

(ii) Accounting Statement

Cllr. Julia Ambler confirmed that she had checked and signed as evidence the Bank Reconciliation for the year end 31/03/18 and the supporting bank statements for Nat West, Lloyds and Barclays Bank.

MIN.083/18 RESOLVED: The Annual Return “Accounting Statement 2017/18 was accepted by Members and duly signed by the authorised Members and Officers.

MIN.082/18 (iii) March 2018 Income & Expenditure

Income	
Hire of Facilities	£3,027.60
Hire of Pitches	741.51

	£3,769.11
Expenditure	
Asset Maintenance & Repairs	£1,062.85
Capital Expenditure write off	444.49
Office Expenses	160.43
Printing, postage and advertising	871.90
Professional Fees	358.00
Property Maintenance	£2,761.33
Property Services	£1,258.54
Salaries	£4,019.41
Miscellaneous	31.03

	£9,977.50

Transfer to Reserve re NP	- £700.00

April 2018 Income and Expenditure:

Income	
Hire of Facilities	£8,044.37
Precept	£64,926.00

	£72,970.37
Expenditure	
Asset Maintenance & Repairs	£2,052.95
Capital Expenditure write off	900.00
Office Expenses	217.97
Printing, postage and advertising	200.00
Professional Fees	58.00
Property Maintenance	£1,184.55
Property Services	£1,258.54
Salaries	£4,146.34
Subscriptions	751.00

*Section 137	£1,500.00
Miscellaneous	2.50

	£13,271.85

*date 23rd April 2017 – chq number 2505 £1,500 - Grant to Basingstoke Canal Society for works at Crookham Wharf.

***RESOLVED: At the 9 April Council meeting that the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with said expenditure.)**

Reserve Movements	
Transfer to Reserves play area	£15,000.00
Transfer to Reserves re ZCC	£15,000.00

	£30,000.00

RESOLVED: The Income and Expenditure Reports were agreed and accepted.

Going forward Members agreed that we would adopt “best practice” for the presentation of the financial documents in that everything reported to the meeting be put as a link to an attachment to the Minutes.

Payments for March 2018

Date	Num	Name	Paid Amount
			Gross
02/03/2018	dd	Intuit	-69.60
05/03/2018	2818	Winchfield Landscape Services Ltd	-75.31
05/03/2018	2819	Winchfield Landscape Services Ltd	-54.00
05/03/2018	2820	T3 Handyman Services	-249.45
05/03/2018	2821	hart Voluntary Action	-45.00
05/03/2018	2822	hart Voluntary Action	-45.00
	2823	HALC - replaced lost cheque 2792	-48.00
05/03/2018	2824	YBC Cleaning	-837.70
05/03/2018	2825	YBC Cleaning	-119.04
05/03/2018	2826	KM Electrics	-269.00
05/03/2018	2827	biffa Waste Services Ltd	-514.80
05/03/2018	2828	Imprint Colour	-159.00
	2829	voided	0.00
05/03/2018	2830	Petty Cash - CVPC	-50.00
05/03/2018	2831	Home Security	-90.00
05/03/2018	2837	Do the Numbers Ltd	-300.00
		Hampshire Association of Local	
05/03/2018	2823	Councils	-48.00
12/03/2018	dd	British Telecom	-129.14
15/03/2018	dd	Tesco Mobile	-17.00
19/03/2018	2840	CBS	-202.80
19/03/2018	2839	YBC Cleaning	-71.42
19/03/2018	2838	Viking Direct	-61.12
19/03/2018	2841	TSO Host	-11.99

19/03/2018	2842	TSO Host	-41.99
19/03/2018	2843	Fattorini	-28.70
19/03/2018	2845	Fisk Gardening Services	-43.25
19/03/2018	2844	YBC Cleaning	-837.70
19/03/2018	2846	Winchfield Landscape Services Ltd	-314.21
19/03/2018	2847	Winchfield Landscape Services Ltd	-780.00
19/03/2018	2848	Ebuyer UK Limited	-389.47
19/03/2018	2850	Arcadian Ecology and Consulting ltd	-840.00
19/03/2018	2849	Gangireddy Likhitha	-110.25
	2832-		
21/03/2018	2836	Payroll Costs for March	-3,982.81
26/03/2018	dd	Toal Gas & Power	-175.54
31/03/2018	dd	NEST	-36.60
	2792	voided	48.00

Payments for April 2018

Date	Num	Name	Paid Amount
03/04/2018	dd	Intuit	-69.60
03/04/2018	dd	Hart District Council	-480.00
09/04/2018	2856	Hampshire Association of Local Councils	-96.00
	2857	voided	0.00
09/04/2018	2858	Zebon Copse Residents Association	-200.00
09/04/2018	2859	Hampshire Association of Local Councils	-751.00
09/04/2018	2860	basingstoke & Deane	-840.36
09/04/2018	2861	Phoenix Pest Solutions	-650.00
09/04/2018	2862	Hart District Council	-561.60
09/04/2018	dd	British Telecom	-130.20
16/04/2018	dd	NPower	-578.65
16/04/2018	dd	Tesco Mobile	-17.00
23/04/2018	2851-2855	Payroll	-4,054.48
23/04/2018	dd	NEST	-91.86
23/04/2018	2863	HAGS Play Limited	-54.00
23/04/2018	2864	CBS	-202.80
23/04/2018	2865	Richard Thorpe Fire Safety Services	-96.00
23/04/2018	2866	hampshire County Council	-1,067.94
23/04/2018	2867	Viking Direct	-165.56
23/04/2018	2868	Fleet Responder	-1,000.00
23/04/2018	2869	Basingstoke Canal Society	-1,500.00
23/04/2018	2870	Whitbread's Window Cleaning	-25.00
23/04/2018	2871	Richard Thorpe Fire Safety Services	-138.00
23/04/2018	2872	amazon	-43.96
23/04/2018	2872	Direct 365	-61.55
23/04/2018	2873	Hewitt Maria	-28.80
25/04/2018	dd	Total Gas & Power	-177.14
25/04/2018	dd	Castle Water	-26.05

MIN.084/18 REVIEW OF STANDING ORDERS

The Clerk and Cllrs. Jackson and Kenaghan had gone through the document with the Clerk and were content that the updates were correct. Thanks were expressed to Cllrs. Kenaghan and Jackson for their welcome scrutiny.

RESOLVED: Standing Orders of May 2018 were Adopted (subject to minor tidying up of data protection wording).

MIN. 085/18 GENERAL DATA PROTECTION REGULATION COMPLIANCE DOCUMENTS

A Privacy Notice and Documents held and retention/storage times were presented for approval. Other documents are being reviewed and updated as necessary. Cllr. Jackson advised that our Council documents do not contain personal information and are publicly available. At the end of the day it is the use of the Dropbox server (which is only able to guarantee services to business accounts within the UK) which is outside of EU law but they do say it will be compliant by 25 May. He does not believe that there is any personal information contained in Dropbox and Members agreed. He said we need to make it very clear that any documents put on Dropbox do not contain any personal information. In relation to consultations - the key issue on consultations is that the information gained must not be distributed and anyone compiling the data must prove they are GDPR complaint.

RESOLVED: Members delegated the action regarding the Privacy Notice and Documents held/retained/stored to the Clerk to be put on the website by 24 May.

The Clerk requested permission for the Staff handbook and Staff contracts to be reviewed by our HR Consultants at a cost of £90 plus VAT.

RESOLVED: HR Consultants to review Staff Handbook and Staff Contracts.

MIN.086/18 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson spoke to his report and circulated hard copies. He updated Members on various applications. There was concern that the application for Cross Farm might well go past the date for a decision and then go to Appeal for non-determination.

RESOLVED: The report of the Planning Committee was agreed.

(ii) HDC 18/00768/FUL – change of use to residential land

The Barne, Crondall Road, Crookham Village GU51 5SS

Cllr. Jackson presented the application. There was some debate about the site and it was clarified as to where the area of land was. Members raised no objections.

RESOLVED: No Objections.

(iii) HDC 18/00616 HOU – Replacement of front door. Render all brickwork with sand and cement and paint with Dulux Weathershield pure brilliant white smooth masonry. Remove the red tiles on the front of the property and replace with Cedral Lap Cladding – C51- Silver Grey

Cheribon, The Street, Crookham Village GU51 5SH

Cllr. Jackson presented the application. Members raised no objections.

RESOLVED: No Objections

MIN.087/18 UPDATES ON HIGHWAY & FOOTPATH MATTERS

Crondall Road closed for 4 days from 15 May and Church Lane in Dogmersfield remains closed. Cllr. Kenaghan advised that vehicles leaving the village along Crondall Road had been recorded and the 85%ile speed was exactly 34 mph - fastest was 60mph plus. Erection of the SID to capture the speed of vehicles entering the village has been deferred until the current traffic lights and roadworks have concluded.

MIN.088/18 ZEBON COPSE CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

Report received and noted.

MIN.089/18 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The following items for the June meeting;

Drugs Update

Community Transport

Grit Bins

HDAPTC Meeting 10 July 2018

Cllr. Jackson is attending a meeting with HCC on Wednesday and will report back.

The Meeting closed at 8. 57 pm

Dates for 2018 meetings

WI HALL

2 July
1 October
3 December

ZEBON COMMUNITY CENTRE

4 June
3 September
5 November