

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 5 November 2018 held at 7.45pm in the Zebon Community Centre, Danvers Drive, Crookham. Please refer to the Minutes of the December 2018 meeting for any amendments.

Present: Cllr. Simon Ambler
Cllr. Julia Ambler
Cllr. Daniel Bunter
Cllr. Clive Eastwood
Cllr. Peter Kenaghan
Cllr. David Jackson
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: County Councillor John Bennison, Ward Councillor Peter Collings and residents of the parish.

MIN.154/18 APOLOGIES FOR ABSENCE

Cllr. Dr. Indra Sinka.

MIN.155/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that our MP had responded to our cfi letter of complaint regarding the auditors and his response was "I hope that SAAA Ltd is able to resolve the problem". A letter and plan had been received from Messrs Alf and Mike White in relation to their proposal to replace the old WI building with a new brick and tile building.

MIN.156/18 MINUTES OF THE MEETING HELD ON 1 OCTOBER 2018

The Chairman referred to these page by page.

RESOLVED: Min. 141/18 to Min. 153/18 were agreed and signed by the Chairman.

MIN.157/18 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.158/18 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.159/18 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

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

Mr. Christopher Boddy spoke about his attempt to put a small cottage in the garden of his residential property to house his father whose health is declining. The planning application was supported but all development needs to provide SANG by whatever source it is found from. He said that the current settlement boundary needs addressing via the NP for his particular home as the boundary was changed from its original boundary in 1957.

Mr. White advised that he hoped that the planning application for replacing the WI Hall would have been with Hart Council today and confirmed that ownership of the building would remain with Grove Farm and it would remain managed by the WI ladies.

Cllr. Bennison gave an update on the decision to cut the street lighting by 3 hours each night and the decision not to fund school crossing patrols but to allow schools to fund them if they so choose. He also mentioned the damage to Brook Cottage when a vehicle had again demolished the wall. He has raised the matter with Safety Engineering. He mentioned there is still an issue with bad air control quality and Hampshire have 4 sites one of which is the Blackwater Valley Relief Road and Hampshire is proposing to put a speed limit on it which will be logged by speed cameras. Cllr. Collings said violent crime in Fleet Town Centre has increased by 10% and is up to 33 crimes. He believes this parish does not seem to have any real problems. The main concerns are Fleet centre. Knife, hate and ethnic attacks figure. Cllr. Kenaghan advised of several incidents of vandalism along Crondall Road, one in particular which resulted in a projectile which went through the back and front windows of a vehicle. The Chairman then closed the meeting to the public.

MIN.160/18 COUNCILLOR VACANCY

Notices have been posted of the vacancy and the opportunity for 10 electors to call for an election. If no request is received for this by the 19 November then the Council can advertise to fill the position by co-option.

MIN.161/18 HALC AGM – 10 NOVEMBER 2018

The Chairman invited views on the presentations and he would be taking particular notice of the launch of the £500k HCC fund. Cllr. Julia Ambler will engage in dialogue with the Police Crime Commissioner.

MIN.162/18 TREE INSPECTIONS

There are some trees at Lea Green which were advised of as being “high risk” when the last check was carried out and our previous expert advised checking all large trees on a 3 year cycle. Two quotations for inspecting the trees were received. After a short debate Members agreed that the inspections should be carried out.

RESOLVED: Arbcover will be invited to carry out the work.

MIN.163/18 RELOCATION OF INTERNAL DEFIBRILLATOR

Cllr. Eastwood made preliminary enquiries of the Exchequer Manager as to whether our ZCC internal Defibrillator could be re-located to their premises. The Manager has agreed to this and a quote from our handyman has been received to remove unit from ZCC, make good and re-install said unit at the Exchequer. Members felt that a notice down by the Wharf was required to advise it is located at The Exchequer.

RESOLVED: Defibrillator to be relocated to the Exchequer Public House. Defibrillator signage to be erected at The Wharf.

MIN.164/18 REVIEW OF SETTLEMENT BOUNDARY ALTERATION

Cllr. Kenaghan introduced this item and advised that he had no pecuniary interest but needed to declare that Mr. Boddy is his neighbour.

Cllr. Kenaghan gave a very detailed background to the issue and said that checks had been made about where the settlement boundary goes through a property similar to Mr. Boddy's property and all the other changes relate to the land status (e.g. agricultural). The request is that the Neighbourhood Plan address this issue in the Plan so that it reverts to its original boundary. The Chairman said there are two ways the settlement boundary can be reviewed. The Local Plan is going through examination with the settlement boundaries re-drawn with Knight Close, Grove Farm and Albany Farm now within the settlement boundary. DPD's are where the whole of the district goes through a settlement review. The other process is if the NP want to submit a change to settlement boundaries they would probably be accepted if deemed reasonable. The question he would ask of the NP team is bearing in mind that it is almost made do they wish to go back to revisit. A lengthy debate took place on the practicalities and time scale for introducing it into the NP if Members so choose. Cllr. Jackson said how would it work if the LP Inspector was invited to address this anomaly and it was felt that it would be by far the quickest route. Cllr. Kenaghan said it would be possible to highlight this particular case at the consultation stage of the NP and the resident would need to evidence this in his response to the NP consultation. From the debate it was suggested that both routes be followed by Mr. Boddy.

MIN.165/18 DRUG DEALING AND TRAINING UPDATE

Cllr. Ambler gave an update on how things were progressing with local schools. The problem has now been accepted by the two local secondary schools and engagement with parents is ongoing. Cllr. Collings gave a briefing on County Lines and said there is little occurring within Hart but there are definitely hot spots in the district. The Chairman suggested that he and Cllr. Collings move this forward and have a chat with Caroline Ryan (Constabulary) to sort out a meeting.

ACTION: Cllr. Collings will email Caroline Ryan and cc the Chairman and also Cllr. Bennison.

MIN.166/18 NEIGHBOURHOOD PLAN STEERING GROUP

Nothing new to update.

MIN.167/18 FINANCE

(i) Report from RFO

The RFO advised members that the Capital Expenditure in October related to a new laptop for her. The missing £5 of the Precept had now been received. The RFO advised members that she needed to set up a credit account with a company called Cartridge Save so that she could order the toners required for her new printer and also the printer at the centre. A letter signed by 2 councillors was required to set up the account. The RFO advised members that she had successfully filed the last VAT return using the Quickbooks accounts software that links with HMRC.

The final Audit Report and AGAR has now been received from PKF. It stated the following.

“External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014 for the year ended 31 March 2018.”

(ii) Income & Expenditure Report for October 2018

	<u>Oct 18</u>
Income	
Hire of Facilities	£5,750.17
Hire of Pitches	£428.00
Precept	£5.00
	<u>£6,183.17</u>
Asset Maintenance and Repairs	£3,396.48
Capital Expenditure w/off	£776.00
Office Expenses	£1,741.46
Professional Fees	£516.00
Property Maintenance	£1,293.95
Property Services	£980.72
Salaries	£4,146.34
Miscellaneous	£4.50
	<u>£12,855.45</u>

Payment made in October 2018

Date	Chq	Supplier	Net	Category
01/10/2018	2980	YBC Cleaning	£20.52	Cleaning
01/10/2018	2981	YBC Cleaning	£92.34	Cleaning
01/10/2018	2982	YBC Cleaning	£61.59	Cleaning
01/10/2018	2983	CBS	£169.00	Electrics & Plumbing
01/10/2018	2984	Petty Cash - CVPC	£60.00	Petty Cash
01/10/2018	2985	Bitdefender	£23.33	Computer software
01/10/2018	2986	Fisk Gardening Services	£228.00	Communal areas

01/10/2018	2987	Fisk Gardening Services	£316.00	Communal areas
01/10/2018	2988	PKF	£400.00	Auditors
22/10/2018	2989-2993	Payroll	£4,146.34	Payroll
01/10/2018	2994	Winchfield Landscape Services Ltd	£532.76	Communal areas
01/10/2018	2995	Winchfield Landscape Services Ltd	£295.00	Communal areas
01/10/2018	2996	Winchfield Landscape Services Ltd	£438.32	Football Pitches Maintenance
01/10/2018	2997	Winchfield Landscape Services Ltd	£50.00	Communal areas
15/10/2018	2998	Hampshire County Council	£785.40	Asset Maintenance
15/10/2018	2999	Argent Creative Marketing	£1,675.00	Website
15/10/2018	3000	Whitbread's Window Cleaning	£20.83	Cleaning
15/10/2018	3001	Hart District Council	£572.00	Rates
15/10/2018	3002	Basingstoke & Deane	£724.80	Refuse
15/10/2018	3003	Fisk Gardening Services	£101.50	Lengthsman
15/10/2018	3004	HP Inc	£776.00	Assets
15/10/2018	3005	Mark Harrod	£77.50	Pitch Maintenance
15/10/2018	3006	CBS	£169.00	Electrics & Plumbing
01/10/2018	dd	Intuit	£58.00	Accounts Software
01/10/2018	dd	Hart District Council	£480.00	Rates
11/10/2018	dd	NPower	£400.75	Electricity
12/10/2018	dd	Plus Net	£40.50	Telephone/Broadband
15/10/2018	dd	Tesco Mobile	£14.58	Telephone/Broadband
23/10/2018	dd	Total Gas & Power	£64.82	Gas
24/10/2018	dd	Plus Net	£32.99	Telephone/Broadband
31/10/2018	dd	Castle Water	£26.05	Water Rates
31/10/2018	dd	Intuit	£58.00	Accounts Software
			£12,910.92	Total

Note: Direct Debits authorisation– minute reference 136/18 (iii)

RESOLVED: The October 2018 report was accepted by members.

(iii) Staff Christmas Lunch

The Clerk advised that staff felt that last year's venue should be used again. The venue can accommodate more than 10 guests.

RESOLVED: Agreed and Clerk to send out the dates on offer.

MIN.168/18 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson spoke to his report. Despite our not objecting to Brook Cottage Hart had refused it on the basis of the annex not being subservient to the main dwelling but a major dwelling in its own right. A meeting is required to deal with a further amended application for the first Grove Farm RES matter and needs to be Monday 12 at 8pm at ZCC.

RESOLVED: The Report of the Planning Committee was accepted.

(ii) HDC 18/02379/HOU – Proposed demolition of existing conservatory, shed and side porch. Erection of a new rear extension to the existing garage, open carport to the front of the existing garage and a lobby link to the side of the existing garage.

Proposed front and rear dormer windows and internal alterations.

Meadowside, Crondall Road, Crookham Village, Fleet GU51 5SS

Cllr. Jackson introduced the item and invited Members views.

RESOLVED: No objection.

MIN.169/18 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) SID

The SID batteries have expired. Debate took place on whether to replace these as the camera is superseded by more user friendly equipment. It is not much good for stats. After debate it was agreed to put the unit into storage until/unless there proved to be a case for purchasing new batteries.

(ii) Footway across highway verge

Cllr. Bennison, the Clerk and HCC Officers had met on site to discuss the possibility of a footway across this verge. Unfortunately, there would need to be a Safety Audit and Officers were quite clear that dropped kerbs would be required at 3 locations and any surface would have to meet HCC standards. Cllr. Bennison said there was no funding currently available for such a project but that he would ensure it was recorded as a requirement going forward. The HCC Officers agreed to install dragons teeth around the verge to prevent the ongoing parking of vehicles and the Clerk said that Hart Officers had said a “wildflower” carpet was a possibility.

RESOLVED: Members supported the installation of dragons teeth and the planting of a wildflower carpet.

(iii) Lea Green ditches.

Nothing heard back from Vivid despite 4 emails asking for an update. Fleet Town Council had cleared the culvert at their end of the ditch. It was agreed to get a quote for the ditch clearance despite not getting the fencing from Vivid.

(Post meeting Note: Clerk had a meeting with officer from Vivid on 15 November).

MIN.170/18 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

Report from Centre Manager

Report noted.

MIN.171/18 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

No information nor agenda items going forward.

The meeting closed at 9.10 pm.

Dates for 2018 Meetings:

WI HALL

3 December

ZEBON COMMUNITY CENTRE

Dates for 2019 Meetings

WI HALL

7 January

4 March

13 May – AGM

1 July

2 September

4 November

ZEBON COMMUNITY CENTRE

4 February

1 April

8 April - ANNUAL PARISH MEETING

3 June

No August meeting

7 October

2 December