

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 18 May 2020 held at 7.45pm using a platform called ZOOM which allows participation on line. Please refer to the Minutes of the June 2020 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)
Cllr. Julia Ambler
Cllr. Beverley Batt
Cllr. Andrew Friend
Cllr. David Jackson
Cllr. Dr. Indra Sinka
Mrs. Tabby Powell (Centre Manager)
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: Cllr. John Bennison and for part of the meeting one resident.

MIN.085/20 APOLOGIES

None.

MIN.086/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that due to Covid 19 Annual General Meetings can be rolled over to May 2021. Also, Annual Parish Meetings cannot be held because it is not possible for the public to be present. The Chairman also said he would be tabling an urgent item "Beginning of Recovery" at the request of Hart Council.

MIN.087/20 MINUTES OF THE MEETING OF 6 APRIL 2020

The Chairman referred to each page of the Minutes and asked if Members had any corrections to these. There were none.

RESOLVED: Min. 064/20 to Min. 084/20 were agreed as a true record and signed by the Chairman.

MIN.088/20 MINUTES OF THE FINANCE & HR CTTE MEETING OF 20 APRIL 2020

The Chairman of the Cttee (Cllr. Julia Ambler) asked if Members had any corrections to these. Cllr. Jackson wished it noted that he had inadvertently left the meeting at 8.58pm due to computer malfunction. Cllr. Julia Ambler noted this omission.

RESOLVED: Min. 020/20 to Min. 028/20 were agreed as a true record and signed by the Chairman.

MIN.089/20 MINUTES OF THE PLANNING CTTEE MEETING OF 20 APRIL 2020

The Chairman of the Cttee (Cllr. David Jackson) asked if Members had any corrections to these. There were none.

RESOLVED: Mins 1 to 7 were agreed as a true record and signed by the Chairman.

MIN.090/20 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. Cllr. Jackson declared an interest in item 17(iv) by virtue of being a neighbour and would take no part in the debate or decision. Cllr. Andrew Friend would deal with the application.

MIN.091/20 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.092/20 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

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

Cllr. Bennison advised that HWRC had opened on 11 May between 10am and 4pm but they have only about 20% capacity because of social distancing. Long queues will be requested to return another day. On 13 May the country parks car parks were re-opened. Highways work ceased in mid-March apart from emergency repairs. As of the end of last week efforts are being made to return to normal. HCC received £19.7m for pothole funding from Government. Priority cutting lists – for this year only HCC will undertake the works themselves between May and September. Cabinet met virtually last week. Full Council will be on 29 May, basically to elect a new Chairman. There will be a bare minimum of Councillors to be quorate but socially distanced. All other HCC meetings will be virtual for the foreseeable future and new equipment is being purchased for Members. The Hitches Lane lighting – HCC is dealing with the developer and it is hoped that there will be an electricity supply to the lights. Berkeley Homes have mothballed the site due to difficulty in sourcing materials. The Chairman then reconvened the meeting.

MIN.093/20 SUBSCRIPTIONS DURING THE COMING YEAR

The Chairman advised that our annual subscriptions need to be ratified at this meeting. These are:

- Hampshire Associations of Local Councils
- Open Spaces Society
- Society of Local Council Clerks
- Information Commissioners Office
- Parish Online.

RESOLVED: The above subscriptions were agreed.

MIN.094/20 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Chairman advised that the following appointments needed to be filled:

- **Parishes Welfare Trust (formerly Fleet/Crondall/Crookham Trust)**
Current appointee is Mrs Wendy Makepeace-Browne and she has confirmed she is willing to stand again.

RESOLVED: Mrs. Wendy Makepeace-Browne was appointed to the Parishes Welfare Trust.

- **Cottrell Almshouses Trust**

Current appointee is Mrs Wendy Makepeace-Browne and she has confirmed she is willing to stand again.

RESOLVED: Mrs. Wendy Makepeace-Browne was appointed to the Parishes Welfare Trust.

- **Hart District Associations of Parish & Town Councils**

Current appointees are Cllrs. S. Ambler and D. Jackson.

RESOLVED: Cllrs. S. Ambler and D. Jackson appointed to the HDAPTC.

MIN.095/20 VACANCIES FOR CLLRS FOR NETHERHOUSE MOOR AND CROOKHAM VILLAGE WARDS

The Chairman confirmed that these vacancies could be filled by co-option in the event that someone puts themselves forward.

MIN.096/20 UPDATE ON LOCAL GOV LEGISLATION DURING COVID 19 PANDEMIC

The Chairman dealt with the Hart request for a representative on the "Beginning of Recovery" taskforce under this item. Hart are seeking representatives from all sectors. Cllr. Julia Ambler said she would request Cllr. Jenny Radley of CCPC to volunteer on behalf of her Council and ours as both authorities have worked closely together during this pandemic. Members welcomed this offer.

MIN.097/20 BERKELEY HOMES – ALTERNATIVE ENERGY SOURCE FOR NEW COMMUNITY CENTRE

The Chairman said he had spoken to the Director of Berkeley Homes Southern and she is very keen on getting some form of energy source into the building. Whilst work is currently suspended it is planned to restart in September. The Chairman said Cllr. Batt would be welcome to assist and he will also involve Peter Summerskill (HDC Officer).

MIN.098/20 WEBSITE REVISION AND ACCESSIBILITY REVIEW

Cllr. Jackson said that the temporary site had been made available for viewing to all Members. He commended Orange Pixel for such a responsive and quick turnaround. Members agreed it was a significant improvement and agreed that it should go live.

RESOLVED: New website to go live.

MIN.099/20 UPDATE ON NEIGHBOURHOOD PLAN

Cllr. Julia Ambler said she sincerely hopes that the next Cabinet meeting will confirm all the changes made and it can then wait till Referendum. The Chairman said he will chase up Mark Alard for it to go to Cabinet on 21 July. Cllr. Julia Ambler said she will be working with Cllr. David Jackson on the website version.

MIN.100/20 FINANCE

(i) Reports from RFO

The RFO provided the following reports to the Council: -

March 2020

Balance sheet at 31/03/20

Income & Expenditure Account for March 2020 as detailed below

Income & Expenditure Account – Actual v Budget – April 19 to March 2020

Summary of Actual expenditure against budget for April – March 2020 with detailed notes against each cost.

Payments made in the month – March 2020 – see below

Income & Expenditure Account – March 2020

	<u>Mar 20</u>
Income	
Hire of Facilities	3,644.98
Hire of Pitches	<u>0.83</u>
	3,645.81
Expenditure	
Asset Maintenance and Repairs	4,466.91
Capital Expenditure w/off	120.00
Office Expenses	310.89
Printing, Postage & Advertising	300.00
Professional Fees	126.00
Property Maintenance	3,867.06
Property Services	592.09
Salaries	<u>4,826.70</u>
	14,609.65

Note

Direct Debits authorisation– minute reference 026/20 (v). Petty cash payments made in the month were £53.63. These are included in the Income & Exp Account above but not listed below. In addition there were customer refunds of £772.25 in the month relating to cancelled activities.

Payments Made in the Month – March 2020

Date	Num	Name	Net	Category
02/03/2020	3424	Code 9 Security	108.00	Security
02/03/2020	3425	Whitbread's Window Cleaning	20.83	Cleaning
02/03/2020	3426	YBC Cleaning	236.58	Cleaning
02/03/2020	3427	YBC Cleaning	721.62	Cleaning
02/03/2020	3428	YBC Cleaning	64.66	Cleaning
02/03/2020	3429	biffa Waste Services Ltd	540.15	Refuse
02/03/2020	3430	Void	0.00	voided
02/03/2020	3431	D.S.D Painters and Decorators	1,580.00	Maintenance
23/03/2020	3432	April Payroll	4,826.70	Payroll
02/03/2020	3437	Fisk Gardening Services	744.25	Lengthsman - Communal Maintenance
02/03/2020	3438	Phils Pest Control	60.00	Communal Maintenance
16/03/2020	3439	Void	0.00	voided
16/03/2020	3440	Void	0.00	voided
16/03/2020	3441	Void	0.00	voided
16/03/2020	3442	Void	0.00	voided
16/03/2020	3443	Sunshine Commercial Services Ltd	916.41	Pitch Maintenance
16/03/2020	3444	Madabhushi P Mr	124.00	Customer Refund
16/03/2020	3445	CBS	17.58	Electrics & Plumbing
16/03/2020	3446	Sign FX and Graphics Ltd	38.00	Play Area Maintenance

16/03/2020	3447	20i	60.90	Web/Computer Costs
16/03/2020	3448	20i	6.00	Web/Computer Costs
16/03/2020	3449	Imprint Colour	300.00	Printing
16/03/2020	3450	CBS	169.00	Electrics & Plumbing
16/03/2020	3451	Fisk Gardening Services	120.00	Assets
16/03/2020	3452	Home Security	90.00	Alarm Maintenance
16/03/2020	3453	Home Security	270.00	Alarm Maintenance
16/03/2020	3454	Fisk Gardening Services	26.25	Lengthsman - Communal Maintenance
16/03/2020	3455	JRB Enterprises	452.00	Communal Maintenance
24/03/2020	3456	Hook Parish Council	20.00	Courses / Training
24/03/2020	3457	Cedardale Arboricultural Specialists	2,230.00	Communal Maintenance
24/03/2020	3458	Argent	180.00	Web/Computer Costs
25/03/2020	3459	D Luck	48.00	Customer Refund
25/03/2020	3460	C Haslett	66.50	Customer Refund
25/03/2020	3461	C Haslett	33.25	Customer Refund
25/03/2020	3462	C Haslett	203.00	Customer Refund
25/03/2020	3463	R Campbell	48.00	Customer Refund
25/03/2020	3464	C Vilder	73.50	Customer Refund
25/03/2020	3465	ZCRA	62.00	Customer Refund
25/03/2020	3466	S Gilchrist	56.00	Customer Refund
25/03/2020	3467	N Graham	58.00	Customer Refund
25/03/2020	dd	Total Gas & Power	178.74	Gas
02/03/2020	dd	Intuit	63.00	Accounts Software
12/03/2020	dd	PlusNet	41.31	Telephone/Broadband/Mobile
24/03/2020	dd	PlusNet	46.29	Telephone/Broadband/Mobile
16/03/2020	dd	Tesco Mobile	14.16	Telephone/Broadband/Mobile
30/03/2020	dd	Castle Water	311.59	Water Rates
30/03/2020	dd	Orange Pixel	39.00	Telephone/Broadband/Mobile
31/03/2020	dd	Intuit	63.00	Accounts Software
		Total	15328.27	

April 2020

Balance sheet at 30/04/20

Income & Expenditure Account for April 2020 as detailed below

Income & Expenditure Account – Actual v Budget – April 2020

Summary of Actual expenditure against budget for April 2020 with detailed notes against each cost.

Payments made in the month – April 2020 – see below

Income & Expenditure Account – April 2020

Income

Hire of Facilities	1,679.43
Hire of Pitches	-194.00
Precept	67,735.00
Total Income	69,220.43

Expenses

Asset Maintenance and Repairs	2,997.43
Office Expenses	890.99
Professional Fees	5,320.77
Property Maintenance	1,632.25
Property Services	1,140.71
Salaries	4,687.30
Total Expenses	<u>16,669.45</u>

Reserve Transfers	
Transfer to Play Area Reserve	15,000.00
Transfer Village Hall Reserve	15,000.00

Payments Made in the Month – April 2020

Date	Num	Name	Net	Category
14/04/2020	3468	Sunshine Commercial Services Ltd	916.41	Pitch Maintenance
14/04/2020	3469	Code 9 Security	162.00	Security
14/04/2020	3470	basingstoke & Deane	724.81	Refuse
14/04/2020	3471	hampshire County Council	956.02	Street Furniture Maintenance
14/04/2020	3472	Phoenix Pest Solutions	700.00	Pest Control
14/04/2020	3473	YBC Cleaning	745.44	Cleaning
14/04/2020	3474	King Jo	48.00	Customer Refund
14/04/2020	3475	Walton Darren	199.00	Customer Refund
14/04/2020	3476	Pollard Smith Michelle	48.00	Customer Refund
14/04/2020	3477	McCarthy Amy	98.00	Customer Refund
14/04/2020	3478	Morgan Leigh	302.00	Customer Refund
14/04/2020	3479	Pearce Antonia	48.00	Customer Refund
14/04/2020	3480	Lacy Jessica	73.50	Customer Refund
23/04/2020	3481 - 3485	April Payroll	4,687.30	Payroll
21/04/2020	3486	Came & Company	5,290.77	Insurance
14/04/2020	3487	Dropbox International	840.00	Website/Hosting Fees
14/04/2020	3488	Zoom Video Communications Inc	11.99	Website/Hosting Fees
15/04/2020	3489	Haven Memorials	425.00	Street Furniture Maintenance
24/04/2020	DD	PlusNet	37.31	Telephone / Broadband
20/04/2020	DD	Intuit	30.00	Accounts software
15/04/2020	DD	Tesco Mobile	14.16	Telephone / Broadband
15/04/2020	DD	PlusNet	40.50	Telephone / Broadband
01/04/2020	DD	HDC	499.00	Rates
17/04/2020	DD	Npower	387.11	Electricity
28/04/2020	DD	Total Gas & Power	162.63	Gas
30/04/2020	DD	Orange Pixel	39.00	Website/Hosting Fees
		Total	17,485.95	

Note

Direct Debits authorisation– minute reference 026/20 (v).

There were customer refunds of £816.50 in the month relating to cancelled activities.

(ii) The Internal Report to be confirmed as noted by Council.

The Internal Auditor's letter and contents were noted by Members. The Trustee question (M) was debated at some length and the Clerk is to request that the letter be amended and resubmitted with the insertion of the word "sole" before trustee in order to give clarity.

(iii) Annual Return and Year End Accounts

(a) Section 1 – Annual Governance Statement 2019/20

The Chairman put the document on the screen and went through each of the questions and clarified whether Members were in agreement with the proposed answers.

RESOLVED: Section 1 – Annual Governance Statement 2019/20 was agreed.

(b) Section 2 – Accounting Statements 2019/20

The Chairman asked referred to these and clarified Members were in agreement with them.

RESOLVED: The Accounting Statements 2019/20 were agreed.

(iv) Appointment of Auditor

The Chairman advised that Wettone Matthews are our Internal Auditors and proposed that they be re-appointed for the year 2020/2021.

RESOLVED: Wettone Matthews appointed Internal Auditors for the year 2020/2021

(vi) Bankline – Appointment of Administrators/Setting of daily limit/Authorisation Limit

Due to the current situation it was felt expedient to set up the Bankline payments side to enable BACS payment to be made. Members agreed that BACS would only be done for salaries at the moment which would also include payments to HMR&C once the RFO had looked at the reference codes required in more detail.

RESOLVED: Cllrs. S. Amber and D. Jackson are appointed as administrators and Cllrs. J. Ambler and Dr. Indra Sinka were agreed to authorise. In addition the daily limit and authorisation limit were agreed.

RESOLVED: Salaries payments to be made by BACS commencing May 2020. HMR&C payments to be made by BACS once the RFO has confirmed the references required.

MIN.101/20 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson spoke to his Report. He said there was nothing of particular to note at this time.

RESOLVED: The report of the Planning Committee was accepted.

(ii) Names for Albany Park Development

The Chairman invited comments on those offered by the developer. Members felt that the spine road needs to have the addition of Albany Park Road or Drive or Way to avoid potential conflict with the estate name. The remaining names were agreed.

RESOLVED: Members content with the names proposed but would like the developer to please add Road or Drive or Way to the Albany Park suggestion in order to avoid potential conflict with the estate name.

(iii) HDC 20/00907/HOU – Erection of a first floor side extension with replacement porch. Alterations to front bay window.

Orchard Cottage, Pilcot Road, Crookham Village, Fleet GU51 5SP

Cllr. Jackson introduced the application and invited debate. It was felt that the addition enhanced the appearance of the dwelling.

RESOLVED: No objection.

(iv) HDC 20/00958/HOU – Erection of a single story rear extension

42 Danvers Drive, Church Crookham, Fleet U52 0zd

Cllr. Friend introduced the application and invited debate. Whilst the extension reduces the size of the garden it still leaves a fair sized area.

RESOLVED: No objection.

MIN.102/20 UPDATES ON HIGHWAY & FOOTPATH MATTERS

Cllr. Jackson had noted various issues whilst using his exercise walk around the estate.

Photographs had been sent to Members of the various matters requiring attention. Works to trees on Brandon Road and Danvers Drive were believed to come within the remit of Hart Council and the Clerk will raise this with them.

Cllr. Jackson brought up photos of the gap in the hedging at ZCC which can be filled with the 5 remaining holly whips and the fallen chestnut paling fencing needs removal and disposal. A quote of £250 has been received.

RESOLVED: Quotation accepted.

The obstructed pavement outside No 1 Danvers Drive is caused by a tree growing on private property.' Also 'The hedge opposite No 9 Danvers is obstructing the pavement on a blind corner. Overhanging and intruding vegetation is also obstructing the pavement opposite the post box at the Redfields end of Brandon Road.' The Chairman said the shrubbery at the end of Du Maurier from Watery Lane needs dealing with and he will send a photo to the Clerk. Need an action to deploy the Lengthsman.

MIN.103/20 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

Centre Manager Tabby Powell gave a precis of actions taken leading up to lockdown and ongoing. She expressed her thanks to Members for the walk-by reports of the Centre and in particular thanked Cllrs. Simon and Julia Ambler and David Jackson for their assistance with water checks and opening the hall for contractors.

(ii) Grounds Maintenance Contract

The Centre Manager advised this is due for renewal from end of May. There was a very lengthy debate and the decision was to extend the contract for a further 6 months. CM to explain to contractor and to explore contractual options to address possible requirements for reduced service thereafter should sports pitches not be used due to virus constraints. If football is permitted in October time then the Contract will be renewed in December 2020.

CM to action.

(iii) Storage

CM asked for this to be deferred until the Centre can be re-opened.

(iv) Door Entry

CM asked for this to be deferred until the Centre can be re-opened. Cllr. Jackson suggested that she make contact with our regular hirers and consult them about the options.

CM to action.

(v) Budget

CM said there were some items which would definitely need to be done. She cited staff training, floor tiling, external cladding, taps. After some debate she was instructed to contact contractors who have quoted for these works and to attempt to have them done before the Centre re-opens. With regard to the boiler replacement – the boiler in question is rarely used as the pavilion is not heated so this can be deferred. It was agreed that the CM would draw up a list of proposed work, once she had checked the availability of contractors, with updated quotes which could then be agreed by members at the next meeting.

CM to action.

CM requested a re-opening budget in order to purchase items necessary for hand washing dispensers, gel etc.

RESOLVED: A budget of £500 was agreed with the instruction to request additional funds if required.

(vi) Code 9 Report

Code 9 Report for the month of April as well as several emails received reporting instances with cars and youths. Members expressed their satisfaction with the service.

MIN.105/20 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr. Jackson requested Members to give him some up to date content to put on the website. Cllr. Friend said he had spoken again to Treena Plowright re the Greening Campaign and she is offering starter packs at a reduced rate of £50. He will look into this and report to the June meeting.

The meeting closed at 10.10 pm

Dates for 2020 meetings:

6 July
5 October
7 December

1 June
7 September
2 November

Possible Diary dates for HDAPTC Meetings: Tuesday 14th July 2020 Tuesday 13th October 2020