

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 1 June 2020 held at 7.45pm using a platform called ZOOM which allows participation on line. Please refer to the Minutes of the July 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
?? (Centre Manager)
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: County Cllr. John Bennison and Ward Cllr. Tony Clarke.

MIN.106/20 APOLOGIES

None.

MIN.107/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had numbered some files in dropbox to match the Agenda items for ease of reference and going forward asked that this be carried on.

MIN.108/20 MINUTES OF THE MEETING OF 18 MAY 2020

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

RESOLVED: Min. 085/20 to Min.105/20 were agreed as a true record and signed by the Chairman.

MIN.109/20 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.

MIN.110/20 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.111/20 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation. Cllr. Bennison advised that there should be a correction to his report to the May meeting in that the HCC Council meeting of 29 May was "virtual" meeting – no Members were in the Chamber. The new Chairman is Mel Kendal and the Vice-Chairman is Marge Harvey. He had attended a virtual meeting last Friday with the Environment Agency regarding flooding. From the middle of the month residents will have to pre-book to visit a HWRC. The website will have details and opening hours are 10am till 6pm. The resumption of garden waste collections by local councils will ease the pressure on the HWRCs. The Chairman then reconvened the meeting.

MIN.112/20 VACANCIES FOR CLLRS FOR NETHERHOUSE AND CROOKHAM VILLAGE WARDS

The Chairman advised these would be advertised on the website together with the criteria for persons wishing to stand.

MIN.113/20 RESILIENCE PLAN

Cllr. Friend advised he had reviewed the Resilience Plan and has added in some pieces about diseases and how HDC are operating. He asked if it was to go on the Website in which case he would need to redact personal details. However, it is important that at least 2 people can access it. Cllr. Bennison advised that HCC will be revisiting the Plan in the light of the Covid pandemic. Cllr. Friend said he will produce two versions – one for Members and one for the Website. Volunteers are still needed in relation to 4 wheel drive vehicles for some issues and Cllr. Tony Clarke said his details could be added to that section. The website could also be used to ask for further volunteers. It was agreed that this should be a living document and reviewed on an annual basis. The Chairman thanked Cllr. Friend for taking on the document and thanked Cllr. Clarke for volunteering his vehicle. Cllr. Jackson asked that confidential elements be in a separate annex so that the rest of the document could be put on the website without having to redact.

MIN.114/20 GREENING CAMPAIGN

Cllr. Friend had spoken to Treena Plowright again and had sent out the link to information on the campaign. Basically, the £50 joining fee is for signing up to the campaign and buying into

resources such as “actions inside the home” which he believed was a good starting point for our parish. One issue is that the Greening Campaign have approved “printers” and he quoted a figure of £149 for 500 cards which reduced to £227 for 3,000 cards. He will email round and it was agreed that a decision be deferred for sign off to the next Finance & HR Cttee Meeting.

MIN. 115/20 BERKELEY HOMES – ALTERNATIVE ENERGY SOURCE FOR NEW COMMUNITY CENTRE

The Chairman confirmed that he and Cllr. Batt will be meeting with the MD of Berkeley Homes Southern which she is organising and he will chase her up. He then referred to the Martin Grant letter sent regarding works commencing on Redfields Lane which have not yet started as they are currently unsure about materials for the works. He also said he would engage with them in relation to seeking an alternative energy source for the new Sports Centre which would be delivered when the 200 dwelling is occupied.

MIN.116/20 UPDATE ON NEIGHBOURHOOD PLAN

Cllr. Julia Ambler has been in contact with Jenny Woods (Hart Officer) and there are another 6 minor points which need addressing. It is understood that Hart Cabinet meeting on 2 July should be approving it for referendum. The Chairman said he would press for this to be done.

MIN.117/20 WEBSITE CONTENT

Cllr. Jackson wished Members to consider what projects should go on the website and the following suggestions were made: Greening Campaign/flooding activity/ecological moves towards the community centre on Hitches Lane development/re-designation of the Conservation Area/Green energy suppliers/Resilience Plan.

Cllr. Jackson requested that Members and staff consider who they should be copying into emails when responding “all” as he had 368 parish emails during May.

MIN.118/20 FINANCE

(i) Report from the RFO

The RFO advised members that she had now received a revised letter from the internal auditor adding the word ‘sole’ before Trustee. She will now arrange for the necessary paperwork to be submitted to the external auditors. The revised letter was in Dropbox. There was a problem with the YBC cleaning contract in that the company are invoicing their “overhead” charge on a monthly basis even though they are not providing a service. The contract is unclear and Cllr. Julia Ambler wished to engage the Council’s solicitor to look at it and advise a way forward. She also wished him to suggest wording in future contracts which would ensure that the problem we currently face cannot happen again.

RESOLVED: Engage solicitor to review the contract.

In relation to Hire Charges for outdoor hire of the Centre. A request had been received from a small group to operate on the field under COVID restrictions and it was felt that, as a gesture of goodwill, charges should be waived until restrictions ease. With regard to the hire of the Centre itself Members felt that the Finance & HR Cttee be delegated to look at adjusting charges in the light of the current circumstances.

RESOLVED: Permission for field hirer to use the field and charge is waived. Finance & HR Cttee to review/adjust hire charges in the light of current circumstances.

(ii) Income & Expenditure

Reports Provided

The RFO provided the following reports to the Council: -

May 2020

Balance sheet at 31/05/20

Income & Expenditure Account for May 20 as detailed below

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

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

Payments made in the month – May 2020 – see below

Income & Expenditure Account – May 2020

	<u>Total £</u>
Income	
Hire of Facilities	823.55
Hire of Pitches	97.88

Total Income	921.43
Expenses	
Asset Maintenance and Repairs	1,261.40
Audit Fees	500.00
Office Expenses	39.00
Professional Fees	58.22
Property Maintenance	169.00
Property Services	85.30
Salaries	4,687.30
Subscriptions	844.17
Total Expenditure	7,644.39

Note

Direct Debits authorisation– minute reference 026/20

There were customer refunds of £302 in the month relating to cancelled activities.

Payments Made in the Month – May 2020

Date	Num	Name	Net	Category
18/05/2020	3490	Fisk Gardening Services	294.99	Lengthsman
18/05/2020	3491	HAGS Play Limited	50.00	Play Area Maintenance
18/05/2020	3492	CBS	169.00	Electrics/ Plumbing
18/05/2020	3493	Hampshire Association of Local Councils	844.17	Subscriptions
18/05/2020	3494	Sunshine Commercial Services Ltd	916.41	Pitch Maintenance
28/05/2020	3495/BACS/DD	Payroll costs for May	4,687.30	Payroll
18/05/2020	3496	Morgan Leigh	302.00	Customer Refund
18/05/2020	3497	Wettone Matthews	500.00	Audit Fees
15/05/2020	DD	Tesco Mobile	14.16	Telephone/Mobile
15/05/2020	DD	Plus Net	38.39	Telephone/Mobile
26/05/2020	DD	Plus Net	32.75	Telephone/Mobile
19/05/2020	DD	Intuit	30.00	Accounts software
01/05/2020	DD	Intuit	28.22	Accounts software
29/05/2020	DD	Orange Pixel	39.00	Website Hosting fees
			7,946.39	

(iii) Community Centre Grant

The RFO advised members that £10,000 had been received into the NatWest account. She had queried with both Capita and the internal auditor at Hart District Council why this had been paid. A copy of the email received from the internal auditor was placed in drop box for members to see. The RFO advised members that she had placed the funds into accruals in the Balance Sheet until she received further instruction from members. There was some debate and the Chairman said he will make enquiries at Hart and the Clerk will use the Clerk's forum to see what others are doing.

RESOLVED: Grant to be put into a Suspense Account and further clarification sought by the next FC meeting in June 2020. The RFO requested that a final decision be made no later than December 2020 or the query has been resolved.

(iv) Basingstoke Canal Partner Contribution

The RFO advised members that the annual report had been received and placed in drop box for members to view.

The RFO asked for approval to pay £3048.

RESOLVED: Contribution approved.

(v) Notice of Public Rights & Publication of Unaudited AGAR

The RFO advised members that the date of announcement for the notice was 10th June 2020

The Notice would be displayed on the web and notice boards and the inspection period would commence 15th June 2020 and end 24th July 2020 and she will send a copy to Phil du Gay.

MIN.119/20 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson spoke to his Report. He advised that an appeal had been lodged against an enforcement notice after an area of open space adjacent to Brandon Road had been cleared and fenced without planning permission. It was agreed that Cllr. Jackson, as Chair of Planning, should submit parish input to the Appeal, in particular bringing forward relevant content in the Neighbourhood Plan.

RESOLVED: The report of the Planning Committee was accepted and Cllr. Jackson to submit comments to the Inspector, in particular citing relevant content from the Neighbourhood Plan.

(ii) HDC 20/01118/HOU – Proposed replacement roof finish to existing Orangery.

Moles End, Crondall Road, Crookham Village, Fleet GU51 5SU

Cllr. Jackson introduced the application and invited debate. The application area could not be seen from the towpath.

RESOLVED: No objection.

MIN.120/20 UPDATES ON HIGHWAY & FOOTPATH MATTERS

The Lengthsman has painted the 3 metal seats in the village and the flower beds look very tidy. The telephone box was done at the weekend. Cllr. Jackson asked Cllr. Dr. Sinka if she would kindly take photos for him of the seats and phone box so he can put these on the website. Our Lengthsman work is constantly being complimented upon and welcomed by residents. Going forward we need to get the Lengthsman to do before and after pictures of work which can be posted on the website.

MIN.121/20 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

The Report is in Dropbox and Members had no issues to raise.

(ii) Ratification of quotations for work to be undertaken during lockdown

In order to get the work done asap two Members had agreed the quotes for works at the Centre outside of a meeting and as per ToRs of Finance Cttee.

RESOLVED: Quotations for works to the Centre were ratified.

(iii) CMs access to Centre to support these works

Covid-19 restrictions on working practices for the Centre Managers primarily relate to social distancing and hygiene.

RESOLVED: Subject to the additional Covid-19 constraints and where the Centre Managers are also comfortable that existing procedures can be complied with, they can resume working at ZC when required for tasks that cannot be completed from home, such as, but not limited to, giving access to contractors.

(iv) CM's actions to get the Centre Covid safe ahead of re-opening

The Chairman said this needed to be dealt with by a small working group. Cllrs. J. Ambler, Jackson, Friend and Batt volunteered and the RFO will also attend. The Chairman will set up a Zoom meeting and hand over to Cllr. Jackson to chair. CMs to offer dates and times.

CMs to action.

(v) Code 9 Report

Code 9 Report for the month of May was received. No anti-social activity to report.

Members expressed their satisfaction with the service.

The RFO advised members that she had still not received any invoices for April and May despite several emails. She would continue to chase.

MIN.121/20 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Agenda item from Cllr. Jackson "Document Management".

The meeting closed at 9.08 pm

Dates for 2020 meetings:

6 July
5 October
7 December

7 September
2 November

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