

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 6 July 2020 held at 7.45pm using a platform called ZOOM which allows participation on line. Please refer to the Minutes of the September 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. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

MIN.129/20 APOLOGIES

County Cllr. John Bennison.

MIN.130/20 CHAIRMAN'S ANNOUNCEMENTS

None.

MIN.131/20 MINUTES OF THE MEETING OF 1 JUNE 2020

The Chairman referred to each page of the Minutes and asked if Members had any corrections to these – delete "Centre Mgr (?)".

RESOLVED: Min. 106/20 to Min.121/20 were agreed as a true record and signed by the Chairman.

MIN.132/20 MINUTES OF THE EXTRA-ORDINARY MEETING OF 19 JUNE 2020

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

RESOLVED: Min. 122/20 to Min.128/20 were agreed as a true record and signed by the Chairman.

MIN.133/20 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.134/20 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.135/20 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

There were no public present.

MIN.136/20 VACANCIES FOR CLLRs FOR NETHERHOUSE AND CROOKHAM VILLAGE WARDS

The vacancies have been advertised but no applicants yet.

MIN.137/20 RESUMPTION OF STANDING ORDERS

At the March Council meeting Standing Orders were suspended to allow Council business to continue without interruption pending actions arising of the outbreak of the Covid 19 virus. Legislation has caught up with how Councils may meet and Standing Orders should be reinstated.

RESOLVED: Standing Orders dated MARCH 2020 are reinstated forthwith.

MIN.138/20 ADOPTION OF WEBSITE STATEMENT REF ACCESSIBILITY

Cllr. Jackson introduced this item. Members were emailed the relevant documents. The CVPC statement has been adapted from one from a Government website. With this statement and the recent web site update we should now be compliant with the Government's web accessibility requirements that come into force on 23 September this year.

RESOLVED: The website statement was adopted and will be place on the website.

MIN.139/20 DOCUMENT MANAGEMENT

Cllr. Jackson introduced this item. He advised that sourcing the key documents for the website had highlighted that a system needs to be introduced which quickly and easily identified key documents. He had produced a template which Members had suggested amendments to and this had been emailed to Members and copied to dropbox.

RESOLVED: Three sets of folders for Dropbox – current documents; past documents; draft working documents. The template should also be used for other non-key Council documents and an Excel log kept of document revision status with dates and revision numbers.

MIN.140/20 CONFIDENTIAL MATTERS (handling of them)

All confidential/exempt Agenda items should be dealt with under "Confidential/Exempt Public Bodies (admission to meetings) Act 1960 S.1(2)".

It has been established that LGA 72 was not an appropriate reference for exclusion of the public from meetings. The correct reference had been established and HALC had been invited to update their Guidance note.

MIN.141/20 MODEL CODE OF CONDUCT CONSULTATION

The Chairman introduced the item and after a brief debate the Clerk was instructed to respond that CVPC were content with the proposals put forward.

MIN.142/20 GREENING CAMPAIGN

Cllr. Friend introduced this item. He appreciated the links sent by Cllr. Jackson to the HDC site for sustainability but felt that the 12 pages produced by Hart were unlikely to elicit much response from residents. After further debate Cllr. Friend was asked to get written confirmation from the Greening Campaign organiser that we were not signing up to a long term commitment – with this confirmation Members were content that Phase 1 of the campaign should be engaged with.

RESOLVED: Members support engaging with the Greening Campaign Phase 1 and the Registration Fee and Printing costs were accepted providing we have the option to re-assess.

MIN.143/20 UPDATE ON ALTERNATIVE ENERGY SOURCE

(i) Community Centre, Hitches Lane, Berkeley Homes

The Chairman had spoken to the Director who in turn has spoken to her technical people and Photo Voltaic will be put onto the building. She advised she will be meeting her people this week and will get back to us. Members were unsure as to whether the telephone and broadband infrastructure were also to be provided by Berkeley Homes.

(ii) Sports Hall, (Albany Farm) Martin Grant Homes

The Chairman has made contact and has been promised that further discussion will take place as and when they intend to commence construction.

MIN.144/20 UPDATE ON NEIGHBOURHOOD PLAN

Cllr. Julia Ambler was delighted to advise that Hart Cabinet have approved the Plan for referendum and it now has significant weight in planning applications. As and when it passes Referendum that is when the 5 year period commences before it is due to be renewed. The legislation for the Referendum is currently May 2021 but it is flexible enough to allow it to happen sooner. The Chairman wished it Minuted how grateful the Council is to Kerry ten Kate, Max Clarke, Peter Kenaghan, David Jackson and Julia Ambler for the mammoth effort they had put into producing the finished document. In addition he was aware of the final 2 days of extra intensive effort from Cllrs. Julia Ambler and David Jackson. Cllr. Jackson asked if it was possible for the Referendum Version to go on the website and Cllr. Ambler said Jenny Woods of HDC has a pdf Referendum version which we could ask for. Cllrs. Ambler and Jackson to action.

MIN.145/20 FINANCE

(i) Report from the RFO

The RFO advised that expenditure seemed rather high last month but this was due to the large amount of Lengthsman work undertaken. She had compiled a length of jobs for Lengthsman works and the rota for undertaking them. She will share this with Members and would appreciate being advised of any other duties which could be added to the list. In addition she wished to share the feedback from residents on how delighted they are with the quick response to requests for action and how other parishes envy our fast turnaround for works.

(ii) Income & Expenditure

Reports Provided

The RFO provided the following reports to the Council: -

June 2020

Balance sheet at 30/06/20

Income & Expenditure Account for June 20 as detailed below

Income & Expenditure Account – Actual v Budget – April 20 to June 2020

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

Payments made in the month – June 2020 – see below

Income & Expenditure Account – June 2020

	Total £
Income	
Hire of Facilities	-291.50
Hire of Pitches	978.08
Total Income	£ 686.58
Expenses	
Asset Maintenance and Repairs *	6,361.08
Office Expenses	786.16
Printing, Postage & Advertising	76.00
Professional Fees	71.40
Property Maintenance	5,569.95
Property Services	222.60
Salaries	4,687.30
Total Expenditure	£ 17,774.49
* Reserve Transfer	-1,776.00

Note Direct Debits authorisation– minute reference 026/20
There were customer refunds of £291.50 in the month relating to cancelled activities.
Petty Cash expenditure £8.37.
Petty Cash Float advance £100

Payments Made in the Month – June 2020

Date	Num	Name	Net	Category
05/06/2020	3498	CBS	169.00	Electrics & Plumbing
05/06/2020	3499	Orange Pixel	500.00	Website
05/06/2020	3500	Richard Thorpe Fire Safety Services	90.00	Alarm Maintenance
05/06/2020	3501	biffa Waste Services Ltd	540.15	Cleaning
05/06/2020	3502	UK Point Of Sale Group Ltd	119.00	Cleaning
05/06/2020	3503	Leighton Jenny	64.00	Customer Refund
05/06/2020	3504	Mulheirn Andrew	106.00	Customer Refund
05/06/2020	3505	hampshire County Council	3,048.00	Canal Contribution
05/06/2020	3506	Fisk Gardening Services	1,128.92	Communal Areas Maintenance
05/06/2020	3507	Fisk Gardening Services	220.00	Street Furniture Maintenance
05/06/2020	3508	Ogarra Claire	48.00	Customer Refund
05/06/2020	3509	Ironmongery Direct	73.50	Repairs & Maintenance
05/06/2020	3510	JRB Enterprises	452.00	Communal Areas Maintenance
05/06/2020	3511	Source Supplies	185.60	Cleaning
05/06/2020	3512	Sunshine Commercial Services Ltd	916.41	Pitch maintenance
05/06/2020	3513	Waverley Blinds & Shutters	67.00	Repairs & Maintenance
05/06/2020	3514	Fisk Gardening Services	250.00	Communal Areas Maintenance
17/06/2020	3515 / BACS	Payroll	4,687.30	Payroll
17/06/2020	3516	Taylor Tracie	73.50	Customer Refund
17/06/2020	3517	Phils Pest Control	60.00	Communal Areas Maintenance
17/06/2020	3518	Viking Direct	156.46	stationary
18/06/2020	3519	D.S.D Painters and Decorators	1,880.00	Repairs & Maintenance
18/06/2020	3520	Code 9 Security	566.00	Security

18/06/2020	3521	Zoom Video Communications Inc	11.99	Website / computer costs
18/06/2020	3522	Zoom Video Communications Inc	79.68	Website / computer costs
18/06/2020	3523	Microsoft	66.66	Website / computer costs
23/06/2020	3524	Tyne carpets & flooring Ltd	1,776.00	Repairs & Maintenance
24/06/2020	3525	Source Supplies	49.70	Cleaning
24/06/2020	3526	Petty Cash - CVPC	100.00	Float advance
26/06/2020	3527	Code 9 Security	54.00	Security
26/06/2020	3528	Fisk Gardening Services	285.75	Communal Areas Maintenance
01/06/2020	dd	Intuit	39.00	Accounting software - desktop
03/06/2020	dd	Total Gas & Power	63.24	Gas
12/06/2020	dd	Plus Net	33.00	Telephone/Broadband
15/06/2020	dd	NatWest Bankline	2.40	Bank charges
15/06/2020	dd	Tesco Mobile	14.16	Telephone/Broadband
16/06/2020	dd	Intuit	30.00	Accounting software - online
24/06/2020	dd	Plus Net	37.99	Telephone/Broadband
29/06/2020	dd	Toal Gas & Power	74.21	Gas
30/06/2020	dd	Orange Pixel	39.00	website/ computer costs
		Total payments	18,157.62	

(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. The Chairman had confirmed with Hart Council that it is content we are entitled to the money and they will not be requesting its return.

RESOLVED: Move the £10k Grant to Income Account.

MIN.146/20 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson spoke to his Report. .

RESOLVED: The report of the Planning Committee was accepted.

Cllr. Jackson then mentioned how disappointed he was to discover that HDC are allowing some planning officers reports to be published without any justification for the decision. This seemed counter to government encouragement for councils to be more transparent. The Chairman said there had been Peer Review of the Planning Dept last year and a recommendation made to give a decision once the consultation date closed. He advised that Mark Jared (Planning Officer) be written to with our concerns.

RESOLVED: Write to Mark Jared and highlight our concerns.

Cllr. Julia Ambler suggested an earlier start time of 7.30 pm for Planning and Finance Cttee meetings as she is currently working from home and could accommodate an earlier start time.

Cllr. Jackson mentioned the Nyasaland application and asked for Members to please look at the Neighbourhood Plan in relation to this before the meeting.

MIN.147/20 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) HCC Covid 19 Transport Schemes

This scheme seems to relate to measures to deal with footfall in towns rather than rural parishes and it was believed we did not qualify so will not be followed up.

MIN.148/20 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

The Report is in Dropbox. In addition the Centre Managers had asked for clarification on the number of hours required for cleaning whilst the Covid 19 virus persists. It was agreed that 21 hours per week be booked but with the ability to vary according to events. Our Sports Hall has to remain closed until September in any event (unless Government guidance changes). The Chairman and Members expressed their appreciation for all the effort that the Centre Managers have put into getting facilities ready to enable play areas and the Community Centre to be re-opened as soon as was safe. The Chairman suggested that a letter of appreciation be sent to them and that a bonus payment be made as a token of appreciation. The RFO said she would include this in the July salary.

RESOLVED: A bonus payment be made to the Centre Managers as a token of Members appreciation for all the effort involved in re-opening play areas etc and the ZCC when Government guidance has been actioned.

(ii) Code 9 Report

Code 9 had had two callouts and the source of the alarm had proved to be a spider web. As a result the PIR will be disabled as there is a door contact which negates the need for PIR. They had engaged with some young people in a non confrontational way but were concerned at one particular person's abusive behaviour and sought permission to issue a Withdrawal of Permission notice on him. They also requested a virtual round table meeting to engage with Hart's Community Safety Officer, a senior police officer, the Council and themselves. Members supported this request and thought getting the Police & Crime Commissioner involved might be worth attempting. Cllr. Dr. Sinka expressed her frustration with the lack of action on the part of the Police despite countless meetings over the past few years.

RESOLVED: Clerk to write to Cllr. James Radley (Portfolio Holder) asking him to arrange a meeting with the Yateley Police Sargent, his Community Safety Officer, Code 9 and Members of this Council to endeavour to deal with resolving all the issues we have been identifying for several years now.

MIN.149/20 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

None.

The meeting closed at 9.17 pm

Dates for 2020 meetings:

7 September 5 October 2 November 7 December

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