

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 7 September 2020 held at 7.45pm using a platform called ZOOM which allows participation on line. Please refer to the Minutes of the October 2020 meeting for any amendments.

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

In attendance County Cllr John Bennison and Ward Cllr. Tony Clark and members of the public.

MIN.156/20 APOLOGIES

Cllr. Beverley Batt.

MIN.157/20 CHAIRMAN'S ANNOUNCEMENTS

None.

MIN.158/20 MINUTES OF THE MEETING OF 6 JULY 2020

The Chairman referred to each page of the Minutes and asked if Members had any corrections to these. Min. 138/20 3rd line – delete “reet” insert “recent”. Typo Min. 146/20 (i) “their” should be “there”.

RESOLVED: Min. 106/20 to Min.149/20 were agreed as a true record and signed by the Chairman.

MIN.159/20 MINUTES OF THE EXTRA-ORDINARY MEETING OF 24 JULY 2020

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

RESOLVED: Min. 150/20 to Min.155/20 were agreed as a true record and signed by the Chairman.

MIN.160/20 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.161/20 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.162/20 VACANCIES FOR CLLRS FOR NETHERHOUSE MOOR & CROOKHAM WARDS

The Chairman welcome both candidates for these vacancies. The Chairman invited each applicant to address the meeting if they so chose and Members were invited to raise any queries with each applicant. Mrs. Barham had nothing to add. Dr. Bennett thanked Members for considering his application and responded to questions from Members. The Chairman then invited Proposers and Seconders for each candidate. The Chairman proposed both candidates that Cllr. Dr. Sinka seconded Mrs. Barham and Cllr. Andrew Friend seconded Dr. Bennett. A secret ballot was held via Zoom and the Clerk confirmed to the meeting that both candidates had been unanimously co-opted. Both candidates had been sent a Declaration of Acceptance Office form and were requested to sign these and return them to the Clerk. The Chairman explained to the new Councillors the next steps in the process.

RESOLVED: Mrs Suzanne Barham and Dr. Stephen Bennett were both elected to serve as Parish Councillors until elections next fall due.

MIN. 163/20 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman adjourned the meeting for public participation. Cllr. Bennison congratulated the smooth voting process at this meeting which differed very much from another meeting he had attended. He believes that the Hitches Lane roundabout lighting is due now and the last tarmac laying is completed. Cllr. Clark advised that the lights are still not working. Works will then be on-site. HCC is considering an Active Place Summit – a new policy about the middle of the month. Watery Lane highways will be dealt with by the same engineer who covered Hitches Lane and he keeps Cllr. Bennison up to date. Work on site is being done without full planning permission whilst they sort out the highways plans for the T junction. Cllr. Friend said traffic lights had gone up today and it was single file traffic. Cllr. Bennison had sent the roundabout plans to all parish councils and has spoken to the officer who will look over the plans at the drawing stage. He believes there are still issues. When plans are approved the

S106 will take 3 months and works are expected to take between 6 and 9 months. Nothing is expected to be undertaken before year end. Cllr. Jackson asked about the Fawley pipeline and its possible impact and Cllr. Bennison said the Government have not yet given permission. The Chairman then resumed the meeting and advised he would bring forward agenda item 16(i) after the next item.

MIN.164/20 PRESENTATION BY FLEET PHOENIX

The Chairman welcomed Charlotte Tickner of Fleet Phoenix to the meeting and thanked her for her emailed report. Ms Tickner confirmed she was currently sitting in a minibus to participate in the meeting as no other volunteer driver had been available. The Outreach workers have built up a good relationship with Code 9 and also with those young people it has engaged with. Young people are living through an incredibly strange time and are struggling to see the future. The Chairman expressed his pleasure that Phoenix are trying to find out what young people want as for a very long time the Council has sought to deliver something which they want. Cllr. Friend was pleased to see that adults' public perception of young people is being challenged. Cllr. Jackson asked whether any contact had been made with Martin Grant regarding the diesel stored at the stables. Ms Tickner was unaware of such.

MIN.165/20 HALC AGM – 24 SEPTEMBER 2020

The Chairman and Cllr. Jackson will be attending and asked if Members had any issues they wished raised. Cllr. Jackson said it was normal for motions to be requested for the AGM in advance but this has not happened this year.

MIN.166/20 GREENING CAMPAIGN

Cllr. Friend introduced this item and reminded Members of their agreed support for Phase 1. This should culminate in a Community Event which is about bringing people together to agree small steps commitment to reducing carbon footprints. He wishes to set up a small group of Members and public to get together to action the following:

- Launch – do on-line
- Community together – decide what to focus on
- Community prioritise – 8 things to try
- People address
- Festival – scarecrows outside homes to show what the family have picked to focus on (balloons representing led lighting?)

Then cards are delivered to the community and displayed on a date in the window and the group collect the information and collate to show how much the community have reduced its carbon footprint. He will put together a document and share via email -seeking volunteers. Cllr. Jackson offered to publicise on the CVPC website under the Project section.

RESOLVED: Cllr. Friend to initiate steps to deliver this project.

MIN.167/20 UPDATE ON ALTERNATIVE ENERGY SOURCE

(i) Community Centre, Hitches Lane, Berkeley Homes

The Chairman was disappointed to report that he has heard nothing further from his contact at Berkeley but will endeavour to follow up again.

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

The Chairman believes this should be put on the back burner as things are progressing with this development.

MIN.168/20 UPDATE ON NEIGHBOURHOOD PLAN

Cllr. Julia Ambler said we have gone as far as possible with the NP and she now wishes to introduce the refresh of the Conservation Area document so that it too can be dealt with in conjunction with the NP Referendum. The Chairman supported this as the current document is 20 years old and much has changed in that time.

RESOLVED: Cllr. Julia Ambler to initiate action on the Conservation Area refresh.

MIN.169/20 FINANCE

(i) Report from the RFO

The RFO advised members that she had received a letter in August 2020 from Hart District Council – see below: -

We are in the process of writing to all recipients of either Small Business Grants or Retail, Hospitality and Leisure Grants, issued under the Government Scheme in place since 1 April 2020. Our records show that you were the recipient of a RETAIL BUSINESS GRANT, with a value of £10,000.00 for the above stated property. This was processed for payment on 27/04/2020 and would have been in your bank account within 3 – 5 working days

thereafter. In applying for and/or taking receipt of this grant, please be reminded of the following conditions:

- The property concerned was/is used for business purposes and not personal use.
- The grant recipient was/is the rateable occupier of the premises and trading within the HART DISTRICT COUNCIL catchment area up to and including 1 1 March 2020.
- The recipient has confirmed that the business is not in receipt of state funded support in excess of the ● current temporary State Aid limit of €800,000 over 3 years.
- The recipient was eligible for relief under the Retail, Hospitality and Leisure Relief Scheme with a rateable value of less than E51 ,000.
- The payment details provided were in respect of the official business account of the eligible business.

If any of these conditions do not apply you must inform the council immediately. Such elements, and data provided, are subject to checking. Any funding issued, which is found to have been issued due to error, deliberate manipulation or fraud will be subject to claw back using all relevant powers available. If any person or business is found to have falsified records, given false or misleading information, or omitted information, to obtain this grant, it may be regarded as a criminal offence, and subject to prosecution.

These conditions will have been noted on declarations submitted by parties who applied for the grant stated. If you have any concerns about the grant received, please contact the council on:

RESOLVED: Members agreed they are happy that we comply with all the conditions above.

(ii) Conclusion of Audit and Public Notice

The RFO advised members that she had received the AGAR back from PKF (External Auditors). They had completed their review of our Annual Governance and Accountability Return (AGAR), and the external auditor report and certificate had been signed. There were no matters arising from their review. The RFO advised members that the Notice of Conclusion of Audit was currently on the website and notice boards along with Section 1, 2 & 3 of the AGAR. The inspection period was 1st September 2020 to 12th October – 30 working days.

(iii) Income & Expenditure

July 2020

Balance sheet at 31/07/20

Income & Expenditure Account for July 20 as detailed below

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

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

Payments made in the month – July 2020 – see below

August 2020

Balance sheet at 31/08/20

Income & Expenditure Account for August 20 as detailed below

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

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

Payments made in the month – August 2020 – see below

Income & Expenditure Account – July 2020

	Total
Income	
Business Grant	10,000.00

Total Income	£ 10,000.00
Expenditure	
Asset Maintenance and Repairs	1,609.64
Capital Expenditure w/off (Note 1)	518.79
Environmental Projects	50.00
Office Expenses	354.30
Printing, Postage & Advertising	1,680.00
Professional Fees	77.00
Property Maintenance	6,293.03
Property Services	410.42
Salaries	5,256.30
Subscriptions	45.00
Total Expenditure	£ 16,294.48
Note (1)	
Reserve transfer	£518.79

Payments Made in the Month – July 2020

Date	Num	Name	Net	Category
27/07/2020	3529	Cartridge Save	47.28	Consumables
27/07/2020	3530	Sunshine Commercial Services Ltd	916.41	Football Pitch Maintenance
27/07/2020	3531	Fisk Gardening Services	36.00	repairs & maintenance
27/07/2020	3532	Greening Campaign	50.00	Environmental projects
27/07/2020	3533	KM Electrics	810.00	Electrics & Plumbing
27/07/2020	3534	The Point Youth Centre	1,680.00	Youth Services
27/07/2020	3535	T3 Handyman Services	1,371.00	repairs & maintenance
27/07/2020	3536	Open Spaces Society	45.00	Subscriptions
27/07/2020	3537	T3 Handyman Services	415.25	repairs & maintenance
27/07/2020	3538	Active Med Supplies Ltd	219.00	street furniture maintenance
27/07/2020	3539	KM Electrics	100.00	Electrics & Plumbing
27/07/2020	3540	Argent Creative Marketing	80.00	website maintenance
27/07/2020	3541	Code 9 Security	198.00	Security
27/07/2020	3542	Cartridge Save	188.02	Consumables
27/07/2020	3543	Screwfix	16.32	repairs & maintenance
27/07/2020	3544	Simplehuman	427.51	Assets
28/07/2020	3545	Fisk Gardening Services	474.23	communal area maintenance
29/07/2020	3546	Simplehuman	91.28	Assets
31/07/2020	3547	YBC Cleaning Services Ltd	2,600.73	Cleaning
31/07/2020	3548	YBC Cleaning Services Ltd	707.72	Cleaning
31/07/2020	BACS	Payroll July 20	5,256.30	Payroll
01/07/2020	dd	Intuit	39.00	accounting software
10/07/2020	dd	Intuit Ltd	2.40	accounting software
13/07/2020	dd	Plus Net	33.37	Telephone / mobile
15/07/2020	dd	BACS charge	1.60	Bank charges
15/07/2020	dd	Tesco Mobile	14.16	Telephone / mobile
16/07/2020	dd	Npower	245.56	Electricity
16/07/2020	dd	Intuit Ltd	34.00	accounting software
24/07/2020	dd	Plus Net	38.49	Telephone / mobile
28/07/2020	dd	Total Gas & Power	78.84	Gas
30/07/2020	dd	Orange Pixel	39.00	website maintenance
		Total Payments	16,256.47	

Note

Direct Debits authorisation– minute reference 026/20

Petty Cash expenditure £38.01

(iv) Income & Expenditure Account – August 2020

Income	
Hire of Facilities - Refunds	-337.75
	-£ 337.75
Expenditure	
Asset Maintenance and Repairs	2,214.55
Capital Expenditure w/off - Note (1)	791.60
Miscellaneous	106.95
Office Expenses	44.66
Printing, Postage & Advertising	537.84
Professional Fees	440.00
Property Maintenance	2,149.73
Property Services	161.78
Salaries	4,687.30
Total Expenditure	£ 11,134.41
Note (1)	
Reserve Transfer (part)	395.80

Payments Made in the Month – August 2020

Date	Num	Name	Net	Category
24/08/2020	3549	YBC Cleaning	745.44	re-issued as April cheque lost
24/08/2020	3550	The Point Youth Centre	537.84	Youth
24/08/2020	3551	French Beth	98.00	Customer Refund
24/08/2020	3552	Sunshine Commercial Services Ltd	943.97	Communal Area - football pitches
24/08/2020	3553	Sign FX and Graphics Ltd	791.60	Play Area signs
24/08/2020	3554	CBS	858.00	Electrics & Plumbing
24/08/2020	3555	Richard Thorpe Fire Safety Services	65.00	Fire Maintenance
24/08/2020	3556	Morgan Jane	56.00	Customer Refund
24/08/2020	3557	PKF	400.00	Audit fees
26/08/2020	3558	Sunshine Commercial Services Ltd	971.53	Communal Area - football pitches
26/08/2020	3559	Vaughan Alice	183.75	Customer Refund
26/08/2020	3560	Affixit	33.33	Miscellaneous - Covid 19 - Social distancing mats
26/08/2020	3560	amazon	8.34	Miscellaneous - storage boxes
26/08/2020	3560	First Aid For less	21.95	Miscellaneous - Covid 19 - 1st Aid supplies
26/08/2020	3560	JFA Medical Limited	9.98	Miscellaneous - Covid 19 - Medical Supplies
26/08/2020	3560	OBBS Ltd	3.32	Miscellaneous - Covid 19 - Medical Supplies
26/08/2020	3560	Tesco	17.45	Cleaning - Covid 19
26/08/2020	3561	The Plastic Box Company Ltd	36.75	Miscellaneous - Storage Boxes
26/08/2020	3561	Self-Clean Solutions Ltd	66.40	Cleaning - Covid 19
26/08/2020	3561	The Card Network	40.10	Cleaning - Covid 19
26/08/2020	3562	Proludic	299.05	Play Area Equipment - Maintenance
26/08/2020	3563	Code 9 Security	324.00	Security
27/08/2020	3564	Petty Cash - CVPC	75.00	Petty Cash Float
28/08/2020	BACS	Payroll	4,687.30	August Payroll

12/08/2020	DD	PlusNet	33.00	Telephone/ Broadband
24/08/2020	DD	PlusNet	37.99	Telephone/ Broadband
17/08/2020	DD	Bankline	2.00	Bank charges
17/08/2020	DD	Tesco mobile	15.79	Telephone/ Broadband
26/08/2020	DD	Total Gas & Power	75.00	Gas
17/08/2020	DD	Intuit	38.00	Accounts Software
28/08/2020	DD	Orange Pixel	39.00	Website
		Total payments	11,514.88	

Note

Direct Debits authorisation– minute reference 026/20

Petty Cash expenditure £32.27

Petty Cash Float advance £75.00

Customer Refunds £337.75

YBC £0.01

RESOLVED: The report of the Responsible Finance Officer was accepted.

MIN.170/20 PLANNING

(i) Mins of Meeting of 17 August 2020

The Chairman asked permission to sign these Minutes as a correct record.

RESOLVED: Mins of 17 August were agreed as a true record and signed by the Chairman.

(ii) Report of the Planning Committee

Cllr. Jackson spoke to his Report. .

RESOLVED: The report of the Planning Committee was accepted.

(iii) 20/01965/HOU – Erection of single storey rear extension, first floor side extension and alterations to fenestration

The Coach House, Crondall Road, Crookham Village GU51 5SS

The Chairman presented the application and invited debate. The flat roof to the extension would blend in better if it had a pitched roof in materials to match the main roof. They did not find the box structure aesthetically pleasing.

RESOLVED: Members regret that the 1st floor side extension is a flat roof rather than pitched.

(iv) 20/01933/HOU & 20/01934/LBC- Removal of chimney, creation of first floor within garage roof space with insertion of one window to first floor side, conversion garage to habitable accommodation and internal alteration

Chelsea Cottage, The Street, Crookham Village GU51 5SQ

The Chairman presented the application and invited debate. Members felt the chimney removal did not detract from the building.

RESOLVED: No objections.

(v) Planning Consultations

Cllr. Jackson had considered the HDC Validation Consultation and had 4 comments to draw to Members attention:

- Crime Prevention and ASB
We have never seen this document. It needs to be publicised.
- Casual Area Proforma
Again a document we have never seen. It needs to be publicised.
- Special Protection Area
Not mentioned but should be. Unclear where it applies.
- Parish applications - Please correctly identify

Cllr. Jackson requested Members send him any further points to raise and he would put together a submission before the closing date of 14 September.

RESOLVED: Cllr. Jackson to submit comments on behalf of CVPC.

Cllr. Jackson drew Members attention to the Changes to Planning Applications Consultation and advised he would wish Members responses to be finalised at the Planning Cttee meeting.

RESOLVED: Delegated to Planning Cttee to respond.

The other consultations are not due till the end of October and can be deferred to the October meeting if Members so agree.

RESOLVED: Remaining consultations delegated to October Planning Cttee Meeting.

MIN.171/20 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) Quiet Lanes (request from ZCRA)

The Chairman invited Mr. Chris Hall to speak. Mr. Hall said he had sent this email to Ewshot Parish Council as well as Crookham Village as he felt strongly that the level of usage by pedestrians, cycles and horse riders warranted a reduction in the speed limit. It currently stands at 60mph and a number of car drivers fail to drive to the conditions – narrow winding bends and poor sight lines. He has been along the Naishes Lane and Ewshot Lane many, many times and believes there is a case for a reduced speed limit. Cllr. Bennison advised that he had tried many times to get a 30mph limit but HCC and the Police would not support. However, he had no knowledge of the Quiet Lanes initiative and had sent Mr. Hall's link to a highways officer of HCC. Unfortunately, 100 yds of the road remains owned by the MoD and this may present further issues. He would welcome support from this Council as and when a consultation might progress and he would keep Members updated.

RESOLVED: Members fully support the Quiet Lanes initiative and will respond in kind as and when a consultation document is issued.

MIN.172/20 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

The Report was noted. Members expressed their appreciation for all the additional work by the Managers in bringing the Hall back into community use. They were pleased to see many old clients returning.

(ii) Code 9 Report

Unfortunately despite repeated emails there is no Report for this meeting. The RFO expressed her frustration at the failure of Code 9 to send her invoices so she could raise cheques and recover VAT. Cllr. Jackson asked for sight of the Contract and thought dispute resolution might be a way forward.

MIN.173/20 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr. Sinka asked that Fleet Phoenix be invited to the next meeting to update on progress and permit us to keep tabs on what is happening.

The meeting closed at 9.17 pm

Dates for 2020 meetings:

5 October 2 November 7 December

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