

These are the unadopted Crookham Village Parish Council Minutes of the Annual General Meeting of Monday, 17 May 2021 held in the Zebon Community Centre. Please refer to the Minutes of the meeting of 7 June 2021 for any amendments.

Prior to the start of the meeting all Members had signed their Declarations of Acceptance of Office.

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

In attendance: County Cllr. Stephen Parker and a member of the public.

MIN.059/21 ELECTION OF CHAIRMAN

The following nomination was received: Cllr. Julia Ambler, who accepted the nomination.
Proposer: Cllr. Andrew Friend Seconder: Cllr. Ben Millward – there were no other nominations.

RESOLVED: Cllr. Julia Ambler was duly elected Chairman.

MIN.060/21 APOLOGIES

Cllr. Suzanne Barham.

MIN.061/21 CHAIRMAN'S ANNOUNCEMENTS

There were none.

MIN.062/21 ELECTION OF VICE CHAIRMAN

The following nomination was received: Cllr. David Jackson who accepted the nomination.
Proposer: Cllr. Ben Millward: Seconder: Cllr. Dr. Indra Sinka. There were no other nominations.

RESOLVED: Cllr. David Jackson was duly elected Vice Chairman.

MIN.063/21 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.064/21 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.065/21 MINUTES OF THE MEETING OF 12 APRIL 2021

The Chairman referred to these page by page and invited corrections, if any. There was one correction "Benn" delete one "n" to read "Ben".

RESOLVED: Min. 042/21 to Min. 058/21 were agreed and signed by the Chairman.

MIN.066/21 MINUTES OF THE ANNUAL PARISH MEETING OF 5 MAY 2021

These were proposed by David Jackson and seconded by Ben Millward.

RESOLVED: The Minutes of the Annual Parish Meeting of 2021 were signed by the Chairman.

MIN.067/21 FINANCE

(i) Report from RFO

The RFO provided the following reports to the Council.

YE 31/03/21

AGAR

Internal Auditor Report

Balance Sheet at 31/03/21

Income & Expenditure Account – Actual v Budget – YE 31/03/21

Summary of Actual expenditure against budget for YE 31/03/21 with detailed notes against each cost.

Payments made in the month of March 2021 – see below.

Income & Expenditure Account for the month of March 21 -see below.

April 2021

Balance sheet at 30/04/21

Income & Expenditure Account for the month of April 21 as detailed below.

Income & Expenditure Account – Actual v Budget – April 21
Summary of Actual expenditure against budget for April 21 with detailed notes against each cost.

Payments made in the month of April 2021 – see below.

Points to Note:-

- 1) The first part of our Precept has been received £68,601.50 on 15th April 2021
- 2) I applied for the restart grant and we received £8,000 on the 30th April 2021

(ii) The Internal Auditor Report

The Internal Auditor's letter and contents were noted by Members

Annual Return & Year End Accounts

• **Section 1 - Annual Governance Statement 2020/2021**

The Chairman read out each of the questions and clarified whether Members were in agreement with the proposed answers.

RESOLVED: All Members confirmed compliance with Section 1 – Annual Governance Statement 2020/21 was agreed.

• **Section 2 – Accounting Statements 2020/2021**

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

RESOLVED: All Members confirmed agreement to the Accounting Statements 2020/21.

Appointment of Auditor 2021/ 2022

Wettone Matthews were proposed and there was no dissent.

RESOLVED: Wettone Matthews appointed Internal Auditors for the year 2021/2022

(iii) March 21 & April 21 Income & Expenditure Reports

Payments made in March 2021

Date		Name	Net	Category
19/03/2021	BACS	Amazon	42.07	Repairs
19/03/2021	BACS	Nicky Orchard	122.50	Customer refund
19/03/2021	BACS	Vitaplay	566.55	Play area maintenance
19/03/2021	BACS	Comfort Building Services	169.00	Electrics & Plumbing
19/03/2021	BACS	Fisk Gardening Services	678.74	Communal area maintenance
19/03/2021	BACS	Moonstone Media	25.15	Website
19/03/2021	BACS	20i	65.89	Website
19/03/2021	BACS	Sunshine commercial Services	656.00	maintenance
19/03/2021	BACS	Phil's Pest Control	60.00	Communal area maintenance
19/03/2021	BACS	Comfort Building Services	169.00	Electrics & Plumbing
19/03/2021	BACS	Comfort Building Services	90.00	Electrics & Plumbing
19/03/2021	BACS	Code 9 security	365.00	Security
19/03/2021	BACS	John Brown Roofing	647.00	Repairs
19/03/2021	BACS	Home Security	130.00	Security
19/03/2021	BACS	Home Security	90.00	Alarm maintenance
19/03/2021	BACS	Sunshine commercial Services	943.97	Grounds Maintenance
19/03/2021	BACS	Payroll	4,810.77	Payroll
19/03/2021	Chq 3608	Viking	123.34	stationery/assets
19/03/2021	Chq 3610	City Cleaning	90.00	Cleaning
19/03/2021	Chq 3609	Petty Cash	125.00	Petty cash float
12/03/2021	DD	Plusnet	34.77	Telephone/Mobile
24/03/2021	DD	Plusnet	37.99	Telephone/Mobile
15/03/2021	DD	Tesco Mobile	14.16	Telephone/Mobile
02/03/2021	DD	Orange Pixel	39.00	Telephone/Mobile
24/03/2021	DD	Intuit	38.00	Accountancy Software
15/03/2021	DD	Bankline	8.80	Bank Charges

29/03/2021	DD	Total Gas & Power	174.89	Gas
31/03/2021	DD	Orange Pixel	39.00	Telephone/Mobile
		Total (excludes petty cash)	£10,356.59	

Payments Made in April 2021

Date	Num	Name	Net	Category
19-Apr	BACS	Fire & Safety Team Ltd	200.00	Fire Maintenance
19-Apr	BACS	Sunshine Commercial Services Ltd	943.97	Grounds Maintenance
19-Apr	BACS	Imprint Colour Ltd	155.00	Printing
29-Apr	BACS	Payroll	4,928.15	Payroll
19-Apr	BACS	Cartridge Save	47.17	Consumables
19-Apr	BACS	Cedardale	3,410.00	Communal Areas Maintenance
19-Apr	BACS	Vitaplay	185.00	Play Area Maintenance
19-Apr	BACS	Biffa	177.58	Refuse
19-Apr	BACS	County Installations Ltd	175.00	Fire Maintenance
19-Apr	BACS	Argent Creative Marketing	80.00	Website Maintenance
19-Apr	BACS	JRB Enterprise Ltd	452.00	Communal Areas Maintenance
19-Apr	BACS	The Point Youth Centre	2,290.00	Youth sponsorship
19-Apr	BACS	Richard Thorpe Fire Safety Services	150.00	Fire Maintenance
19-Apr	BACS	Comfort Building Services Ltd	169.00	Electrcis & Plumbing
19-Apr	BACS	Basingstoke & Deane	724.81	Refuse
09-Apr	DD	Npower	338.68	Electricity
13-Apr	DD	Plusnet	36.36	Telephone / Mobile
15-Apr	DD	Bank line	8.40	Bank Charges
15-Apr	DD	Tesco Mobile	12.50	Telephone / Mobile
20-Apr	DD	Intuit	38.00	Accounts software
26-Apr	DD	Plusnet	37.99	Telephone / Mobile
28-Apr	DD	Total Gas & Power	155.48	Gas
29-Apr	DD	Orange Pixel	39.00	Website Maintenance
		Total (excludes petty cash)	£14,754.09	

Crookham Village Parish Council Income & Expenditure Account March 2021

	Total	
Income		
Hire of Facilities		-122.50
Hire of Pitches		126.58
Other Income		2,096.00
Total Income	£	2,100.08
Expenses		
Asset Maintenance and Repairs		
Communal Areas		738.74
Football pitches		943.97
Play Areas		1,222.55
Total Asset Maintenance and Repairs	£	2,905.26
Capital Expenditure w/off		
Office Equipment		82.98
Total Capital Expenditure w/off	£	82.98
Office Expenses		
Computer/ Web costs		77.39
Software		91.65
Stationery		40.36
Total Office Expenses	£	209.40
Professional Fees		
Accountancy		38.00
Bank Charges		8.80
Total Professional Fees	£	46.80
Property Maintenance		
Alarm		90.00
Cleaning		98.90
Electrics and Plumbing		428.00
Fire		17.81
General Repairs & Maintenance		671.25
Security Costs		495.00
Total Property Maintenance	£	1,800.96
Property Services		

Broadband		26.49
Gas		174.89
Telephone		60.43
Total Property Services	£	261.81
Salaries		
Administrator		1,940.54
Clerk's		1,160.91
Office Charges		83.34
RFO		1,625.98
Total Salaries	£	4,810.77
Total Expenses	£	10,117.98

Note

Direct Debits authorisation– minute reference **(22/21(v))**

Customer Refunds £122.50

Petty Cash Float advance £125

**Crookham Village Parish Council
Income & Expenditure Account
April 2021**

	Total
Income	
Hire of Facilities	330.00
Hire of Pitches	265.65
Other Income	8,000.00
Precept	68,601.50
Total Income	£ 77,197.15
Expenses	
Asset Maintenance and Repairs	
Communal Areas	3,410.00
Football pitches	943.97
Play Areas	185.00
Street Furniture	452.00
Total Asset Maintenance and Repairs	£ 4,990.97
Miscellaneous	29.16
Office Expenses	
Computer/ Web costs	119.00
Consumables	47.17
Total Office Expenses	£ 166.17
Printing, Postage & Advertising	
Printing	155.00
Youth Sponsorship	2,290.00
Total Printing, Postage & Advertising	£ 2,445.00

Professional Fees

Accountancy		38.00
Bank Charges		8.40
Total Professional Fees	£	46.40

Property Maintenance

Electrics and Plumbing		169.00
Fire		525.00
General Repairs & Maintenance		14.28
Refuse		902.39
Total Property Maintenance	£	1,610.67

Property Services

Broadband		26.49
Electricity		338.68
Gas		155.48
Telephone		60.36
Total Property Services	£	581.01

Salaries

Administrator		1,980.46
Clerk's		1,193.51
Office Charges		83.34
RFO		1,670.84
Total Salaries	£	4,928.15

Total Expenditure	£	14,797.53
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Note

Direct Debits authorisation– minute reference **(22/21(v))**

Customer Refunds £0

Petty Cash expenditure of £43.44

(v) Grants

A request has been received for a Grant of £200 towards the hire of the Craft Tent at the Annual Dogmersfield Winchfield & Crookham Village Horticultural Society Show. Four members of Council declared a non-pecuniary interest and the clerk granted dispensation in order that a quorate decision could be made.

RESOLVED: DWCV application for a grant of £200 towards the hire of the Craft tent was agreed.

(vi) Insurance

The RFO advised members that the annual premium was due on 1 June 2021 in the sum of £6439.66. Although the Council was in a 3 year long term policy (01/06/19-31/05/22) with the insurers the amount will vary for any of the following:-

- Policy changes where the sum insured for assets covered against loss or damage are increased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT). Our current premium is a lot higher due to the building re-valuation

RESOLVED: The Council approved the premium for £6439.66 for 2021/2022.

(vii) CCTV

Cllr. Jackson advised that the installation is complete and he asked for permission to pay the invoice on 2 June 2021 in response to early completion. He and the Clerk meet with the Contractor on Friday morning at 11 am to sign off on the contract.

RESOLVED: Payment to be made against invoice.

Cllr. Simon Ambler wished to express on behalf of the whole Council sincere thanks to Mrs. Angela Sayers for an excellent AGAR where no concerns were expressed by the Internal Auditor. This was echoed by all. The RFO advised she will now start to deal with the External Auditor.

In addition Cllr. Simon Ambler gave thanks to Cllrs. Jackson and Bennet for bringing the new CCTV project to such a swift and satisfactory outcome. This was again echoed by all.

At this point Cllr. Dr Sinka left the meeting as per her previous apologies to the Chairman.

MIN.068/21 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation. The Chairman welcomed Cllr. Parker (our new County Councillor) who advised that issues at Watery Lane are still ongoing and there is a meeting on site tomorrow morning. The Chairman then re-convened the meeting.

MIN.069/21 CO-OPTION OF CLLR. FOR NETHERHOUSE WARD

Vacancy advertised but no interest. Should the vacancy fail to be filled by 28 June we are obliged to advertise the vacancy and invite 10 electors to call an election within 14 Days. If no election is called for we then revert to co-option again.

MIN.070/21 GHOST STORY

A vote had been taken and first prize was awarded to "Forever There" and second prize to "Something Sinister". Both stories were of high quality and it was agreed that both should be included in the next Parish Newsletter. The Chairman agreed to book tokens in the sum of £25 and £15 to be awarded from her allowance. The Clerk was instructed to purchase these. Cllr. Jackson confirmed he held the details of the winners so they could receive their tokens with apologies for the delay in awarding the prizes.

RESOLVED: Book tokens in the sum of £25 and £15 be purchased and awarded to the first and second prize winners.

MIN. 071/21 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE

Cllrs. Suzanne Barham. David Jackson, Andrew Friend and Julia Ambler confirmed they were happy to serve on the planning cttee.

RESOLVED: Cllrs. Barham, Jackson, Friend and Julia Ambler were appointed to the Planning Committee.

MIN.072/21 ELECTION OF CHAIRMAN OF PLANNING CTTEE

The following nomination was received: Cllr. Jackson and accepted.

Proposer: Andrew Friend: Seconder: Julia Ambler. There were no other nominations.

RESOLVED: Cllr. Jackson was duly elected Chairman.

Cllr. Jackson asked that Members of the Committee be booked onto a planning course as soon as possible. The request was made that such a course should be on-line for ease of access.

MIN.073/21 APPOINTMENT OF MEMBERS OF THE FINANCE & HR CTTEE

Cllrs. Millward, Friend and Simon Ambler confirmed they were happy to serve on the Finance & HR Cttee. In her absence Cllr. Dr. Sinka was appointed to the Committee.

RESOLVED: Cllrs. Millward, Friend, Sinka and Simon Ambler were appointed to the Finance & HR Committee and the Chairman of Council, Cllr. Julia Ambler is an ex-officio Member.

MIN.074/21 ELECTION OF CHAIRMAN OF THE FINANCE & HR CTTEE

The following nomination was received: Cllr. Ben Millward, and accepted.

Proposer: Cllr. Julia Ambler: Seconder: Cllr. Andrew Friend. There were no other nominations.

RESOLVED: Cllr. Millward was duly elected Chairman.

MIN.075/21 APPOINTMENT OF ENVIRONMENT & FLOODING LEAD MEMBER

Cllr. Ben Millward confirmed he was willing to be re-appointed.

RESOLVED: Cllr. Millward was re-appointed as Lead Member for Flooding and Environment.

MIN.076/21 APPOINTMENT OF RESILIENCE PLAN (EMERGENCY RESPONSE) LEAD MEMBER

Cllr. Andrew Friend confirmed he was willing to be re-appointed.

RESOLVED: Cllr. Friend re-appointed as Lead Member for Resilience/Emergency Response.

MIN.077/21 APPOINTMENT OF GREENING CAMPAIGN LEAD MEMBER

Cllr. Andrew Friend confirmed he was willing to be re-appointed.

RESOLVED: Cllr. Friend re-appointed as Greening Campaign Lead Member.

MIN.078/21 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

(i) Parishes Welfare Trust (formerly Fleet/Crondall & Crookham)

Mrs. Wendy Makepeace-Brown had confirmed she was willing to continue to represent the Council.

RESOLVED: Mrs. Makepeace-Brown re-appointed to Cottrell Almshouses Trust.

(ii) Cottrell Almshouses Trust

Mrs. Wendy Makepeace-Brown had confirmed she was willing to continue to represent the Council.

RESOLVED: Mrs. Makepeace-Brown re-appointed to the Cottrell Almshouses Trust.

(iii) Hart District Association of Parish & Town Councils

Cllr. Friend said he would be happy to attend. Cllr. Jackson voiced his concern as to the future of HDAPTC due to the loss of its current Chairman (Alastair Clark) in the local elections. It was a very busy position with appointments on other bodies and it had proved to be a good organisation for dialogue between the parishes and also Hart Council. Should it continue then any two representatives of this Council were entitled to attend its meetings.

MIN.079/21 SUBSCRIPTIONS DURING THE COMING YEAR

(i) Hampshire Association of Local Councils

(ii) Open Spaces Society

(iii) Society of Local Council Clerks

(iv) Information Commissioners Office

(v) Parish Online

The Chairman confirmed that all these subscriptions were budgeted for and asked if there were any objections to renewal of membership. There were none.

RESOLVED: The subscriptions listed above were agreed.

MIN.080/21 NEIGHBOURHOOD PLAN REFERENDUM RESULT & DISSOLUTION OF STEERING GROUP

Cllr. Julia Ambler advised on the outcome of the Referendum and was delighted to advise it had overwhelming support in favour of adopting the Neighbourhood Plan. There were 1215 Yes's and 116 No's. This is now "Made" and there is no longer a requirement for the Steering Group. But there are already bits and pieces coming through which need to be saved for the reiteration of the next plan. We need to keep in step with HDC and we can set up a working group as and when required..

RESOLVED: The NPSG was dissolved.

MIN.081/21 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson presented the Report. A garage conversion has been approved which reduced remaining spaces below Hart standards in a location where on street parking was a safety hazard. A loft conversion had been approved which required an extra parking space where no extra onsite parking was available in a location which CVPC had advised that there was already excessive on-street parking. Furthermore, the Hart report dismissed concerns about the effect on the street scene by reference to the wrong section of the modification.. There was concern about a garage conversion approved where it was recommended by this Council it be not granted on grounds that there was adequate on-street parking nearby despite the CVPC input advising that on-street parking was already excessive in that location. Despite a paper to HDAPTC outlining Planning Dept shortcomings, there had been no support from other parishes.

RESOLVED: The report of the planning committee was accepted.

(ii) 21/00963/HOU - Demolition of shed and erection of a single storey side/rear extension. 4 Elmfield Close Church Crookham Fleet GU52 0EL

Cllr. Jackson presented the report and invited debate. The extension reached the boundary of the plot. Access to the rear garden would only be through the dwelling. The only external route into the rear garden would be via a badger corridor. Foundations would affect vegetation in the badger corridor. The brickwork elevation is 2.8 metres high so a scaffold outside the property boundary would be required to aid construction and for subsequent maintenance.

RESOLVED: If approved the side and rear badger corridors must not be affected by the building works or by access for future maintenance with no new external access to the rear garden.

(iii) 21/01098/HOU - Erection of a single storey front extension and conversion of store room into habitable accommodation.

3 Silvester Way Church Crookham Fleet GU52 0TD

Cllr. Jackson presented the report and invited debate. The erection of a full-width narrow front extension would still leave adequate driveway for parking 4 cars.

RESOLVED: No objections.

The Queen's Speech brought forward the Planning Bill following consultation last year to which CVPC submitted significant concerns. The proposals would move many aspects currently discussed with each larger application into Local and Neighbourhood Plans, which would make it critical to prepare adequate detail in these plans with great care and foresight. The consultation pushed 'beauty' as a major planning objective, but without clearly defining this very subjective criterion and suggesting a QANGO to develop guidance. It would be wise to start preparation for this change as soon as the final form of the bill becomes clear. When the extent of these changes is clarified, there will be a need for significant training for both Hart and parishes to prepare for the new regime.

MIN.082/21 UPDATES ON HIGHWAY & FOOTPATH MATTERS

Cllr. Simon Ambler gave a further update on the Watery Lane issues mentioned by Cllr. Parker. Cllr. Simon Ambler said an application had been put in for road closure on Watery Lane roughly in the vicinity of where the footpath comes out on du Maurier Close in order to allow for sewer connection. There was concern that if the notice was implemented access for Watery Lane residents would be via the old stables and the developer seems to be going ahead with that. The Appeal specifically mentioned that that entrance was to be sealed off and no access to Watery Lane and it would have two footpath entrances. There were irregularities in the closure notice and he and Cllr. Parker are meeting with the developer tomorrow and Hart Enforcement had advised it would be unfair to prevent use of that access for just a fortnight but would ensure it was closed off afterwards.

MIN.083/21 MANAGEMENT OF COUNCIL FACILITIES & LAND

(i) Report from Zebon Centre Manager

All Members had been sent the Report and no issues were raised.

(ii) Planter beside Crookham Street Social Club

A vehicle had reversed into the brick planter and had been captured on the club CCTV system. Details of the registration were sent to DVLA with a request for the name of the owner of the vehicle so that the Council could seek reimbursement for the repairs. Members confirmed they wished to retain the planter and Cllr. Jackson believed the repairs would not be costly and should be done asap before bits of the brickwork were lost.

RESOLVED: Due to the urgency of the need for repairs Members approved the Clerk seeking just the one quote in order that Finance could deal with this at its meeting next week.

Post Meeting Note: Due to the urgent requirement for the work to be undertaken asap and the altered date for the Finance meeting the Clerk used her delegated powers to accept the quotation.

(iii) Use of Crookham Hall for Council meetings

The Centre Managers had received a request for the hire of the Crookham Hall for every Monday from September onwards. Such a hire would prevent the Council from holding its meetings in that hall on alternate Monday's in the month. After debate it was agreed that the hiring should be given priority and that Council meetings would use the Meeting room. It was also agreed that we would investigate the use of equipment to allow for hybrid meetings so that interested parties could view the Meetings online which would allow for a small number of public attending in person if necessary. In the event that numbers of the public attending might exceed the capacity of the room it would be left to the Chairman to decide to adjourn the Meeting to another time and possibly venue. After further debate it was agreed that a positive proposal be brought to the June meeting for the equipment necessary to allow hybrid meetings to take place.

Cllr. Millward said he would be happy to deal with this.

MIN.084/21 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The Chairman invited Members to speak. Cllr. Millward said in relation to our Facebook presence he had looked at our Social Media policies and made some changes to accommodate Facebook for Council as well as ZCC. These are in Dropbox. Enquiries are

ongoing in relation to our privacy policy and we might need legal advice on that. In the meantime he intends to get Facebook online with a “who we are” introduction and will go “live” with the page. Cllr. Jackson asked all to give some thought as to how we might use Facebook to recruit a Councillor for Netherhouse Moor. The Clerk requested Members to agree a date for a Direction of Travel meeting (outside of Council meetings) so that Members could set some targets for the next 3 years which might get some engagement and assist with recruiting a Member for NHM. The Conservation area is one subject and reiteration of the Neighbourhood Plan is another.

Dates for Council Meetings for the remainder of the year.
All Mondays.

7 June – 5 July – no meeting in August – 6 September - 4 October – 1 November – 6 December.

The meeting closed at 9.10 pm