

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of THURSDAY, 2 December 2021 held at 7.45pm in the WI Hall, The Street, Crookham Village. Please refer to the Minutes of the Meeting of January 2022 for any amendments.

Present: Cllr. David Jackson (Chairman)
Cllr. Andrew Friend
Cllr. Ben Millward
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: HCC Cllr. Stephen Parker.

MIN.155/21 APOLOGIES

Cllrs. Simon Ambler, Julia Ambler and Suzanne Barham. All had previous engagements.

MIN.156/21 CHAIRMAN'S ANNOUNCEMENTS

None.

MIN.157/21 MINUTES OF THE MEETING OF 4 NOVEMBER 2021

The Chairman referred to these page by page and invited corrections. Delete "Monday" insert "Thursday" in opening paragraph. Alter date of June meeting in 2022 to 9 June 2020.

RESOLVED: Min. 141/21 to Min. 154/21 were agreed and signed by the Chairman.

MIN.158/21 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.159/21 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.160/21 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation. Cllr. Parker advised he would be sending a written report in due course. He also mentioned the accident at the junction of Brandon Road and Gally Hill Road and brought up several issues raised with him by residents in relation to improving road safety at the roundabout and also possible options for the 3 way traffic at the bridge e.g. rumble strips, traffic lights. He would be investigating. The Chairman then resumed the meeting.

MIN.161/21 CO-OPTION – NETHERHOUSE MOOR WARD

Notice posted on boards and also posted on Facebook. No interest so far.

MIN.162/21 GREENING & SUSTAINABILITY GOING FORWARD

Cllr. Friend briefed the meeting on the outcome Greening public meeting. He said a rethink is needed and that this is ongoing and he needs to draw up some policies in relation to where to take this.

MIN.163/21 FACEBOOK PAGE – SEARCH ENGINE

Cllr. Millward said that "hits" on the Facebook page were improving and he needs to source the best way for the page to be easily found.

MIN.164/21 COMMUNITY EMERGENCY PLAN

Cllr. Friend reminded the meeting that the previous HCC Member, John Bennison, had advised that there was a lot going on in relation to the HCC end and to await the outcome of that. Currently the document requires updating, which the Clerk has in hand. We need volunteer 4x4 drivers to call upon in the event of a local emergency. An article for one of the Newsletters? Clerk to update and circulate to all Members.

MIN.165/21 RED TELEPHONE BOX – BOOK EXCHANGE

Members wholeheartedly supported this initiative. They would like a drawing of shelving and costing from the Men's shed. The RFO believed it could be funded from this year's budget.

RESOLVED: Box to be furnished with shelving and advertised as a book exchange.

MIN.166/21 UPDATE ON DoT PROJECTS

Appendix A to these Minutes gives a progress report.

MIN.167/21 FINANCE

(i) RFO Report

The RFO provided the following reports to the Council: -

(ii) November 2021

Balance sheet at 30/11/21

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

Income & Expenditure Account – Actual v Budget – November 21

Summary of Actual expenditure against budget for November 21 with detailed notes against each cost.

Payments made in the month Reconciliation -November 2021

Payments made in November 2021

Date	Num	Name	Net	Category
			£	
12/11/2021	BACS	Workplace Interiors	200.00	Repairs & Maintenance
12/11/2021	BACS	Crookham Village WI	1.00	Hall Hire
12/11/2021	BACS	City Cleaning	951.00	Cleaning
12/11/2021	BACS	Viking	30.36	Stationery
12/11/2021	BACS	Viking	149.94	Stationery
12/11/2021	BACS	RBL Poppy Appeal	40.00	Chairman's allowance - donation
12/11/2021	BACS	Sunshine Commercial Services Ltd	26.52	Communal Area
12/11/2021	BACS	Richard Thorpe Fire Safety Services	90.00	Fire Safety
12/11/2021	BACS	T3 Handyman Services	331.00	Repairs & Maintenance
12/11/2021	BACS	Larkstel Ltd	360.16	Refuse
12/11/2021	BACS	Sunshine Commercial Services Ltd	943.97	Grounds Maintenance
12/11/2021	BACS	Hampshire County Council	791.36	Street Furniture Maintenance
12/11/2021	BACS	Andy Fisk	80.00	Repairs & Maintenance
12/11/2021	BACS	Surrey County Council	49.00	Course
12/11/2021	BACS	Yateley Fencing	730.00	Play Area Maintenance
12/11/2021	BACS	Andy Fisk	35.00	Play Area Maintenance
12/11/2021	BACS	Andy Fisk	249.50	Communal Area
12/11/2021	BACS	Haven Memorials	722.50	Street Furniture Maintenance
12/11/2021	BACS	N W Adams	600.00	Staff Training
12/11/2021	BACS	Comfort Building Services	169.00	Electrics & Plumbing
11/11/2021	DD	Npower	126.39	Utilities - Electricity
16/11/2021	DD	Quickbooks	38.00	Accounts Software
12/11/2021	DD	PlusNet	47.61	Telephone / Mobile
12/11/2021	DD	PlusNet	33.00	Telephone / Mobile
01/11/2021	DD	Hart District Council	159.00	Rates
15/11/2021	DD	Tesco Mobile	12.50	Telephone / Mobile
11/11/2021	DD	Payroll	4,928.15	Payroll
18/11/2021	3626	20i	5.99	website
18/11/2021	3627	20i	11.30	website
18/11/2021	3628	Bitdefender	29.17	website
30/11/2021	DD	Orange Pixel	40.00	website
30/11/2021	DD	Total energies	123.45	Utilities - Gas
15/11/2021	DD	Bankline	9.20	Bank charges
		Total	12,114.07	

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

	<u>Total</u>
Income	
Hire of Facilities	5,616.78
Hire of Pitches	54.00
Total Income	£ 5,670.78
Expenses	
Asset Maintenance and Repairs	3,498.85
Office Expenses	873.07
Professional Fees	47.20
Property Maintenance	2,182.16
Property Services	502.95
Salaries	4,928.15
Sections 137	40.00
Total Expenses	£ 12,072.38

Notes

- Petty Cash Expenditure in the month £7.31
- Direct Debit authorisation – minute reference 022/21
- S137 – RBL Poppy Appeal £40 BACS payment 12th November 2021

RESOLVED: The Report of the RFO was accepted.

(iii) Leaf Blowing

Members confirmed they wished the path up to the canal to be cleared now that the leaves have all dropped.

RESOLVED: Quotation accepted, contractor to be requested to action asap.

(iv) Staff Leave and bonuses

a) Some Members of staff had been unable to take their full allocation of leave in the year. As a consequence Finance Cttee had recommended that payment in lieu of a week's leave, pro rata, be paid.

RESOLVED: Pro rata payments of a week's leave in respect of untaken holiday.

b) Members wished to recognise the loyalty and support of staff during these past difficult two years and agreed that these efforts be recognised with a Christmas bonus for each Member of Staff.

RESOLVED: Bonus payments be awarded to each member of staff.

(v) Tree Works Zebon Community Centre

The Grounds Contractor had identified that some tree branches were preventing regrowth of grass on a particular area of the playing fields and had raised concerns at the safety of a muddy surface when football is played. As a result a quotation had been requested from our Tree Contractor and was presented to Members.

RESOLVED: Tree works quotation accepted, Clerk to place order.

(vi) Grant Application

Victim Support have applied for a Grant and confirmed that they have had contact with approximately 40 residents of the Parish.

RESOLVED: Members agreed that a Grant of £100 be awarded Victim Support.

(vii) Risk Register recommendation – Menzies Accounts Support

The Annual revision of the Risk Register had raised concern about backup if the RFO were incapacitated for any length of time. As a result the RFO has spent a great many hours trying to source professional support should such a need arise. Members spent a great deal of time discussing the whole issue and agreed the following:

RESOLVED: Effectively immediately the sum of up to £1000 be allocated to allow the RFO to seek financial advice on an ad hoc basis from Menzies. All data required in the event of a need for emergency replacement of the RFO to be placed in a sealed envelope, which is to be kept in the secure storage area in the fireproof cabinet.

MIN.168/21 PLANNING

(i) Report of the Planning Cttee

Cllr. Jackson spoke to his Report.

RESOLVED: The Report of the Planning Committee was accepted.

(ii) HDC 21/02907/HOU – erection of a single storey side extension, conversion of garage into habitable accommodation t include the replacement of the garage doors with windows, alterations to windows and doors.

1 Meadow View, Church Crookham, Fleet GU51 0TF

Cllr. Jackson introduced the application.

RESOLVED: No objection.

MIN.169/21 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) Pedestrian way across grass verge, Hitches Lane/Pilcot Road

Ongoing.

(ii) Footpaths – Replacement Stiles

F/p 1 – the Clerk has written to the owner of Cross Farm, requesting permission for the RoW team to replace the stile on f/p 1 with one of the redundant kissing gates from footpath

MIN.170/21 MANAGEMENT OF COUNCIL FACILITIES & LAND

(i) Report from Centre Manager

Reported noted.

MIN.171/21 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Nothing to report.

The meeting closed at 9.30 pm

Dates for Council Meetings for 2022
ALL THURSDAYS

WI HALL

6 JAN

3 MARCH

5 MAY (Annual General Meeting)

12 MAY (Annual Parish Meeting)

7 JULY

6 OCT

1 DEC

ZCC

3 FEB

7 APRIL

9 JUNE

1 SEPT

3 NOV

APPENDIX TO TIMED AGENDA FOR 6 JANUARY 2022

UPDATE ON DoT PROJECTS

(i) Solar Panels for ZCC

Clerk has one costed estimate for panels and vehicle charging point. If Members are supportive I will seek other companies as per HCC recommendation to go via CheckaTrade. I sent via Email the costing page for ease of reference for the one quote so far. Have also sent an email to Cllr. Parker seeking his assistance with identifying possible suppliers.

Awaiting outcome of Members decision re budget at Jan meeting.

(ii) Wellbeing Project(s)

Chairman tasked with talking to HVA but did not expect any budgetary implications.

Chairman to update Members at Jan meeting.

(iii) Skatepark/BMX/Scooter unit at ZCC

Awaiting final p/a for the MUGA.

Members decided that this should be considered with the junior play area refurbishment. This should be part of the engagement process with young people which Cllr. Millward is lead member on.

(iv) IT assistance for staff

Cllr. Simon Ambler seeking a company to be able to deal with IT issues remotely on an ad hoc basis.

Budget entry 2022/23

Clerk's info on companies they call on given to Cllr. Ambler to assist in decision making.

(vi) Engagement with Community & Young People

Cllr. Millward volunteered to research Youth Councils and report back. Cllr. Jackson proposed that Phoenix be used and that a briefing should be produced for them to engage with young people – do they want a Youth Council, a BMX facility etc.

No budget for 22/23. More research to be done. Phoenix engagement seems to cover a small cohort. In addition, in conversation with a friend's young adults it transpires that they do not engage with other youngsters on estate as they attend private schools and that is where their friendships etc dictate their needs. I forwarded details of known youth engagement projects to Cllr. Millward.

(vi) Update to Conservation Area

Clerk has contacted 3 companies but only had a telephone call in response from one of them.

Budget 22/23.

Two companies have now responded but no actual work has been done. They have seen our NP and existing Con Area document which has assisted in them doing draft costings.

(viii) Wider Community Activity at ZCC

Caleb's coffee unit at ZCC. This is ongoing with the CMs – no budgetary implications. Cllr. Millward expressed his disappointment with the lack of engagement of the Zebon estate in relation to the Halloween evening. He proposed that something be put together for next year, perhaps a Disco or walking trails. A budget would be needed. A budget of no more than £500 was proposed in the event that this type of event were to be undertaken by a group of parents. It would need to be publicised early.

If this £500 remains in the budget some forward planning needs to be undertaken. The months are slipping by.

(ix) Hareshill Community Bldg

Remain on DoT and keep a watching brief.

Cllr. Julia Ambler engaged with Berkeley and had an email response which was shared with Members.

(x) Community Event for Spring/Jubilee Bank Holidays (2 & 3 June)

Members felt that this special Jubilee Bank holiday should be celebrated in some form.

A working group of Cllrs. Simon & Julia Ambler, Friend and Millward volunteered to progress this and a budget of £500 was proposed to cover the event.

Again, if this remains in the budget then forward planning needs to be undertaken asap.

29.12.21