

These are the unadopted Crookham Village Parish Council Minutes of the 69th Annual General Meeting held on Thursday, 12 May 2022 held at 7.45pm in the WI Hall, The Street, Crookham Village. Please refer to the Minutes of the June 2022 meeting for any amendments.

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

In attendance: HCC Cllr. S. Parker and HDC Cllr. Tony Clarke and 6 residents.

Min.066/22 ELECTION OF CHAIRMAN

Cllr. Simon Ambler was proposed by Cllr. Dr. Indra Sinka and seconded by Cllr. Julia Ambler as Chairman. There being no other nominations Cllr. Ambler took the Chair and signed his acceptance of Office.

RESOLVED: Cllr. Simon Ambler elected Chairman.

Min.067/22 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. David Jackson and accepted.

MIN.068/22 CHAIRMAN'S ANNOUNCEMENTS

Cllr. Ambler announced that he wished to deal with the very late request for permission to use the Crescent Green by the CVA for the Jubilee event. Permission is required as this Council now own the Crescent Green.

RESOLVED: Permission granted.

MIN.069/22 MINUTES OF THE MEETING OF 7 APRIL 2022

The Chairman referred to these page by page and there were no corrections.

RESOLVED: Mins. 046/22 to 065/22 were agreed as a true record and signed by the Chairman.

MIN.070/22 ELECTION OF VICE CHAIRMAN

Cllr. David Jackson was proposed by Cllr. Julia Ambler and seconded by Cllr. Dr. Sinka as Vice-Chairman and had confirmed he was happy to be re-appointed if so proposed. There were no other nominations.

RESOLVED: Cllr. David Jackson was appointed as Vice-Chairman of the Council and will sign his acceptance of office outside of the meeting.

MIN.071/22 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.072/22 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.073/22 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation.

Cllr. Julia Ambler said perhaps this would be a good opportunity for the two people who had expressed an interest in becoming Members of the Parish Council to introduce themselves. The Chairman said whilst it was not proposed to co-opt to the vacancies at this meeting it might be opportune to allow them to introduce themselves. Mr. Pedro Martinez said he had recently moved into the Harehill estate and in response to the article in the Parish Newsletter he had decided he wished to be considered as a Councillor and wanted to get involved locally. Mr. Philip Ashton said he has lived on Zebon Copse since 1992 and had also served as a Parish Councillor. The Chairman then invited Cllr. Parker to speak and was advised his normal report would be sent out to the Councillors.

The Chairman then resumed the meeting.

MIN.074/22 HARESHILL COMMUNITY BUILDING – S106 Agreement

The Chairman said he had produced a pre-amble for the meeting as a decision needs to be made by this Council. Questions to be answered tonight - do we wish to take over the new community centre? Because there is now a new S106 agreement to be produced both Hart and Berkeley are happy for this Council to be a signatory to the S106 agreement which would enable this Council to concentrate those pieces which would involve us. If we go down this route someone has to negotiate with them to finalise the bits relevant to us. Cllr. Julia Ambler has volunteered to undertake this role. There have been a couple of meetings with Hart and Berkeley (one of which had also involved one of the Centre Managers). Berkeley agreed that the building was to be self-sufficient it will have solar panels (and ground/air source heat pumps had been discussed). Berkeley had been asked to ensure that the solar panels had sufficient capacity to make it self sufficient. Battery storage is still to be resolved and there might be a need to tweak the design. The current design does not have a toddler play area and they said they would look at that and it would have its own green area, but again a tweak to the design. They will provide a height restriction barrier on the car park. There was quite a discussion about the management company and whether it would also control the centre car park. What land would come with the building? Equipment in the building still to be discussed in detail. The building has been approved and they will put in a non-material minor amendment which will only require planning officers to deal with. Cllr. Friend asked if the orientation of the roof was designed to get the most out of the solar panels. It was believed that the professional company working for Berkeley would have this in hand. There will also be commuted funds for the maintenance of the building.

RESOLVED: This Council will formally accept ownership of the new Community Centre and will be a party to the S106 Agreement and Cllr. Julia Ambler is appointed negotiator on behalf of this Council.

MIN.075/22 REVIEW OF STANDING ORDERS

Members were advised that there had been just one small change in that meetings were now taking place on a Thursday.

RESOLVED: The SO's dated May 2022 were accepted.

MIN.076/22 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE

Members were invited to put themselves forward to serve on the Planning Committee – four Members are required. Cllr. Jackson had confirmed he was prepared to serve again.

RESOLVED: Cllrs. David Jackson, Suzanne Barham, Andrew Friend and Cllr. Simon Ambler.

MIN.077/22 ELECTION OF CHAIRMAN OF PLANNING CTTEE

Cllr. David Jackson was proposed and seconded as Chairman. Cllr. Jackson had confirmed he was willing to stand as Chairman again if so proposed. There were no other nominations.

RESOLVED: Cllr. David Jackson appointed Chairman of Planning Cttee.

MIN.078/22 APPOINTMENT OF MEMBERS OF THE FINANCE & HR CTTEE

Members were invited to put themselves forward to serve on the Finance & HR Cttee – four Members are required. The Chairman is an ex-officio Member of this Committee.

RESOLVED: Cllrs. Julia Ambler, Andrew Friend, Dr. Indra Sinka and Suzanne Barham.

MIN.079/22 ELECTION OF CHAIRMAN OF THE FINANCE & HR CTTEE

Cllr. Andrew Friend was proposed and seconded as Chairman. There were no other nominations.

RESOLVED: Cllr. Andrew Friend appointed Chairman of Finance & HR Cttee.

MIN.080/22 APPOINTMENT OF ENVIRONMENT & FLOODING LEAD MEMBER

There being no volunteer this position remains unfilled. Defer to next meeting.

MIN.081/22 APPOINTMENT OF RESILIENCE PLAN (EMERGENCY RESPONSE) LEAD MEMBER

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

RESOLVED: Cllr. Andrew Friend was re-appointed.

MIN.082/22 APPOINTMENT OF CANAL TOWPATH LEAD MEMBER

Cllr. Jackson had confirmed his acceptance of this role.

RESOLVED: Cllr. David Jackson was re-appointed Lead Member for the Towpath project.

MIN.083/22 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

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

Mrs. Wendy Makepeace-Brown had confirmed she was willing to remain on the Trust.

RESOLVED: Mrs. Wendy Makepeace-Brown remains as this Council's representative.

(ii) Cottrell Almshouses Trust

Mrs. Wendy Makepeace-Brown had confirmed she was willing to remain on the Trust.

RESOLVED: Mrs. Wendy Makepeace-Brown remains as this Council's representative.

(iii) Hart District Association of Parish & Town Councils

Cllr. Friend and the Chairman were appointed and Cllrs. Julia Ambler and Dr. Sinka were happy to deputise.

RESOLVED: Cllr. Simon Ambler and Andrew Friend appointed representatives to HDAPTC.

MIN.084/22 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

RESOLVED: Membership of the above organisations was confirmed and subscriptions will be paid when they fall due.

MIN.085/22 FINANCE

(i) Report from RFO

The RFO reported that following a recent meeting with our Insurance Broker changes to our Insurance Company had been necessary in order for full insurance cover of risks. This has resulted in an increase of £883.50 over budget provision for 22/23 (increase of £1143.84 year on year). In addition, in order to ensure rate stability it is recommended that a 3 year commitment be made with the necessary break clauses. All the supporting paperwork is in Dropbox under the Insurance folder. In response to a query regarding Cyber cover Members declined this clause as it was felt that our current systems with records in Dropbox and Onedrive were sufficient to ensure a quick return to business. The new premium is £7583.50.

RESOLVED: Members agreed to renew the insurance policy with Gallagher for a 3 year term and understood the rationale behind the increase in premium. The cyber policy was declined.

Notes

YE 31/03/22 –

We reported a surplus for the year of £44,907.10. Please refer to the summary of actual expenditure against budget for details of variance from budget for the year

April 2022

A transfer of £15k has been made from General Reserves to Play Area Reserve as agreed when the budget was approved for 22/23

(ii) The Annual Internal Auditor's report

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

Annual Return & Year End Accounts

• Section 1 - Annual Governance Statement 2021/2022

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 2021/22 was agreed.

- **Section 2 – Accounting Statements 2021/2022**

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

RESOLVED: All Members confirmed agreement to the Accounting Statements 2021/22

- **Appointment of Auditor 2021/ 2022**

Wettone Matthews were proposed and there was no dissent.

RESOLVED: Wettone Matthews appointed Internal Auditors for the year 2022/2023

(iii) March & April Income & Expenditure Reports

March 2022

Balance sheet at Year End 31/03/22

Income & Expenditure Account for the month of March 22 as detailed below.

Income & Expenditure Account – Actual v Budget – Year End 31/03/22

Summary of Actual expenditure against budget for March 22 with detailed notes against each cost and year end detail

Payments made in the month Reconciliation - March 22

April 2022

Balance sheet at Year End 30/04/22

Income & Expenditure Account for the month of April 22 as detailed below.

Income & Expenditure Account – Actual v Budget – April 22

Summary of Actual expenditure against budget for April 22 with detailed notes against each cost.

Payments made in the month Reconciliation – April 22

Payments made in March 2022

Date	Num	Name	Net	Category
01/03/2022	DD	Hart District Council	159.00	Rates
14/03/2022	DD	Plus Net	33.73	Telephone / Broadband
15/03/2022	DD	Bank line	8.40	Bank charges
15/03/2022	DD	Tesco Mobile	12.97	Telephone/ Broadband
02/03/2022	DD	Orange Pixel	40.00	Website hosting
17/03/2022	DD	Npower	183.36	Electricity
30/03/2022	DD	Orange Pixel	40.00	Website hosting
16/03/2022	DD	Intuit	40.00	Account Software
24/03/2022	DD	Total Energies	197.81	Gas
25/03/2022	BACS	City Cleaning	951.00	Cleaning
25/03/2022	BACS	SLCC	171.00	Subscriptions
25/03/2022	BACS	Sunshine Commercial Services	962.83	Grounds Maintenance
25/03/2022	BACS	Phil's Pest Control	60.00	Communal Areas
25/03/2022	BACS	Pro-Servicing Limited	395.00	Repairs & Maintenance
25/03/2022	BACS	Larkstel Ltd	360.16	Refuse
25/03/2022	BACS	Biffa Waste Services Limited	171.79	Refuse
29/03/2022	BACS	Payroll	6,133.63	payroll
25/03/2022	BACS	Office Depot International	123.44	stationery
25/03/2022	BACS	Office Depot International	45.94	stationery
25/03/2022	BACS	Source Supplies	68.85	cleaning materials
25/03/2022	BACS	Sunshine Commercial Services	132.00	Grounds Maintenance
25/03/2022	BACS	Comfort Building Services	535.00	Electrics & Plumbing
25/03/2022	BACS	Comfort Building Services	156.00	Electrics & Plumbing
25/03/2022	BACS	Comfort Building Services	169.00	Electrics & Plumbing
25/03/2022	BACS	Argent Creative Marketing	80.00	Website costs
25/03/2022	BACS	Crookham Village Womens Institute	75.00	Hall Hire
25/03/2022	BACS	Home Security	120.00	Alarm Servicing
25/03/2022	BACS	201	65.89	Website costs
25/03/2022	BACS	Wellers	125.00	Legal Fees
25/03/2022	BACS	Home Security	150.00	Security
25/03/2022	BACS	Diginate	19.72	Street furniture maintenance

25/03/2022	BACS	Vitaplay	120.00	play area maintenance
		Total	11,906.52	

Payments made in April 2022

Date	Num	Name	Net	Category
01/04/2022	DD	Hart District Council	499.00	Rates
12/04/2022	DD	Plus Net	55.90	Telephone / Broadband
19/04/2022	DD	Bank line	10.80	Bank charges
19/04/2022	DD	Tesco Mobile	12.50	Telephone/ Broadband
28/04/2022	DD	Orange Pixel	40.00	website fees / hosting
14/04/2022	DD	Npower	171.27	Electricity
20/04/2022	DD	Intuit	40.00	Account Software
19/04/2022	DD	Npower	156.82	Electricity
25/04/2022	BACS	HAGS	217.80	play area maintenance
25/04/2022	BACS	20i	11.30	website fees / hosting
25/04/2022	BACS	Dropbox International	960.00	website fees / hosting
25/04/2022	BACS	Viking	26.32	Stationery
25/04/2022	BACS	Viking	-4.49	Stationery
25/04/2022	BACS	Phil's Pest Control	120.00	Communal Area maintenance
25/04/2022	BACS	HALC	847.58	Subscriptions
25/04/2022	BACS	Phoenix Pest Solutions	700.00	Communal Area maintenance
25/04/2022	BACS	Sunshine Commercial Services Ltd	962.83	Grounds Maintenance
25/04/2022	BACS	Larkstel	360.16	Refuse
25/04/2022	BACS	Agile	40.00	Professional fees/ Legal advice
25/04/2022	BACS	City Cleaning	951.00	Cleaning
25/04/2022	BACS	City Cleaning	-47.55	Cleaning
25/04/2022	BACS	Payroll	5,226.12	Payroll
25/04/2022	BACS	BCW Office Products Ltd	139.71	Assets
25/04/2022	BACS	Richard Thorpe Fire Safety Services	90.00	fire Maintenance
25/04/2022	BACS	Biffa Waste Services Limited	40.80	Refuse
25/04/2022	BACS	Comfort Building Services Ltd	169.00	Electrics & Plumbing
25/04/2022	BACS	A Fisk	505.00	Communal Area maintenance
25/04/2022	BACS	JRB Enterprise Ltd	452.00	Communal Area maintenance
29/04/2022	chq3634	Initial	79.78	Refuse
07/04/2022	chq 3633	Petty Cash Float	100.00	float
		Total	12,933.65	

**Crookham Village Parish Council
March 2022**

Total

Income

Hire of Facilities	6,255.59
Hire of Pitches	352.15
Other Income	<u>-494.79</u>
Total Income	<u>£ 6,112.95</u>

Expenses	
Asset Maintenance and Repairs	-1,753.45
Miscellaneous	1.00
Office Expenses	405.96
Professional Fees	173.40
Property Maintenance	2,593.27
Property Services	643.45
Salaries	6,133.63
* Sections 137 - Canal Contribution	3,048.00
Subscriptions	<u>171.00</u>
Total Expenditure	<u>£11,416.26</u>

Notes

- Petty Cash Expenditure in the month £24.95
- Refunds £20.42
- Transfer £494.79
- Direct Debit authorisation – minute reference minute reference 022/22(iv)
- *S137 Contribution (RESOLVED that the Council in accordance with its powers under Section 137 & 139 of the LGA 1972 should incur the above expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with said expenditure.)

Crookham Village Parish Council April 2022

	<u>Total</u>
Income	
Hire of Facilities	7,069.28
Hire of Pitches	394.65
Precept	69,848.79
Total Income	<u>£77,312.72</u>

Expenditure	
Asset Maintenance and Repairs	2,957.63
Capital Expenditure w/off	139.71
Office Expenses	1,038.12
Professional Fees	93.80
Property Maintenance	1,664.83
Property Services	895.49
Salaries	5,226.12
Subscriptions	<u>847.58</u>
Total Expenditure	<u>£12,863.28</u>

Transfer to Play Area Reserve	<u>15,000.00</u>
	<u>£15,000.00</u>

Notes

- Petty Cash Expenditure in the month £29.63
- Petty Cash float advance £100
- Direct Debit authorisation –minute reference 022/22(iv)

(iv) Grants

Fleet Phoenix Summer Activities programme at Zebon Centre as requested by this Council.

RESOLVED: Payment of £2225 agreed.

MIN. 086/22 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson had circulated his report prior to the meeting and it was noted that a great many of the applications were covered by the conservation area protection

RESOLVED: The Report of the Planning Cttee was accepted.

(ii) HDC 22/00762/LDC – Lawful Development Certificate (etc)

Nyasaland, Crondall Road, Crookham Village, Fleet GU51 5SU

The Chairman presented the application and debate was invited. The statements made within the application claim the uses were uninterrupted for a period of 10 years. Hart will look at all the evidence. A neighbour resident asked to speak as she had objected to the several applications. She confirmed that use of the site was not uninterrupted for a 10 year period and the surrounding fields were agricultural.

RESOLVED: Objection no evidence to support uninterrupted use for the uses claimed over the past 10 years. It is agricultural land, outside the settlement boundary. The site can clearly be seen from Crondall Road and a footpath runs across the northern edge of the site.

(iii) HDC 22/00815/HOU – Erection of single storey rear extension over dbl garage, block up one door to ground floor front and insert one window to first floor front **16 Hollytrees, Church Crookham, Fleet GU51 5NL**

The Chairman presented the application and debate was invited.

RESOLVED: No objection if sufficient car park spaces remain relative to the increase of living space.

(iv) HDC 22/00839/LBC – Take down and rebuild west chimney

Brunley, The Street, Crookham Village, Fleet GU51 5SD

The Chairman presented the application and debate was invited.

RESOLVED: No objection.

MIN.087/22 MANAGEMENT OF COUNCIL FACILITIES & LAND

(i) Report from Centre Manager

The report had been circulated and there were no issues raised.

MIN.088/22 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Three Members advised that they would not be available (due to other commitments) for the meeting on 9 June. It was therefore agreed that the meeting would take place on Monday, 6 June 2022 at the Zebon Centre. Cllr. Barham confirmed that Nibbles only rents its site from the Spice Merchant.

The meeting closed at 9.40pm.

Dates for 2022 Meetings – all THURSDAYS with the exception of Monday 6 June at the Zebon Centre.

WI HALL

7 July

6 October

1 December

ZEBON COMMUNITY CENTRE

6 June (MONDAY)

No August meeting

1 September

3 November