

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of Monday, 5 December 2022 held at 7.45pm in the WI Hall, The Street, Crookham Village. Please refer to the Minutes of the January 2023 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)
Cllr. Julia Ambler
Cllr. Philip Ashton
Cllr. David Jackson
Mrs. Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

In attendance: HCC Cllr. S. Parker and HDC Cllr. W. Makepeace-Browne and a resident of the parish.

MIN.172/22 APOLOGIES

Cllrs., Friend, Sinka and Garcia Martinez (reasons for absence were accepted).

MIN.173/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished all present a Merry Christmas. He confirmed that he had purchased gift cards for young carers who were residents of the parish and an article for our newsletter has been promised.

MIN.174/22 MINUTES OF THE MEETING OF 1 NOVEMBER 2022

The Chairman referred to these page by page. Min. 157/22 to Min.171/22 were then agreed as a true record.

RESOLVED: The Minutes of the meeting of 1 November were accepted as a true record and signed by the Chairman.

MIN.175/22 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. Standing declaration from Cllr. Jackson (when B'stoke Canal discussed) that he is a Member of the Canal Society but it was not a pecuniary interest.

MIN.176/22 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.177/22 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman asked permission to adjourn the meeting for public participation. Cllr. Parker expressed his thanks for the donation to the young carers. He mentioned the completion of the Redfields/A287 roundabout and the complications which had caused further delays to its opening. With regard to the flooding at the top of Jackals Hill he had taken the Highways officer to view it and attempts will be made to remedy it in the next financial year whilst giving it a good clear out for the winter. Members advised that there was a further area the other side of Jackals Hill roundabout which also flooded so badly that traffic had to diver into the other lane. In addition he has asked that the line of drainage works in The Street be looked at. Cllr. Makepeace-Browne said things were fairly quiet at Hart and she had nothing to report.

The Chairman then re-convened the meeting.

MIN.178/22 CO-OPTION OF COUNCILLOR

The Chairman welcomed Mr. Peter Bradley who had applied to be considered for co-option to the Council and invited him to say a few words. Mr. Bradley said he had returned to the area after some time away and is now retired. He has done volunteering in the past and what he would like to do is get involved in matters and notes that at Parish level this is the closest you can get to residents. A secret ballot was taken and Mr. Bradley's application was unanimously supported and he signed his Declaration of Acceptance of Office..

RESOLVED: Mr. Peter Bradley was co-opted as the Netherhouse Moor Councillor.

MIN.179/22 FLEET LINK (funder contribution)

The Chairman introduced the request and after some debate Members agreed to it being considered for the budget.

RESOLVED: Members supported £104 for a trial period of 6 months in the budget.

MIN.180/22 IT SUPPORT (staff)

Cllr Jackson said he and the Chairman were compiling a list of what is undertaken by them in relation to contracts and in terms IT support needs to be both software and hardware. It

was agreed that the Chairman and he will meet with the Clerk and the RFO. The Chairman is migrating everything into a password manager – someone needs to hold the master password and we need to update our policies. Cllr. Ashton asked if it were possible to involve all Councillors and it was decided that with his experience he should also be party to the meeting. Clerk to liaise with Members and RFO and set a date for a meeting in the New Year.

MIN.181/22 BASINGSTOKE CANAL (update)

Cllr. Jackson advised that after confirming that it was justified to include works at Poulter's Bridge, he had requested that the Canal Authority to proceed with issuing tenders and preparing a grant application. However, before they can go to tender they have to get permission from Natural England to disturb the badger setts. He had pointed out to them that the money we have set aside cannot be rolled over to the next Financial year because it is coming from S137 funds.

MIN.182/22 SOLAR (PV) PANELS – ZCC (update)

The Clerk confirmed that a revised grant application, together with 3 estimates/quotations had been sent to HCC under the grant scheme for Town and Parish Councils. Decision day for the Cabinet Member will be 10 January 2023. The support from HCC had been exemplary and Cllr. Parker requested details so that he could relay to the relevant Head of Department. The Chairman reminded Members that this is the first phase of a drive to reduce the carbon footprint of the Centre. Cllr. Bradley offered to assist. The Chairman mentioned that the new community centre on Hareshill is to be carbon neutral.

MIN.183/22 CONSERVATION AREA (DRAFT)

Cllr. Julia Ambler advised that our consultant is back on board. Cllr. Ambler explained to Cllr. Bradley about the 3 conservation areas in the parish. The current document was produced in 1992 and we are now working on a refresh of that. The Consultant has agreed to look at the Crondall Road element which is likely to be problematic because it only has really good views and is not linear development as is the Street. We are looking to get the refresh done by 31 March. Cllr. Jackson gave a further briefing and said when next the Local Plan is refreshed we will seek to expand the area covered to further protect key views.

MIN.184/22 FINANCE

(i) RFO Report

The RFO advised Lloyds Bank £100,000 has now been transferred to the NatWest Bank Account. External Auditors Appointed - Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27. SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2022. The details of your specific appointment by contract (County) area are listed below. Your Authority's Audit Appointment for 2022-23 to 2026-2027. Your appointed auditor will be **BDO LLP**.

The Clerk has requested that a Tree Survey be undertaken as a matter of urgency due to the recent heavy volume of rain and the extremely high winds. Quotations received as follows: Crescent Green £575; Zebon Centre fields £425 and Lea Green £895 (all plus VAT). The survey has been budgeted for in the financial year 22/23.

RESOLVED: Tree Survey quotes accepted.

(ii) NALC SCP tables

The RFO advised that the staff incremental pay award for 2022/23 has been received from NALC on 2 November 2022 and asked for Members approval for the salaries to be adjusted in December to take this into account - Members agreed. This will result in salaries being over budget. The NALC agreement is always in arrears. Cllr. Jackson commented that the time delay issue should be put as a motion to the HALC or alternatively bring it up at the next HDAPTC meeting

RESOLVED: Members noted the report.

(iii) Income and Expenditure Report

The RFO provided the following reports to the Council: -

October 2022

Balance sheet at Year End 31/10/22

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

Income & Expenditure Account – Actual v Budget – April 22 to October 22

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

Payments made in the month Reconciliation – October 22

November 2022

Balance sheet at Year End 30/11/22

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

Income & Expenditure Account – Actual v Budget – April 22 to November 22

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

Payments made in the month Reconciliation – November 22

Payments made in October 2022

Date	Num	Name	Net	Category
03/10/2022	DD	Hart District Council	499.00	Rates
17/10/2022	DD	Bank line	8.80	Bank charges
17/10/2022	DD	Tesco Mobile	12.50	Telephone/ Broadband
28/10/2022	DD	Orange Pixel	40.00	Telephone / Broadband
25/10/2022	DD	Total energies	183.52	Electricity
17/10/2022	DD	Intuit	40.00	Account Software
31/10/2022	DD	Npower	218.99	Gas
14/10/2022	DD	vodafone	40.00	Telephone/ Broadband
14/10/2022	DD	Payroll	5,272.80	Payroll
27/10/2022	BACS	Larkstel Ltd	380.67	Refuse
27/10/2022	BACS	20i	11.30	Website / hosting fees
27/10/2022	BACS	Microsoft	66.66	Website / hosting fees
27/10/2022	BACS	Sunshine Commercial Services Ltd	1,010.01	Cleaning
27/10/2022	BACS	Sunshine Commercial Services Ltd	27.82	Cleaning
27/10/2022	BACS	Mini Athletics	50.00	Deposit Refund
27/10/2022	BACS	Comfort Building Services	169.00	Electrics & Plumbing
27/10/2022	BACS	HP Inc UK Limited	920.96	Computer Equipment
27/10/2022	BACS	Phoenix Pest Solutions	65.00	Communal Areas
27/10/2022	BACS	Tyne Carpets & Flooring Ltd	1,022.59	Repairs & Maintenance
27/10/2022	BACS	A Fisk	1,548.50	Communal Areas
06/10/2022	3640	Town & Country	874.20	Cleaning
06/10/2022	3641	Town & Country	1,001.00	Cleaning
17/10/2022	3642	Petty Cash Float	130.00	float advance
		Total	13,593.32	

**Crookham Village Parish Council
Income & Expenditure Account
October 2022**

	<u>Total</u>
Income	
Hire of Facilities	4,799.78
Hire of Pitches	574.28
Total Income	<u>£ 5,374.06</u>

Expenses	
Asset Maintenance and Repairs	2,660.45
Capital Expenditure w/off	920.96
Miscellaneous	14.45
Office Expenses	144.06
Professional Fees	48.80
Property Maintenance	3,475.42
Property Services	954.01
Salaries	5,272.80
Total Expenditure	<u>£13,490.95</u>

Notes

- Petty Cash Expenditure in the month £77.63
- Petty Cash Float Advance £130.00
- Customer Refunds £50.00
- Direct Debit authorisation – minute reference 022/22(iv)

Payments made in November 2022

Date	Num	Name	Net	Category
01/11/2022	DD	Hart District Council	499.00	Rates
15/11/2022	DD	Bank line	6.40	Bank charges
15/11/2022	DD	Tesco Mobile	12.50	Telephone/ Broadband
30/11/2022	DD	Orange Pixel	40.00	Telephone / Broadband
16/11/2022	DD	Intuit	40.00	Account Software
30/11/2022	DD	Npower	235.51	Gas
16/11/2022	DD	vodafone	40.00	Telephone/ Broadband
10/11/2022	DD	Payroll	5,142.78	Payroll

28/11/2022	BACS	HALC	98.00	Training
28/11/2022	BACS	Richard Thorpe	90.00	Fire Safety
28/11/2022	BACS	Town & Country	951.00	Cleaning
28/11/2022	BACS	HAGS	55.00	Play Area Maintenance
28/11/2022	BACS	HAGS	50.00	Play Area Maintenance
28/11/2022	BACS	HAGS	55.00	Play Area Maintenance
28/11/2022	BACS	Larkstel	380.67	Refuse
28/11/2022	BACS	Sunshine commercial Services Ltd	1,010.01	Grounds Maintenance
28/11/2022	BACS	*Fleet Phoenix	1,025.00	Grant
28/11/2022	BACS	Sunshine commercial Services Ltd	27.82	Communal Areas Maintenance
28/11/2022	BACS	*Hart Foodbank	60.00	Chairman' s allowance
28/11/2022	BACS	W Parker	40.00	deposit refund
28/11/2022	BACS	Lisa Perry - Vaughan	32.00	deposit refund
28/11/2022	BACS	DGCS	90.00	Security
28/11/2022	BACS	DGCS	658.00	Security
28/11/2022	BACS	Whitbreads	25.00	cleaning
28/11/2022	BACS	20i	5.99	website / hosting
28/11/2022	BACS	Phils Pest Control Ltd	60.00	Communal Areas Maintenance
28/11/2022	BACS	Hampshire County Council	1,080.65	Street maintenance
28/11/2022	BACS	Comfort Building Services	169.00	Electrics & Plumbing
28/11/2022	BACS	*HighStreet Vouchers	162.92	Chairman's allowance
28/11/2022	BACS	Comfort Building Services	247.00	Electrics & Plumbing
28/11/2022	BACS	Source Supplies	49.80	Cleaning
28/11/2022	BACS	Andy Fisk	587.31	Communal Areas Maintenance
28/11/2022	BACS	Z Hodges	50.00	deposit refund

28/11/2022	BACS	JRB Enterprise Ltd	498.00	Street maintenance
01/11/2022	3644	*The Royal British Legion	40.00	Chairman's allowance
01/11/2022	3645	St Johns Ambulance	175.00	Courses
21/11/2022	3646	NALC	17.00	Subscription
		Total	13806.36	

*S137 Resolution against payments totalling £1287.92p

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.

RESOLVED: The Report of the RFO was accepted.

(iv) Grant request from Fleet Carnival

A completed application form was received but Members had some questions they wished answered. Defer to January meeting. Ask why they haven't asked CC and Ewshot?

MIN.185/22 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson had circulated his report. He mentioned residents concerns about a temporary car park for the SANG at Watery Lane and which this Council had raised concerns about previously. On 19 December there is a request for a variation on the number of dwellings and a change of the S106 agreement which he wished Members of the Planning cttee to look at in depth. The Chairman asked about the 784 pre app and he wondered whether we should comment on it. Debate took place on other matters related to Watery Lane. There is no mention of the change to the sports fields – Cllr. Jackson will have a look – it seems to be buried. Cllr. Jackson asked Cllr. Makepeace-Browne what had become of his query regarding the unadopted document of the Basingstoke Canal conservation area. She has not had a response from the officer.

RESOLVED: The Report of the Planning Committee was accepted.

(ii) Hareshill – update

The Chairman advised that Cllr. Makepeace-Browne is pursuing from the HDC end. The Section 106 is being signed by the end of December.

MIN.186/22 UPDATES ON HIGHWAY & FOOTPATH MATTERS

Members expressed their thanks for the new footway and the Clerk advised that HCC officers had worked very hard to produced the final layout which had exceeded initial expectations. Cllr. Parker asked for the names of the officers so he would pass our thanks to their senior officer.

MIN.187/22 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

Report noted. Members were pleased to see that bookings were slowly returning to normal.

MIN.188/22 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr. Ashton said he felt he should be doing something in relation to Flooding – he has found one ditch which needs to be rectified – Cllr. Parker said to report it to HCC Highways website. Cllr Ashton said he can now get into dropbox – thank you very much. The Clerk asked Members to consider a date for the APM and where it should be held.

The meeting closed at 9 pm.

Dates for 2023 Meetings – all in the WI HALL

9 January - 6 February - 6 March - 3 April - **Tuesday 2 May (Annual General Meeting)

5 June - 3 July - None August - 4 September - 6 November - 4 December

**NB due to both Mondays, 1 May and 8 May being Bank Holidays in 2023, the Council will now hold its Annual General Meeting on Tuesday, 2 May 2023 in the WI Hall.

Date and venue for the Annual Parish Meeting to be agreed. It must be held between the 1 March and 1 June inclusive.