

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

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

In attendance HCC Cllr. Stephen Parker and one parishioner.

MIN.090/23 APOLOGIES

Cllr. Pedro Garcia Martinez, Cllr. Dr. Indra Sinka and HDC Cllr. Wendy Makepeace-Browne.

MIN.091/23 CHAIRMAN'S ANNOUNCEMENTS

The Chairman mentioned the latest update on Speedwatch – volunteers are dwindling so if anyone wishes to assist please would they contact the co-ordinator.

MIN.092/23 MINUTES OF THE AGM MEETING OF 2 MAY 2023

The Chairman referred to these page by page. Min. 061/23 to Min. 074/23 were then agreed as a true record.

RESOLVED: The Minutes of the meeting of 2 May 2023 were accepted as a true record and signed by the Chairman.

MIN.093/23 MINUTES OF THE COUNCIL MEETING OF 2 MAY 2023

The Chairman referred to these page by page. Min. 075/23 to Min. 089/23 were then agreed as a true record.

RESOLVED: The Minutes of the meeting of 2 May 2023 were accepted as a true record and signed by the Chairman.

MIN.94/23 MINUTES OF THE ANNUAL PARISH MEETING OF 9 MAY 2023

The Chairman referred to these page by page. Cllr. Friend requested that the "Greening" campaign title be deleted and replaced with Decarbonisation as the "Greening" campaign did not reflect what we are doing at the Community Centre. With that amendment the Minutes were then agreed as a true record.

RESOLVED: The Minutes of the Annual Parish meeting of 9 May 2023 were accepted as a true record and signed by the Chairman.

MIN.095/23 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.096/23 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.097/23 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

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

The resident asked whether the Council had made any comments on the Hart Supplementary Planning Documents. He had read the Winchfield Neighbourhood Plan – in the last 10 years Hart have built 3,600 dwellings but Winchfield have built very few and their document states they want very few over the next ten years. Cllr. Jackson said both subjects would be dealt with by the Planning Committee later this month. The resident asked about the mobile home recently moved onto Nyasaland and was advised that enforcement at Hart were on the case. Cllr Parker said officers had recently checked some issues on The Street and he would be providing his usual monthly update later in the month. Cllr. Jackson asked about the narrow stretch of road leading into ZCC and was advised that this remains in the ownership of Martin Grant. In the absence of Cllr. Makepeace-Browne the meeting was advised she was dealing with the following issues:

- the enforcement issue around ZC residents who have encroached on public land outside their boundary,
- the enforcement issues at Watery Lane - screening fence sheeting has gone in, so that's one thing done, the rest (working hours and dust) are ongoing but will be sorted,

- HDC have confirmed they will do a common area tidy up in time for the ZCRA Fete (mowing verges, and trimming hedges (where they can but with regard to birds).
- there is a new HDC tree officer, and he is catching up with the backlog of tree enquiries, plus Hart still have 3 days a week of contractor time, until the officer has the lists under control.

The Chairman then re-convened the meeting.

MIN.098/23 SPORTS PAVILION (Watery Lane)

The Chairman said he had asked for this on the Agenda because primarily there were only a few Members with an in depth knowledge of planning obligations for the ZCC pavilion refurbishment. He wished to have a Working Group from Members so that they were au fait with what was due to the Council. A Direction of Travel meeting was suggested and the Clerk requested that Members also raise any matters which they would like supported for future action.

All Members to please attend a DoT meeting on August 7th at ZCC at 6 pm which will be immediately followed by the Planning and Finance HR Cttee meetings.

MIN.099/23 SANG – WATERY LANE

Cllr Julia Ambler said this would fit nicely with the DoT Agenda so she would brief Members then. She then updated the meeting with the matter of two ponies and a very young foal which are on an area of land which is believed to be part of the Watery Lane SANG. She and the Chairman had investigated the site and taken photos of the animals. She had contacted the British Horse Society and had sent them photos of the animals. It is understood that such actions are commonly known as “fly grazing”. Cllr. Parker offered to follow up with Trading Standards after he was updated on the failure of that arm of HCC to take any action. They are responsible for the welfare of livestock. The Chairman said he had also informed Hart.

MIN.100/23 WINCHFIELD NEIGHBOURHOOD PLAN

Cllr. Jackson said he would be grateful for Members to provide their comments to him on the Winchfield Neighbourhood Plan by 17 June so that he could prepare a draft response for consideration by the Planning Committee.

MIN.101/23 REPLACEMENT PANELS FOR NOTICEBOARDS

Cllr. Bradley said he had checked all the panels and the panels work out at about £15 each but he intends to find a more local source which might prove cheaper. The Chairman said they also need revarnishing. This work can be carried out under the refurbishment of street furniture via the Lengthsman budgeted works. Cllr. Bradley offered to source a supplier of the panels.

RESOLVED: Members agreed that all 4 locking noticeboards have new panels and be revarnished before these are fitted.

MIN.102/23 CANAL TOWPATH (Update)

Cllr. Jackson said following the last meeting he had checked that all remedial actions had been done by the contractor. He has received great feedback from Canal users. He asked would Members pls meet this coming Saturday, at 10.30 am at the Swingbridge for a Group photo to mark the upgrade of that section of the towpath which had been funded by the Parish Council.

MIN.103/23 CONSERVATION AREA (update)

Cllr. Julia Ambler said It is almost finished. She is pleased with the shots taken by the Chairman and Cllr. Jackson has done a great job of modifying the word document into a suitable format for publication. The Chairman will send a link around to all Members when it is finally done. We then need to do a public consultation – Cllr. Ambler said her thoughts were to put the full plan plus appendices in a special section on the Website and invite comments.

RESOLVED: Public presentation of draft Neighbourhood Plan Thursday 29 June 2023 in the WI Hall.

MIN.104/23 SOLAR PV & HEAT PUMP PROJECT (update)

Members were advised of a verbal figure from the Contractor in relation to replacing the whole of the electric board. The Chairman and Cllr. Bradley will contact the contractor for a more detailed explanation of what is involved with an upgrade to the existing board.

RESOLVED: The Chairman and Cllr. Bradley were authorised to investigate further and advise Members of the outcome.

MIN.105/23 FINANCE

(i) Report of the RFO

The RFO confirmed that she had placed all the documents in Dropbox for Members to read prior to this evening's meeting. Documents for a), b), c) and d) are Appendix 1 of these Minutes. In addition all corresponding emails with Menzies had also been placed in Dropbox.

a) March 2023 Accounts

Notes as per RFO report Appendix 1

With regard to the year end position, there was a small deficit of £2788.94 and capital and reserves are per the balance sheet of £464,871.34. The 1 April 2022 to March 2023 Actual v Budget spreadsheet has notes to the side showing why expenditure varied to budget where relevant.

b) Bank Reconciliation YE 310323 –

The document was signed by the Chairman and RFO as requested by the Auditors.

c) April 2023 Accounts

Notes as per RFO report Appendix 1.

d) VAT - new rules for sports fees update

Notes as per RFO report Appendix 1.

RESOLVED:

Members approved the March 2023 Accounts

Members approved the April 2023 Accounts

Members agreed the Bank Reconciliation (YE 310323)

Members agreed the new VAT rules relating to sports fees.

The Report of the RFO, together with Appendix 1, was accepted.

(ii) (ii) Annual Internal Audit Report

The internal audit report from Wettone Matthews, with corresponding emails were placed in dropbox for Members to read prior to the meeting.

Two issues were highlighted in the internal audit report as follows:

a) U3A Hirer

A query in relation to the VAT position regarding invoices sent to the Charity U3A was documented and dealt with as follows:

- HMRC Notice that RFO had been sent in the past when she queried the VAT position with them was sent to the internal auditors and Menzies.
- Copy of email received from the Menzies VAT specialist advising no VAT on U3A invoices if a charitable use statement from U3A was provided on an annual basis.
- CVPC has obtained a charitable use statement from Fleet U3A.
- U3A statement sent to the Menzies VAT specialist and confirmation received from them that the statement is acceptable to enable all invoices to them to be exempt from VAT.
- The Centre Managers will continually monitor their usage of the ZCC.
- RFO has emailed U3A asking them to inform CVPC immediately if their usage changes at any point going forward.

b) Budget – updating of website

A request from the Internal Auditor relating to updating of the website was dealt with immediately.

(iii) AGAR

a) Annual Governance Statement YE 310323 – Section 1

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 2022/23.

b) Accounting Statements YE 310323 – Section 2

The RFO certified the Accounts in Section 2 to Members.

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

RESOLVED: All Members confirmed agreement to the Accounting Statements for the year 2022/23.

c) Confirmation of no Conflicts of Interest Form for External Auditors

The RFO advised Members that it was a requirement to complete the form annually to confirm there was no conflict of interest with BDO LLP. Members confirmed this and the form was signed by the RFO, Chairman and Clerk. There were no conflicts of interest (as requested by BDO LLP) and we were compliant with the requirements.

RESOLVED: Document signed by Chairman and Officers.

d) Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return YE 310323 Dates

- The announcement date is Wednesday, 7 June 2023.
- The Inspection Period dates are Thursday, 8 June 2023 to Wednesday, 19 July 2023.

Information only to evidence compliance with legislation.
RFO will display Exercise of Rights and AGAR on the website and noticeboards.
RFO will email internal auditor and inform him of the exercise of public rights dates.

e) Contact Details form for External Auditors

Chairman – Simon Ambler, Clerk – Carol Leversha, RFO – Angela Sayers.
Information only to evidence compliance with legislation.

(iv) Completion of Cambridge and Counties Application Form by members

Cllr. Jackson spoke about the T&C of the Bank and which allows transfers to be done by one signatory – 6.7 of the T&C. At the end of the term a single signatory can determine what happens to the deposit and could also change the nominated current account into which the maturing bond is paid. As this company deals with other government bodies there must be other arrangements in place for other councils. After a short debate it was agreed that the RFO would seek to get an amendment to the T&Cs for this Council in that all transactions require two authorised signatories and ask them how other parish councils deal with this part of the contract.

RFO to contact Cambridge & Counties on this subject.

MIN.106/23 PLANNING

(i) Report of the Planning Committee

Cllr. Jackson had circulated his report. The only item of interest was that our query about the relative sizes of play equipment and play area at Hareshill Community Centre had not resulted in any changes. He had checked the list of dormant applications of which only one has had a change. He had a request from a resident of Twissell Thorne regarding trimming of hedges and trees on land on his deeds but outside of his fence. Cllr Jackson had advised him of the outcome of a recent Appeal and told Members they could see all the amenity land on the Neighbourhood Plan map. If anyone spots a use of such land other than as amenity pls raise it with Hart Planning.

He again stressed that it was essential for Members to look at the Winchfield Neighbourhood Plan document he had raised earlier in the meeting. Cllr. Jackson said he would also be grateful to receive comments from Members on the Hart Cycle & Parking Standards for new development by the 17 June. The Chairman supported this request and asked that Members please study some of the language - this is replacing the technical advice note with an SPD which will have gone through the full consultation process but some of the wording is ambiguous. One of the questions raised was in relation to parking vehicles on the streets – electric vehicles require charge points. With Hareshill and Edenbrook strict “no on street parking restrictions” this needs to be looked at carefully.

RESOLVED: The Report of the Planning Committee was accepted.

MIN.107/23 UPDATES ON HIGHWAY & FOOTPATH MATTERS

Members had been copied with the recent SID results. Residents of Netherhouse Moor had raised the muddy condition of paths at Lea Green with Cllr. Bradley and this will be on the Agenda for July. There was a short information session from the Chairman. In the event that such upgrade is not in the S106 of Hareshill then we need to raise the matter with Fleet Town Council. However we can liaise with them in relation to the S106, FTAP and Infrastructure underspend. Do the research to present to Council for next month.

MIN.108/23 ZEBON COMMUNITY CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

Report noted. Cllr. Jackson advised he had attended a call out in relation to windows open in the Sports Area and lights were on in the Crookham Hall. The CMs are dealing with this and will report on outcome.

(ii) Replacement Hiphop Seat and Installation cost

The above piece of equipment required replacing as a matter of safety and expenditure was approved by two Members as per Standing Orders.

MIN.109/23 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The RFO asked for confirmation that Members would be available to sign the authorisation for the BACs run on Monday the 26 June. This was confirmed by the authorised signatories. Cllr Ashton requested “grass cutting” be an Agenda item for July under the Highways title.

The meeting closed at 10 pm.

Dates for 2023 Meetings – all in the WI HALL
3 July - None August - 4 Sept - 2 Oct - 6 Nov - 4 December

Crookham Village Parish Council

Appendix 1

FINANCE – 5th June 2023 CVPC Meeting RFO Report

A) March 2023 Accounts and YE 310323

Reports Provided to members

The RFO provided the following reports to the Council: -

March 2023

Balance sheet at Year End 31/03/23

Income & Expenditure Account for the month of March 2023 as detailed below.

Income & Expenditure Account – Actual v Budget – April 22 to March 2023

Summary of Actual expenditure against budget for March 2023 with detailed notes against each cost.

Payments made in the month reconciliation – March 2023

Payments made in March 2023

Date	Trans Type	Name	Net	Category
02/03/2023	DD	Orange Pixel	40.00	Website / Hosting
15/03/2023	DD	Bank line	9.60	Bank charges
15/03/2023	DD	Tesco Mobile	12.50	Telephone/ Broadband
28/03/2023	DD	Total energies	418.89	Gas
16/03/2023	DD	Intuit	42.00	Account Software
20/03/2023	DD	Npower	290.24	electricity
15/03/2023	DD	vodafone	40.00	Telephone/ Broadband
30/03/2023	DD	Orange Pixel	40.00	Website / Hosting
16/03/2023	BACS	Payroll	5,504.00	Payroll
29/03/2023	BACS	Biffa Waste Services Ltd	229.32	Refuse
29/03/2023	BACS	Comfort Building Services	169.00	Electrics & Plumbing
29/03/2023	BACS	Imprint Colour Limited	422.00	Printing
29/03/2023	BACS	Larkstel Ltd	525.67	Refuse / Play Area repairs
29/03/2023	BACS	Proludic Ltd	43.81	Play Area Maintenance
29/03/2023	BACS	20i	65.89	Website / Hosting
29/03/2023	BACS	Sunshine Commercial Services Ltd	1,010.01	Grounds Maintenance
29/03/2023	BACS	Wicksteed	180.00	Play Area Maintenance
29/03/2023	BACS	A Slater	360.00	Repairs
29/03/2023	BACS	CAD	90.00	Electrics & Plumbing
29/03/2023	BACS	Town & Country Cleaning Limited	951.00	Cleaning
29/03/2023	BACS	Caloo	840.00	Play Area Maintenance
29/03/2023	BACS	Source Supplies	48.78	Cleaning
27/03/2023	BACS	Hart Players	40.00	Return of funds
29/03/2023	Chq 3649	Petty Cash	80.00	Petty Cash Float
		Total payments	11,452.71	

Crookham Village Parish Council
Income & Expenditure Account
March 2023

	<u>Total</u>
Income	
Hire of Facilities	4,464.53
Hire of Pitches	461.75
Other Income	<u>150.00</u>
Total Income	<u>£ 5,076.28</u>

Expenditure	
Asset Maintenance and Repairs	2,218.82
Miscellaneous	3.33
Office Expenses	152.62
Printing, Postage & Advertising	422.00
Professional Fees	51.60
Property Maintenance	2,231.25
Property Services	761.63
Salaries	<u>5,504.00</u>
Total Expenditure	<u>£11,345.25</u>

Notes

- Petty Cash Expenditure in the month £12.54
- Petty Cash Float Advance in the month £80.00
- Customer Refunds £40.00
- Direct Debit authorisation – minute reference (Min.027/23 (i))

B) Bank Reconciliation 31/03/23

The Bank reconciliation needs to be signed by the Chairman – total cash £465,107.52 – Box 8 of the AGAR

C) April 2023 Accounts

Notes

Income

- 1) The first half of the precept was received for £74,451.15
- 2) Other Income – This relates to the grant for the solar panels £19,553.00
- 3) Bank Interest – Interest of £1534.16 received on our Business Reserve Account

Expenditure

- 1) The following *S137 grants were made in April 2023

	S137 Payments			
date		Name	Amount	Grant details
26/04/2023	BACS	Fleet & Distriact Carnival	1,000.00	Fleet Carnival
26/04/2023	BACS	Zebon Copse Residents Association	200.00	Summer Fete - Family Craft Workshop
26/04/2023	BACS	Fleet Town Council	250.00	Fleet Coronation Celebrations
26/04/2023	BACS	DWCV Horticultural Society	200.00	Summer Fete -Sponsorship of craft tent
		Total S137 - Apr 23	1,650.00	

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.

Reports Provided to members

April 2023

Balance sheet at Year End 30/04/23

Income & Expenditure Account for the month of April 2023 as detailed below.

Income & Expenditure Account – Actual v Budget – April 23

Summary of Actual expenditure against budget for April 2023 with detailed notes against each cost.

Payments made in the month reconciliation – April 2023

Payments made in April 2023

Date	Trans Type	Name	Net	Category
28/04/2023	DD	Orange Pixel	40.00	Website / Hosting
03/04/2023	DD	Hart District Council	523.50	Rates
17/04/2023	DD	Bank line	7.60	Bank charges
17/04/2023	DD	Tesco Mobile	12.50	Telephone/ Broadband
19/04/2023	DD	Intuit	42.00	Account Software
14/04/2023	DD	Npower	238.44	electricity
14/04/2023	DD	vodafone	45.76	Telephone/ Broadband
26/04/2023	BACS	Payroll	5,643.32	Payroll
26/04/2023	BACS	DWCV Horticultural Society	200.00	Grant
26/04/2023	BACS	Fleet & District Carnival	1,000.00	Grant
26/04/2023	BACS	Fleet Town Council	250.00	Grant
26/04/2023	BACS	PPL PRS	1,736.80	Grant
26/04/2023	BACS	Fleet Phoenix	2,287.00	Youth Sponsorship
26/04/2023	BACS	JRB Enterprise Ltd	498.00	Communal Area Maintenance
26/04/2023	BACS	Richard Thorpe Fire Safety Services	90.00	Fire Safety
26/04/2023	BACS	20i	12.49	website/ hosting/ Computer maintenance
26/04/2023	BACS	ADC Internet Deals Ltd	34.15	website/ hosting/ Computer maintenance
26/04/2023	BACS	Drop box International	1,728.00	website/ hosting/ Computer maintenance
26/04/2023	BACS	Larkstel	380.67	Refuse
26/04/2023	BACS	Argent Creative Marketing	80.00	website/ hosting/ Computer maintenance
26/04/2023	BACS	Crown Conservatories	173.35	Repairs
26/04/2023	BACS	Comfort Buisling Services Ltd	169.00	Electrics & Plumbing
26/04/2023	BACS	Phoenix Pest Solutions	725.00	Communal Area Maintenance
26/04/2023	BACS	Hampshire County Councils	1,387.88	Street Maintenance
26/04/2023	BACS	Viking Office UK Limited	102.12	stationery
26/04/2023	BACS	Viking Office UK Limited	73.44	stationery
26/04/2023	BACS	HAGS	55.00	Play Area Maintenance
26/04/2023	BACS	Sunshine Commercial Services	27.82	Communal Area Maintenance
26/04/2023	BACS	Sunshine Commercial Services	1,010.01	Ground Maintenance
26/04/2023	BACS	Town & Country Cleaning Limited	892.72	Cleaning
26/04/2023	BACS	Captured Moments	500.00	Marketing
26/04/2023	BACS	A fisk	342.45	Communal Area Maintenance
26/04/2023	BACS	Zebon Copse Residents Association	200.00	Grant
26/04/2023	BACS	K M electrics	135.00	Electrics & Plumbing
		Total	20,644.02	

Crookham Village Parish Council
Income & Expenditure Account
April 2023

	<u>Total</u>
Income	
Bank Interest Earned	1,534.16
Hire of Facilities	5,011.78
Hire of Pitches	595.76
Other Income	19,553.00
Precept	<u>74,451.15</u>
Total Income	<u>£101,145.85</u>

Expenditure	
Asset Maintenance and Repairs	4,046.16
Office Expenses	2,070.20
Printing, Postage & Advertising	2,787.00
Professional Fees	49.60
Property Maintenance	1,853.22
Property Services	2,557.00
Salaries	5,643.32
Sections 137	<u>1,650.00</u>
Total Expenses	£ 20,656.50

Notes

- Petty Cash Expenditure in the month £12.48
 - Direct Debit authorisation – minute reference (Min.027/23 (i))
- D) VAT – Please see accompanying emails between RFO and Menzies**

Following a change in VAT rules for sports hire, Menzies have been consulted and a meeting was held on the 29th March 2023. This was attended by Simon Ambler, Julia Ambler, Carol Leversha and Angela Sayers.

Background

The background is that admission to a local authority leisure facility has been deemed to be a business supply and subject to VAT at standard rate. Letting of facilities is similarly a taxable business supply. A qualifying series of lets would be exempt from VAT in the absence of an option to tax. CVPC has opted to tax the Zebon Copse Centre and therefore all of the income is standard rated business, so VAT on costs can be fully recovered. Recent cases have prompted HMRC to issue a business brief to confirm that local authority leisure services should be treated as non-business for VAT purposes.

Outcome

Menzies have advised CVPC for each user of the hall and pitch whether output VAT is to be charged or not from 1st April 2023. In addition, they have also advised us regarding VAT on storage charges for each user. Please see schedule of ZCC hirings and VAT position confirmed by Menzies in column F.

In addition, Menzies have confirmed that U3A are exempt from VAT providing a charitable use statement is received at least annually each year. A copy has been received from Fleet U3A for 23/24 and confirmed by the Menzies VAT specialist that it is adequate to enable invoices sent to them to be exempt from VAT. Their usage of the hall must be continually monitored, and any changes advised to us as soon as possible. This has been communicated to U3A.

At our meeting we discussed Menzies reviewing our VAT returns over the next year to check the exempt income does not give rise to a restriction on recovery and therefore result in a loss of input tax - hoping it would be de minimis and not result in a loss of input tax but we need to check. The RFO has sent an email to Menzies asking them to confirm who the QuickBooks reports should be sent to when the next VAT return is completed in July 2023.