



Crookham Village Parish Council

Clerk, Mrs C A Leversha

Hareshill Community Centre, Milpond Avenue, GU51 5EN

Tel: 01252 810568 Email: clerk@crookhamvillage-pc.gov.uk

These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:45pm on 2 September 2024 in WI Hall, The Street, Crookham Village. Please refer to the Minutes of the October 2024 meeting for any amendments.

All Council documents and appendices are displayed on the Council website or you can inspect copies at the Parish Council Office – call 01252 810568 for an appointment.

Present:	Cllrs Simon Ambler (Chairman), Julia Ambler, Phillip Ashton, Peter Bradley, Andrew Friend, Nick Gould, David Jackson, Dr Indra Sinka, Stephen Parker (HCC), Wendy Makepeace-Brown (HDC)
In attendance:	Angela Sayers (RFO), Carol Leversha (Clerk), Anna Wierzbinska (Assistant Clerk) and 4 members of the public.
MIN.131/24	APOLOGIES FOR ABSENCE None.
MIN.132/24	CHAIRMAN'S ANNOUNCEMENTS Item 13 (v) deferred to October meeting.
MIN 133/24	MINUTES OF THE COUNCIL MEETING OF 1 JULY 2024 The Chairman referred to these page-by-page Min 107/24-123/24. RESOLVED: The Minutes of the meeting of 1 July 2024 were accepted as a true record and signed by the Chairman.
MIN 134/24	MINUTES OF THE EXTRA-ORDINARY MEETING OF 29 JULY 2024 The Chairman referred to these page-by-page Min 124/24-130/24. RESOLVED: The Minutes of the meeting of 29 July 2024 were accepted as a true record and signed by the Chairman.
MIN.135/24	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.136/24	CONSIDER CRIME AND 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.137/24	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Cllr S. Parker advised that due to summer holidays not many decisions or actions have been taken. He is now a member of Hampshire and Isle of Wight fire & rescue authority. A member of public advised that Zebon Copse Residents Association is having a bat walk on 12 September and bird talk on 11 October. A representative of the member of public who is affected by the tree at 31 Larmer Close (AG item 9) addressed Members, giving a brief introduction to the issue. Member of public asked again what is happening about vehicles parking on the verges at Crossways junction, advising that the situation is unchanged.. The same member of public also advised the Council that the owner of Nyasaland has approached him and asked him to change the statutory document written years ago. Cllr Friend asked if police was contacted about fraudulent action as such a request is for falsifying a legal document. Cllr Wendy Makepeace-Brown advised she will assist member of the public with parking on the verges at Crossways junction, and with concerns around Nyasaland. She also advised that Hart will be looking at the response to the consultation for planning policy changes tomorrow. She also made Members aware that some residents on Hareshill are having council tax bill issues, due to the valuation errors. If anyone has any concerns or needs assistance with that matter, she will be happy to assist.
MIN.138/24	CVPC NEWSLETTER Clerk introduced an item. CVPC newsletter is due, and the budget for it should be agreed. Any suggestions for the newsletter items should be sent to Assistant Clerk, who will also edit and publish the next issue of the newsletter by November 2024. Members agreed that they are still happy to continue with voluntary deliveries of the newsletter by themselves. Cllr Jackson will support the Assistant Clerk and advised that he had the template in publisher and would send



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	it across for her use. Members were requested to supply items for inclusion and it was agreed that a photo of the Council Members should be included with names identifying each one. RESOLVED: Members support the new newsletter and agreed the budget of maximum of £500.00 for production of it.
MIN.139/24	TREE AT 31 LARMER CLOSE Clerk introduced an item. Following a visit to the homeowner, it has been established that the tree should be inspected by tree surgeon. Clerk to instruct tree surgeon to inspect this tree and if he considers it safe to do so to give a quote for removal of some of the overhanging branches. RESOLVED: Members in support of asking the tree surgeon to inspect the tree in question and to provide further information and quote to Members.
MIN.140/24	APPOINTMENT OF COUNCILLORS WORKING GROUPS: Chairman introduced an item. It was decided during the DoT meeting in July, that two working groups should be formed: working party for management of Albany Park obligations for ZCC upgrades and working party for future replacement / enhancement of ZCC play facilities. Chairman suggested that as two items are interlinked, it is more sensible to merge these items into one working group to cover both topics. Clerk and Chairman circulated some documents for Members to review and move forward with setting up the working group. The Chairman suggested the name of the working group be "Upgrade of Facilities at ZCC – Internal & External". RESOLVED: Members agreed that Cllrs David Jackson, Andrew Friend, Nick Gould and Julia Ambler plus CMs will form the one working group (based on framework). Assistant Clerk to suggest some dates for the group to get together (virtually).
MIN.141/24	HARESHILL COMMUNITY BUILDING (update) Cllr Julia Ambler provided the following update: Legal position of transfer document is ready to go, Berkeley's need to give their final approval of this document, but legal documents are now deemed satisfactory. Additionally, Berkeley's are currently installing some services to the next phase of the development, and as a result community centre car park is being used as an overflow. She is communicating with Hart representatives as well as with Berkeley's about this matter. Cllr Stephen Parker may have a useful contact at Berkeley's, which he will share with Cllr Julia Ambler.
MIN.142/24	SOLAR PV & HEAT PUMP PROJECT (update) Members of energy group had email sent by Clerk. Clerk found a local resident who could assist with the plans and is waiting for Members to direct the questions to her contact. Cllr David Jackson suggested we should invite her to the Energy working group. Clerk to action and reach out to her contact.
MIN.143/24	FINANCE (i) Report of the RFO The RFO provided the following reports to the Council: (ii) June 2024 Accounts (Appendix A) (iii) July 2024 Accounts (Appendix B) RESOLVED: The above reports of the RFO were agreed and accepted by Members. (iv) Conclusion of Audit The RFO read to members Section 3 of the AGAR On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting our opinion which we draw to the attention of the authority: 1) The AGAR was not accurately completed before submission for review: Question 11a was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered "No". ACTION



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	The RFO will ensure that question 11A, relating to trust funds, on Section 2 of the AGAR is not left blank when completing the AGAR in future years. 2) The engagement letter with the internal auditor has not been reviewed or renewed for a number of years. The authority has not considered if the current scope of the internal auditors work is adequate for their needs. The Smaller Authority should review the work to be undertaken by the internal auditor either annually or on a regular basis. 3) The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide. Best practise requires the council obtaining a Letter of engagement that would include setting out the scope of work to be performed. In the absence of which the current scope of work schedule should be updated to ensure the council is aware of the scope of the work undertaken to address the risks of the council. ACTION RFO/Clerk to arrange a meeting with Wettone Mathews (current appointed internal auditor) to discuss point 2) and point 3) above Notice of Conclusion The RFO advised members that 'The Notice of Conclusion of Audit' for 31/03/24 along with the certified AGAR (Sections 1,2 & 3) will be published on the notice boards and website. The RFO advised members that it was down to us to decide how long to publish the notice for and asked for their agreement to the following dates. The inspection period dates are:- Commencing – 9th September 2024 Ending - 21st October 2024 RESOLVED: The conclusion of the audit for YE31/03/24 was noted and accepted by the Members. (v) Citizens Advice Grant Application Request Item has been deferred to October meeting as per Chairman announcements. (vi) Lea Green Play Area Repairs CMs are seeking an approval for the following quotes: Larkstel quote to repair area around zip wire (topsoil and grass) £275 plus VAT. Caloo quote for repair of the cycle bike £275 plus VAT. RESOLVED: Members approved quotes for the repairs for £275.00 from Larkstel and £275.00 from Caloo. (vii) Hareshill Fixtures & Fittings CMs provided a list of incidentals. CMs are seeking an approval of the budget of maximum of £550 for incidentals. RESOLVED: Members approved a maximum budget of £550.00 for Hareshill Community Centre incidentals. (viii) HH Premises Licence The RFO informed members that the Centre Managers had been looking into premises Licences to understand whether one was required for Hareshill. Members had sight of the premises fee levels which the RFO had downloaded from the government website. If a licence is required, the rateable value of the building is also needed to complete the application. The RFO informed members that she had emailed Sally Lane at Hart District council to seek her help with the later as the building was not rated with the Valuation Office Agency yet . Members agreed to approve a maximum budget of £350 for the licence in the event that it is required. RESOLVED: Members approved a maximum budget of £350.00 for premises licence for Hareshill Community Centre. (ix) Defibrillator Cabinet for HH
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	To site it at HHCC we need to purchase an outside cabinet and SECAMB recommend one which was around £628. SECAMB electrician will fit and connect to our electrical supply possibly free of charge, but it will depend on the chosen location. RESOLVED: Members approved the purchase of outside cabinet for HHCC and fitting of same at maximum budget of £750.00. Actual siting of unit rests with SECAMB officer.
MIN.144/24	PLANNING (i) Report of the Planning Committee Cllr Jackson presented his report. He drew Members attention to various items on his report. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman. (ii) Planning Application 24/01601/AMCON Proposal: Application to vary Condition 2 of planning permission 23/02469/FUL for erection of 3 dwellings (Use Class C3) Land South Of, Watery Lane, Church Crookham, Fleet, Hampshire RESOLVED: No objection. (iii) Planning Application 24/01576/FUL Proposal: Demolition of existing stables and storage building and erection of dwelling Amethyst Fields, Crondall Road, Crookham Village, Fleet, Hampshire GU51 5SS Cllr Jackson drew Member's attention to this application and invited a debate. Members discussed this planning application in more detail and raised the following questions: What is a relative footprint of the proposal vs existing and is the new dwelling outside settlement boundary sufficiently justified? How will the disposal of sewage be dealt with? This proposal will have a visual impact on FP10 as well as accessibility impact. No case made as to why there should be a dwelling on this site? The design is not in accordance with the NP or the Local Plan, design is also out of character with the area. How much of the area should be classed as the previously developed land? RESOLVED: CVPC Objects this planning application. Cllr. Jackson will provide the supporting background. (iv) CVPC Response to consultation on Proposed reforms to the National Planning Policy Framework and other changes to the planning system. RESOLVED: Members accepted the proposed response to the consultation. Members agreed this should be shared with HDAPTC Members.
MIN.145/24	HIGHWAY & FOOTPATH MATTERS (i) Lea Green Footpath (update) Cllr Parker provided an update. Officers have started a piece of work looking at Lea Green alongside other walking routes in the area, particularly connecting to the local schools. The aim is to come up with a menu of interventions to improve these walking routes, which HCC can then review with stakeholders. This is planned for October and will prioritise for delivery. The pace of delivery will be determined by the amount of funding HCC can allocate specifically to this work, against the other competing calls on funding. Officers are trying to ensure they coordinate/target it most effectively based on geography, timing etc., (ii) Dropped Kerb – north side of The Street & Hitches Lane (update) Cllr Parker advised that this is also investigated by officers as above.
MIN.146/24	MANAGEMENT OF COUNCIL FACILITIES & LAND AMENITIES (i) Report from Centre Manager RESOLVED: Members reviewed the ZCC CM report, and it was accepted.



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MIN.147/24

INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr Ashton missed the EO meeting on 29 July due to the technical issues caused by the transition to new emails / software.

Meeting closed at 9.43 pm



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FINANCE – CVPC Meeting 2nd September 2024

RFO Report

Appendix A

A) June 2024 Accounts

Notes

Income

- 1) Bank Interest – Interest of £479.09 received on our Business Reserve Account
- 2) £9,000 was transferred from the NatWest Business Reserve Account to the NatWest Current Account in June 2024

Expenditure - Non contractual items to highlight

- 1) S137 - Chairmans Allowance £35.74 – Retirement gift for Phil du Gay
- 2) Courses & Travel – includes £360 for St Johns Ambulance for the Assistant Clerk and Centre Manager and £120 for SLCC for the Assistant Clerk
- 3) Capital Expenditure w/off - £657.01 – new laptop for Clerk

Reports Provided to members

The RFO provided the following reports to the Council - all in CVPC meeting folder

June 2024 Reports

Balance sheet

Income & Expenditure – Actual v Budget (detailed notes provided)

Income & Expenditure Account for the month – see below

Aged Creditors

Aged Debtors

Accruals/Prepayments

Payments made in the month– see below table

Payments made in June 2024

Date	Num	Name	Net	Category
17/06/2024	DD	Bank line	10.40	Bank charges
17/06/2024	DD	Intuit	48.50	Account Software
13/06/2024	DD	Total energies	234.28	Gas



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28/06/2024	DD	Orange Pixel	45.00	Hosting / WEB
17/06/2024	DD	Castle Water	151.80	Water Rates
03/06/2024	DD	Hart District Council	576.00	Rates
17/06/2024	DD	Npower	59.55	Electricity
27/06/2024	DD	Vodafone	37.16	Telephone
18/06/2024	DD	Payroll	7,353.91	Payroll
28/06/2024	BACS	Hart District Council	24.00	Election fees
28/06/2024	BACS	Cloudy IT	137.50	Computer/Web support
28/06/2024	BACS	Biffa Waste Services Limited	196.30	Refuse
28/06/2024	BACS	Wettone Matthews	560.00	Professional fees
28/06/2024	BACS	Fire & Safety Team Ltd	230.00	Fire Maintenance
28/06/2024	BACS	Vitaplay Limited	150.00	Play Area Maintenance
28/06/2024	BACS	Argent Creative Marketing Limited	80.00	Computer/Web support
28/06/2024	BACS	Comfort Building Services	169.00	Electrics & Plumbing
28/06/2024	BACS	Larkstel Ltd	449.00	Refuse
28/06/2024	BACS	Sunshine Commercial Services Ltd	1,090.29	Grounds Maintenance
28/06/2024	BACS	SLCC	120.00	Courses/Training
28/06/2024	BACS	DGCS	90.00	Security
28/06/2024	BACS	Town & Country Cleaning Limited	990.89	Cleaning
28/06/2024	BACS	HP Inc UK Limited	657.01	Assets
28/06/2024	BACS	Aldi	35.74	S137
28/06/2024	BACS	Carol Leversha	23.40	Courses/Training
28/06/2024	BACS	Source Supplies	49.80	Cleaning
28/06/2024	BACS	Crookham Village WI	120.00	Hall Hire
28/06/2024	BACS	Microsoft	7.99	Computer/Web support
28/06/2024	Chq 3660	WJ Fire	450.00	Fire Training
		Total payments	14,147.52	



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Income & Expenditure

June 2024

	Total
Income	
Bank Interest Earned	479.09
Hire of Facilities	5,267.25
Hire of Pitches	169.65
Precept	14,108.48
Total Income	£ 20,024.47
Expenditure	
Asset Maintenance and Repairs	1,339.60
Capital Expenditure w/off	657.01
Office Expenses	774.74
Payroll Expenses	0.00
Professional Fees	1,467.86
Property Maintenance	1,931.07
Property Services	1,284.45
Reimbursements	0.00
Salaries	7,353.91
Sections 137	35.74
Total Expenditure	£ 14,844.38

Notes

- Petty Cash Expenditure in the month £0
- Direct Debit authorisation – Minute Reference 088/24(vi)
*S137 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



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Appendix B

B) July 2024 Account

Notes

Income

- 1) Bank Interest – Interest of £551.48 received on our NW Business Reserve Account and Unity bank instant access account
- 2) £11,000 was transferred from the NatWest Business Reserve Account to the NatWest Current Account in July 2024

Expenditure - Non contractual items to highlight

- 1) Insurance – includes a fee of £580 from Cardinus for the Hareshill Community Centre Valuation
- 3) Computer/Website Costs– Includes a fee of £825 from Cloudy IT
- 4) Environmental Costs – £455.75 for a Bat Survey and Bat Boxes
- 5) Capital Expenditure w/off - £112.95 – Chair trolley for Hareshill Community Centre

Reports Provided to members

The RFO provided the following reports to the Council - all in CVPC meeting folder

July 2024 Reports

Balance sheet

Income & Expenditure – Actual v Budget (detailed notes provided)

Income & Expenditure Account for the month – see below

Aged Creditors

Aged Debtors

Accruals/Prepayments

Payments made in the month– see below table

Payments made in July 2024

Date	Num	Name	Net	Category
15/07/2024	DD	Bank line	10.00	Bank charges
16/07/2024	DD	Intuit	48.50	Account Software
11/07/2024	DD	Total energies	179.71	Gas
30/07/2024	DD	Orange Pixel	45.00	Hosting / WEB



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16/07/202	4	DD	Castle Water	136.21	Water Rates
01/07/202	4	DD	Hart District Council	576.00	Rates
16/07/202	4	DD	Npower	124.60	Electricity
29/07/202	4	DD	Vodafone	65.16	Telephone
19/07/202	4	DD	Payroll	7,353.91	Payroll
28/07/202	4	BACS	Whitbreads	25.00	Cleaning
28/07/202	4	BACS	Menzies	475.00	Professional Fees
28/07/202	4	BACS	St John's Ambulance	380.00	Courses
28/07/202	4	BACS	20i	24.98	Computer/web support
28/07/202	4	BACS	Viking	101.90	stationery
28/07/202	4	BACS	Comfort Building Services	169.00	Electrics & Plumbing
28/07/202	4	BACS	Open Spaces	45.00	Subscription
28/07/202	4	BACS	HAGS	75.00	Play Area Maintenance
28/07/202	4	BACS	Larkstel Ltd	449.00	Refuse
28/07/202	4	BACS	Richard Thorpe fire Safety Services	104.00	fire Safety
28/07/202	4	BACS	Town & Country Cleaning Limited	1,118.04	Cleaning



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28/07/202	4	BACS	Cloudy IT	825.00	computer/web support
28/07/202	4	BACS	Cardinus	580.00	Professional Fees
28/07/202	4	BACS	JRB Enterprise Ltd	498.00	Communa area maintenance
28/07/202	4	BACS	Viking	99.25	Stationery
28/07/202	4	BACS	Sunshine Commercial Services	1,155.71	Grounds Maintenance
28/07/202	4	BACS	Roupcycle	60.00	Refuse
28/07/202	4	BACS	Roupcycle	60.00	Refuse
28/07/202	4	BACS	A fisk	1,275.88	Communal Area Maintenance
01/07/202	4	CHQ 3661	Petty Cash	150.00	Petty Cash
			Total	16209.85	

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Income & Expenditure

July 2024



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	Total
Income	
Bank Interest Earned	551.48
Hire of Facilities	5,262.63
Hire of Pitches	51.99
Precept	14,108.49
	£
Total Income	19,974.59
Expenditure	
Asset Maintenance and Repairs	3,253.93
Capital Expenditure w/off	112.95
Environmetal Projects	455.75
Office Expenses	1,218.43
Payroll Expenses	0.00
Professional Fees	1,688.73
Property Maintenance	2,427.98
Property Services	1,115.18
Reimbursements	0.00
Salaries	7,353.91
Subscriptions	45.00
	£
Total Expenditure	17,671.86

Notes

- Petty Cash Expenditure in the month £10.15
- Direct Debit authorisation – Minute Reference 088/24(vi)
 *S137 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 aera of its inhabitants and will benefit them in a manner commensurate with said expenditure