



These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:45pm on 7 October 2024 in WI Hall, The Street, Crookham Village. Please refer to the Minutes of the November 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, Andrew Friend, Nick Gould, Dr Indra Sinka, Stephen Parker (HCC), Cllr Wendy Makepeace-Brown (HDC)
In attendance:	Angela Sayers (RFO), Carol Leversha (Clerk), Anna Wierzbinska (Assistant Clerk) and 4 members of the public.
MIN.147/24	APOLOGIES FOR ABSENCE Cllrs Ashton, Bradley and Jackson sent their apologies.
MIN.148/24	CHAIRMAN'S ANNOUNCEMENTS Cllr Simon Ambler advised the attendees that a representative of the Citizens Advice will be presenting her report during Public Participation.
MIN 149/24	MINUTES OF THE COUNCIL MEETING OF 2 SEPTEMBER 2024 The Chairman referred to these page-by-page Min 131/24-147/24. RESOLVED: The Minutes of the meeting of 2 September 2024 were accepted as a true record and signed by the Chairman.
MIN.150/24	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.151/24	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.152/24	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Cllr Stephen Parker made members aware of current consultation introduced by Hampshire County Council for proposed walking and cycling improvements in Fleet. The consultation includes proposed changes to the route from Elvetham Heath to Calthorpe Park School / Leasure Centre and Calthorpe Park School/ Leasure Centre to Church Crookham. Deadline is 10 th of November. Cllr Andrew Friend asked about food waste recycling and if Hampshire County Council has any plans to address that issue. Cllr Parker confirmed that there are plans to include this type of service in the future. Member of the public raised a question about vehicles parking on the verges at Crossways junction, and Cllr Wendy Makepeace-Brown advised there is no further update on that issue yet. Same member of public also raised a question about changes to the Neighbourhood Plan and how the new government proposals for an increase of new houses will affect Hart and its residents. A representative of the Citizens Advice presented her report to the members. The need for advice among public has increased significantly therefore the organisation is seeking additional funds. She explained how the organisation is providing support to different local groups and individuals, she also spoke of the various current and future projects.
MIN.153/24	HALC AGM 19 October Cllr Simon Ambler confirmed that he will attend the AGM on 19 October. Members given their authority for Cllr Ambler to make the decisions. RESOLVED: Cllr Simon Ambler to attend the HALC AGM on 19 October.
MIN.154/24	TOR WORKING GROUP Clerk introduced an item. Members debated the revised ToRs and requested the following changes: "to include carbon neutrality and play area upgrade" and "take place as required". Cllrs. Jackson, Friend, Gould and Julia Ambler will



	form the initial working group. Assistant Clerk to offer dates for the first meeting. RESOLVED: the ToRs for Upgrade of Facilities at ZCC (internal & external) were agreed with just two amendments.
MIN.155/24	OWL RECORDING SYSTEM FOR CVPC MEETINGS Cllr Simon Ambler introduced an item. Members discussed the options of what type of recording we should consider. Cllr Andrew Friend proposed to ask the public via social media if they would like to see the meetings recorded and have the option to watch it after or stream them live without any interactions. One of the options is that we stream live but do not record the meetings, or store it for a short time, e.g. 30 days after the meeting. RESOLVED: Members in favour of the poll / asking residents what they would like to see. Assistant Clerk to action.
MIN.156/24	COMMUNITY INVOLVEMENT Cllr Indra Sinka introduced an item. She briefed the members about her idea of having an open garden day in the village. She also advised members that she's been contacting the relevant individuals and organisations to establish some rules and regulations around the village open garden day. Local Horticultural Society could also be benefiting from this type of the event, as this type of an event could potentially attract the new members. Cllr Sinka also would like to express her thanks to a village resident and an assistant clerk for their help and involvement in this project. She will continue to work behind the scenes and will provide an update to members as and when needed. ACTION: Cllr Indra Sinka will continue to update Members as and when needed.
MIN.157/24	HARESHILL COMMUNITY BUILDING (update) Cllr Julia Ambler introduced an item. For several weeks, CVPC has been awaiting Berkeley's approval of the transfer document between HDC and CVPC to ensure access rights for Berkeley's and their Management Company are included, allowing for essential maintenance of services like sewers and drainage. On 2 October 2024, Julia Ambler was informed by HDC's CEO that Berkeley's has now approved the wording. The final legal documents (engrossments) will be issued shortly. CVPC's solicitor confirmed this, and we await confirmation from Basingstoke Legal (HDC's solicitor) on the final wording. Once confirmed, the documents will be signed by HDC and CVPC's Chairman and Vice-Chairman to complete the transfer. We are also waiting to hear from HDC about a formal handover process, which may be separate from CVPC's planned open day for residents.
MIN.158/24	SOLAR PV & HEAT PUMP PROJECT (update) Clerk introduced an item. She advised the council that one of the Energy Group volunteers will attend the webinar which will help with this item and funding. Item stays on the agenda for now.
MIN.159/24	FINANCE Report of the RFO The RFO provided the following reports to the Council: (i) August 2024 Accounts (Appendix 1) RESOLVED: The above reports of the RFO were agreed and accepted by Members. (ii) Amendments to Financial Regulations Item deferred to November meeting. (iii) Citizens Advice Grant Application Request RESOLVED: Members approved the grant request for Citizens Advice for £500



	(iv) Christ Church Crookham Grant Application Request RESOLVED: Members approved the grant request for £250 for Christ Church Crookham. (v) IP Phones Quote Cllr Ambler advised members that with phone lines moving to fibre IP, only VOIP services will be available soon. Currently, only Hareshill has a fibre circuit. To prepare for this change and improve call handling, a Cloud Phone system is proposed. This system allows calls to be handled by licensed users across multiple devices and includes features like IVR, voicemail, and timed routing. Options include Microsoft Teams or Gamma Horizon systems. RESOLVED: Members approved the quote for Teams based system for £49.20 per month and £537.50 setup fee. (vi) Quote for completion of Crescent Green tree removal RESOLVED: Members approved the quote for £360 for the dismantling and the removal of the dead tree. (vii) Quotes for Lea Green Tree Works ACTION: Clerk is to obtain an additional quote including tree at 31 Larmer Close.
MIN.160/24	PLANNING (i) Report of the Planning Committee Cllr Simon Ambler presented the report. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman.
MIN.161/24	HIGHWAY & FOOTPATH MATTERS (i) Lea Green Footpath (update) Cllr Parker provided an update. This footpath is a part of the wider consultation as per his update during public participation. (ii) Dropped Kerb – north side of The Street & Hitches Lane (update) Cllr Parker advised that this is also investigated by officers as above.
MIN.162/24	MANAGEMENT OF COUNCIL FACILITIES & LAND AMENITIES (i) Report from Centre Manager RESOLVED: Members reviewed the ZCC CM report, and it was accepted.
MIN.163/24	INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING Next HDAPTC meeting on 15 October (Hartley Wintney). Venue and dates of the CVPC meetings for 2025 to be added to the agenda for November.

Meeting closed at 9.26 pm



Crookham Village Parish Council

FINANCE – CVPC Meeting 7th October 2024

RFO Report

Appendix A

Solar Panel – SEG Agreement (copy in one drive)

We now have an export account – an SEG (Smart Export Guarantee) plan – with EON. The first payment to us will be due February 2025. We will be contacted around that time to provide a meter reading with picture evidence. Once they have received those details (within a seven-day window of requesting it) EON will self-bill us and we will receive the payment. The exports went live in February 24. I did ask about all the power that was generated by the solar panels before that and I was told the following: -

Anything that you have generated from the panels since installation would have been used at site, if any units were exported back to the grid and your meter was unable to record it, we won't be able to see those units.

In summary we have an import account with Npower (owned by EON), and they bill us each month as part of the Hampshire Group, so we benefit from the pricing. Our Exports account is with EON and they self-bill us once a year in February. I am currently in the process of now getting our bills unsuppressed as they were put on hold in May when the meter was changed from hourly to half hourly reads. I have been advised that this should be done by mid-October.

BDO

BDO have said they will look at the information I have sent them regarding the re-statement of the accounts for 23/24 once they have processed all the parish audits for this year.

Internal Audit

We have a meeting with John Hannah (Wettone Matthews) on the 16th October - RFO – Clerk and Cllr Julia Ambler to discuss the internal audit engagement letter and internal audit.

August 2024 Accounts

Notes

- 1) Bank Interest – Interest of £489.78 received on our Business Reserve Account
- 2) £11,000 was transferred from the NatWest Business Reserve Account to the NatWest Current Account in August 2024

Expenditure - Non contractual items to highlight

- 1) Communal areas – Includes an invoice from Webb & Cook for £750 (net) relating to the Sycamore tree in 'The Crescent' and £425 from Urban Tree Experts relating to the ecologist's fee for attending the soft felling of the same tree.
- 2) Audit and Accounts Fee includes £630 invoice(net) from BDO for the external audit for year end 31/03/24.
- 3) Repairs & Maintenance - £2090 invoice from D.S.D relating to ZCC decorating of Zebon and Crookham Halls
- 4) Capital Expenditure w/off - £300 – new printer for ZCC.
- 5) Computer/Website costs include an invoice from cloudy IT for £207.67 for ongoing support.

Reports provided to members

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

August 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 August 2024

Date	Num	Name	Net	Category
15/08/2024	DD	Bank line	10.00	Bank charges
16/08/2024	DD	Intuit	48.50	Account Software
08/08/2024	DD	Total energies	157.00	Gas
30/08/2024	DD	Orange Pixel	45.00	Hosting / WEB
16/08/2024	DD	Castle Water	142.76	Water Rates



01/08/202	4	DD	Hart District Council	576.00	Rates
29/08/202	4	DD	Vodafone	61.16	Telephone
15/08/202	4	DD	Payroll	7,353.91	Payroll
28/08/202	4	BACS	Office Depo International	112.95	Asset
28/08/202	4	BACS	NHBS	60.75	Environmental
28/08/202	4	BACS	County Installations Ltd	200.00	Fire Maintenance
28/08/202	4	BACS	Menzies	600.00	Professional Fees
28/08/202	4	BACS	Urban Tree Experts	395.00	Environmental
28/08/202	4	BACS	Sunshine Commercial Services Ltd	1,155.71	Grounds Maintenance
28/08/202	4	BACS	Cloudy IT	207.67	Computer Web/Hosting
28/08/202	4	BACS	K M Electrics	110.00	Electrics & Plumbing
28/08/202	4	BACS	Larkstel Ltd	449.00	Refuse
28/08/202	4	BACS	Digigroup	1,064.00	Security
28/08/202	4	BACS	Town & Country Cleaning Limited	1,043.04	Cleaning
28/08/202	4	BACS	HAGS- SMP Ltd	971.22	Play Area Repairs
28/08/202	4	BACS	C Haslett	100.00	Customer Refund



28/08/202	4	BACS	Comfort Building Services	169.00	Electrics & Plumbing
28/08/202	4	BACS	20i	25.00	Computer Web/Hosting
28/08/202	4	BACS	Vitaplay	265.00	Play Area Repairs
28/08/202	4	BACS	Microsoft	7.99	Computer Web/Hosting
28/08/202	4	BACS	Microsoft	7.99	Computer Web/Hosting
28/08/202	4	BACS	DSD	2,090.00	Maintenance & Repairs
28/08/202	4	BACS	C Alyen	50.00	Customer Refund
28/08/202	4	BACS	Phil's Pest Control	60.00	Communal Maintenance
28/08/202	4	BACS	JRB Enterprise Ltd	498.00	Street Furniture Maintenance
			Total	18,036.65	

Crookham Village Parish Council

Income & Expenditure

August 2024

	Total
Income	
Bank Interest Earned	489.78
Hire of Facilities	3,256.06



Hire of Pitches		44.65
Precept		14,108.49
Total Income	£	17,898.98

Expenditure

Asset Maintenance and Repairs		5,108.24
Capital Expenditure w/off		300.00
Miscellaneous		5.82
Office Expenses		415.95
Professional Fees		1,633.76
Property Maintenance		4,519.23
Property Services		1,148.61
Salaries		7,353.91
Total Expenditure	£	20,485.52

Notes

- Petty Cash Expenditure in the month £5.82
- 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