



These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:45pm on 4 November 2024 in Hareshill Community Centre, Hitches Lane, Crookham Village. Please refer to the Minutes of the December 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, Peter Bradley, Andrew Friend, David Jackson,
In attendance:	Angela Sayers (RFO), Carol Leversha (Clerk), Cllr Stephen Parker (HCC), Anna Wierzbinska (Assistant Clerk) and 3 members of the public.
MIN.164/24	APOLOGIES FOR ABSENCE Cllrs Ashton, Sinka, and Gould sent their apologies. These were accepted.
MIN.165/24	CHAIRMAN'S ANNOUNCEMENTS None.
MIN 166/24	MINUTES OF THE COUNCIL MEETING OF 7 OCTOBER 2024 The Chairman referred to these page-by-page Min 147/24-163/24. RESOLVED: The Minutes of the meeting of 7 October 2024 were accepted as a true record and signed by the Chairman.
MIN.167/24	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.168/24	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.169/24	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Member of the public advised that the public noticeboard on Brandon Road is in a bad condition and needs replacing. Budget for the next year should look into replacement noticeboards (parish and public ones). Blue sign – “single lane no passing places” is missing from the bottom of Danvers Drive and should be replaced. It will be discussed at F&HR Cttee. Cllr Stephen Parker advised that SGN will be replacing old, corroded gas pipes affecting Malthouse Bridge and adjacent area with unavoidable disruption to traffic flows. The Chairman then re-convened the meeting.
MIN.170/24	DATES AND VENUE FOR 2025 CVPC MEETINGS RESOLVED: Members approved for CVPC meetings in 2025 to be held at Hareshill Community Centre. Planning and F & HR Cttee meetings will continue at ZCC.
MIN.171/24	HCC WALKING & CYCLING SURVEY CONSULTATION Cllr. Jackson had drafted a paper with an alternative route and Cllr. Ambler suggested that the recent congestion on traffic using Coxheath Road (due to closure of section of GHR) be raised as strongly objecting to HCC proposal to make MHB one way traffic. Members discussed the proposal in some detail and with suggested amendments it was agreed. RESOLVED: Cllr Jackson to provide Clerk with the amended response and Clerk to send to HCC and copy in Cllr. Stephen Parker.
MIN.172/24	HARESHILL COMMUNITY BUILDING (update) Cllr Julia Ambler provided an update. The transfer of the building took place on 25 October 2024. CVPC now is the owner of the building. Official open day for residents will be held (date TBC but it will be in January 2025). Next F&HR Cttee will decide on the budget for an open day. Item to come off the agenda. New agenda item for December – HHCC to be official address for all correspondence.
MIN.173/24	SOLAR PV & HEAT PUMP PROJECT (update)



	Clerk provided an update. This project will be a topic for the ZCC Upgrade Working Group.
MIN.174/24	FINANCE (i) Report of the RFO The RFO went through her report with members. (ii) September 2024 Accounts (Appendix 1) RESOLVED: The RFO report and September accounts were agreed and accepted by Members. (iii) Credit Card Procedures RESOLVED: Members approved the new procedure for a CVPC credit card. (iv) Quotes for Lea Green Tree Works RESOLVED: Members approved the quote provided by contractor B to also include work on tree for 31 Larmer Close. (v) Raffle Donation for Crookham Infants School RESOLVED: Members approved the request for free of charge hall hire for 3 hours at ZCC. (vi) Staff Contracts RESOLVED: Members approved a 2-hour weekly increase in staff working hours for CMs and Assistant Clerk and 2.5-hour weekly increase in working hours for the RFO, and the new SCP changes issued by NALC applicable from 1st April 2024.
MIN.175/24	PLANNING (i) Report of the Planning Committee Cllr David Jackson presented the report. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman. (ii) Planning Application 24/01838/FUL Proposal: Erection of 9 two, three and four bedroom dwellings with associated access, open space, landscaping and infrastructure At: STREET RECORD, Albany Park Drive, Church Crookham, Fleet Cllr. Jackson introduced the application and invited debate. After a discussion Members supported his proposed response with minor amendments. RESOLVED: OBJECTION for the following reasons: inadequate vehicle and cycle parking; inadequate justification of change of use to housing; and lack of details about SANG and biodiversity offset. (iii) HDC 22/01403/FUL – Change of use of land from agriculture to extension to Grove Farm SANG (amended site location plan) At: Land to the west of Hitches Lane, Fleet, Hampshire RESOLVED: No objections.
MIN.176/24	HIGHWAY & FOOTPATH MATTERS (i) Lea Green Footpath (update) Cllr Parker provided an update. This footpath is a part of the wider consultation by HCC, results of which will dictate the future of this section of the path. (ii) Dropped Kerb – north side of The Street & Hitches Lane (update) Cllr Parker advised that this is also investigated by officers as above.
MIN.178/24	MANAGEMENT OF COUNCIL FACILITIES & LAND AMENITIES (i) Report from Centre Manager RESOLVED: Members reviewed the ZCC CM report, and it was accepted.
MIN.179/24	INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING (i) Hampshire Passenger Transport Forum (online) (ii) ZCC Upgrade of Facilities WG meeting 7 November, 7PM, online.



	(iii) December agenda items: CV Community Emergency Plan; Internal Audit; CVPC Office Address.
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Meeting closed at 9.11 pm



Crookham Village Parish Council

FINANCE – CVPC Meeting 4th November 2024

RFO Report

Appendix

A)

Internal Audit

We had a meeting with John Hannah (Wettone Matthews) on the 16th October - RFO – Clerk and Cllr Julia Ambler. The internal audit was discussed, and they are going to arrange the issue of a new engagement letter. The re-appointment of the internal auditor will be an agenda item at the CVPC meeting in December 2024.

VAT

There were a small number of invoices relating to Hareshill prior to the transfer date. I have confirmed with the VAT specialist at Menzies that we were allowed to claim the input VAT on invoices with a tax point date prior to the transfer date. Copies of the VAT return for QE 30/09/24 along with correspondence from Menzies are in one drive

Menzies are currently dealing with the 'Option to Tax' form for Hareshill

Scale Column Point -Tables for 24/25

The new SCP tables for 24/25 have been received from NALC. The percentage increase is shown in the payroll document in one drive and is effective from 1st April 2024. I will process the backdated pay (Apr 24 to Oct 24) in the November payslip. In addition the new SCP rates will be applied from 1st November 2024

Npower Billing

I am still chasing the billing for this. They confirmed via email on the 29th Oct 2024 that it is an internal issue within Npower which they are trying to solve

Budget Meeting

Date for informal budget meeting needs to be agreed – proposed date – Monday 13th January 2025



September 2024 Accounts

Notes

Income

- 1) Bank Interest – Interest of £503.33 received on our Business Reserve Account
- 2) Precept – payment of £84,650.93 was received on 5th September 2024
- 3) £74,000 was transferred from the NatWest Current Account to the NatWest Business Reserve Account in September 2024

Expenditure - Non contractual items to highlight in the Income & Expenditure Account

- 1) Play Area Maintenance - £570 in the month related to repairs at Lea Green
- 2) Computer Website – Includes £860 (first ½) relating to the development of the Hareshill website

Reports provided to members

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

Management Report

September 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 September 2024

16/09/2024	DD	Bank line	11.20	Bank charges
16/09/2024	DD	Intuit	42.00	Account Software
10/09/2024	DD	Total energies	157.87	Gas
30/09/2024	DD	Orange Pixel	45.00	Hosting / WEB
16/09/2024	DD	Castle Water	139.74	Water Rates
02/09/2024	DD	Hart District Council	576.00	Rates



16/09/2024	DD	Vodafone	27.02	Telephone / Broadband
27/09/2024	DD	Vodafone	61.16	Telephone / Broadband
11/09/2024	DD	Payroll	7,353.91	Payroll
27/09/2024	BACS	BDO	630.00	Professional fees
27/09/2024	BACS	Source Supplies	83.64	Cleaning
27/09/2024	BACS	Proludic	733.99	Play Area Repairs
27/09/2024	BACS	Biffa Waste Services Limited	196.30	Refuse
27/09/2024	BACS	Urban Tree Experts	425.00	Communal Areas
27/09/2024	BACS	Printerland	300.00	Assets
27/09/2024	BACS	Webb & Cook	750.00	Communal Area Maintenance
27/09/2024	BACS	Town & Country Cleaning	521.52	Cleaning
27/09/2024	BACS	L Beck	50.00	customer Refund
27/09/2024	BACS	Roupcycle	60.00	Refuse
27/09/2024	BACS	Larkstel Ltd	449.00	Refuse
27/09/2024	BACS	Cloudy Group Ltd	134.10	Computer/Web costs
27/09/2024	BACS	Sunshine Commercial Services Ltd	1,155.71	Grounds Maintenance
27/09/2024	BACS	Comfort Building Services Ltd	169.00	Electrics & Plumbing
27/09/2024	BACS	Bubbles & Shine	684.00	Cleaning
27/09/2024	BACS	Viking Office UK Limited	18.91	stationery
27/09/2024	BACS	Microsoft	7.99	Computer/Web costs
27/09/2024	BACS	A fisk	1,153.07	Communal Area Maintenance
27/09/2024	BACS	Cloudy Group Ltd	325.00	Computer/Web costs
27/09/2024	BACS	SLCC	141.50	literature
		Total	16402.63	



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Crookham Village Parish Council

Income & Expenditure

September 2024

Notes

- Petty Cash Expenditure in the month £90.50
- 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