



These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:45pm on 2 December 2024 in WI Hall, Crookham Village. Please refer to the Minutes of the January 2025 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, Philip Ashton, Peter Bradley, Andrew Friend, Nick Gould, David Jackson, Indra Sinka Angela Sayers (RFO), Carol Leversha (Clerk)
In attendance:	Cllrs. Stephen Parker (HCC) and Tina Collins (HDC) one member of the public.
MIN.180/24	APOLOGIES FOR ABSENCE Cllr. Andrew Friend – apologies accepted.
MIN.181/24	CHAIRMAN'S ANNOUNCEMENTS The Chairman asked Members for a Minute's Silence to mark the passing of Bill Reece whose newsagents shop served the village for 50 years. The Chairman said he would introduce a request from Berkeley Homes for the use of HHCC for a fundraising charity sale.
MIN 182/24	MINUTES OF THE COUNCIL MEETING OF 4 NOVEMBER 2024 The Chairman referred to these page-by-page Min 164/24-179/24. RESOLVED: The Minutes of the meeting of 4 November 2024 were accepted as a true record and signed by the Chairman.
MIN.183/24	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.184/24	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.185/24	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Cllr. Parker referred to the HCC Council meeting where Mrs Leversha had been honoured for past services to the Council with the award of Honorary Alderman. Cllr. Collins advised that Hart car parks are free of charge this coming Saturday in support of small businesses. The Chairman then re-convened the meeting.
MIN.186/24	CROOKHAM VILLAGE COMMUNITY EMERGENCY PLAN Cllr Ashton introduced an item. He has reviewed our Emergency Plan whilst our current Plan is extremely good it needs reviewing for 2025. It was agreed that Cllrs Sinka and Jackson would assist Cllr. Ashton. Volunteer details could be kept as an appendices where volunteers did not wish their contact details to be public. Clerk to check with Dogmersfield and Crondall as to whether they have Emergency Plans in place and consider whether CVPC would wish to invite them to join our plan (Appendix 2)
MIN.187/24	REMOTE ATTENDANCE & PROXY VOTING The Chairman introduced an item. He asked whether Members wished to put in a Council response or to respond as individuals? Cllr. Julia Ambler volunteered to collate views from colleagues on each question and she would compile a response which she would circulate for consent for the Clerk to respond on behalf of the Council. The Chairman said Members were also at liberty to send in individual responses. Cllr. Ambler will action with a week. RESOLVED: Clerk to respond with the consensus view.
MIN.188/24	REGISTRATION OF HH AS CVPC OFFICE The Chairman advised that since the Assistant Clerk would be working from HHCC that it be requested as the Council's official address. RESOLVED: HHCC is official address for all CVPV correspondence.
MIN.189/24	UPGRADE OF FACILITIES ZCC WORKING GROUP

	The Group Chairman has sent the following report. The Working Group met on 7/11/2024 to agree the TORs and elect a chairman before outlining the scope and timescales for the upgrade of ZCC project. Councillor Friend was proposed by Cllr. J Ambler and seconded by Cllr. N Gould. The TORs were agreed and a priority schedule set for the project. Of the wider objectives including upgrade of facilities, carbon neutral developments and playgrounds, the upgrade of the facilities was identified as being the most appropriate first step. The group wish to be ready to move on opportunities presented by Vistry as part of fulfilling the S106 agreement for Albany Park. The playground development will be integrated into the overall upgrade plan once the direction of the internal adjustments is agreed. The next meeting is Thursday 5th December, held virtually at 7pm, to review the original draft plans for developing the changing area and debate whether this still meets the vision of the Council for ZCC.
MIN.190/24	APPOINTMENT OF INTERNAL AUDITOR The RFO gave a very full report on the proposed appointment and the stages which had to be met to satisfy the conditions required by the external auditors: - Appointment of Auditor Members resolved to appoint Wettone Matthews as internal auditor for the financial Year i.e. 1st April 2025 to 31st March 2026 - Consideration was given to the internal Auditors Independence, as set out in sections 4.9-11 of the Joint Panel on accountability and Governance practitioners guide, and members were satisfied the appointment met the test. - The Engagement Letter for i.e. 24/25 detailing the scope of work to be performed was reviewed by members at Full Council and members agreed that the work to be undertaken was adequate for their needs. RESOLVED: Whettone Matthews appointed as internal auditor's for the 2025/26 financial year Members having considered the above paragraphs and are satisfied that we have met the tests required by the external auditors.
MIN.191/24	FINANCE Report of the RFO The RFO provided the following reports to the Council detailing the revised tax base, Option to tax for Hareshill and Npower and billing. October 2024 Accounts (Appendix 1) RESOLVED: The above reports of the RFO were agreed and accepted by Members. CVPC Credit Cards Report given and Barclay's Bank suggested as provider if they accept our request. Proposed limits monthly limits were £2k for Clerks and £500 for Centre Managers. Approval for expenditure remains as at present. The RFO will track on a spreadsheet. There is a policy on the use of the credit cards. RESOLVED: Engage with Barclay's bank for credit cards with the above monthly limits. Risk Register Addition Members considered the proposed addition to the Risk Register. RESOLVED: Agreed but with colour code of Amber/Green'.
MIN.192/24	USE OF HHCC FOR CHARITY SALE BY BERKELEYS The Chairman introduced the item relating to use of HHCC by Berkeley Homes. Berkely Homes support a charity called The Grange and wish to use the HHCC for 5 days. They sell off the furniture from the show houses to their staff and the proceeds go to The Grange charity. Any furniture remaining is offered to other charities. RESOLVED: Agreed to FOC use of the Centre with a request that a contribution goes to Fleet Phoenix and any surplus furniture be offered to The Lions.



MIN.193/24	NEW FLAG Cllr. Jackson asked that the request for £8 for the Flag be paid from petty cash and that the volunteer be invited to submit any other expenses incurred in relation to supporting the Flagpole. RESOLVED: Petty cash reimbursement of expenses related to purchase of a new flag.
MIN.194/24	PLANNING (i) Report of the Planning Committee Cllr David Jackson presented the report. He advised that the Decouttere comment to be added to the Report. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman. (ii) Planning Application 24/02138/HOU Proposal: Erection of a timber orangery and removal and replacement of cherry tree At: Bine Cottage, Crondall Road, Crookham Village, Fleet, Hampshire GU51 5SY Applicant spoke about the application. Members raised no issues. RESOLVED: No objection. The Chairman advised that he had raised an issue with Hart Enforcement in relation to the working over the weekend at Albany Park.
MIN.195/24	HIGHWAY & FOOTPATH MATTERS (i) Lea Green Footpath (update) (ii) Dropped Kerb – north side of The Street & Hitches Lane (update) The Clerk advised that these two items were covered under the recent cycle survey to which this Council has provided a very detailed response. A request for a meeting with Members by the officer engaged in the feasibility study has been received. Clerk requested a majority view for the date offered. Cllr. Parker advised that sometimes things move slowly at HCC and this is the next stage and will be much more formal and there is lots of statutory matters to deal with.
MIN.196/24	COMMUNITY CENTRES (i) Report from Centre Manager RESOLVED: Members reviewed the ZCC CM report, and it was accepted.
MIN.197/24	INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING (i) Ribbon cutting ceremony at HHCC (ii) HHCC Open Day 25 January 2025 – 2 pm to 4pm (iii) Cllr. Jackson advised that HCC transport forum had been held online and we lose the taxi share service August next year and have reverted the free bus pass usage to 9 to 11 during the week. In addition, they are trying to sort synergy between school buses and public use – so that buses could be used outside of school travel hours. Report will be put into Dropbox. (iv) Elec tree cuttings remain under pylon line despite efforts to get the contractors to remove them. Clerk will use Lengthsman to remove. (v) Cllr. Ashton gave a very detailed report on the water leak Brandon Road and Daphne Drive and a copy will be put into OneDrive.

Meeting closed at 9.06 pm



Crookham Village Parish Council

FINANCE – CVPC Meeting 2nd December 2024

RFO Report

Appendix A

Precept

We have received a revised tax base from Hart District Council in preparation for our budget meeting in January. I have been advised that Albany Park has now been correctly allocated to our parish and not Church Crookham. In addition, HDC have advised me that they have checked all the roads at Hareshill to ensure they are correctly allocated to our parish

VAT

Menzies have submitted the option to tax form for Hareshill and the CVPC business address for VAT has been changed to there as well

Npower Billing

We now have all the bills . They have advised me that the dd will be taken on the 6th of December 2024

October 2024 Accounts

Notes

Income

- 1) Bank Interest – Interest of £563.37 received on our Business Reserve Account
- 2) £15,000 was transferred from the NatWest Business Reserve Account to the NatWest current Account in October 2024

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

- 1) Play Area Maintenance – includes a bill of £275 bill from Caloo in the month relating to repairs of the arm bike and rower
- 2) Computer Website – Includes £860 (second half) relating to the development of the Hareshill website
- 3) Courses and Travel includes £715 for the play area inspection course for the Centre Managers and Assistant Clerk
- 4) Fixtures & Fittings – Hareshill - £857.84 – fire extinguishers and equipment
- 5) S137 Expenditure is as follows:-
 - a) Chairman allowance £40 - Poppy Appeal donation
 - b) Grant - Citizens Advice Bureau £500 – BACS 28th November 2024
 - c) Grant -Christ Church Crookham £250 – BACS 28th November 2024

Reports provided to members

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

October 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 October 2024

Date	Num	Name	Net	Category
15/10/2024	DD	Bank line	10.40	Bank charges
16/10/2024	DD	Intuit	42.00	Account Software
10/10/2024	DD	Total energies	157.50	Gas
30/10/2024	DD	Orange Pixel	45.00	Computer /Hosting / WEB
17/10/2024	DD	Orange Pixel	11.00	Computer /Hosting / WEB
16/10/2024	DD	Castle Water	136.21	Water Rates
01/10/2024	DD	Hart District Council	576.00	Rates
16/10/2024	DD	Vodafone	54.58	Telephone/ broadband
29/10/2024	DD	Vodafone	61.16	Telephone/ broadband
24/10/2024	DD	Payroll	7,988.18	Payroll
28/10/2024	BACS	Tectonic	360.80	Computer /Hosting / WEB
28/10/2024	BACS	Sunshine Commercial Services Ltd	77.00	Grounds Maintenance
28/10/2024	BACS	Viking	48.96	Stationery
28/10/2024	BACS	Argent Creative Marketing Limited	860.00	Computer /Hosting / WEB
28/10/2024	BACS	Argent Creative Marketing Limited	80.00	Computer /Hosting / WEB
28/10/2024	BACS	Viking	56.70	Stationery
28/10/2024	BACS	Rebecca Smith	810.00	Cleaning
28/10/2024	BACS	Sunshine Commercial Services Ltd	1,155.71	Cleaning
28/10/2024	BACS	Larkstel Ltd	449.00	Refuse
28/10/2024	BACS	Larkstel Ltd	275.00	Play Area Maintenance



28/10/2024	BACS	Hampshire Association of Local councils	48.00	Training Courses
28/10/2024	BACS	Cloudy Group Ltd	134.10	Computer /Hosting / WEB
28/10/2024	BACS	HAGS-SMP Ltd	295.00	Play Area Maintenance
28/10/2024	BACS	HAGS-SMP Ltd	75.00	Play Area Maintenance
28/10/2024	BACS	Argent Creative Marketing Limited	860.00	Computer /Hosting / WEB
28/10/2024	BACS	Richard Thorpe Fire Safety Services	90.00	Fire Alarm/Safety Maintenance
28/10/2024	BACS	Comfort Building Services Ltd	169.00	Electrics & Plumbing
28/10/2024	BACS	Citizens Advice Bureau	500.00	Grant
28/10/2024	BACS	Christ Church Crookham	250.00	Grant
28/10/2024	BACS	Royal Mail	8.75	Postage
28/10/2024	BACS	RBL	40.00	Chairmans Allowance
28/10/2024	BACS	Richard Thorpe Fire Safety Services	857.84	Fire Alarm/Safety Maintenance
28/10/2024	BACS	Caloo	275.00	Play Area Maintenance
28/10/2024	BACS	NALC	43.37	Courses
28/10/2024	BACS	Initial - rentokil	81.12	Cleaning
28/10/2024	BACS	Sunshine Commercial Services Ltd	540.00	Grounds Maintenance
07/10/2024	Chq 3662	petty cash float	150.00	petty cash float
		Total	17,672.38	

Crookham Village Parish Council

Income & Expenditure

October 2024



	Total
Income	
Bank Interest Earned	563.37
Hire of Facilities	5,552.48
Hire of Pitches	932.68
Precept	14,108.49
Total Income	£ 21,157.02

Expenditure	
Asset Maintenance and Repairs	2,295.05
Capital Expenditure w/off	857.84
Marketing, Sponsorship, Printing, Postage & Advertising	8.75
Miscellaneous	7.84
Office Expenses	2,063.97
Professional Fees	1,028.28
Property Maintenance	2,019.48
Property Services	1,247.99
Reimbursements	0.00
Salaries	7,988.18
Sections 137	790.00
Total Expenditure	£ 18,307.38

Notes

- Petty Cash Expenditure in the month £28.35
- 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