



These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:00pm on 1 September 2025 in Hareshill Community Centre, Crookham Village. Please refer to the Minutes of the October 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 Philip Ashton, Andrew Friend (Vice Chairman), David Jackson, Indra Sinka, Angela Sayers (RFO), Carol Leversha (Clerk), Anna Wierzbinska (Deputy Clerk)
In attendance:	Cllr Stephen Parker (HCC), Cllr Wendy Makepeace-Browne (HDC) and 2 members of the public.
MIN.109/25	APOLOGIES FOR ABSENCE Cllr Simon Ambler, Cllr Julia Ambler.
MIN.110/25	CHAIRMAN'S ANNOUNCEMENTS None.
MIN.111/25	MINUTES OF THE COUNCIL MEETING OF 7 JULY 2025 The Chairman referred to these page-by-page Min 091/25 – 108/25. RESOLVED: The Minutes of the meeting of 7 July 2025 were accepted as a true record and signed by the Chairman.
MIN.112/25	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.113/25	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.114/25	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Cllr Stephen Parker provided an update about the ongoing gas work along Gally Hill Rd. Improvements to signage has been proposed and was implemented. Some disruption is expected for the infant school during the first week or two. Upgrades to FP502 and FP503 were discussed as the funding has been approved to improve the surfaces of the footpaths. Cllr Wendy Makepeace-Browne advised that she has communicated with the site manager for the Albany Park about the missing road markings and was reassured they will be implemented ASAP. She also advised that she requested Cllr Simon Ambler to be included in the weekly updates with SGN about the ongoing works. Cllr David Jackson requested an update from Enforcement team at HDC regarding some outstanding planning applications and was assured that they will be chased. Cllr Peter Bradley enquired with Cllr Wendy Makepeace-Browne about the flytipping letter and its impact on a resident. Member of the public spoke about the fact he has volunteered to become a befriender for HVA and is currently at the final stages of the necessary checks. The Chairman then closed the meeting to the public.
MIN.115/25	CO-OPTION TO FILL VACANCY (Crookham Village Ward) No candidates available. Item to stay on the agenda.
MIN.116/25	HALC AGM – 22 OCTOBER 2025 Members had no motions to be submitted but requested for it to be remained on the agenda for next month to permit views on potential motions.
MIN.117/25	UPGRADE OF ZCC Cllr Andrew Friend provided an update. He reached out to 7 different architect firms with the mixed response. He communicated with one of the partners at Lyons+Sleeman+Hoare (LHS) recently and received a reply with an outline of how they would suggest we progress. It does a good job of breaking down the different stages that we were a little unclear on in the initial discussions. We also received a response from Macallan Penfold with proposal of moving forward and questions to consider. Both firms said they can support us with building the tender docs. Planning application will more likely have to be submitted. Working group meeting will be scheduled by Cllr Andrew Friend in due course.



MIN.118/25	BASINGSTOKE CANAL SLA Members agreed to accept the latest version of the SLA. The agreement will need to be reviewed again next year with the specifics to S106. RESOLVED: Members approved the SLA for 2025-2026.
MIN.119/25	REPORT FROM SCOUTS GROUP & REQUEST FOR REVIEW OF HIRE COSTS Chairman introduced an item. Short debate commenced, and Members agreed that there should be no charge for the hall hire at Hareshill. RESOLVED: All Members in favour of free of charge usage of the hall at Hareshill by the Scouts. To be reviewed annually.
MIN.120/25	TREE WORKS QUOTATIONS RESOLVED: Members approved quote A for the tree works for priority 1 and priority 2 works required.
MIN.121/25	EXPENSES POLICY (Members) RESOLVED: Members adopted the expenses policy.
MIN.122/25	FINANCE (i) Report of the RFO (Appendix A) (ii) Conclusion of Audit AGAR had not been received back yet so this will be an item for the Oct CVPC Agenda. (iii) June 2025 Accounts (iv) July 2025 Accounts RESOLVED: Report of the RFO (i) and accounts (iii), (iv) were accepted by Members. Members noted and agreed the new SCP rates issued by the NJC. (v) Grant Application CAB RESOLVED: Members approved the grant request for £500.00 for CAB.
MIN.123/25	PLANNING (i) Report of the Planning Committee Cllr David Jackson presented his report. He drew Members attention to various items. Appeal for Albany Park Medical condition due 29 October and Cllr David Jackson has registered to attend. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman. (ii) Planning Application 25/01468/FUL Proposal: Timber pergola front elevation At: Spice Merchant, The Street, Crookham Village, GU51 5SJ Pergola was put up in March. RESOLVED: CVPC has no objections. CVPC regrets that the planning application was submitted after the structure was already elevated, and not before.
MIN.124/25	HIGHWAY & FOOTPATH MATTERS (i) Lea Green footpath & dropped kerb (The Street / Hitches Lane) Cllr Parker provided his report and further update on the ongoing road improvements in the local area.
MIN.125/25	COMMUNITY CENTRES RESOLVED: Members accepted the report from CMs.
MIN.126/25	CONFIDENTIAL / EXEMPT ITEM (Admission to meetings) Act 1960 S1(2) The Chairman requested permission to exclude the public and press due to the confidential item to be discussed. RESOLVED: Public and press excluded.
MIN.127/25	RECOGNITION OF WORKLOAD (Exemplary Support) RESOLVED: Members approved a bonus for CMs (September payroll)
MIN.128/25	INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING Clerk advised that she is trying to get contact details for Martin Grant to put NB in Albany Park CoOp.



Parish Council

Meeting closed at 8.33pm

2025 Meeting Dates:

	CVPC	Finance	Planning
OCTOBER	6 th	20 th	20 th
NOVEMBER	3 rd	17 th	17 th
DECEMBER	1 st	15 th	15 th

CVPC MEETINGS VENUE: HARESHILL COMMUNITY CENTRE

F & HR AND PLANNING VENUE: ZCC



Crookham Village Parish Council

FINANCE – CVPC Meeting 1st September 2025

RFO Report

Appendix A

General Updates

Hareshill

Building Rates

I spoke to the Valuation Office Agency on 17th August 2025 and they have advised that legally they have 12 months (till November 2025) to value the building for rates.

Local Government Services pay Agreement 2025

The National joint Council have issued new Tables for pay effective from 1st April 2025. I will be processing the changes and backpay in the September 25 payroll.

Accounts

June 2025 Accounts

Reports provided to members

The RFO provided the following reports to the Council - all placed in CVPC meeting folder in one drive prior to the meeting

Account report detailing the following:-

Balance sheet

Income & Expenditure – Actual v Budget

Income & Expenditure Account for the month – also shown below

Aged Creditors

Aged Debtors

Individual reports :-

Accruals/Prepayments for the month

Income & Expenditure – Actual v Budget with detailed notes against expenditure

Payments made in the month– also shown below

Notes on Accounts

Income

- 1) Bank Interest – Interest of £412.71 was received on our Business Reserve Account
- 2) £23,000.00 was transferred from the NatWest Business Reserve Account to the NatWest current Account in June 2025



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

- 1) Capital Expenditure W/off
Sign for Hareshill building £2314.00

Street Furniture £219.50 – new sign on pillar

Office Equipment £55.30 – HH – card machine

Office Equipment £438.27 – ZCC – card machine/router/fans
- 2) Professional Fees
Include £275.00 for HR consultancy
- 3) Communal Areas
Includes - Lengthsman work in the parish £467.00 and
Tree Assessment Report £1320.00

Crookham Village Parish Council

Income & Expenditure

June 2025

	TOTAL
Income	
Bank Interest Earned	412.71
Hire of Facilities	5,170.29
Hire of Pitches	34.65
Precept	16,418.28
Total Income	£22,035.93
GROSS PROFIT	£22,035.93
Expenses	
Asset Maintenance and Repairs	3,686.48
Capital Expenditure w/off	3,027.07
Miscellaneous	18.74
Office Expenses	496.58
Professional Fees	1,330.71
Property Maintenance	1,719.59
Property Services	2,407.89
Salaries	9,206.19
Subscriptions	121.47
Total Expenses	£22,014.72
NET OPERATING INCOME	£21.21
NET INCOME	£21.21

Direct Debit authorisation – Minute Reference 073/25 (iii)

Members agreed 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 interest of the area of its inhabitants and will benefit them in a manner commensurate with said expenditure.

Payments made in June 2025

Date	Payment Type	Name	Net Amount	Cost Category
	Direct Debits			
16/06/2025	DD	Npower	123.67	Electricity
27/06/2025	DD	Vodafone	68.38	Telephone/Mobile
12/06/2025	DD	Total Energies	172.54	Electricity
17/06/2025	DD	Castle Water	218.57	Water Rates
16/06/2025	DD	Bankline	12.80	Bank charges
16/06/2025	DD	Intuit Ltd	57.50	Professional Fees
16/06/2025	DD	Vodafone	1.07	Telephone/Mobile
30/06/2025	DD	Orange Pixel	45.00	Computer web/hosting/Support
02/06/2025	DD	Hart district Council	720.00	Rates
04/06/2025	DD	Bannerbuzz	65.02	marketing
04/06/2025	DD	Defib Store	55.00	Repairs and Maintenance
04/06/2025	DD	Key Safe Company	8.33	Repairs and Maintenance
04/06/2025	DD	Parts Town UK Limited	30.90	Repairs and Maintenance
16/06/2025	DD	NEST	0.00	part of payroll total
	BACS			
27/06/2025	BACS	Payroll	9206.16	payroll
27/06/2025	BACS	Caloo	495.00	Play Area Maintenance
27/06/2025	BACS	Hampshire Association of Local Councils	45.00	Courses
27/06/2025	BACS	Biffa Waste Services Limited	17.32	Refuse



Parish Council
27/06/2025

27/06/2025	BACS	Biffa Waste Services Limited	40.00	Refuse
27/06/2025	BACS	Biffa Waste Services Limited	32.00	Refuse
27/06/2025	BACS	S Warden	50.00	customer Refund
27/06/2025	BACS	Stefanie Birmingham	50.00	customer Refund
27/06/2025	BACS	Wettone matthews	570.00	Professional Fees
27/06/2025	BACS	Sunshine Commercial Services Ltd	1155.71	Grounds Maintenance
27/06/2025	BACS	Larkstel Ltd	538.75	Refuse
27/06/2025	BACS	Phils pest control ltd	60.00	Communal Areas Maintenance
27/06/2025	BACS	Argent Creative Marketing Limited	2314.00	Assets
27/06/2025	BACS	Kraken Print & Design Ltd	219.50	Assets
27/06/2025	BACS	Cloudy Group Ltd	211.60	Computer and Website
27/06/2025	BACS	Viking Office UK Limited	46.89	stationary/toner
27/06/2025	BACS	Viking Office UK Limited	164.97	Assets
27/06/2025	BACS	Bubbles & Shine	936.00	Cleaning
27/06/2025	BACS	Bubbles & Shine	171.00	Cleaning
27/06/2025	BACS	T3 Handyman Services	60.00	Repairs and Maintenance
27/06/2025	BACS	Broadband Buyer	81.00	Computer and Website
27/06/2025	BACS	Lebara	4.17	Computer and Website
27/06/2025	BACS	A Fisk	467.00	Communal Areas Maintenance
27/06/2025	BACS	DGCS - Digidrop Group	201.00	Security HH
27/06/2025	BACS	DGCS - Digidrop Group	201.00	Security ZCC
27/06/2025	BACS	DGCS - Digidrop Group	2622.67	Security ZCC
27/06/2025	BACS	DGCS - Digidrop Group	2622.67	Security HH
27/06/2025	BACS	E.ON Next	677.95	Electricity
		Total	24,840.14	



Accounts

July 2025 Accounts

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Balance sheet

Income & Expenditure – Actual v Budget

Income & Expenditure Account for the month – also shown below

Aged Creditors

Aged Debtors

Individual reports :-

Accruals/Prepayments for the month

Income & Expenditure – Actual v Budget with detailed notes against expenditure

Payments made in the month– also shown below

Notes on Accounts

Income

- 1) Bank Interest – Interest of £412.25 was received on our Business Reserve Account
- 2) £18,000.00 was transferred from the NatWest Business Reserve Account to the NatWest current Account in July 2025

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

- 1) Capital Expenditure W/off £484.43
Fixtures and fittings - Hareshill

Fan £73.89

Water Urn £354.99

Intercom Sign £55.55
- 2) Street Furniture Maintenance
Includes £1030.89 for materials for the notice boards refurbishment
- 3) Communal Areas
Includes - Lengthsman work in the parish £1291.00
- 4) Course and Travel
£450.00 – Deputy Clerk Cilca Course

Income & Expenditure - Monthly Summary

July 2025

	Total
INCOME	
Bank Interest Earned	412.25
Hire of Facilities	4,793.58
Hire of Pitches	34.65
Precept	16,418.29
Total Income	21,658.77
GROSS PROFIT	21,658.77
EXPENSES	
Asset Maintenance and Repairs	4,234.83
Capital Expenditure w/off	484.43
Miscellaneous	-2.01
Office Expenses	694.62
Professional Fees	1,158.32
Property Maintenance	4,428.03
Property Services	1,966.69
Salaries	9,175.45
Subscriptions	181.74
Total Expenses	22,322.10
NET OPERATING INCOME	-663.33
NET INCOME	£ -663.33

Notes

Direct Debit authorisation – Minute Reference 073/25 (iii)

Members agreed 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 interest of the area of its inhabitants and will benefit them in a manner commensurate with said expenditure.

Payments made in July 2025

Date	Payment Type	Name	Net Amount	Cost Category
	Direct Debits			
03/07/2025	DD	Npower	166.87	Electricity
09/07/2025	DD	Total Energies	145.39	Electricity
16/07/2025	DD	Castle Water	214.27	Water Rates
15/07/2025	DD	Bankline	13.20	Bank charges
17/07/2025	DD	Intuit Ltd	57.50	Professional Fees
29/07/2025	DD	Vodafone	135.06	Telephone/Mobile
31/07/2025	DD	Orange Pixel	45.00	Computer web/hosting/Support
01/07/2025	DD	Hart district Council	720.00	Rates
16/07/2025	DD	Npower	126.01	Electricity
07/07/2025	DD	SumUpo	110.60	Assets
07/07/2025	DD	Timpson	15.00	Repairs & Maintenance
07/07/2025	DD	Printerland	333.42	consumables
07/07/2025	DD	Squires	3.32	Repairs & Maintenance
07/07/2025	DD	Morrisons	65.90	S137 Chairmans Allowance
07/07/2025	DD	Broadband Buyer	218.00	Assets
	BACS			
14/04/2025	BACS	Payroll	9175.45	payroll
28/07/2025	BACS	Viking Office UK Limited	18.74	Miscellaneous
28/07/2025	BACS	Biffa Waste Services Limited	17.32	Refuse
28/07/2025	BACS	Biffa Waste Services Limited	50.00	Refuse
28/07/2025	BACS	Biffa Waste Services Limited	40.00	Refuse
28/07/2025	BACS	Sunshine Commercial Services	75.00	Play Area Maintenance
28/07/2025	BACS	T3 Handyman Services	200.00	Repairs & Maintenance
28/07/2025	BACS	Richard Thorpe Fire Safety	101.50	Fire Maintenance



Parish Council
28/07/2025

28/07/2025	BACS	Holt Arboriculture	1320.00	Communal Area Maintenance
28/07/2025	BACS	Yately Fencing Limited	120.00	Play Area Maintenance
28/07/2025	BACS	Sunshine Commercial Services	1268.97	Grounds maintenance
28/07/2025	BACS	JRB Enterprise Ltd	124.95	Street furniture maintenance
28/07/2025	BACS	Viking Office UK Limited	73.89	Assets
28/07/2025	BACS	Cut direct Ltd	265.87	Repairs & Maintenance
28/07/2025	BACS	Travis Perkins	49.67	Repairs & Maintenance
28/07/2025	BACS	Virtus Ltd	11.62	Repairs & Maintenance
28/07/2025	BACS	Greenbarnes Ltd	610.95	Repairs & Maintenance
28/07/2025	BACS	B&Q	36.67	Repairs & Maintenance
28/07/2025	BACS	DGCS	299.00	Security
28/07/2025	BACS	Cloudy IT	1476.00	Computer Website & Hosting
28/07/2025	BACS	Cloudy IT	75.09	Computer Website & Hosting
28/07/2025	BACS	Cloudy IT	96.76	Computer Website & Hosting
28/07/2025	BACS	GB Sports & Leisure	33.50	Play Area Maintenance
28/07/2025	BACS	SLCC	450.00	Training and Courses
28/07/2025	BACS	Source Supplies	65.74	Cleaning
28/07/2025	BACS	Dennison Doors Limited	0.83	Fire Maintenance
28/07/2025	BACS	Bubbles & Shine	238.50	Cleaning
28/07/2025	BACS	Bubbles & Shine	846.00	Cleaning
28/07/2025	BACS	Larkstel	538.75	Refuse
28/07/2025	BACS	Comfort Building Services Ltd	335.03	Electrics & Plumbing
28/07/2025	BACS	Mirus	922.00	Repairs & Maintenance
28/07/2025	BACS	A fisk	1291.00	Communal Area Maintenance
	Cheques			
07/07/2025	CHQ	Agile HR consulting Ltd	275.00	Professional Fees
		Total	22873.34	