



These are the unadopted minutes of the Crookham Village Parish Council meeting held at 7:00pm on 6 October 2025 in Hareshill Community Centre, Crookham Village. Please refer to the Minutes of the November 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, Andrew Friend, Indra Sinka, Angela Sayers (RFO), Carol Leversha (Clerk), Anna Wierzbinska (Deputy Clerk)
In attendance:	Cllr Stephen Parker (HCC), Cllr Wendy Makepeace-Browne (sent her apologies), and 3 members of the public.
MIN.129/25	APOLOGIES FOR ABSENCE Cllr David Jackson
MIN.130/25	CHAIRMAN'S ANNOUNCEMENTS None.
MIN.131/25	MINUTES OF THE COUNCIL MEETING OF 1 SEPTEMBER 2025 The Chairman referred to these page-by-page Min 109/25 – 128/25. RESOLVED: The Minutes of the meeting of 1 September 2025 were accepted as a true record and signed by the Chairman.
MIN.132/25	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. Declaration was made by Cllr Friend regarding item 13. (vii) and accepted as non-pecuniary.
MIN.133/25	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.134/25	PUBLIC PARTICIPATION (maximum of 3 minutes per speaker). The Chairman adjourned the meeting for public participation. Member of public asked about planning application for the SANG at Cross Farm. Extra planning meeting is being scheduled, details to follow. Nyasaland – HDC advised that illegal mobile home will be moved, but that was 6 weeks ago, and nothing has been done with it. Deputy Clerk to follow up with Cllr Wendy Makepeace-Browne. Cllr Stephen Parker provided an update about the ongoing gas work along Gally Hill Rd. Gas networks have been very helpful and very engaging with residents. He will also follow up with them to ensure that Cllr Ambler is being included in their weekly updates. LGR plans were submitted by county and district councils. Government is now to decide what they would like to do. Cllr Ashton asked about bollards at the Gables Rd and whether they are permanent or temporary. Cllr Parker confirmed the concrete bollards are temporary. Cllr Friend praised local council for food collections. Cllr Indra Sinka asked Cllr. Parker whether something could be done about the anti-immigrant graffiti defacing highway zebra crossings and road bollards. Cllr. Parker's response was that if the act wasn't proving a danger to the public, then it was unlikely that anything would be done about it. The Chairman then closed the meeting to the public.
MIN.135/25	CO-OPTION TO FILL VACANCY (Crookham Village Ward) No candidates available. Item to stay on the agenda.
MIN.136/25	HALC AGM – 22 OCTOBER 2025 RESOLVED: Members had no motions to submit.
MIN.137/25	COUNCILLORS ALLOWANCES Chairman advised that if we were to approve the allowances, it will be from the next year. The amount will more likely be a percentage of current HDC allowance. Further debate commenced and each Cllr expressed their views.



	We need to look at what it will cost us overall. If CVPC was to adopt the Members allowances, we should get a full picture of what the running cost of it will be in the future. RFO to work out what will be the cost, based on 8 Cllrs and each receiving £1k (gross). Item deferred until further notice.
MIN.138/25	GDPR AGAR ASSERTION 2025/ 2026 Beginning with the 2025/2026 financial year, Assertion 10 will form a mandatory part of every council's Annual Governance and Accountability Return (AGAR). A key new element is that councils must be able to evidence their compliance with data protection legislation as part of this return. This assertion highlights and formalises existing obligations relating to digital governance and data management. It also introduces two specific requirements concerning email management and the adoption of a comprehensive IT policy. Addressing Assertion 10 cannot be achieved through a single policy document or by simply expressing an intention to improve. It calls for tangible, verifiable compliance, not just theoretical alignment. This means demonstrating conformity with the UK GDPR, the Data Protection Act, and the Freedom of Information Act; carrying out periodic data protection audits where appropriate; keeping data protection and information management policies current and relevant to the Council's operations; and providing regular, suitable training for both councillors and staff. It is also likely that CVPC will need a GDPR health and compliance audit, which would involve additional costs. RESOLVED: Members approved the maximum budget of £695.00 for ToolkitService from Breakthrough Communications, which will help us to get ready for Assertion 10 and compliance.
MIN.139/25	IT POLICY Item deferred until next month. Further work on document is required to customise it to CVPC needs.
MIN.140/25	NEWSLETTER RESOLVED: Members approved £500.00 budget for the next issue of CVPC Newsletter.
MIN.141/25	FINANCE (i) Report of the RFO (Appendix A) (ii) SumUp Bank Account (iii) August 2025 Accounts RESOLVED: The reports of RFO (i and iii) were accepted by Members. Members also noted the new SumUp bank account. (iv) Conclusion of Audit 2024-2025 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: The smaller authority has restated the prior year figures. We have reviewed the adjustments made. The smaller authority has a system in place that considers income and expenditure powers when making decisions or payments. However, decisions have been made and minuted the use of S137 of the Local Government Act 1972 when other powers would be more appropriate. The authority needs to strengthen its procedures to be more robust to prevent any decisions or payments being made that are ultra vires particularly when one off items occur The RFO referred to the emails received from the external auditors (all emails in one drive) giving examples of alternative powers that could have been used for some of the payments made in 24/25. A copy of HALC powers had also been placed in one drive for members to view. ACTION



	The Clerk, RFO and Deputy Clerk to hold a meeting to look at all payments that the council make and allocate a local government power to that expenditure type. In additions review procedures for one off payments The RFO to add a column to her monthly payment list stating the power used for that payment. This will start in the November 25 minutes. The RFO/Clerk to review one off payments already made this year under S137 and chairman's allowance and report back to members at the November 2025 full council meeting. Notice of Conclusion The RFO advised members that 'The Notice of Conclusion of Audit' for 31/03/25 along with the certified AGAR (Sections 1,2 & 3) has already been placed on the notice boards and website. The AGAR was received back on Saturday 13th September 2025 and had to be placed on notice boards before 30th September 2025. The inspection period dates are:- Commencing – 17th September 2025 Ending – 29th October 2025 RESOLVED: The conclusion of the audit for YE 31/03/25 was noted and accepted by the Members. (v) New Sign for Zebon Copse entrance RESOLVED: Members approved the quote for two new signs at £52.80 each. (vi) Crondal Bowles Grant Application Request Non-pecuniary interest was declared by Cllr Ashton as he is a Member of the club. Members discussed item in more detail and some concerns were raised about small number of parish residents being involved in the club (15). S19 could be used or S145 (ii). Item deferred. £50.00 donation was approved by Members ACTION: Deferred to November meeting as we can't resolve if we have not agreed the power to be used. (vii) Friends of Crookham Infants School Grant Request Item deferred until new Grant form is submitted by applicant.
MIN.142/25	PLANNING (i) Report of the Planning Committee Chairman presented the report. He drew Members attention to various items. RESOLVED: The report of the Planning Committee was accepted and signed by the Chairman. (ii) Planning Application 25/01614/HOU Proposal: Part garage conversion into a utility room At: 5 Londlandes, Crookham Village, Fleet, GU52 6ZB The applicant was present at the meeting and explained his plans for the conversion and reasons behind it. Concerns were raised about reducing parking spaces. Disruptions was mentioned when lorries with building materials will start arriving. RESOLVED: No objections. CVPC notes that the proposed development will lead to a net reduction in on-site parking provision.
MIN.143/25	HIGHWAY & FOOTPATH MATTERS (i) Lea Green footpath & dropped kerb (The Street / Hitches Lane) Cllr Parker advised it is still ongoing.
MIN.144/25	COMMUNITY CENTRES RESOLVED: Members accepted the report from CMs.
MIN.145/25	INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING Cllr Friend advised that he should have a further update about ZCC upgrade for the next meeting.

Meeting closed at 8.25 pm



2025 Meeting Dates:

	CVPC	Finance	Planning
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 - 6th October 2025

RFO Report

Appendix A

General Updates

Hareshill

Building Rates

Richard Maidment from the Valuation Office Agency has contacted us and requested the following information:-

- 1) A plan of the property with dimensions or areas for each room and details of which parts have air con or are heated
- 2) The number of parking spaces

This was all sent to him on the 22nd September 2025. A copy of the email is in one drive

ZCC / HH

Bank account

We have a new SumUp bank account. The first few payments have gone into the account at the end of August for ZCC and it has continued to be used by customers in September. The facility has now been extended to HH customers. The charges on the account are levied at 1.29% of the invoice as we get a reduced fee through our Lemon bookings system. Please note the first few transactions on the account were done at 2.5% but this has now been rectified and a refund received.

A meeting was held on the 24th of September - Chairman – FC Chairman – Clerk – RFO – Deputy Clerk and Centre Managers - to start to set up authorisations and discuss procedures for the account. This will be reported back to full council in November and any changes to the risk assessment will be reported back at either the November or December full council meeting. A copy of the bank statement for August and September for the account are in one drive.

Accounts

August 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 £336.34 was received on our Business Reserve Account
- 2) £13000.00 was transferred from the NatWest Business Reserve Account to the NatWest current Account in August 2025

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

- 1) Street furniture Maintenance
Includes
CVPC £480.00 to Men's shed for the refurbishment of the Notice boards
CVPC £498.00 to JRB enterprise for Dog Bags around the parish
- 2) Communal Areas
Includes –
CVPC - Lengthsman work £780.50
Hareshill – Lengthsman work £150.00
- 3) SumUp Bank charges
ZCC - £8.11 for August transactions . The charges are just over 1% per transaction
- 4) Repairs
Include
ZCC £216.00 – T3 Handyman and KM electrics £216 to remove stage lights
Hareshill - £213.00 – T3 handyman



Crookham Village Parish Council

Income & Expenditure

August 2025

	TOTAL
Income	
Bank Interest Earned	336.34
Hire of Facilities	3,082.84
Hire of Pitches	34.65
Precept	16,418.29
Total Income	£19,872.12
GROSS PROFIT	£19,872.12
Expenses	
Asset Maintenance and Repairs	3,938.00
Office Expenses	342.51
Professional Fees	1,068.02
Property Maintenance	3,380.47
Property Services	2,411.72
Salaries	9,189.11
Subscriptions	136.72
Total Expenses	£20,466.55
NET OPERATING INCOME	£ -594.43
NET INCOME	£ -594.43

Notes

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

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Parish Council

Payments made in August 2025

Date	Payment type	Name	Net	Category
	Direct Debits			
07/08/2025	DD	Total Energies	135.74	Electricity
18/08/2025	DD	Castle Water	377.83	Water Rates
15/08/2025	DD	Bankline	14.80	Bank charges
18/08/2025	DD	Intuit Ltd	57.50	Professional Fees
28/08/2025	DD	Vodafone	102.46	Telephone/Mobile
29/08/2025	DD	Orange Pixel	45.00	Computer web/hosting/Support
01/08/2025	DD	Hart district Council	720.00	Rates
15/08/2025	DD	Npower	131.32	Electricity
19/08/2025	DD	Castle Water	17.35	Water Rates
15/08/2025	DD	Npower	129.83	Electricity
15/08/2025	DD	Npower	126.19	Electricity
15/08/2025	DD	Npower	120.98	Electricity
04/08/2025	DD	Barclaycard - Prime logistics	32.56	Street Furniture Maintenance
04/08/2025	DD	Barclaycard - Amazon	13.70	Street Furniture Maintenance
04/08/2025	DD	Barclaycard - Amazon	7.84	Street Furniture Maintenance
04/08/2025	DD	Barclaycard - Timpson	4.17	Repairs & Maintenance
04/08/2025	DD	Barclaycard - North by North	14.98	Repairs & Maintenance
	BACS			
04/08/2025	BACS	Dennisson Doors	222.09	Fire Maintenance
27/08/2025	BACS/DD	Payroll	9189.11	payroll
27/08/2025	BACS	HAGS	85.00	Play Area Inspections
27/08/2025	BACS	Bitdefender	54.16	computer web/hosting fees
27/08/2025	BACS	Biffa Waste Services Limited	17.32	Refuse
27/08/2025	BACS	Biffa Waste Services Limited	40.00	Refuse
27/08/2025	BACS	Biffa Waste Services Limited	32.00	Refuse



Parish Council 27/08/2025	BACS	Hampshire Association of Local Councils	180.00	Membership Fee
27/08/2025	BACS	K M Electrics	120.00	Electrics and Plumbing
27/08/2025	BACS	Allsigns	55.55	Assets
27/08/2025	BACS	Menzies	700.00	Professional fees
27/08/2025	BACS	Larkstel Ltd	563.75	Refuse / play area repair
27/08/2025	BACS	Cloudy IT	140.81	computer web/hosting fees
27/08/2025	BACS	T3 Handyman Services	216.00	Repairs & Maintenance
27/08/2025	BACS	T3 Handyman Services	213.00	Repairs & Maintenance
27/08/2025	BACS	KBO Fire & Security	60.00	Fire Maintenance
27/08/2025	BACS	Sunshine Commercial Services Ltd	1268.97	Grounds Maintenance
27/08/2025	BACS	Bubbles & Shine	1098.00	Cleaning
27/08/2025	BACS	Bubbles & Shine	157.50	Cleaning
27/08/2025	BACS	K M Electrics	200.00	Electrics and Plumbing
27/08/2025	BACS	Church Crookham & Fleet Mens shed	480.00	Street Furniture Maintenance
27/08/2025	BACS	Simon Ambler	31.93	Course & Travel
27/08/2025	BACS	Sunshine Commercial Services Ltd	385.00	Grounds Maintenance
27/08/2025	BACS	A Fisk	930.50	Communal Area Maintenance
27/08/2025	BACS	Mirus Projects Limited	52.50	Repairs & Maintenance
		Total	18,545.44	