

These are the unadopted Minutes of the Annual General Meeting of 15 MAY 2007, please refer to the Minutes of the 4 June 2007 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)
Cllr. Philip Ashton
Cllr. Joan Brooks
Cllr. Peter Crawley
Cllr. David Jackson
Cllr. Robert Ney
Cllr. Dr. Indra Sinka
Mrs. Carol Leversha (Clerk)
Mrs. Angela Sayers (RFO)

In attendance: Ward Cllr. Jenny Radley

Prior to the commencement of the meeting Paul Dickinson (ex Hon. Planning Consultant) accepted a thank you gift from the Parish Council in recognition of his 17 years of excellent planning advice. Members thanked him very much. Mr. Dickinson said how much he had enjoyed his time helping the Council but he knew that he left the planning issues in excellent hands with Cllr. Jackson and congratulated the Planning Committee on its professional work in commenting on applications. Mr. Dickinson thanked Members for his gift and then left the meeting.

062/07 ELECTION OF CHAIRMAN & CHAIRMAN'S ANNOUNCEMENTS

The Clerk invited nominations for the position of Chairman. Cllr. Ambler was nominated by Cllr. Dr. Sinka and this was seconded by Cllr. Brooks. There being no other nominations Cllr. Ambler took the Chair after signing his declaration of acceptance of office. The Chairman thanked Members for their confidence in him.

063/07 APOLOGIES FOR ABSENCE

Cllr. Chris Hall and Ward Cllrs. Tim Davies and Richard Appleton.

064/07 ELECTION OF VICE CHAIRMAN

The Chairman invited nominations for the position of Vice Chairman. He then nominated Cllr. Dr. Sinka and this was seconded by Cllr. Crawley. There being no other nominations Cllr. Dr. Sinka signed her declaration of acceptance of office.

066/07 MINUTES OF THE MEETING OF 6 MARCH 2007 TO APPROVE

The Minutes were agreed as a true record (after minor corrections) and signed by the Chairman. The meeting for 5 April had had to be cancelled due to it not being quorate.

067/07 MINUTES OF THE ANNUAL PARISH MEETING OF 2 APRIL 2007 TO APPROVE

These were agreed as a true record and signed by the Chairman. The Clerk was instructed to number the paragraphs in future.

068/07 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA

Standing declaration from Cllr. Jackson with regard to being the Chairman of the Zebon Copse Residents Association and its connection with the Velmead Community Centre. Standing declaration from Cllr. Ambler with regard to being a Member of Hart District Council which is the other party to negotiations regarding Velmead Community Centre.

069/07 CONSIDER CRIME & DISORDER IMPLICATIONS

The Chairman reminded Members of their duty to consider the crime and disorder implications that may arise from any decision that they might make this evening.

070/07 PUBLIC PARTICIPATION (time limit of 3 minutes per person)

There were no public present.

071/07 APPOINTMENT OF MEMBERS OF THE PLANNING COMMITTEE

The following Members agreed to form the Planning Committee, Cllrs. Jackson, Hall, Brooks and Ashton. Mrs. Tina Collins was agreed as the CVA representative and as

two of the Members are residents of ZCRA it was not felt necessary to seek a separate nomination.

072/07 ELECTION OF CHAIRMAN OF THE PLANNING COMMITTEE

Cllr. Jackson was nominated by Cllr. Mrs. Brooks and this was seconded by Cllr. Ashton. There being no other nominations Cllr. Jackson was elected Chairman of the Planning Committee.

073/07 APPOINTMENT OF HONORARY INTERNAL AUDITOR

Mr. Phil DuGay had confirmed he was prepared to continue as the Council's Honorary Auditor and this was accepted, with thanks, by all present.

074/07 APPOINTMENT TO HONORARY TREE WARDENS

Cllr. Crawley and Sarah Betts had confirmed they were willing to continue as the Council's Honorary Tree Wardens and this was accepted, with thanks, by all present.

075/07 APPOINTMENT OF HONORARY ENVIRONMENTAL CONSULTANT

Mr. Richard Hillier had confirmed he was prepared to continue as the Council's Honorary Environmental Consultant and this was accepted, with thanks, by all present.

076/07 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The following persons were appointed:

- | | |
|----------------------------------|---------------------|
| a) Hart Road Safety Council | Cllr. Peter Crawley |
| b) Crookham Memorial Hall Trust | Cllr. Simon Ambler |
| c) Fleet, Crondall Welfare Trust | Mrs. Ann Kay |
| d) Cottrell Almshouses Trust | Mrs. Ann Kay |

Mrs. Kay has advised that at the end of her 4 year term on the Cottrell Almshouses Trust she is not willing to be re-appointed for a further 4 year term.

077/07 FINANCE

(i) General

NALC CONFERENCE

The Chairman gave Members details of the forthcoming NALC Conference and details of the programme of events. Debate took place as to whether it was worthwhile attending. It was believed that HAPTC were entitled to have 3 nominees at the Conference and it was agreed that the Clerk find out what this covered.

ACTION: CLERK

INSURANCE QUERY - HAPTC

Members were advised that HAPTC were endeavouring to secure a cheaper insurer for Councils. However, our insurance is due for renewal by 1 June 2007 and this leaves insufficient time to seek details of the alternative insurance and permit Members to consider the pros and cons of switching insurance companies. It was agreed the RFO provide the necessary details of expenditure to HAPTC with an expression of interest for next year.

ACTION: RFO

(ii) RFO's Report

The RFO presented the Year End Accounts and the Annual Return statement and her reports for the 5 April and 15 May meetings.

Members raised minor issues on the year end accounts and these were then agreed by all present and signed by the Chairman.

The Chairman then went through the Annual Return Statement and read out to Members all the questions which required formal ratification at this meeting. All the questions were answered and the document was then duly signed by the Chairman, Councillors and Clerk.

Members expressed their appreciation to the RFO for her very clear explanations to the questions raised and for her excellent work in presenting all the documents.

RFO`S report prepared for April meeting (subsequently cancelled):

1. Interest received from the Bank of Ireland was £332.12 in respect of February 2007
2. The following transactions (all cleared) was made between last month's meeting and today:

Nat West Current Account

| Cheque no / Direct Debit/ BACS | Payee | Item | Gross Amount (£) |
|--------------------------------------|------------|--------------------------------|---------------------|
| Payments | | | |
| DD | Virgin Net | Clerk's Internet Account (Mar) | 14.99 |
| | | | |
| | | Total | £14.99 |

3. The following cheques/ lodgements (uncleared) were presented for payment/receipt.

| Cheque no/ DD/BAC | Payee | Item | Gross Amount (£) |
|-------------------------|---------------------------|---------------------------------------|------------------------|
| Cheques - NW | | | |
| | | | |
| 000138 | Hart District Council | Velmead Hall Hire | 97.30 |
| 000139 | Continental Landscapes | Playground Inspections Nov – March | 266.43 |
| 000140 | Chromatec | Printing of Newsletter | 411.00 |
| 000141 | Andy Fisk | General Maintenance of flowerbeds | 42.00 |
| 000142 | Angela Sayers | Salary | 577.62 |
| 000143 | Carol Leversha | Salary /Expenses | 1,048.53 |
| 000144 | HM Revenue & Customs | Tax | 385.22 |
| 000145 | Crookham Village WI | Grant | 500.00 |
| | | Total | £3,328.10 |
| Lodgements - NW | | | |
| | | | |
| None outstanding | | | |
| | | | |

4. Bank balances

| | |
|---|------------|
| Bank of Ireland as at 31 st March 2007 – per statement | £89,680.32 |
|---|------------|

| | |
|---|-----------|
| Nat West Bank as at 31 st March 2007 – per statement | £3,591.63 |
|---|-----------|

Note

Nat West Bank

Eight cheques totalling £3,328.10(as above) remain uncleared. There were no outstanding lodgements as the transfer of £2,700 from the BOI was credited to the NatWest account on the 29th March. This means there is £263.53 available.

Bank of Ireland

One cheque for £2700.00(transfer to Nat West Account) remained uncleared at the year end as the BOI did not clear this transaction till the 2nd April. The available funds are £86,980.32.

E&OE

RFO`S report to the 15 May meeting.

1. Interest received from the Bank of Ireland was £418.21 in respect of March 2007 and £317.37 in respect of April 2007.

2. The following transactions (all cleared) was made between last month's meeting and today:

Nat West Current Account

| Cheque no / Direct Debit/ BACS | Payee | Item | Gross Amount (£) |
|--------------------------------|---------------|---------------------------------------|------------------|
| Payments | | | |
| DD | Virgin Media | Clerk's Internet Account (April) | 14.99 |
| DD | Virgin Media | Clerk's Internet Account (May) | 14.99 |
| BAC | HMC&E | VAT refund | 349.93 |
| 000146 | Angela Sayers | Viking direct – Toner for Carol | 115.73 |
| 000136 | HAPTC | Affiliation fee & NALC Levy 2007/2008 | 465.00 |
| | | | |
| | | Total | £960.64 |

3. The following cheques/ lodgements (uncleared) were presented for payment/receipt.

| Cheque no/ DD/BAC | Payee | Item | Gross Amount (£) |
|------------------------|---------------|--|------------------|
| Cheques - NW | | | |
| | | | |
| 000147 | HAPTC | Local council Review – CL subscription | 13.50 |
| 000148 | Angela Sayers | BT | 64.68 |
| 000149 | HDC | Velmead room hire | 180.72 |
| 000150 | HAPTC | The Parish Councillors Guide | 13.50 |
| 000151 | CVPC | Transfer of precept surplus to BOI a/c | 11000.00 |
| | | | |
| | | Total | £11272.40 |
| Lodgements - NW | | | |
| None outstanding | | | 0 |
| | | | |

4. Bank balances

| | |
|---|------------|
| Bank of Ireland as at 11 th May 2007 – per statement | £87,115.90 |
|---|------------|

| | |
|---|------------|
| Nat West Bank as at 11 th May 2007 – per statement | £16,102.75 |
|---|------------|

Note

Nat West Bank

Five cheques totalling £11,272.40(as above) remain uncleared for April & May 2007. In addition one cheque 000145 for £500 remains uncleared from year end. There were no outstanding lodgements for NatWest this month. This means there is £4,330.35 available (required to meet payroll & insurance costs for the month of June 2007)

Bank of Ireland

No cheques are outstanding. One lodgement remains outstanding of £11,000 (transfer from NatWest). This means there is £98,115.90.

E&OE

Members accepted the two reports and these were then signed by the Chairman.

078/07 SUBSCRIPTIONS DURING THE COMING YEAR

The following were accepted en-bloc as the financial aspects had been ratified at the budget meeting:

- a) Hampshire Association of Town & Parish Councils (HAPTC)
- b) Council for the Preservation of Rural England (CPRE)
- c) Open Spaces Society (OSS)
- d) Society of Local Council Clerks (SLCC)
- e) Community Action Hampshire (CAH)

079/07 ACCREDITED COMMUNITY SUPPORT OFFICERS

Cllr. Ney spoke about the recent spate of vandalism in the area. He felt that there was a need to have someone really relevant to the area. He believed that it was worth exploring whether other Parish Councils might wish to share the costs of an ACSO whom we could direct to the areas and at the times of need. Cllr. Jackson said we could call upon the team based at Basingstoke and there were also the Police Community Support Officers but numbers were not known. He hoped we could access the PCSO's and whilst he supported Cllr. Ney he would wish to explore using what was out there now. Debate took place as to whether there was a parish council representative on the Hart Crime Reduction Partnership. The Clerk was instructed to ask for ACSO's to be an Agenda item for the next HDAPC meeting.

ACTION: CLERK

080/07 REVISIONS TO HAPTC CONSTITUTION

Members had each had a copy of the documents and said they would like a summary of the changes and the WHY behind the changes and said they would respond after the June meeting.

ACTION: CLERK

081/07 BRIEFING ON RELATIONSHIP WITH NALC

Members had each had a copy of the documents. The Chairman advised that the consensus view of HDAPC on this paper was that we should remain with NALC but express dissatisfaction with the way we are represented. Cllr. Jackson asked if we could get a picture of whether the Association was worth its subscription. Do we consider NALC participation is effective? Cllr. Crawley asked that HAPTC put forward a paper for us to consider how it believes NALC should be delivering – what do we want them to do differently? They mirror other groups and get more and more involved and get nowhere.

Cllr. Radley joined the meeting at this point (having attended another meeting).

Cllr. Jackson said it would be interesting to see how effective our voice is heard through NALC to Government. The Chairman said that the actual briefing paper concentrates more on the legal representation and the only real issue raised by this Council did not actually get a response (the domain registration). Cllr. Jackson asked that this be another item for the HDAPC meeting.

ACTION: CLERK

Members then returned to the subject of the NALC Conference. The Clerk was instructed to ask HAPTC how the 3 votes referred to in paperwork are allocated and why they have not been used at past Conferences: In addition a further request be made to him that, in future, lengthy documents are numbered for ease of reference.

082/07 NALC & SLCC REVISED CLERKS MODEL CONTRACT

Members had all received their own copy of the document. Members agreed to accept the revisions, with the exception of local variations, and the Clerk was

instructed to issue an addendum to the current contracts. It was further agreed that new employees would be covered by the new contract.

ACTION: CLERK

083/07 PLANNING

(i) General

Cllr. Ashton asked whether the Parish Council were able to comment on the Pyestock Application. A very lengthy debate took place and Members were advised that there was to be a special PAG meeting on the 25 May to debate this. Members could also make their own individual comments.

The Chairman updated Members on the enforcement issues which he and Cllr. Jackson had discussed with the officer at Hart. It was unbelievable that an addition to a mobile home could result in a permanent planning permission.

There were concerns about a site at the end of Watery Lane – the site has no vehicular access although a bridleway runs through it. The BOAT (Byway Open to All Traffic) ends at Meadow View Cottage. Members believed that a working eye needs to be kept on what is happening there.

ACTION: CLERK TO ASK FOR THE STATUS OF VEHICLES & BRIDLEWAYS

(ii) Permitted Development S106s

This information has been passed to the Planning Committee and therefore no longer needs to be on this Agenda.

(iii) Trees

Nothing further to report on Hillyburrow.

ACTION: CLLR. HALL

Landmark Trees Survey still to be completed.

ACTION: MEMBERS

(iv) Report of the Planning Committee

Cllr. Jackson gave a very detailed update on his reports covering March and April. Lengthy debate took place on the Inquiry into QEB and Cllrs. Jackson and Radley answered questions raised by Members. The Report of the Planning Committee was accepted and signed by the Chairman.

ACTION: ASSISTANT CLERK TO POST ON 5 NOTICEBOARDS

084/07 MATTERS ARISING

(i) Lea Green

Weekly checks received and no issues raised. In response to a request from a resident at the APM it was agreed that we ask ROSPA to look at the surface at the bottom of the slide and suggest improvements.

ACTION: CLERK

(ii) Community Transport

All Members had been copied the Call & Go proposed changes. Members raised queries with Cllr. Brooks (Transport Member) and she advised she would request answers at the Transport Forum meeting next week (bookings and proper publicity were cited as most important). Cllr. Jackson offered a space at the ZCRA Fete for them to have a stand and asked Cllr. Brooks to invite them to participate.

ACTION: CLLR. BROOKS

(iii) Youth Facilities

Following on from Mark Blackwell's talk at the APM it was agreed that we chase him for advance notice of what is going to be on offer for young people this coming summer and ask him to include ZCRA in his response.

ACTION: CLERK

(iv) Parish Plan

Cllr. Dr. Sinka said it seemed that we have 3 volunteers from the CVA AGM who will help take this forward. Cllr. Mrs. Brooks said that it was important that the volunteers

have a clear mandate for what is expected of them. Cllr. Dr. Sinka said she was using a template from another Council who have already gone this route.

(v) Tall Pines

Cllr. Jackson said he had made no progress with this and it should be removed from the agenda.

(vi) Zephon Common and Crow Act

An email from Phil Allen (HCC Officer) confirmed that the gate to the smaller part of the Common is unlocked permanently. However, the field gate on the other side is locked, although there is access over the ditch near the footpath to the west. He believed that a pedestrian gate to one side of the field gate would resolve some of the access issues. He is meeting with Kate Ashbrook on 15 May and will once again raise the issue of fencing on commons with open access rights.

(vii) Noticeboards

The Chairman has obtained details of larger noticeboards and prices. It was agreed to defer this to the next meeting. Cllr. Crawley said Jane Waldron had offered to maintain the existing noticeboard but Members said we needed a new noticeboard.

ACTION: Chairman

(viii) Allotments

HDC have agreed to put more effort into finding an area for a district wide need. HAPTC had very detailed information on Provision of Allotments in Hart and had copied this into the Chief Executive of HDC and also HDAPC.

(ix) Swingbridge Painting

The Canal Authority anticipate commencement of this work in early May. They require confirmation that the Parish Council are going to contribute the £2,000 offered. Members said that we would need formal confirmation of what is proposed before we agree to the release of the money.

ACTION: CLERK

(x) Headland Retention

There had been no response to the Council's email asking that headland be retained in the interests of helping conservation. Members agreed that this should be removed from the Agenda.

(xi) Asset Maintenance

It was confirmed that the matters raised with the Chief Executive of HDC had now been rectified.

(xii) Litter Picking

The two litter bins have been installed on Brandon Road. There is an issue with one of them obstructing the pavement.

ACTION: CLERK TO REQUEST CUT BACK OF BUSHES TO PERMIT BIN TO BE SITED OFF THE PAVEMENT

085/07 LIGHTING

(i) General

The two lights nearest the Community Centre are now working.

086/07 HIGHWAYS ETC.

(i) General

HCC had written inviting bids for a review of speed limits. Members believed that this was an issue which had been thoroughly aired a few years ago and did not require revisiting.

(ii) A287 Redfields Lane Junction

Cllr. Ney updated Members with regard to the signing. The power connection is in place for the sign. Unfortunately new legislation has come into force and the pole which was to have held the sign is deemed unsuitable and investigations are ongoing to find alternative. It is believed that a supplier has been found and it is expected to install the unit by the end of June.

(iii) Pilcot Road Footway

Nothing further has been heard from HCC with regard to its exercise on costs for the footway.

ACTION: CLERK

(iv) Footpaths general

It was confirmed that the work which had recently taken place on f/p 14 had been carried out by Mr. Reg Potter and the new tenant. However, further work is still required. Mr. Plumbe has kindly kept the Parish Council copied in on his emails.

088/07 INFORMATION SHARING & AGENDA ITEMS

Agenda item – Revised Code of Conduct

Minerals & Waste – further Consultation (Cllr. Hall responded last time).

089/07 DATE OF NEXT MEETING

The next meeting will be on **Monday, 4 June 2007**, at 7.45 in the **WI HALL, THE STREET, CROOKHAM VILLAGE.**

Meetings for the remainder of 2007 are as follows:

WI HALL
MONDAY

VELMEAD COMMUNITY CENTRE
TUESDAY

3 September
5 November

3 July
2 October
4 December

The Chairman advised he would not be moving exclusion of Public and Press under Schedule 12A Section 1001 of LGA 1972 as there was no financial and contractual information which might be disclosed during debate on this item.

090/07 VELMEAD COMMUNITY CENTRE & ADJACENT AMENITIES

Members expressed their appreciation of HDC putting down the double yellow lines on the narrow part of the road prior to the entrance to Albany Farm and the Community Centre.

The Chairman updated Members on how events were progressing with regard to the Centre. There has been an expression of interest from a local football club with regard to helping maintain the playing field and this is being followed up.

The meeting closed at 11.10 pm.