

These are the Minutes of the Annual General Meeting held on 12 May 2008, please refer to the June Minutes for any amendments.

Present: Cllr. Simon Ambler
Cllr. Julia Ambler
Cllr. Peter Crawley
Cllr. Robert Ney
Cllr. David Jackson

Prior to the start of the meeting all Councillors signed their Declaration of Acceptance of Office.

058/08 ELECTION OF CHAIRMAN

The Clerk invited nominations for the position of Chairman. Cllr. Ney proposed Cllr. Simon Ambler and this was seconded by Cllr. Jackson. There being no other nominations Cllr. Ambler was elected and signed his Chairman's Acceptance of Office.

059/08 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that there would be an urgent item under Finance as a result of the need to have the football pitches reseeded where the ground had been worn bare and this needed to be done at this particular time of year.

060/08 APOLOGIES FOR ABSENCE

The Chairman advised that Cllr. Sinka would be late – she had rung him from Basingstoke Hospital. Apologies were received from Ward Cllrs. Bennison and Davies – both were at other AGMs.

061/08 ELECTION OF VICE-CHAIRMAN

The Chairman proposed Cllr. Sinka and this was seconded by Cllr. Jackson. There being no other nominations Cllr. Sinka was elected Vice-Chairman and will sign her Acceptance of Office later.

062/08 MINUTES OF THE EXTRA-ORDINARY MEETING OF 10 MARCH

The Minutes were agreed as a true record and signed by the Chairman.

063/08 MINUTES OF THE ANNUAL PARISH MEETING

Para 6.19 – delete the words “actually/the/limit” insert “40mph” after the word speed. With these amendments the Minutes were then agreed as a true record and signed by the Chairman.

064/08 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA

Standing declaration from Cllr. Jackson with regard to being 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 HDC which is the other party to negotiations regarding Velmead Community Centre. All the declarations of interest were of a personal nature and were non-prejudicial interests.

065/08 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 at this meeting.

066/08 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker)

The Chairman adjourned the meeting to permit public participation. He asked residents to identify themselves if they wished to speak.

Miranda Longshaw said there is still a lot of support for something to be done to calm traffic in Crondall Road, despite what is seen here tonight in terms of

numbers of residents. They have set up an action group. She asked what had the Parish Council done since the APM, what sort of money could be gained from the Hitches Lane development to help. What representations have been made for funding from the developers of Hitches Lane.

Richard Gwynee – he wanted to draw the Council's attention to the figures displayed at the APM which were April 2006 figures, the April 2007 data showed a 50% increase. The second point he wanted to make was with regard to a 60mph limit being unable to butt up to a 30mph. He pointed out that Hitches Lane limit was 40mph to 60mph to 30mph. He wanted the Council to consider a 50 mph along the A287, then 30 mph through the village. He also wants the Council to employ an expert as to what the options are. There is definitely a feeling that we are being used as an easy option for traffic from Redfields Lane down Crondall Road.

Brian Wyhatt – wanted to draw the Council's attention to a rat run known as Glen Road. Could we do that in the village.

Cllr. Appleton asked for the Council to put on the Agenda a footway across Lea Green from the Lea to Swan Way or Netherhouse Moor. The Chairman then closed the meeting to the public.

067/08 CO-OPTION TO FILL TWO COUNCILLOR VACANCIES

The Chairman welcomed Julia Ambler who had become elected to the Council on 1 May. The Chairman then explained to the meeting how the two remaining seats would be filled by co-option and the rationale behind co-option rather than the opportunity to call for a further election. The vacancies are for one Councillor for the Ward of Netherhouse Moor and one for the Ward of Zebon. There are 3 applicants for the 2 vacancies and all 3 applicants were proposed. There was one applicant for the Netherhouse Ward and 2 for the Zebon Ward. The Clerk advised Members that a secret ballot would be held and they had the right to accept or reject any of the applicants. The result of the secret ballot was that Mrs. Pauline Greenwood was co-opted as the Netherhouse Ward Councillor and Mr. Philip Ashton was co-opted as the Zebon Ward Councillor. Mrs. Greenwood signed her Declaration of Acceptance of Office and joined Members at the table. Mr. Ashton had sent his apologies for not being present. The Clerk will get his Declaration of Acceptance signed later.

ACTION: Clerk

068/08 CRONDALL ROAD – REDUCTION OF VEHICLE SPEEDS

The Chairman explained that he had taken note of what had been said at the public participation item. He explained that this was the first meeting since the Annual Parish Meeting and he introduced Cllr. Peter Hutcheson who is the County Councillor for the area. He invited Cllr. Hutcheson to speak if he so chose. Cllr. Hutcheson asked to be updated on the subject and he asked that the Action Group involve him. Cllr. Greenwood asked who was responsible for speed limits and was advised that it was HCC. Whilst Members could propose reductions in speed there were Government guidelines. Cllr. Hutcheson said that he thought the best we could do was seek to try to get the 40mph reduced and a 30 mph introduced up to the A287 which is also a 50 mph. The Chairman said at the earliest opportunity we needed to get some ideas together and then get the County Officers along to say what is feasible.

Cllr. Ney said he would speak to Traffic Safety at HCC and arrange a meeting.

ACTION Cllrs. Ney & Crawley

Cllr. Jackson said he would like the 30mph extended to Zephon Common Lane and the 40mph pushed out to the A287. It was also suggested that a sign showing pedestrians in the road and an increased use of the SID so that we can evidence the excessive speed and get the Police Cameras out. He believed that the hooligans would not be deterred by traffic calming. He also thought we should consider purchasing a SID. Cllr.Ney said we might also consider rumble strips and Cllr. Jackson said these might be feasible if we get the speed limit further out as they are rather noisy and need to be installed away from residents homes. The Chairman wished to have a re-look at the Crossways junction. Cllr. Jackson said there is a Safety Audit Team in HCC and it might be worth asking them to do a Safety Audit of the village roads.

ACTION: Cllr. Ney & Crawley (invite Cllrs. Bennison and Singh)

Cllr. Jackson said he had re-worked the stats from the SIDs. The 4 sets of data are marked as Dec 06 July 07 April 08 and March 08. He then handed out data sheets and explained the peak times and the average speeds and the high speeds. Holiday periods distort data. At peak time you are getting a car every 30 seconds and it is a car a minute on The Street. Crondall Road is noticeably busier than the Street, which means they head up Hitches Lane.

ACTION: Clerk to request SIDS on Crondall Road as a programme and request information on what is involved etc. Ask why some of the SID information ceased between midnight and 6 am.

With regard to funding – the Chairman said that at this stage we do not know what we can achieve but we do have some highway funding available which could be diverted to another use.

ACTION: Clerk to keep residents informed via Mr. Wynne on what is happening between meetings.

The Chairman thanked Cllr. Hutcheson for attending and stressed the strength of feeling on this subject which had been expressed at the Parish meeting.

069/08 FLOODING ISSUES

The Chairman said there are two associated issues, the flooding of the footpath and the flooding of associated areas with Zephon Common Lane. Cllr. Jackson said essentially this is a flood plain and if we unblock something here we could open up other areas to flooding. There is an officer at HDC who deals with flooding and Cllr. Jackson had asked him what was happening with S106 money to use for mitigation measures as a result of the new build at Redfields. Cllr. Jackson was told how Sustainable Drainage Systems are normally expected as part of a development and therefore there is no S106 money to be sourced for flooding because these drainage systems should deal with the water issue. After further debate Members accepted that the current status is what is to be expected. Members to review, if necessary, after they resolve the footpath issue.

ACTION: Clerk to request Mr. Plumbe to monitor flooding and record for us. When is the water above the ground level, how long is it there for and how often does it happen.

070/68 TWINNING – RENEWAL AGREEMENT

The Chairman has been invited to attend Levignen. Thirty years ago the Twinning Charter was set up and Levignen has requested a renewal of the Charter to commemorate the occasion. The suggestion was made that the

Twinning Association purchase something to mark the occasion. After further debate Members agreed that the new book on the Basingstoke Canal be purchased and it will be signed by all Members and the Parish logo be put on a covering page.

ACTION: Chairman/Cllr. Jackson

RESOLVED Purchase of Basingstoke Canal Book as a gift to Levignen to mark the renewal of the Twinning Charter.

071/08 FINANCE

(i) Grant Request – HCC Youth Orchestra

Members requested details of how many young people in the parish are involved and say we will consider for next year.

(ii) Refurbishment of Post Office Amenity Area

Four companies had been invited to quote. One had too much work at present; one declined to quote. The two quotations received were presented to Members. After debate Members accepted the quotation of Woodhams Builders. It was suggested that we write to the Hort Society explaining that we are having to replace the old noticeboard which it had donated and inviting them to contribute towards the cost of the new one.

ACTION Clerk to confirm tender accepted and get a start date from Woodhams. RFO write to Horticultural Society.

ACTION Chairman to produce sketch showing exact siting of seats and noticeboard.

(iii) RFO`s Report

A quotation for reseeding the goal mouths of the football pitches at Velmead has been received from a company which has had two good references from a local grounds contractor and Yateley Town Council. This is work which needs to be done urgently. Cllr. Julia Ambler asked that they liaise with Lotus Landscapes as to timescales so that the pitches are verti drained before they come along.

RESOLVED: Quotation accepted.

ACTION: Cllr. Ney.

An insurance quotation has been received which is geared towards Parish Councils and which is from a reputable company and is cheaper than our current policy. A great deal of debate took place on the new company and our existing insurer. Members compared both quotes and the cover offered.

RESOLVED to accept the quotation of Norwich Union for a one year period initially and advise that we need the renewal quotation before our May meeting.

ACTION RFO

The RFO confirmed that all Members had a copy of the spreadsheet which informs the Annual Return and which is divided into 4 sections. All the numbers on the spread sheet correspondence are the same as on the Annual Return. Members asked questions on various issues which the RFO answered to their satisfaction. Cllr. Jackson requested a copy for the Website and asked if the query about reserves was likely to arise again. The RFO advised that she had evidence to show what the reserves are for.

RESOLVED Members agreed to the Chairman and RFO signing the Annual Return covering the statement of accounts and the Annual Governance Statement. Before signing the document the Chairman read out each of the governance statements and confirmed that Members agreed with them.

The RFO advised that she was now having difficulty in accessing the bank statement because she was not an actual signatory to the cheques. After debate Cllr. Jackson suggested we endeavour to try internet banking. RESOLVED that one of the signatories instruct NatWest to provide Internet banking but it will have to be on the basis that no transactions are done on the Web.

ACTION RFO & Cllr. Jackson

After the bank statement issue is resolved RFO will get signatures of all Councillors for cheque signing.

The RFO then presented her regular financial report.

1. Interest received from the Bank of Ireland for the month of March 2008 was £431.64
2. The following transactions (all cleared) were made since the beginning of the new Financial Year.

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	BT	Clerk's BT Account	57.09
		Total	£72.08
Lodgements			
BAC	HMC & E	Vat refund Jan – March 2008	520.96
BAC	HDC	Precept	19,000.00
		Total	£19,520.96

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

Cheque no/ DD/BAC	Payee	Item	Gross Amount (£)
Cheques – NW			
000214	HALC	ALC Affiliations fee and NALC Levy 2008/09	479.00
000215	Continental Landscapes	February & March 2008	106.57
000216	CVPC	Transfer to CVPC Bank of Ireland	15,000.00
000217	Lotus Landscapes	Ground Maintenance – April 2008	969.38
000218	B J Leversha	Refreshments for Parish Meeting 8 th April 2008	36.02
000219	HDC	Meeting Room Hire 8 th April 2008	52.33
000220	HALC	Subscription LCR 2008/09	13.50
		Total	£16,656.80
Lodgements – NW			
			0

		Total	£0

4. Bank balances

Bank of Ireland as at 30 th April 2008 – per statement	£100,701.63
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Nat West Bank as at 30 th April 2008 – per statement	£21,325.70
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Note

Nat West Bank

Seven cheques totalling £16,656.80 (as above) remained uncleared for April 2008. There were no outstanding lodgements. This means there is £4,668.90 available. This balance is in anticipation of Insurance & salary payments due in June 2008..

Bank of Ireland

There were no outstanding cheques. One lodgement remains outstanding of £15k (transfer from CVPC NatWest). This means there is £115,701.63 available.

5. Other

The Annual Return for 2007/2008 needs to be signed at the meeting.

RESOLVED The report of the RFO was accepted.

072/08 APPOINTMENT OF MEMBERS OF THE PLANNING CTTEE

Cllr. Jackson said area coverage is quite important and he suggested that at least one member be appointed for each ward. Cllr. Greenwood agreed to represent Netherhouse ward, Cllrs. Jackson and Ashton will represent Zebon ward and Cllr. Crawley will represent Crookham Village ward. Crookham Village Residents Association have a non-voting representative and it was proposed that Chris Hall be asked to represent the Zebon Copse Residents Association.

ACTION: Clerk

Resolved: the above Councillors be appointed to serve on the Planning Committee and CVA and ZCRA nominees be co-opted as non-voting members.

073/08 ELECTION OF CHAIRMAN OF THE PLANNING CTTEE

Cllr. Crawley proposed Cllr. David Jackson. There being no other nominations Cllr. Jackson accepted the nomination and was duly elected.

074/08 APPOINTMENT OF HONORARY INTERNAL AUDITOR

Mr. Phil du Gay had confirmed he was happy to continue in this role and this offer was gratefully accepted by Members.

RESOLVED: Mr. Phil du Gay be appointed as Honorary Internal Auditor.

075/08 APPOINTMENT OF HONORARY TREE WARDENS

Cllrs. Crawley and Greenwood wished to undertake these posts.

RESOLVED: Cllrs. Crawley and Greenwood be appointed as Honorary Tree Wardens.

076/08 APPOINTMENT OF HONORARY ENVIRONMENTAL CONSULTANT

Mr. Richard Hellier had confirmed he was happy to continue in this role and this offer was gratefully accepted by Members.

RESOLVED: Mr. Richard Hellier be appointed as Honorary Environmental Consultant.

077/08 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

a) **Hart Road Safety Council** – Cllr. Peter Crawley

b) **Crookham Memorial Hall Trust** – Cllr. Simon Ambler

- c) **Fleet/Crondall Welfare Trust** - Mrs. Joan Brooks
 - d) **Cottrell Almshouses Trust** – Mrs. Joan Brooks
 - e) **Hart & Rushmoor Transport Forum** – Cllr. Julia Ambler
- RESOLVED above named persons appointed.

078/08 SUBSCRIPTIONS DURING THE COMING YEAR

- a) **Hampshire Association of Town & Parish Councils**
- b) **Council for the Preservation of Rural England**
- c) **Open Spaces Society**
- d) **Society of Local Council Clerks**
- e) **Community Action Hampshire**

RESOLVED to continue to subscribe to the above organisations.

079/08 PLANNING

(i) General

Cllr. Crawley advised that HDC have given permission to clear the canopy out of a horse chestnut tree adjacent to the Tall Pines development.

(ii) Report of the Planning Committee.

Cllr. Jackson spoke to the items on his report. He said it appeared that there was an archaeological find at Hitches Lane which appears to have stopped work on site.

RESOLVED to accept the report of the Planning Committee.

080/08 MATTERS ARISING

(i) Lea Green

There are no problems with the play area.

(ii) Community Transport

Nothing to report.

(iii) Youth Facilities

The Clerk had emailed Charlotte Tickner (HCC Youth Officer) asking for an update on the photography project but had not yet received a reply.

With regard to the Big Lottery Bid on our behalf by Strategic Leisure, a specification request had been received for confirmation of our requirements.

Cllr. Jackson said he had dealt with the Climbing Boulder requirement on the site visit with the representative of HAG play equipment manufacturers.

ACTION: Clerk to confirm specification

(iv) Parish Plan

The Chairman said he and Cllr. Sinka would action this again now that elections were out of the way.

(v) Zephon Common & Crow Act

A letter had been received from our Solicitor and a copy had been put in the circulation folder. The contents of the letter will be debated at our next meeting.

(vi) Website

Cllr. Jackson advised Members that he would be taking photographs at the next meeting and he would post these and supporting information on the web site.

ACTION: All

(vii) Swingbridge painting

The swingbridge has now been painted. Remove from Agenda.

081/08 LIGHTING

The estimated cost of next year's energy and maintenance charges were received from HCC. Members noted the increase in energy costs.

082/08 HIGHWAYS

(i)A287

Cllr. Ney advised that due to unforeseen events the work schedule had been delayed. He understands that it is now proposed to carry out the work next week.

(ii)Pilcot Road Footway

The Clerk has written to all the utilities and included maps of the area (provided by HCC). Three responses are awaited. Thames Water have levied a charge for supplying the information.

RESOLVED to accept the charge from Thames Water

ACTION: RFO

(iii)Footpaths 2 &14

Cllr. Ney has contacted a company who will come along and give an opinion on how to deal with the condition of the footpath which is exacerbated by flooding and horse traffic.

(iv)Hillyburrow Copse fencing

Measurements were taken of the area to be fenced and these have been given to Chris Hall to do a drawing of what is required.

ACTION: Clerk to chase up.

083/08 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Members were advised that Mr. & Mrs. Symes are no longer above to care for the Crossways flower bed. Members wondered how often they had carried out the work and what they had actually done in order to ensure that the same level of care is maintained.

Agenda item – Gift Voucher

Cllr. Richard Appleton asked Members to consider the provision of a footway across Lea Green from the Lea to Swan Way or Netherhouse Moor.

Agenda item – Lea Green amenity area – footway.

084/08 DATE OF NEXT MEETING

The Velmead Community Centre is now free on some Mondays.

RESOLVED to change the Tuesday meetings to Mondays.

ACTION: Clerk

Meetings will commence at 7.45 pm on Monday at:

WI Hall, The Street,
Crookham Village

7 July

6 October

1 December

Velmead Community Centre,
Danvers Drive, Zebon Copse

2 June

1 September

3 November

085/08 CONFIDENTIAL ITEM – (Exclusion of Public & Press)

The Chairman advised that there was nothing confidential which warranted the exclusion of press and public.

086/08 VELMEAD COMMUNITY CENTRE & ADJACENT AMENITIES PLAY AREA

Cllr. Jackson had met with some young mums and representative from HAGs. DDA has been taken into account. He produced photographs of the two options for the younger children`s play area.

RESOLVED to accept Option 1 of the HAG play equipment.

With regard to the older children`s play area and the climbing boulder – this is designed for unattended use. However will not fit in the space available but

with a small extension to the existing play area it will fit and bark surfacing is acceptable. The quotation is for 1 piece of equipment and it weighs 10 tonnes and we might have to pay extra if the ground is not hard. The ZCRA fete has had heavy vehicles without damaging the ground. We have £11k from the Big Lottery and there may be some more from unused funds. Worst case scenario the Parish Council would have to meet £1k spend. Members confirmed that they wanted the HAG boulder as per the photo produced by Cllr. Jackson.

RESOLVED to accept the possibility of having to meet a shortfall of £1,000 from reserves.

With regard to negotiations on the take over of the VCC – a meeting was held with both solicitors and a draft agreement has been drawn up – one paragraph was not accepted by our solicitor and will be redrafted. We have agreed with Roger Taylor to have an extraordinary Parish meeting and he will attend and answer any questions. If this is appropriate we can approve it from the Parish Council side from the Hart side the Chairman is unsure how this will go. Carl Westby said it will take a couple of weeks for the new Cabinet Member to get up to speed with what has happened. From the Hart side it has to be signed by the Cabinet Member.

Members would like to see where they can support the further 25% contribution towards the revenue costs of VCC. The RFO must be involved in any budget agreements. There should be a revised draft out shortly. The play areas are not shown in the costs and we want to know what these are.

The meeting closed at 11.20 pm