

CRONDALL PARISH COUNCIL

THE MINUTES OF A MEETING OF CRONDALL PARISH COUNCIL HELD ON MONDAY 21ST SEPTEMBER 2009 AT 7.30 PM. IN CRONDALL CHURCH ROOMS

Present: Cllrs: Argent, Behagg, Bredin, Dorn, Hebbroon (Vice Chairman), Passmore, Shelford (Chairman), Vincent, Wilkinson, Clerk (G. Baker)

Apologies: Cllrs. Dobby, Sisk, Payne.

385/09 APOLOGIES

Apologies for their absence had been received from the above Councillors. Other Councillors joined the meeting later. There were six Councillors in attendance at the start of the meeting at 7.35 pm which met the requirement for the meeting to be quorate.

386/09 APPROVAL OF THE PREVIOUS MINUTES

The minutes of the meeting held on 20th July were approved as a true record of the meeting and were signed by the Chairman.

387/09 MATTERS ARISING FROM THE MINUTES

The Chairman asked for any Matters Arising from the minutes of 20th July 2009.

The Chairman advised the meeting that the Pyestock appeal had been passed by the Secretary of State

➤ *19.40 hrs Cllr Vincent joined the meeting.*

Recycling bins – green covers have been investigated and ordered.

388/09 ANNOUNCEMENTS FROM THE CHAIRMAN, AND THE CLERK

The Chairman announced that there would be a meeting regarding Secondary School places to be held on Wednesday 23rd September 2009 at 6.30 p.m. in Elvetham Heath Primary School.

The Clerk advised that the PC had received the Notice of Conclusion of the Audit from the Audit Commission.

Members: Cllr. Bredin advised that due to work commitments he could only remain at the meeting until 20.00 hrs.

389/09 DECLARATIONS OF INTEREST

No declarations of interest necessary in relation to agenda items.

390/09 PUBLIC PARTICIPATION

No requests to speak on agenda items had been received from members of the public.

391/09 DISTRICT COUNCIL REPORT.

District Cllr John Bennison reported on the following items:

Hart District Council (HDC) did not hold a meeting in August.

Reference drainage in Crondall he had attended a meeting and been advised that there would be new drainage installed through Pankridge Street; all who are affected have been told by HDC. They are installing sumps in to double the capacity of the system before the water goes into river Hart. The work would take 12 weeks and traffic would be controlled by traffic lights.

Beacon Hill Road and traffic calming measures: Cllr Bennison attended a meeting re bus stops ; he explained where the bus stops would be - one at the bridleway and one at Tadpole Lane which will also serve Badger way residents. There would be a pair of bus stops to serve Beacon Hill Cottages and another by Leipzig Road.

Conservation review: there is no further information on this. There would be a new Head of Planning in HDC (Darrell Philips) starting on October 1st after which hopefully HDC would be able to move forward on The Conservation Area Review.

Planning Applications:

Kildara - removal of conditions for the industrial units. – this had been a split decision by HDC - two conditions (3 & 5) remained and one (7) had been removed.

Beechwood, fence on Ewshot Lane – the fence and gates at Beechwood had been turned down by the case officer as the Rights of Way officer was concerned about the fence encroaching on the public footpath

Warren Corner – extension of patio. Cllr Bennison had asked for a site visit with the HDC Planning Committee. A decision had been made that the application could go ahead but there were concerns over the height of the patio. The Applicant now has to put in a further application to show that the patio can remain at the same height as the existing.

Recycling – HDC have agreed that a green wrap would be supplied to cover up the blue bins.

➤ *Cllr Passmore joined the meeting at 19.51*

QEB – Negotiation have been going on over last 9 months with officers. There had been a meeting on 8th September and there will be another in a month or so. Cllr Bennison had asked that the Parish Council be invited to these meetings. He advised that the Bourley Road car park will be reopened and there will not be so many houses.

The Chairman suggested to Cllr Bennison that there should be more publicity of the road works in Pankridge Street and it was noted that all local residents had been notified by letter; copies of these had been posted on the Parish Notice boards.

The Chairman asked members for any questions for the District Councillor - none raised.

392/09 AGENDA ITEMS

a. Establishment of new Parishes (Appendix 1)

The Chairman advised the outcome of the meeting with HDC by Parish Council members (two from Crondall and two from Ewshot) to get questions answered on the proposed split. He had previously circulated a document (Appendix 1) advising of HDC's response to the questions.

There had been no answer to question one ('Is the parish to be divided or reduced?') which everything else depends on. Until the PC knows this there is very little that it can make decisions on.

The Chairman asked if there were any responses members would like to question. Cllr Dorn asked, if there was no precedent on reducing parishes, are there any on splitting parishes. The Chairman advised that the whole procedure is without a precedent and that the PC is very much in the hands of the shared legal services and unable to second guess them.

Cllr Dorn - is there a firm date by which they will make a decision; the Chairman advised that the new Parishes would come into existence on 1/4/2010 which means there is obviously going to be deadline by when these questions need to be answered so that the PC can make plans.

Cllr Behagg - are we intending to form a working group? The Chairman suggested that the group who met with the HDC Chief Executive form a working group; i.e. Cllrs. Shelford, Argent, Passmore and Payne and that group continues its discussion with HDC and the PC's own staff.

The Chairman proposed that the existing group, consisting of Cllrs. Shelford, Argent, Passmore and Payne continue discussions with HDC and with staff in order to resolve as many outstanding issues by 31st December 2009 to ensure a smooth transition into two parishes. The group would report to the full Council at least at every main meeting.

Cllr Bredin advised that he would like to join the group. The Chairman advised that he would call extra ordinary meetings to discuss matters.

The Chairman made a formal proposal that this should be the way forward. Cllr Wilkinson seconded; all in favour.

The Chairman proposed that as no further information is available on this matter the PC should defer the In Committee item at 392/09 (h). All agreed.

➤ *Cllr Bredin left the meeting 20.06 hours*

b. Youth Café/Bus

The Chairman had communicated with Laura Barber (Youth Worker) and suggested she might like to come to this meeting but she had been unable to attend. Cllr. Vincent had met with Laura and she was to mail us with details of her thoughts on the Youth Café/Bus. Laura wants to try and reach most children in the village and is trying to find out how they can work together to target the children needing assistance. The Bus could be a good idea but at £175 a session it would not be viable. The Youth Bus is aimed at 11-16 yr olds and it was agreed that the PC should find out how many children are in the Parish and their ages and from this put a communication through the schools and newsletter and ask the children what they would like provided. Tracy Murphy, the Community Safety Warden for the area, is also investigating the matter.

It was agreed that it would be left to Cllr. Vincent, Tracy Murphy (Community Safety Officer) and Laura Barber (Youth Worker) to obtain the additional information. The Chairman advised that this is as far as we can go until further information is provided.

c. Crookham Alms House Charity – PC Representative

The Chairman had not been able to get any further with volunteers to take the position he, therefore, proposed that he take the position as he has a background in charities. Cllr Argent seconded the proposal; all in favour.

d. Naming of lane off Mill Lane

The Parish Council had been asked by Hart District Council (HDC) to give approval to the naming of this road. The Chairman advised that the proposal is that we agree to the lane being called Rye Common Lane.

Cllr Argent proposed we agree to call the road Rye Common Lane if no other road named this in the area. Cllr Shelford seconded; all in agreement.

e. Refurbishment of Cremation area – agreement of expenditure

It had been noted that the two flower beds at either end of the Cremation area are in poor condition and the Grounds Committee had agreed that some action was needed. It had been agreed that Cllr Wilkinson would arrange to get some plants at less than £80 which is within the Grounds Committee's delegated budget permission. Cllr Shelford also raised the poor condition of the wooden plinths in this area.

f. Replacement Light Cover – Redlands Lane – agreement of expenditure.

The Traffic & Lighting Committee asked if the PC would approve a sum which is not to be exceeded to allow work to be completed on the light. The Chairman suggested a limit of £300 should be applied to the repair.

The Chairman proposed the PC permit the Traffic & Lighting Committee to have work carried out up to £300. Cllr Argent seconded; all in favour.

g. Grant Requests – policy (APPENDIX 2)

The Chairman advised that there is an amount of \$137 money set aside for applications for grants from the PC. He suggested that the PC collate any applications received and consider at the main meeting in the March of every year and distribute funds available at the time, as seen fit. He had circulated a draft standard letter to be sent to all applicants for approval by the PC.

Proposal: Cllr. Dorn seconded; all in favour.

h. In Committee Item – Establishment of Ewshot Parish Staff arrangements

As per item 392/09 (a) this item was not taken as there was still insufficient information available to discuss the matter further.

393/09 PARISH COUNCIL REPORTS:

- a) Grounds Committee – minutes of the meeting 7th September 2009 (Appendix 3) had been circulated.

Cremation area - in addition to the refurbishment of the flower beds, it was also requested that the PC change the position of cremation notices by the purchase of stones with inscriptions to mark ashes plots. (Cllr Bredin was to contact Haven Memorials for costing on 9” x 9” stones)

Replacement swings – Cllr Passmore had looked for suitable shackles and had found a suitable item. Cllrs Bredin and Passmore were going to look at a swing kit for the Ewshot play area.

Tennis Courts Crondall – Cllr Passmore is obtaining quotes for replacement nets etc. and for moss cleaning in Crondall.

Football lease (Appendix 4) - Cllr Behagg had received the money and the lease had been signed.

Cutting box and trailer – old box etc had been sold, invoiced and money received.

Pump for septic tank – this should have had a safety trip fitted and it was felt the Cricket Club should progress this with the suppliers or installers. PC to send letter to be sent to the Cricket Club accordingly.

- b) Traffic and Lighting Committee - minutes of the meeting 7th September 2009 (Appendix 5) had been circulated.

Cllr. Argent advised that the minutes had been circulated but not approved.

The move of the 30 mph in Well Road had been approved and the work in Pankridge Street was in progress.

PFI Lighting Contract – the PC had confirmed its interest in the project and a copy of the contract had been received for review. If the PC agrees Cllr. Argent would write to HCC explaining cannot respond by the required date of 30th September due to meetings but that it could respond after the PC meeting on 19th October. Cllr Argent proposed he should write a letter to HCC explaining this; the Chairman seconded this; all in favour.

Cllr Hebborn asked about the situation regarding the signage at The Court. Cllr Argent advised that the T & L Committee had written to HDC and questioned the siting of the signs and why HDC had allowed them.

- c) FINANCE COMMITTEE

Cllr Dorn advised that an initial meeting had taken place but no decisions had been made. An initial analysis of cash flow proved the PC would be solvent at the end of the Financial Year. Cllr Dorn would distribute this to members. (APPENDIX 6)

- d) Memorial Applications and Burials

The Clerk advised that there had been applications for installation of two plaques and 1 interment of ashes.

- e) Finance Report to include agreement on Invoices to be paid.

The Finance Reports for August and September 2009 had been circulated and agreed; all in favour. These were then signed as a correct record of the financial situation. The Chairman advised that the second part of the precept would be received at the end of September.

394/09 **CORRESPONDENCE**

The PC had received an invitation to take part in a Highways survey by HCC. It was agreed that the Traffic & Lighting Committee look at this survey.

395/09 **ANY OTHER BUSINESS**

The Chairman raised the question as to whether the PC should invite Chris Simmons (resident of Beacon Hill) to meeting on 5th October to discuss Beacon Hill Road traffic calming programme. It was agreed that Mr. Simmons is welcome to attend meetings as they are open to the public and if he wants to address the meeting then he can apply and speak for the usual three minutes. The Chairman asked that the PC reply to him in that vein.

The Chairman advised that a Pilate's group had asked for use of the Church Room's small meeting room on the nights the PC meetings are held. It was felt that on Planning Meeting nights it would not be practical for the PC to lose the use of the smaller room for Committee meetings, unless the Pilates group wanted to use it from 8.30 p.m. onwards. However, it was felt to be acceptable for the group to use it on full meeting nights and this would be communicated to the Parish Office staff.

The meeting closed at 21.00 hrs.

Signed.....

Dated.....

APPENDIX 1 TO MINUTES OF MEETING HELD ON 21ST SEPTEMBER 2009
ITEM 392/09 (a)

CRONDALL PARISH COUNCIL

Notes on meeting Crondall PC representatives & Hart District Council 14/08/2009
Concerning Establishment of a new Parish of Ewshot

Present: Geoff Bonner, CEO HDC – Andrew Tiffin, Democratic Services Manager HDC
Cllrs David Argent, Mark Passmore, Jane Payne, Garry Shelford, CPC

1. THE MECHANISM

Is Crondall to be divided or reduced?
i.e Is one NEW parish being created or two?

Response: No decision yet. Guidance awaited from legal advisers as legislation is new and there are no precedents to refer to. Reduction of Crondall Parish is preferred option as no elections (in Crondall itself) would be required. Existing Cllrs could remain in office. But existing Ewshot Ward Cllrs would apparently also have to remain in office as Crondall Cllrs. Legal advisers will seek to clarify.

2. COUNCILLORS

Why is the number of councillors in Crondall (however created) being increased from 7 to 8?
There is no change in the number of electors in the Ward.

Response: The number of 8 carried over from original proposal not to divide. Error suspected by CPC but not admitted by HDC. Barring a new Resolution there is no option to revise as 8 included in Resolution passed by HDC full Council.

3. TIMING

Why is it essential that boundary changes in Crondall are made simultaneously with the creation of other new parishes in the district?

Response: Similar to (2) above. Timings were passed by HDC and are not open to change. Apparently important that all boundary changes in a District are covered by a single Order. Date of execution of Order is fairly arbitrary and HDC acknowledge that it might suit one parish/town council and not another.

4. ELECTIONS

Why are elections necessary?
If existing councillors, elected in their respective wards in 2008 to serve for four years, were, and still are expected to remain in office until 2012, why, when those Wards become Parishes are elections required?

Response: See (1) above. Possible outcomes could be either Crondall reduced with existing PC and no election plus new Ewshot Parish with an election, or Crondall reduced and a new Ewshot Parish both with elections, or two new parishes created both requiring elections.

5. ONE-OFF COSTS

How are such potential costs as redundancy payments, asset valuation and reallocation and elections to be met?

Response: It is the intention that, where possible, processes arising from the creation of Ewshot Parish are written into the Order with all costs being born by HDC. Groundsman's redundancy might be overcome by employing him to retirement and Crondall contracting him

out to Ewshot for that period. Such an arrangement would be written into the Order and would be binding.

6. INCREASE IN ON-GOING COSTS

How to be explained when translated into increased Council Tax.

Response: There was no offer to assist either ward/parish with on-going costs. There were suggestions of cost saving/sharing measures which might be considered in due course.

7. SHADOW PARISH COUNCILS/SHADOW COUNCILLORS

Who are they? Who creates them? What authority do they have? What are their duties? What are their liabilities?

Response: Shadow PCs are formed by HDC in order to have a representative body in embryo parishes to assist in setting up new admin. New parishes will come into being on 1 April 2010, but new parish councils will not be elected until 6 May. Shadow PCs will run parish only during that interregnum of 6 weeks. They will only have full power and authority during that period. It is more than likely that HDC will ask existing Cllrs to form the shadow PCs!

8. PRECEPTS

Who will be responsible for setting the 2010/11 precepts for the two parishes?
How much of the actual current precept is derived from each Ward? It is essential in setting new precepts to have actual data.

Response: In effect HDC prepare precepts for new parishes in consultation with existing PCs or Shadow PCs (qv). If 'reduction' is the outcome for CPC, they will lead in setting precept for Crondall. Ewshot Ward Cllrs will be consulted by HDC in setting the Ewshot Parish precept.

HDC Council Tax Office are currently working to produce breakdown of source of current precept between the two wards.

9. ASSET DIVISION

How is this to be arranged?

This topic relies heavily on the answer to 1 above. Machinery and equipment cannot be divided, but neither Ward may be able to/wish to buy the other's share.

Response: Assets located within either ward would become the property of the appropriate parish. Assets shared (eg grounds maintenance machinery, office equipment etc.) would need to be the subject of an agreed financial settlement to be decided by the existing PC. If required, HDC would help/mediate once (1) above had been resolved.

10. CRONDALL PARISH BURIAL GROUND

This is for the benefit of both Wards. How is its maintenance to be handled?

Response: Down to CPC to decide best way to share maintenance costs. Suggestions of possible higher burial fees for Ewshot residents as means of sharing costs. HDC considered fairly common for burial grounds to be shared between parishes. Relatively short life of existing ground to be considered.

11. ANY OTHER BUSINESS

HDC confirmed that there would be full consultation, once the Order drafted and before going to full Council.

APPENDIX 2 TO THE MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2009

PROPOSED STANDARD RESPONSE TO APPLICATIONS FOR GRANTS
(ITEM 392/09 (g) REFERS)

2009

Dear Sirs

The Parish Council acknowledges receipt of your application of ##### .

It is the Council's normal practice to review all Charity requests for general funding annually, in March and in the light of Parish resources available.

If the Council is able to assist your charity you will be contacted again at that time. If you do not hear then, we regret that we have been unable to assist you on this occasion.

Yours sincerely

Gillian Baker
Clerk to Crondall Parish Council

APPENDIX 3 GROUNDS COMMITTEE MINUTES – CIRCULATED AND DISPLAYED ON WEB SITE
AS SEPARATE DOCUMENT

APPENDIX 4 FOOTBALL CLUB LEASE

**LEASE ARRANGEMENT BETWEEN CRONDALL PARISH COUNCIL AND CRONDALL FOOTBALL CLUB
(September 2009)**

Background

1. This is a lease arrangement between Crondall Parish Council and the Crondall Football Club for the lease of the Crondall football ground and the pavilion.
2. While the lease is between Crondall Parish Council and the Football Club that Club shall be represented by an individual who shall be responsible for the lease. The individual representing the Football Club is [.....NAME, ADDRESS]]
3. The lease is for one year with the intention of it being renewed annually if mutually agreed by both parties.
4. The lease will be for the sum of **£150** per year payable in advance.
5. A deposit of **£200** will be kept by the Parish Council as surety against damages and any cleaning required at the end of the annual tenancy.
6. Both the football ground and the pavilion shall be inspected on a regular basis by the Parish Council. This will be no less than every three months.

Conditions

7. The Parish Council will:

- Lease the pavilion in a sound and safe state.
- Insure the building.
- Maintain the external and internal structure of the building, replacing worn or used fittings as appropriate.
- Cut the grass on the football field as appropriate.
- Pay the water rate.

8. The Football Club will:

- Ensure the building is fully secure after any use.
- Ensure the gate to the field is locked after use.
- Maintain the interior décor and fixtures and fittings of the pavilion as well as keeping the building clean and tidy.
- Be responsible for marking the pitch prior to games.
- Be responsible for all electricity charges.
- Allow inspections by the Parish Council as appropriate.
- Obtain permission from the Parish Council for any activity other than football matches or practices – before they take place or are advertised to take place.
- Agree any subletting of the ground or facilities with the Parish Council prior to them taking place. Should subletting take place it shall be a condition that the Parish Council receives 10% of any rents taken or fees paid.
- Should the Parish Council deem that the terms and conditions of this lease are not being maintained appropriately it reserves the right to terminate the lease at two weeks notice without a refund of the deposit.

Signed on behalf of the Parish Council Date

Signed on behalf of the Football Club with regard to Paragraph 2 above
Date.....

APPENDIX 5 TRAFFIC & LIGHTING COMMITTEE MINUTES CIRCULATED AND DISPLAYED ON WEBSITE AS SEPARATE DOCUMENT.

APPENDIX 6 ANALYSIS OF CASH FLOW – DISPLAYED AS SEPARATE DOCUMENT ON WEB SITE.