

CRONDALL PARISH COUNCIL
MINUTES OF PARISH COUNCIL ANNUAL GENERAL MEETING
Held Monday 23rd May 2022

PRESENT	Councillor R Freeman-Griffiths – Chairman*
	Councillors D Argent, R Fitzhugh, N Lambert, G Smith and S Worthington
APOLOGIES:	Councillor C Dorn, J Hale and J Kennett - Hart DC
	Councillor J Glen – Hampshire County Council
IN ATTENDANCE	Councillor C Dorn and J Hale – Hart DC
	A Angove - Parish Clerk

Two members of the public joined the meeting.

The meeting commenced at 7.36 pm and ended at 8.45 pm.

1/23 Appointment of the Chair of the Parish Council 2022/23

The Clerk requested nominations. Cllr Argent proposed Cllr Freeman-Griffiths, this was seconded by Cllr Smith and AGREED (in favour 4: against 1: abstained 1). Cllr Freeman-Griffiths abstained from voting. Cllr Freeman-Griffiths was duly elected as Chairman and signed the Declaration of Office.

2/23 Appoint of Vice Chairman

The Chairman requested nominations. Cllr Argent proposed Cllr Smith, this was seconded by Cllr Fitzhugh and AGREED (In favour 4: against 1: abstained 1) Cllr Smith abstained from voting. Cllr Smith was duly elected as Vice Chairman.

3/23 Declarations of Interest

No declarations of interest were made.

4/23 Election of Officers and Representatives for the Municipal Year

Cllr Freeman-Griffiths referred to the proposals which had been circulated in advance of the meeting. The Chairman took Council through each role individually considering the proposals for the positions. The Clerk was appointed as the “Responsible Officer”.

Cllr Lambert requested that he be removed from Roads & Highways, FACC and as the PC liaison with The Charity of Elizabeth Oliver, citing his frustration with Hampshire County Councillor’s lack of recognition with any issues with the roads around Crondall and the lack of any communication from the charity. When requested by the Chairman what role he would be prepared to take on Cllr Lambert did not initially commit to any, saying that “you can’t make me” and adding there is no written requirement for him to take on any responsibility or role. After some discussion where it was noted that this was a very unsatisfactory turn of events, Cllr Lambert agreed to continue as the liaison and main point of contact for FACC, at least until the roles and responsibilities are reviewed following the June meeting, when the recently elected new councillor would be joining and the vacancy filled by co-option. Cllr Freeman-Griffiths commented that it may be an option to combine Roads & Traffic with Planning or Footpaths as there is some crossover.

Cllr Fitzhugh volunteered to cover HDAPTC.

Cllr Smith queried whether as a member of the VH Committee he would be prevented from being the official PC representative and agreed to investigate this further with a view to reporting back to the PC at the June meeting.

Considering the above, there were no new proposals made or new volunteers. Cllr Freeman-Griffiths proposed the PC agree the list as it stands for the time being with the aim to revisit it at the June meeting. This was seconded by Cllr Worthington and **AGREED** unanimously.

APPOINTMENTS – 2022-23	APPOINTED COUNCILLOR/OFFICER
<i>Officers</i>	
Proper Officer and Responsible Financial Officer	Parish Clerk
<i>Lead Councillors</i>	
Chairman	Cllr Freeman-Griffiths
Vice Chairman	Cllr Smith
Finance Lead	Cllr Argent
Planning Lead	Cllr Freeman-Griffiths
Environment Lead (including: fly-tipping, litter, cleaning, Best Kept Village, Dog Fouling, etc)	Cllr Worthington
Estates	Cllr Fitzhugh
Flooding Lead	Cllr Fitzhugh
Communications Lead (inc. Parish Magazine articles)	Cllr Smith
<i>Committees</i>	
Staffing Committee	Cllrs Argent, VACANCY and Cllr Smith
<i>Representatives and Liaison with Local Groups</i>	
Footpath Representative	VACANCY
Crondall Society	Cllrs Argent, VACANCY and Worthington
Conservation Area Monitoring Group (CAMG)	Cllr Freeman-Griffiths
PCC	VACANCY
HDAPTC	Cllrs Argent & Fitzhugh (rotating)
FACC	Cllr Lambert
Village Hall	VACANCY
SID management	Messrs S Shepherd & J Freeman-Griffiths
Hants CC/Roads	VACANCY

Projects	
Conservation Area document refresh	Cllr Freeman-Griffiths
Development of Hook Meadow recreation facilities	Cllrs Fitzhugh and the Clerk
Refurbishment of Tractor Shed	Clerk
CPC nominated Trustees	
The Charity of Elizabeth Oliver <i>to provide financial support to needy children of the village</i>	VACANCY
Fleet, Crondall and Crookham Welfare Trust <i>to relieve either generally or individually persons resident in the area of the district of Fleet and the parishes of Crondall and Crookham village who are in conditions of need, hardship or stress.</i>	Mr Tony Hopkins
The Crondall Trust <i>makes grants to individuals in the Hampshire/Surrey area for the relief of poverty among the general public.</i>	Mrs Caryll Martin 4 year term ends March 2023 Mrs Honor Porter 4 year term ends 26 February 2022

The Clerk confirmed that confirmation of The Crondall Trust trustees would be sought to ensure the information remains up-to-date.

5/23 Minutes of 25th April 2022 Parish Council Meeting

The Minutes of the Council meeting were proposed for acceptance as an accurate record by Cllr Freeman-Griffiths, seconded by Cllr Fitzhugh and **AGREED** unanimously

6/23 Announcements from the Chairman, Clerk and Members questions received in advance

The Clerk confirmed that no questions had been received in advance and no announcements were made.

7/23 County and District Councillors Report

District Councillor – Cllr Dorn

Unfortunately, Cllr Dorn was unable to join the meeting at short notice but provided the Chairman with the following written update which was read to all present at the meeting: -

- *Following the election, the political balance is: Conservatives: 11, Liberal Democrats: 11, CCH: 10. The LibDems and CCH have decided to continue their power sharing arrangement, placing us in opposition. Cllr Jon Hale won in Odiham by 441 votes. Turn out for the election was slightly up (28,653) against the long term average (27,500), but we certainly struggled against national issues. That said, Conservative candidates ran many in Fleet very close and in a better year with less headwind we would have done much better in terms of seats.*
- *But we will work with all Cllrs across the committees to deliver the best for the people of Har. Cllr Worlock becomes Chairman, Cllr Kennett remains on Planning, Standards and Appeals, Cllr Hale on Audit and Appeals. While I was elected Chairman of O&S, Standards and will also sit on FACC.*
- *Roadworks continue to be the bane of our lives, I will do my best to share (via Facebook) road closures and significant roadworks that will cause delay and other issues. The options to change scheduled roadworks are limited and I would encourage everyone to sign up to [OneNetwork](#) and decide their own area for reporting and warnings.*
- *Work on the Esso pipeline continues, with some works off Heath Lane (next to the closed golf course).*

- *Ukraine: Hart has 85 hosts and 189 evacuees, in the process of settling in. There are supporting resources form Hart, HCC and local organisations, please do ask and we will do our best to signpost people.*
- *Hart has now moved to a new computer system for allocating affordable housing, everyone should have re-registered, but if there are any issues please do contact us.*
- *The Farnborough Airspace “Post Implementation Review” (PIR) will run through this year, more details as I get them. But it appears to be a data gathering exercise for much of the year culminating in the collection of comments from public, users and other stakeholders.*
- *Parish Flood Forum is at Hart on 31st May, I hope CPC will be represented. Thames Water should do some final lining works, expected 14-18 July in Dippenhall Street.*
- *The government’s new Levelling Up and Regeneration Bill ([summary](#)) is worth read. Combined with other information we hear, in short we can expect: lower housing targets for Hart (across most of rural southern England), removal of 5 year land supply and build out rate constraints (as long as the Local Plan is up to date – ie. less than 5 years old), Duty to Cooperate will be repealed and replaced with a more flexible alignment test set out in national policy. Along with reduced targets for our neighbouring Districts, it should add up to much smaller numbers for Hart and an existing plan than can deliver into the early 2030s. However, there will be fresh rounds of site selection at some point and the spectre of Shaply Heath, Rye Common and other sites can never be completely removed.*

County Councillor – Cllr Glen – having sent his apologies, had provided a written report, which had been distributed prior to the meeting.

8/23 Representations by the public

There were no representations by the public.

9/23 Planning Applications

Applications were considered in line with the previously circulated Planning Report and presented by Cllr Freeman-Griffiths.

22/00800/ADV	Junglemania Adventure Golf Mill Lane Crondall GU10 5RP	Display of Non-illuminated advertisement board and direction signs.
Recommendation: Object on the basis that: • dimensions not clear on plan – unit of measurement not stated; • proposed sign is potentially excessive in its dimensions and could have an urbanising effect thereby creating an adverse impact on the countryside – given the poor plans, not clear; • Contrary to NP Policy 3 (Design) and LP Policies NBE 1 (development in the countryside) and NBE 9 (Design). Cllr Freeman-Griffiths confirmed that he had been to the site to look at the existing signage. Councillors were also confused about the need for such a potentially large sign given that online pre-booking is required. Cllr Freeman-Griffiths proposed as listed. Seconded by Cllr Argent and AGREED (in favour 5: abstained 1)		
22/00875/HOU	Wessex Mill Lane Crondall GU10 5RP	Erection of a single storey rear extension, first floor side extension, open verandah to the front, conversion of garage to habitable accommodation,

		insertion of window to first floor front, replacement of all doors and windows and alterations to landscaping to include the extension of the patio to the rear, creation of a patio, sunken kitchen and raised patio to the front.
Recommendation: <u>No Objection</u> No questions were raised. Cllr Freeman-Griffiths proposed as listed. Seconded by Cllr Worthington and AGREED unanimously.		
22/00904/FUL	Deerswood Farnham Road Ewshot GU10 5AY	Erection of 4 garages on existing hardstanding.
Recommendation: <u>No Objection</u> No questions were raised. Cllr Freeman-Griffiths proposed as listed. Seconded by Cllr Worthington and AGREED unanimously.		

10/23 To receive the Internal Auditor's Report

The Clerk confirmed that, following further liaison with the internal auditor the latter was satisfied with the 2021/22 accounts and had completed the Annual Internal Audit Report 2021/22 form for submission to the External Auditor and which had been circulated ahead of the meeting.

The Internal Audit Report 2021/22 was **RECEIVED** and **NOTED**.

11/23 To approve the 2021/22 Annual Governance Statement

The Clerk explained the process for putting together the Council's Annual return. Council went through the Annual Governance Statement (which had been circulated ahead of the meeting) and confirmed their responses as appropriate. There were no questions.

Cllr Argent proposed acceptance of the Annual Governance Statement for submission. This was seconded by Cllr Freeman-Griffiths and **AGREED** unanimously.

12/23 To approve the 2021/22 Final Accounts (Income and Expenditure report for the year to 31st March 2022 and Balance Sheet at 31st March 2022)

The Final Accounts had been circulated in advance. The Clerk spoke to the Final Accounts for year ending 31st March 2022. There were no questions. Cllr Argent proposed the Final Accounts 2021/22 be **APPROVED**. This was seconded by Cllr Freeman-Griffiths and **AGREED** unanimously.

13/23 To approve the 2021/22 Accounting Statement

The Accounting Statements had been circulated in advance. In addition, Council had received an Explanation of Variances against the prior year. There were no questions and the Accounting Statements were proposed for inclusion as part of the Annual Return by Cllr Argent, seconded by Cllr Freeman-Griffiths and **AGREED** unanimously.

14/23 To approve the 2021/22 Annual Return for submission

The documents having been individually scrutinised and approved, Cllr Argent proposed that the Annual Return be submitted. This was seconded by Cllr Freeman-Griffiths and **AGREED** unanimously.

15/23 To review the content for the APM on Monday, 30th May 2022

The Clerk provided an update on the details to date. All councillors who would be presenting had been forwarded a copy of the slide template and were requested to provide the Clerk with their input by the end of the week. It was noted that the last APM had been held in April 2019 and that there are now only two councillors on the PC who attended then. As such, the minutes having been written and distributed by the Clerk at the time, would need to be approved with the understanding that any issues would have been raised then. Cllr Lambert confirmed that he would ensure that wine and glasses were available in time for the meeting.

FINANCE AND RISK MANAGEMENT**16/23 To consider the request for a financial contribution to a grant towards work of providing health, well-being and drug prevention education to Crondall Primary School**

A letter from Life Education (Wessex & Thames Valley) requesting a donation to work they are providing at Crondall Primary School had been circulated to all councillors prior to the meeting. The Clerk confirmed that having spoken to the school, the charity would be providing help with the PSHE requirements of the curriculum, namely health, well-being and drug prevention education. Schools contributed approximately 66% of the cost, leaving them with a shortfall of £185.00 which they are looking to cover by means of a donation from the PC. Councillors agreed that it was important to support the school as much as possible. Cllr Freeman-Griffiths proposed that the sum of £185.00 be contributed to Life Education (Wessex & Thames Valley). Seconded by Cllr Smith and AGREED unanimously.

17/23 To ADOPT the Financial Regulations for the financial year 2022/23

A copy of the latest Financial Regulations had been circulated to all councillors. The Clerk explained that it is best practice to review, generally annually, the Financial Regulations, to ensure they remain relevant and reflect current legislation. There were no questions. Cllr Freeman-Griffiths proposed the Financial Regulations be adopted for the financial year 2022/23. Seconded by Cllr Argent and AGREED unanimously.

18/23 Ratification of payments

The circulated list of 14 items including Payroll, valued at £7,405.82, was proposed by Cllr Argent, seconded by Cllr Worthington and **AGREED** unanimously.

19/23 To CONSIDER and AGREE a list of items for spending

The items listed for expenditure, namely a contribution of £1,000 to Crondall Events Jubilee Celebrations, six months S137 grant to the village school for access to parking and the afore mentioned grant to Life Education (Wessex & Thames Valley) totally £2,685 was proposed by Cllr Freeman-Griffiths. Seconded by Cllr Worthington and AGREED unanimously.

20/23 To NOTE the independent examination of the Bank Reconciliation for April 2022

The Clerk confirmed that an independent examination of the Bank Reconciliation for April 2022 had taken place. No questions were raised. Council **NOTED** the Clerk's report.

REPORTS**21/23 Clerk's Report**

The report had been circulated prior to the meeting, with the Clerk drawing the meeting's attention to a few points requiring councillor approval or input.

- Hook Meadow Youth Shelter – initial costings had been provided to councillors, as had an outline of the pitfalls and recommendations involved in erecting such a structure. The Clerk sought PC approval to proceed with a formal tender process with a view to presenting the costs and plan to the PC at the next meeting. This was agreed unanimously.
- Crondall Events Jubilee Weekend celebrations – the Clerk confirmed that the beacon would be lit at 9.45 pm in Hook Meadow. Building would be taking place on the 3rd after which barriers will be erected for safety reasons. Permission was granted for a small number of fireworks to be let off on the proviso that residents are informed in adequate time and that they are not too large or loud. It was confirmed that Crondall Events have all necessary insurance in place and safety regulations would be followed.
- Fleet, Crondall & Crookham Welfare Trust – the annual update from the trust had been provided highlighting the sterling work of the trust, in particular over the pandemic. The PC confirmed that they were delighted to endorse the recommendation that Mr Hopkins continue as the Crondall PC representative.
- School Car Parking Arrangements – the Clerk confirmed that the school are happy with the agreement as it stands. Frustration was however expressed by councillors that despite the significant financial outlay, more than twice what is received in fees from the cricket club, the facility is still not being utilised, with most cars persisting with parking on Croft Lane. With this in mind, councillors were not prepared to consider making this a permanent arrangement but did request that more pressure be placed on the cricket club to ensure compliance with the agreed parking arrangements. The Clerk confirmed that she would liaise with the cricket club.
- Farm Motor Insurance – the current insurance being due for renewal by the end of the month, the new quote, an increase of £22.86 had been agreed on the basis that there was no decrease in coverage. The sum was included in the list of payments.

There were no further questions raised. Council **NOTED** the report.

22/23 Traffic and Highways Report

Having expressed that there was nothing to report, Cllr Lambert was questioned about the recent closure of Pankridge Street and the Passenger Transport Forum. It was confirmed that the PC had only received notification of the closure after the event and Cllr Lambert confirmed that he would look into the latter and whether it would have any bearing on the parish.

An email from FACC relating to the Farnborough Airport airspace changes post implementation review had been forwarded to Cllr Lambert earlier in the month. Cllr Lambert confirmed that he would provide councillors with an update of the process, any requirements, and recommendations at the June meeting.

The Clerk agreed to look into progress of the 20 is enough initiative.

23/23 Hook Meadow Pill Box Update

Cllr Worthington had provided the PC with the proposed communications from Mr Assael prior to the meeting. It was agreed that Mr O’Gorman, the PC groundsman be the main point of contact to ensure that any of the work carried out, and in particular the removal of spoil, did not interfere with the estate and other activities.

24/23 Correspondence

It was confirmed that all email correspondence has been circulated to councillors. Any physical correspondence was made available at the meeting.

24/23 Any Other Business

Cllr Fitzhugh confirmed that he would be unable to attend the forthcoming Flood Forum due to work commitments and requested if any other councillor would be able to attend in his place, they please contact him.

The wildflower area in Hook Meadow has been greeted positively by parishioners but there has been some concern that dog fouling is being left in the long grass making it unsafe for children to play in. It was suggested that signage in the area be installed.

Cllr Worthington provided a verbal update on the OpenReach fibre project, confirming that it had now passed to OpenReach Wales and that the parameters had once again changed – 130% of build costs would now need to be met by pledges, an increase of 30%. An additional 25 households are now required to sign-up, but these would primarily be in Ewshot and are being covered by leafleting.

Cllr Argent enquired whether anything could be done about the detritus being left by the development on Redlands Lane. The Clerk confirmed that she would look at the area and if necessary, liaise with Cala Homes to ensure that it is cleared.

25/22 Move to In-Committee Meeting

Cllr Freeman-Griffiths proposed that the main meeting be concluded, prior to the meeting continuing in-Committee to discuss staff matters. Cllr Freeman-Griffiths, therefore, moved that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting. This was seconded by Cllr Argent and **AGREED** unanimously.

The Clerk left the meeting

Signed as a true record dated 27th June 2022