

CRONDALL PARISH COUNCIL
MINUTES OF PARISH COUNCIL ANNUAL GENERAL MEETING
Held Monday 22nd May 2023

PRESENT

Councillor R Freeman-Griffiths – Chairman*
Councillors D Argent, G O'Connor, G Smith, I Taylor, F Williams and S Worthington

*(*Following his appointment under item 1/24)*

APOLOGIES:

Councillors J Hale and J Kennett - Hart DC
Councillor J Glen – Hampshire County Council

IN ATTENDANCE

Councillor C Dorn – Hart DC
A Angove - Parish Clerk

No members of the public joined the meeting.

The meeting commenced at 7.32 pm and ended at 8.55 pm.

1/24 Appointment of the Chair of the Parish Council 2023/24

The Clerk requested nominations. Cllr O'Connor proposed Cllr Freeman-Griffiths, this was seconded by Cllr Taylor and AGREED (in favour 6 : abstained 1). Cllr Freeman-Griffiths abstained from voting. Cllr Freeman-Griffiths was duly elected as Chairman and signed the Declaration of Office.

2/24 Appointment of Vice Chairman

The Chairman requested nominations. Cllr Argent proposed Cllr Smith, this was seconded by Cllr Freeman-Griffiths and AGREED (In favour 6 : abstained 1) Cllr Smith abstained from voting. Cllr Smith was duly elected as Vice Chairman.

3/24 Declarations of Interest

Declarations of interest were made by Cllr Williams in the Clare Park Hospital (23/00894/HOU) and Cllr Argent in the Limetrees (23/01097/HOU) planning applications with both confirming that they would not take part in any vote. No further declarations of interest were made.

(Cllr Glen joined the meeting)

4/24 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 Clerk was appointed as the "Responsible Officer", with Cllr Williams taking on the trustee vacancy with The Charity of Elizabeth Oliver.

Following the recent resignation of Cllr Lambert, it was agreed that Cllr Argent would temporarily cover the FACC liaison role, with a view to the role being reallocated upon the election or co-option of a replacement parish councillor.

Considering the above, there were no new proposals made or new volunteers. Cllr Freeman-Griffiths proposed that councillors agree the list as it stands for the time being with the aim to revisit it following the appointment of the new councillor. This was seconded by Cllr Worthington and **AGREED** unanimously.

APPOINTMENTS 2023-34	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	Clerk
Flooding Lead	Cllr Williams
Communications Lead (inc. Parish Magazine articles)	Clerk
Grants	Cllrs Williams & Smith
<i>Committees</i>	
Staffing Committee	Cllrs Argent, O'Connor, and Cllr Smith
<i>Representatives and Liaison with Local Groups</i>	
Hants CC, Roads & Footpath Representative	Cllr Taylor
Crondall Society	Cllrs Argent, and Worthington
Conservation Area Monitoring Group (CAMG)	Cllrs Freeman-Griffiths and O'Connor
PCC	Cllr Smith
HDAPTC	Cllrs Argent, Freeman-Griffiths & O'Connor (rotating)
FACC	Cllr Argent (temporary)
Village Hall	Cllr Smith
SID management	Messrs S Shepherd & J Freeman-Griffiths
Wilson Plan Liaison Panel	Cllr O'Connor
Hook Meadow Pill Box Liaison	Cllr Worthington
<i>Projects</i>	
Conservation Area document refresh	Cllrs Freeman-Griffiths and O'Connor
Refurbishment of Tennis Court	Clerk
Refurbishment of Tractor Shed	Clerk
Outdoor Gym	Clerk

Neighbourhood Plan Review	Cllr O'Connor
Defibrillator (Mill Lane)	Cllr Williams
New Burial Ground	Cllr Freeman-Griffiths
CPC nominated Trustees	
The Charity of Elizabeth Oliver <i>to provide financial support to needy children of the village</i>	Cllr Williams
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 Mrs Honor Porter

5/24 Minutes of 24th April 2023 Parish Council Meeting

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

6/24 Announcements from the Chairman, Clerk and Members questions received in advance

The Chairman outlined a request by the Village Hall to consider an additional charge of £7.50 per month for the use of the tv screen for the parish council monthly meetings.

Following discussion, the PC agreed that the request for additional fees for use of the screen is unreasonable. The existing agreement for the use of the meeting room with a screen is for the whole of 2023, with the last meeting being in December and at that time it was felt that should the council wish to continue with its use of the Village Hall, a further discussion can be arranged. The Clerk noted the decision and agreed to inform the Village Hall Chairman.

There were no further announcements or questions raised.

7/24 County and District Councillors Report

Cllr Glen – apologised for not being able to attend the Annual Parish Meeting the previous week due to a funeral. In addition to the previously distributed monthly report, Cllr Glen provided the following updates:

- The refurbished Sainsbury's in Hook is now open, along with the surrounding roads. Users have raised issues with the speed of traffic coming off the roundabout;
- Another very productive meeting has been held with the Wilson Plant owners. The Managing Director remains receptive to feedback. There remains frustration that HDC are yet to attend the meetings, with their presence particularly required to ensure adherence by the sub-contractor to agreed working hours.
- Potholes remain an ongoing issue throughout the county but Cllr Glen commended Cllr Taylor on the exemplary work he has done on highlighting issues on Crondall's roads, adding that the report structure is being used a template moving forward. Councillors expressed frustration at both the slowness in repairs and the standard of repairs, in particular citing an instance where only the centre of a large hole was filled as the rest of the hole was under 5cm deep.

8/24 Representations by the public

There were no representations by the public.

9/24 Planning Applications

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

23/00894/FUL	Clare Park Hospital Clare Park Farnham GU10 5XX	Extension of the car parking area.
Recommendation: Objection Whilst CPC supports the principle of car parking expansion given the constraints and damage caused to landscaping, CPC has concerns over: - increased traffic impacts should the enlarged car parking be used as justification to expand the current Hospital – any car park expansion should be linked to the current capacity of the Hospital and not be used to justify any future expansion plans; - minimal BNG provision and failure to satisfy trading rules associated with Medium Distinctiveness Urban Tree Habitat. CPC considers that Policy requires the Applicant to provide like for like and 10% requirement and, if not on site, pay a contribution for offsite provision; - no EV Charging provision in the Application. CPC would like to see a planning condition requiring a minimal number of spaces to have EV charging capability. A wide-ranging discussion of the pros and cons of extending car parking and not extending was held. Cllr Freeman-Griffiths proposed as listed but the motion did not receive a seconder. The consensus reached was that extending the car park was necessary and that it would have negligible effect on the environment compared to not extending it. Cllr Argent recommended No Objection. Seconded by Cllr Worthing and AGREED (in favour 4 : against 2 : abstained 1)		
23/00959/LBC 23/00958/HOU	Green Farm House Pankridge Street Crondall GU10 5QZ	Replace canopy to front elevation of the dwelling and alterations to the roof, rainwater goods, garage doors, windows and upper floor stud and plaster board partitions of the detached garage.
Recommendation: No Objection, subject to prior approval of external materials. Cllr Argent commended the sympathetic design proposals. Cllr Freeman-Griffiths proposed as listed. Seconded by Cllr Worthing and AGREED unanimously.		
23/01097/HOU	Limetrees Dippenhall Street Crondall GU10 5NX	Replace pitched garden room roof with a flat roof and lantern and replacement window.
Recommendation: No Objection, subject to prior approval of external materials. Cllr Freeman-Griffiths proposed as listed. Seconded by Cllr Taylor and AGREED (in favour 6 : abstention 1).		

(Cllr Glen left the meeting)

10/24 To ADOPT the Financial Regulations for the financial year 2023/24

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 2023/24. Seconded by Cllr Smith and AGREED unanimously.

11/24 To receive the Internal Auditor's Report

The Clerk confirmed that, following further liaison with the internal auditor the latter was satisfied with the 2022/23 accounts and had completed the Annual Internal Audit Report 2022/23 form for submission to the External Auditor and which had been circulated ahead of the meeting.

The Internal Audit Report 2022/23 was **RECEIVED** and **NOTED**.

12/24 To approve the 2022/23 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 Freeman-Griffiths proposed acceptance of the Annual Governance Statement for submission. This was seconded by Cllr Taylor and **AGREED** unanimously.

13/24 To approve the 2022/23 Final Accounts (Income and Expenditure report for the year to 31st March 2023 and Balance Sheet at 31st March 2023)

The Final Accounts had been circulated in advance. The Clerk spoke to the Final Accounts for year ending 31st March 2023. There were no questions. Cllr Freeman-Griffiths proposed the Final Accounts 2022/23 be **APPROVED**. This was seconded by Cllr O'Connor and **AGREED** unanimously.

14/24 To approve the 2022/23 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 Freeman-Griffiths, seconded by Cllr Williams and **AGREED** unanimously.

15/24 To approve the 2022/23 Annual Return for submission

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

FINANCE AND RISK MANAGEMENT

16/24 Ratification of payments

The circulated list of 15 items including Payroll, valued at £4,851.76, was proposed by Cllr Freeman-Griffiths, seconded by Cllr Argent and **AGREED** unanimously.

17/24 To CONSIDER and AGREE a list of items for spending

There were no items for spending listed.

18/24 To NOTE the Income and Expenditure Report and Balance Sheet to 30th April 2023

No questions were raised and the Council **NOTED** the report.

19/24 To NOTE the independent examination of the Bank Reconciliation for April 2023

The Clerk confirmed that an independent examination of the Bank Reconciliation for April 2023 had taken place. No questions were raised. Council **NOTED** the Clerk's report.

REPORTS**20/24 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:

A booking for a marquee on Hook Meadow which has been postponed numerous times (initially due to COVID restrictions) has now been cancelled. As the booking has not prevented the parish council agreeing to another engagement, the Clerk sought Council approval to refund the £450.00 deposit. Proposed by Cllr Freeman-Griffiths. Seconded by Cllr Taylor and AGREED unanimously;

The report from the Fleet, Crondall & Crookham Welfare Trust was noted with councillors wholeheartedly agreeing that Mr Tony Hopkins continue as Parish Council Representative;

Councillors confirmed to the extension of the trusteeships of Mrs Honor Porter and Mrs Caryll Martin and noted that the accounts have yet to be audited but would be forwarded to the parish council once independently audited.

Whilst part of the Hampshire PFI Street Lighting contract, HCC have confirmed that Crondall do not currently participate in the part-night Lighting Initiative but based on current inventory and energy rates, an annual saving of around £120.00 could be made. Pankridge Street, Well Road and Dippenhall Street as classified routes would be exempt. Following a brief discussion, it was agreed that the Clerk liaise with HCC to understand which road would be affected and whether a trial-run of the initiative could be run before committing.

21/24 Traffic and Highways Report

Cllr Taylor provided a brief verbal update, confirming that a meeting with HCC officers was being arranged to help them identify the potholes on Bowling Alley that they have not been able to find. Cllr Freeman-Griffiths thanked Cllr Taylor on behalf of the parish council for his continuing work on this subject.

22/24 Conservation Area Review and Consultation

Cllr O'Connor provided a brief verbal update. Consultation on the proposed boundary change to the conservation area was communicated at the Annual Parish Meeting, with letters to the affected homeowners hand delivered afterwards. Formal consultation will begin on 23rd May 2023, with two drop-in sessions in the Church Rooms organised for Saturday 27th May and Saturday 3rd June. All documentation is now available on the website. It was confirmed that following the consultation period, a report outlining all comments and issues would be presented to the parish council at the July meeting, where a decision would be made in what form to proceed.

23/24 Hook Meadow Pill Box Update

The Clerk updated councillors on the project to date. The "Big Dig" community event would be taking place on Monday, 29th May. Mr Assael has also met with the blacksmith to confirm measurements for the proposed gate and progress this.

24/24 Correspondence

It was confirmed that all email correspondence has been circulated to councillors.

25/24 Any Other Business

Cllr Worthington confirmed that the clearing of the culvert under Bowling Alley is planned for autumn but with no date agreed yet.

Additionally, Cllr Worthington had been contacted by a Mr Peter Moss in regard to a report regarding the carbon footprint of Crondall Parish Council. A copy of the report has been requested and will be added to next month's agenda. It was observed that this may tie in with the greening initiatives being promoted by HCC.

Signed as a true record dated 26th June 2022