



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 27th February 2017 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr David Cunningham (DC), Cllr Jeremy Silvester (JS), Cllr. Julie Adams (JA), Cllr. Debbie Moss (DM), Cllr. Hugh Connolly (HC), Cllr. Helen Butler (HB)

Also: Jayne Hawkins (clerk)
Cllr. John Bennison (HCC)
Cllr. Jenny Radley (HDC)
Cllr. Steve Forster (HDC)

There were 0 members of the public present.

28/17 Apologies for Absence

Apologies were received and accepted from Cllr Burford and Cllr R. Jackson.

29/17 Approval of the minutes

Minutes of the Full Council meeting on 23rd January 2017 were received and approved as a true record of the meeting.

The minutes and recommendations of the following committee meetings were also approved:

Planning Committee Meetings – 23rd January 2017, 13th February 2017
Facilities Committee – 13th February 2017

Proposed: GC seconded: DC , all in favour.

30/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

31/17 Declaration of interest relating to items on the agenda

No declarations of interest were made.

32/17 To receive Chairman's announcements

The Chairman made the following announcements:

- Meeting with Nigel Phillips of Taylor Wimpey took place on 20/02/2017
- Next meeting of Farnborough Aerodrome Consultative Committee – Tuesday March 9th at 14:00 hrs at Rushmoor Borough Council Offices. Cllr. Adams will be attending.
- HALC – 2017 18 Service brochures for every councillor
- Community Transport Meeting – 14th March 2017, Winchester Room, EII Court West, Winchester from **1.30pm – 4.00pm**. Cllr Connolly will be attending.
- Hart Community Transport meeting - Thursday 9 March 10.00 am - midday at The Life Church, Elms Road, Hook, RG27 9DX. Cllr. Connolly will be attending,
- Meeting with Athletics Club – provisional date 6th March, 7pm in the community centre. RJ/HB/GC/HC would all like to attend.
- New Councillor training – Eversley will be attended by Cllr. Moss.



33/17

Public Session

An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15 mins' maximum)

Cllr. Forster (HDC) provided the following update:

South West trains will be upgrading Waterloo station and half of Waterloo station will be closed for three weeks in August. Half of the normal trains will not be running from Fleet. Following the works trains running from Fleet to Waterloo should all have 10 – 12 carriages. There will also be some closures before August at weekends with trains terminating at Vauxhall.

Cllr J Radley (HDC) provided the following updates:

Hart Local Plan will some be going out for the final public consultation from mid-March for 6 weeks. Will be adopted Summer 2018.

No 7. Time table has changed and a new no. 10 timetable has been operating since Jan 19th

Cllr Bennison (HCC) provided the following updates:

Hampshire Fire and Rescue will put up their part of the council tax by 1.9% which would be £1.24 for a band D property. Hampshire and the IOW fire service are working on joining their services.

Hampshire County Council (HCC) will be increasing their part of the council tax by 4.9% Still progressing the yellow lines by Tweseldown Infant school.

The new speed bumps along Sandy Lane have resulted in a reduction in average speeds by up to 6miles per hour.

HCC have budgeted £650K to make improvements to Bourley Road with the eventual aim of adopting the road.

HCC have appointed a new Highways contractor Skanska.

Plans are progressing for a new crossing on Reading Road South

34/17

Community Transport – To receive an update on community transport and decide whether to approve a survey to be distributed to all households in Hart.

Councillor Butler reported the following

- Next Community Transport Meeting – 14th March 2017, Winchester Room, Ell Court West, Winchester from **1.30pm – 4.00pm**
- Next Hart Community Transport meeting - Thursday 9 March 10.00 am - midday at The Life Church, Elms Road, Hook, RG27 9DX.
- It has been established that minibuses owned by nursing homes cannot be used for community transport due to licence restrictions
- Options for additional transport are still being looked at. It seems unlikely that the additional funding of £4K will be required in the 2017/18 financial year.
- A survey has been circulated that will be distributed in Hart.

Councillors asked the Clerk to ask Chris Cornwell to correct spelling mistake of Questionnaire, add response by date and confirm printing and delivery.

The Clerk reported that if the Parish Council are required to distribute the survey it could go in the next newsletter due out at the beginning of April but volunteers would be needed to insert the leaflet into the newsletter on 28th March to 30th March.

Clerk

35/17

Parish Newsletter

To approve the newsletter for distribution at the beginning of April 2017.

It was **resolved** to approve the newsletter subject to minor amendments to the format.



- 36/17 Highways 278 projects**
To approve a prioritized list of S278 projects drafted by Councillor Jenny Radley.
Information circulated
It was **resolved** that each councillor would prioritise items 1 – 6 and send to the Clerk who will collate the data which will be reviewed by councillors Cunningham, Adams, Jackson and Radley. A final prioritised list will then be sent to Hampshire County Council
- All/Clerk**
- 37/17 Grant Request Scouts**
To receive a grant request from the 101st Odiham Scout Group for a grant of £5,000 towards the refurbishment of the ex-MOD building on Quetta Park. Application circulated
It was **resolved** to award the 101st Odiham Scout Group a grant of £3185 GS/HC, 6 in favour, 1 abstention.
- RFO**
- 38/17 Grant Request Men's Shed**
To receive a grant request from the Church Crookham and Fleet Men's Shed project of £2,000 for set up costs, insurance and any balance towards the capital costs of the building. Application circulated.
It was **resolved** to approve a grant of £2,000 to cover the set-up costs of the Men's Shed project to include:
- UKMSA membership £15
 - Insurance approx. £400-£450
 - Room hire at Calthorpe estimated at £30 per session, 2 sessions per week
 - Planning application for shed £995
 - Plans for shed £500 estimated
- JA/GS 6 in favour, 1 abstention.
- RFO**
- 39/17 Harlington Rebuild/Refurbishment**
To receive a letter from Fleet Town Council asking if Church Crookham Parish Council would be prepared to contribute to the cost of refurbishing/rebuilding the Harlington Centre in Fleet on the basis that it is a local facility that is used by local people from the surrounding parishes as well as from Fleet. Letter Circulated.
- Plans for 3 options developed by architects
 - On view at the Harlington from Saturday 25th February – 18th March
 - 7th Mar, 7pm to 8.30pm Question and Answer session, Harlington
 - 28th March – Fleet Town Council Annual Parish Meeting
- Following a discussion, it was **resolved** to ask the Clerk to arrange an informal meeting with Fleet Town Council to find out more about the project and the expected contribution. Any long-term contribution requiring an increase in the precept would go out to consultation with residents before a final decision was made.
- Clerk**
- 40/17 Gurkha Statue**
To consider a request for a smaller copy of Gurkha statue requested by Gurkhas in Aldershot to install by their Community Building.
The Chairman reported the following:
- The copyright for commissioned works remains with the artist who created the work, unless a written agreement assigns copyright to someone else.
 - The artist Jemma Pearson has said that she would respect the wishes of the Parish Council and would like them to decide whether they would support a copy being made before they take the request any further.
- It was **resolved** not to approve the production of a copy of the Gurkha statue.
JS/HC all in favour.
- Clerk**



41/17

Risk Assessment

To decide whether to approve an updated Risk assessment.

It was **resolved** to accept the risk assessment and the latest copy was signed by the Chairman.

Clerk

42/17

Asset Register

To decide whether to approve an updated asset register and receive verification of assets. Documents Circulated.

It was reported that all assets were verified by officers Sally du Gay and Claire Inglis in December. Each item was checked and ticked. The Parish Council now have photos of all assets.

It was **resolved** to approve the asset register. It was noted that items of play equipment at Jubilee Park needed to be added and the Clerk was awaiting replacement values for all items from the supplier.

Clerk

The asset register was signed by the Chairman.

43/17

Fidelity Guarantee

To review whether the level of fidelity guarantee covered by the Parish Council's insurance policy is sufficient to cover the expected level of money being managed by the Parish Council in the coming year.

It was reported that the fidelity guarantee was reviewed at Jan F&P minute ref 23/17 but needs to be approved by Full Council, it was last reviewed and approved at PC Feb 2016. The current level of cover for all members & employees: £2m

Expected money to be managed in 2017 2018:

○ Currently held In PC bank accounts	£1M
○ S106 payments due from Taylor Wimpey in 2017 2018:	
○ Allotments second payment	£ 98K
○ 2 nd instalment of Formal Open Space	£350K
○ Hightrees + 3 LAPS	£124K
○ Informal Open Spaces	£100K
○ Skate Park contribution	£ 11K
○ Additional LEAP	£ 76K
○ Additional Informal Open Space	<u>£ 57K</u>
	<u>£805K</u>
Total expected to be managed in 2017 2018	£1.805M

Councillors **resolved** that £2m fidelity guarantee cover would be sufficient for 2017 2018.

Clerk/RFO

44/17

Health and Safety Policy

To review the Health and Safety Policy.

Following review, it was **resolved** not to make any amendments to the health and safety policy

Clerk

45/17

Parish Council Insurance

To receive the insurance renewal for 2017 2018.

The Chairman reported that the total insurance premium is now £4,759.46. The Parish Council is currently in a 3-year agreement with Zurich.

It was **resolved** to accept the renewal for 2017/2018.

Clerk



46/17

Write back uncashed cheques

To decide whether to cancel cheques, drawn on Unity Trust bank account, which have not been cashed

It was **resolved** to cancel the following cheques:

- Cheque number 300906 £12.50 written 28th June 2016
- Cheque number 300750 £21 written 21st December 2015

RFO/Clerk

47/17

To approve payment of accounts and to review any quotations received for February 2017

No quotes for approval.

It was **resolved** to approve the payments for February 2017. Please see website for Finance report.

RFO

48/17

To receive the clerks report

1. Acoustic fencing for wheel park – Submitted application to HDC to put aside Condition re tree root protection zone. Tree Officer has agreed the submission but have requested conditions to be pushed through as determination date 11th April which is Easter holidays. Fence ideally installed by 10th April for holidays.
2. Gym Equipment – Documents issued on Contract finder and contractors contacted 23rd February 2017. The Clerk has applied for a grant of £10K from the Sport England's Community Asset Fund.
3. Community Centre storage shed – Three quotes received for the shed, awaiting further quotes for a concrete base, quotes will be reviewed at next Facilities Committee meeting or Parish Council meeting.
4. Three quotes requested for decoration of the Community Centre during the last two weeks of August in an endurance matt finish that the cleaners will be able to wipe down.
5. Sharps boxes, gloves and tongs have been ordered, Hart have agreed to provide two sharps boxes and will also dispose of them for the parish.
6. Lengthsman update – work was carried out in various locations to cut back undergrowth from footways and pathways
7. The clerk has applied for a grant of £1000 towards a defibrillator from Cllr Bennison. A cheque was received on the 27th Feb from HCC.
8. Mildren have been out to the community centre with a roofer to look at where the water is coming over the roof on the rear wall, they will be giving a proposal to the architects for review. Rund have also been informed that the wall lights in the hall are not working, an electrician has suggested that it is because they are exterior lights not suitable for the location. Rund have passed this to Mildren for resolution.
9. Athletics – Crookham Park – Fleet and Church Crookham Athletics club are making good progress towards appointing a professional architect to oversee their project. This will take their initial ideas from wish list through to planning permission and eventual construction. They have provisionally appointed one candidate as the principal architect and another to support them with their fund sourcing and planning. Before progressing further and committing club money, they have requested the Parish Council's written reassurances that the proposed site will be made available to the club on a long lease basis. They would also like the Council's assurance that the track area will be handed over in a 'fit for purpose' condition i.e. useable as a grassed area in the first instance as currently the area is very uneven and in a waterlogged condition. The clerk will arrange a meeting with the club and councillors so that they can outline their current plans and discuss the way ahead. Proposed date: **6th March 2017, 7pm**
10. The Clerk and Deputy Clerk attended transparency training on 17th February. Currently the code only applies to councillor that are below the £25K



expenditure/income or above £200K expenditure/income. Church Crookham Parish Council is over £200K. It is only a code and so no legal requirement but we were warned that it may be brought in as a legal requirement and back dated. Generally, the Parish Council comply but needs to add a few more bits of information to the website.

11. As agreed at Full Council in January (minute ref 14/17) £298,762.50 has been placed on 12 months fixed term deposit with Lloyds Bank at a rate of 0.9%. The deposit is non-breakable i.e. the money cannot be accessed during the next 12 months and will mature on 22nd February 2018.
12. The clerk has received a letter of apology from a young person who did some graffiti at the skate park, he cleaned up the graffiti and has been working with the police. The clerk will respond to the letter and accept his apology on behalf of the parish council.
13. Community Centre to be used as polling station on 4th May from 7.00am to 10.00pm
14. Work is taking place to prune the apple orchard on 27th and 28th February. The branches will be chipped by landform.

49/17 To receive monthly safety report
Circulated and accepted.

50/17 To receive monthly crime report
Circulated and accepted.

51/17 To receive other reports.

1. Quetta and Humphrey Park - no representative
2. Fleet Link (HB) – updated item 34/17
3. FACC update (JA) – next meeting 9th March 2017
4. HDAPTC (GC) – next meeting 11th April 2017, CCCC
5. Memorial Hall (MB)
6. Allotments (HB)
7. Alms Houses (JS) – next meeting 20th March
8. Other

52/17 Items for next meeting

- Taylor Wimpey update
- Harlington Centre update
- FACC update
- Athletics Club update

53/17 Date of next meeting: 27th March 2017

There being no further business, the meeting closed at 21:27

Signed.....

Date.....