



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th April 2017 – 8.08pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Jackson (RJ), Cllr. Burford (MB), Cllr Jeremy Silvester (JS), Cllr. Hugh Connolly (HC), Cllr. Helen Butler (HB), Cllr. Julie Adams (JA)

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

There were no other members of the public present.

72/17 Apologies for Absence

There were apologies from Cllr. David Cunningham and Cllr. Debbie Moss.

73/17 Approval of the minutes

Minutes of the Full Council meeting on 27th March 2017 were received and approved as a true record of the meeting.

Proposed: GC, seconded RJ all in favour.

The following minutes were also approved:

Planning Committee Meetings - 27th Feb, 13th Mar, 27th Mar, 10th April 2017

Facilities Committee – 13th Mar, 10th April 2017

Policy and Finance Committee – 18th April 2017

74/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

75/17 Declaration of interest relating to items on the agenda

Councillors GC, MB, RJ and JA all declared personal interest in item 81/17 as they are allotment holders.

76/17 To receive Chairman's announcements

The Chairman made the following announcements:

- Please can councillors consider which of the committees they would like to belong to and the chair and vice chair positions
- Please can councillors consider the representations on outside bodies and if they wish to continue with their present roles
- Bourley road will be closed for edge repairs from 4/5/17 for approx. 9 days.
- Local plan meeting, Civic Offices, Fleet, 7.00pm - HB
- Iron Man meeting – 26th April, 15.30pm in the community centre
- Allotment AGM 26th April, 7pm. GC, JA, MB to attend
- Meeting with Bob Scoffield – 9th May, 7.00pm at the Harlington GC, HB, JA, GS to attend,

77/17 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 Bennison (HCC gave a brief update on road works on Bourley Road.

Cllr Jenny Radley (HDC) provided the following updates:

- Launch of final Local Plan public consultation on 26th April for 6 weeks. There will be an exhibition on the 2/3rd May.
- Parish Council CCTV post planning application was registered on 24th April.

78/17 Community Centre Shed

To receive a change to the cost of the ground works from £5,000 to £6,017 for the community centre shed following a site visit by Rookery Barn. Total cost of the project. £25,676 (provisional cost for electrics of £700)

The chairman reported that when Rookery Barn made a site visit they revised their quote for ground works

3 – 4 week build to take place in school holidays (July August 2017)

Payment schedule

- 1st stage (20%) deposit - £5,135.20
 - 2nd stage (25%) on commencement of ground works - £6,419.00
 - 3rd stage (25%) on commencement of frame on site - £6,419.00
 - 4th stage (20%) when roof tiling is completed - £5,135.20
 - 5th stage (10%) on completion of project - £2,567.60
- Total Cost: £25,676.00 plus vat.

It was **resolved** to accept the revised quote from Rookery Barn for £25,676 GD/HB all in favour. 2 councillors to review the completed project before it is accepted (JS/HC) and clerk was asked to request a 5% retention and to check the warranty.

Clerk

79/17 Actuals vs Budget and reserves at year end (Mar 31st 2017)

To receive an update on actual vs budget figures and reserves at year end. Report Circulated.

Subject to change following year end close down on 26th April

Non S106 income and expenditure:

Total Income: £286,986

Total Expenditure: £258,399

Surplus: £28,587 (15K to be transferred to Peter Driver EMR as agreed at full Council Jan 2017 and remainder used to increase the general reserve to £106,000 (half the precept in 2017/18)

S106 Income and Expenditure:

S106 income received:

- Allotment 2nd instalment - £98,762.50
- Jubilee Drive LEAP - £31,025.76
- Community Centre compensation - £40,265
- Formal open space contribution - £150,000
- Interest – 1881

Total: £321,934

S106 expenditure:

- Contribution to employment costs - £10,000
- Admin – (legal, insurance, bank charges) - £403
- Completion of Gurkha Statue – £31,428
- Final payments to Mildren, Rund and Worldwide for Community Centre construction – £36,023
- Allotments - £1,000



- Playgrounds - £1,366
 - Informal open spaces (grounds maintenance/acoustic survey/laurel hedge/ acoustic fencing/playground - £10,737
- Total: £90,957**

Reserves at year end:

General Reserves: **£106,000** (half of precept)

Precept Ear Marked Reserves: **£205,199**

- Defibrillator - £1,000
- Parish Maps - £4,000
- Out-door gym equipment - £30,000
- Basketball hoop - £5,000
- Peter Driver Improvements (Changing room project) - £90,199
- Allotment Shed replacement £4,000
- Play equipment replacement £26,000
- 3G surface replacement £15,000
- Community Centre - £30,000

S106 Ear Marked Reserves:

- S106 interest - £8,254
- S106 allotment and sang car park £128,880
- S106 Sandy Lane car park £20,220
- S106 Public Art £58,888
- S106 Allotment and Sang car park access road £147,986
- S106 Playgrounds £29,635
- S106 Formal and informal open spaces £208,842
- S106 Community Centre construction £60,561

Total: 663,265

Total Reserves: £974,464

The Clerk was asked to pass on their thanks and appreciation to the RFO Sally for all her hard work on the year end accounts

Clerk

80/17

Annual Parish Meeting

To approve the agenda, report and displays for the Annual Parish Meeting on the 31st May 2017

Wednesday 31st May 2017, 7pm

The following was agreed:

- Cheese and wine to be available plus tea/coffee and biscuits
- Draft agenda
- SEC ambulance Service to give brief demo of defibrillator tbc
- Alan Oliver to give update on Harlington project
- PCSO to attend and give a brief update if available
- Charities report
- Draft report circulated

It was agreed to send out a flyer in mid May to advertise the APM and defibrillator training GC/JS all in favour,

Clerk



81/17

Allotment inspection

To receive draft letters to tenants resulting from April allotment inspection

The following was reported:

7 tenants have given notice since 1st April, so 7 plots are currently under offer.

- No on waiting list in parish - 12
- No on waiting list out of parish - 32
- Water leak resolved (4 leaks found and repaired)

Allotment inspection April 17th

	Type	Plots
Letter 1	Requires improvement	18, 119
Letter 2	Lack of progress in cultivation and better management of uncultivated areas.	5, 13
Letter 3	Greater cultivation and better management of uncultivated areas.	1, 41, 99, 107, 111, 54, 95, 120, 104, 116
Letter 4	Weedy plot tidy up required and better management of uncultivated areas	27, 97
Letter 5	Good management but progress required on cultivation	38,11,92

It was agreed to send the letters as proposed by the allotment and recreation officer. GC/HC 7 in favour, 1 abstention.

Clerk

82/17

CCTV

To receive an update on the CCTV provision for statue and skate park

The Chairman reported the following:

- discussions continuing with Baydale and Taylor Wimpey.
- Taylor Wimpey will start laying duct after the next bank holiday
- Taylor Wimpey to provide concrete bases for CCTV camera posts, ducting to second camera post, and water duct at a cost **£8.5K**
- The Parish Council have applied for planning permission for CCTV posts. Application submitted on 20/04/17. Application registered, comments by 22nd May. Councillors agreed to proceed with the duct work before planning permission is granted as this will still provide services for the athletics club HC/MB all in favour

Clerk

83/17

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

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

RFO

The following quotes were also approved: GC/RJ all in favour.

New bin ordered for wheel park – streetmaster Cardiff bin in dark green with lid. In stock £484.00. Insurance claim for damaged bins has been submitted. Replacement urgently needed for wheel park.

Planning application for CCTV at wheel park - £97.00

Cost of ducting between camera posts for water, electrical and fibre supply and concrete



bases for camera posts £8,500

84/17

To receive the clerks report

1. The annual insurance policy has been renewed with Zurich Insurance as the third year of a 3-year agreement.
2. Santander bond – £238,802.75 deposited in a new 12-month bond on 1st March 2017, at 0.5% gross interest.
3. £298,762.50 was deposited in a Lloyds 12-month fixed term account on 22nd February 2017. At 0.9% gross interest. £2,688.86 interest due.
4. Year-end close by RBS will take place on 26th April 2017
5. Internal auditor will be examining accounts/procedures and annual return on 2nd May 2017.
6. Acoustic fencing installed at the wheel park, completed just before the Easter holidays started. Residents have reported that the noise levels have reduced. Other residents at Crookham Park have raised concerns that it creates a hidden area for drug use. Local PCSOs have been patrolling during the Easter break and have found no evidence of drug use. The police are also following up information about people that may have been responsible for the bin damage.
7. Planning application submitted for CCTV at Wheel park and statue on 20/04/2017
8. Insurance claim submitted for damaged bins at wheel park
9. New Cardiff bin ordered and delivered for skate park, Maverick are attending site on Monday 24th April to advise on location of further bins closer to ramps. Need to get bin installed as soon as possible.
10. Phase 3 at Crookham Park is progressing. There are S106 payments due prior to 1st occupation: £11,468 towards skate park, £76,200 for maintenance of LEAP, £57,288 outdoor space maintenance. Total of £144,956. Community Centre contribution of £126,146 already received.
11. Drainage has been installed around the Tennis Courts and MUGA
12. Defibrillators ordered and delivered 20/4/17 they will be supported by South East Coast Ambulance service. To be installed this week at Peter Driver and Community Centre. Training to be advertised locally.
13. Community Centre to be used as polling station on 4th May from 7.00am to 10.00pm and on 8th June 2017 for a general election

85/17

To receive monthly safety report

Circulated and accepted.

86/17

To receive monthly crime report

Circulated and accepted.

87/17

To receive other reports.

1. Quetta and Humphrey Park – (DM) nothing to report
2. Fleet Link (HB) – nothing to report
3. FACC update (JA) – nothing to report
4. HDAPTC (GC) – next meeting 11th July 2017, HB to attend
5. Memorial Hall (MB) Excessive parking during the day
6. Allotments (HB) – leak at allotments fixed
7. Alms Houses (JS) – nothing to report
8. Other

88/17

Items for next meeting:

- CCTV update
- Shed update



Date of next meeting: 22nd May 2017

There being no further business, the meeting closed at 20:55 pm

Signed.....

Date.....