

CHURCH CROOKHAM PARISH COUNCIL

Full Council

Minutes of the Meeting of the Full Council of Church Crookham Parish Council

Date and Time: Monday 22nd January 2018 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Helen Butler (HB), Cllr. Richard Martin (RM), Cllr. Peter Collings (PC), Cllr. Michael Burford (MB), Cllr. Debbie Moss (DM), Cllr Gill Scott (GS), Cllr. Cristina Harris (CH).

Also: Claire Inglis (Clerk)
Cllr. John Bennison (HCC)
Cllr. Chris Axam (HDC)

There was 1 other member of the public present.

001/18	Apologies for absence Cameron Miller, Jeremy Silvester	
002/18	To approve minutes of previous meetings Minutes of the Full Council meeting held 27th November 2017 were received and approved as a true record of the meeting. The following minutes were also approved: Planning Committee Meetings - 27th November and 11th December 2017 Facilities Committee Meeting - 11th December 2017 Proposed: GC seconded: PC, all in favour.	
003/18	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members None received	
004/18	Declaration of interest relating to any item on the agenda. None received	
005/18	Chairman’s Announcements <ul style="list-style-type: none"> • Taylor Wimpey meeting suggested for 6th February at 8am. Attendees as previous meetings to maintain continuity GC, RM, HB, DM. • Funding for the Crookham Juniors School expansion was approved last week by Hampshire County Council to convert the school from a 4 form to 5 form entry school. • PCSO Sarah Hyde is hosting a Youth beat Surgery to encourage engagement with the young people in the area from Acorn hall on 5th Feb. To be advertised via Facebook and website. • Art trail partly installed (2 kept in shed whilst construction works close to their location reduces). Very positive feedback received by Rob Beckinsale and items are insured. • Local Plan Briefing is being held by Hart DC on 5th February at 7pm. PC and RM to attend. 	Clerk Clerk Clerk

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006/18	<p>Public session – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee.</p> <p>Resident: Representing Neighbourhood Watch wanted clarity on CCTV coverage on site. Lots of low level incidents within the development but there is evidence of positive engagement from the local Police and residents are supportive of their work. Concerns have been raised that some residents want to take matters into their own hands but this is not advised. Calls to 101 should be made if there are concerns or 999 in an emergency. CCTV is only planned to cover the tennis/statue area and skate park. Young people are looking for a place to be in the evenings – youth group on Fridays might be an option, also the tennis and MUGA should be open as the Spring approaches. Clerk will liaise with resident.</p> <p>Cllr Bennison JB reported on:</p> <ul style="list-style-type: none"> - Christmas flooding on Bourley Road but was pleased that the issue was dealt with promptly by the highways department. JB has asked for this area to be included in a more regular cleaning schedule. - Camera investigation has been carried out on Reading Road South re localised flooding outside Hawkeye Pizza. - Road closures commenced this week in the Gordon Road, Beaufort Road area. Hampshire CC budgets may approve increase to Council tax bills. 	Clerk
007/18	<p>Community Speedwatch</p> <p>To agree whether to proceed with setting up a Community Speedwatch initiative and confirm neighbouring parish council involvement</p> <p>Cllr. PC has spoken with Fleet Speedwatch (SW) group and the local PCSO who is happy to help set up SW group with CCPC. PCSO was unable to attend meeting. The initiative has been advertised via the newsletter and received 2 volunteers and 1 objection. Neighbouring parish councils have voiced support to create a group and share resources. The budget allows for set up costs in 18/19. The overall aim is to have a CCPC led initial group set-up aiming to handover to an established group in time.</p> <p>It was agreed to set up a meeting with neighbouring parishes and explore sharing equipment with Crookham Village PC, establish the minimum number of volunteers required to set up a group, introduce CCPC volunteers to the Fleet group to and continue to obtain a bigger bank of volunteers.</p>	Clerk
008/18	<p>QEB Steering Group</p> <p>To receive a report on the meeting held on 15th January 2018</p> <p>Both Cllrs PC and HB attended a meeting held Monday 15th Jan. Hampshire CC officers were not represented and therefore answers sought to the questions could not be answered. It became evident that those who did attend were in agreement with the priorities not being best suited to the purpose of the steering groups aims and a meeting needs to be set up to move any schemes forward.</p> <p>JB reported that HCC officers have a huge workload at the moment but it was disappointing that a promised report to provide an update was not made available at the meeting. Other local developments are likely to provide money for projects such as Windy Gap but CCPC would not want to see the fund be spent elsewhere with no guarantees that CCPC preferred projects would</p>	

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	<p>be implemented.</p> <p>Concern on timescales for use of the monies for projects potentially being returned to the developer were voiced and the time leading in to the first deadline with little or no progress is being made is the issue.</p> <p>Projects given priority were very Fleet based and CCPC were advised to reconsider their list and agree a short list of projects to focus on within the steering group meetings.</p> <p>It was agreed to consider a short list of projects and voice the Parish Council's concerns in a letter to the Chair of the committee seeking these to be addressed at the next meeting and look to make progress.</p>	Clerk
009/18	<p>Actual Vs Budget</p> <p>To receive an update on the actual vs budget figures at the end of the 3rd quarter and to decide whether to accept the recommendations of the Finance & Policy Committee at its meeting held 16th January, 2018 for movements to the ear marked reserves.</p> <p>Report was circulated 009/18 Actual vs Budget. Main points: Budget expenditure 2017/2018 - £276,014 Actual to date – £174,718 Forecast to end of year - £103,938 Likely out-turn at end of year - £278,656 Likely addition to total reserves at end of year – £11.5K</p> <p>It was resolved to make Earmarked Reserves movements as below:</p> <ul style="list-style-type: none"> • General Reserves - any general reserves in excess of £113,000 to be transferred to EMR Peter Driver Pavilion Refurbishment • Move Unspent Project costs as follows: EMR Highways & Transport Services £9k EMR Exterior seating & Patio Area at Community Centre £10k EMR Improved signage in community & gateways £1k Proposed: RM seconded: GC, all in favour 	RFO
010/18	<p>Budget 2018 2019</p> <p>To receive the budget as recommended by the Finance & Policy Committee at its meeting held 16th January, 2018 and decide whether to approve or make any final amendments prior to its approval.</p> <p>Report was circulated 010/18 Budget 2018/19</p> <p>It was resolved to approve the 2018/19 budget showing income of £308,276 and expenditure of £308,021.</p> <p>Proposed: RM seconded: DM, all in favour</p>	RFO
011/18	<p>Precept 2018 2019</p> <p>To receive a proposal from the Finance & Policy Committee at its meeting held 16th January, 2018 to keep at the same band D level (£53.80) as per prior year and to submit a request to Hart District Council for £226,026.</p> <p>Hart DC have confirmed that the tax base for 2018/19 is 4201.1 which includes an additional 251 houses. With a Band D of £53.80 (unmoved for the 8th year) this will provide a precept of £226,026 shown in the 2018/19 budget approved at 010/18. These additional houses represent all</p>	

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	<p>of Crookham Park dwellings and therefore if the Precept was not increased in future years it would remain at £226,026.</p> <p>It was resolved to submit a precept request to Hart DC for 2018/19 totalling £226,026 representing a £53.80 per band D household.</p> <p>Proposed: RM seconded: GC, all in favour</p>	RFO
012/18	<p>Lloyds 12-month Fixed Term Deposit and Santander Business Bond</p> <p>To receive and decide whether to accept a recommendation from the Finance & Policy Committee at its meeting held 16th January, 2018 on the re-investment of the maturing monies at Lloyds 22nd February and Santander 1st March.</p> <p>Santander 12-month business bond £238,802.75 earned interest at 0.5% of £1,194. Balance £239,996.76 maturing on 01/03/2018. New rate obtained for next 12 months 0.5%.</p> <p>Lloyds Bank 12-month fixed term deposit £298,762.50 earned interest at 0.9% of £2,689. Balance £301,451.36 maturing on 22/02/2018. New rate obtained for next 12 months 0.85%.</p> <p>Sufficient S106 cash is held in a current account to enable the deposit plus interest to be rolled over for another year. A further deposit matures in November 2018 which could be adjusted if cash is required.</p> <p>It was resolved to re-deposit £238,802 + interest received with Santander in a 12-month business bond and £298,762.50 plus interest received in 12-month fixed term deposit with Lloyds, and that if any further S106 expenditure is required before November it may be borrowed from general reserves and reimbursed when the £250K fixed term deposit becomes available in November.</p> <p>Proposed: RM seconded: PC, all in favour</p>	RFO
013/18	<p>Direct Debits and Standing Orders</p> <p>To receive and approve any recommendations of the Finance & Policy Committee at its meeting held 16th January, 2018.</p> <p>Currently there are NO Standing Orders. Direct debits set up total 9 a month and 1 quarterly DDR. Direct debits cover utilities SE Water, British Gas, Waste collection, Telephone and Internet services, Lloyds Credit Card and 3x Bank charges at 3 institutions.</p> <p>It was resolved to approve the existing direct debits to remain in place.</p> <p>Proposed: RM seconded: MB, all in favour</p>	RFO
014/18	<p>Interim Internal Audit</p> <p>To confirm the effectiveness of the internal audit as assessed by the Finance and Policy Committee and receive and accept any recommendations of the Internal Audit Report prepared by Kevin Rose of IAC.</p> <p>Finance & Policy Committee agreed that the effectiveness of the internal audit is adequate and requires no changes. Finance & Policy committee also agreed and approved the recommended actions as per the internal audit report.</p> <p>It was resolved that the effectiveness of the internal audit is adequate and that no changes are required and the recommended actions of the internal audit report were approved.</p>	RFO

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	Proposed: GC seconded: RM, all in favour	
015/18	<p>Treasury & Investment Policy To receive and accept any recommendations for change by the Finance & Policy Committee at its meeting held 16th January, 2018.</p> <p>The Treasury & Investment Policy were circulated. The Finance & Policy committee reviewed the Treasury & Investment Policy and recommend the changes. (Please refer to F&P minutes)</p> <p>It was resolved to accept the recommended changes to the Treasury & Investment Policy Proposed: DM seconded: CH, all in favour</p>	RFO
016/18	<p>Financial Regulations To receive and accept any recommendations for change by the Finance & Policy Committee at its meeting held 16th January, 2018.</p> <p>The Financial Regulations were circulated. The Finance & Policy committee reviewed the Financial regulations and recommend the amendments which include those advised by the Internal auditor. (Please refer to F&P Minutes)</p> <p>It was resolved to accept and approve the recommended updates to the Financial Regulations Proposed: GC seconded: MB, all in favour</p>	RFO
017/18	<p>Internal Controls To conduct a review of Internal Controls and to decide if processes and procedures are adequate - Financial Regulations, Standing Orders, Code of Conduct.</p> <p>The Code of Conduct and Standing Orders were circulated. Only changes were recommended to the Financial Regulations as above.</p> <p>It was resolved to agree that the processes and procedures are appropriate internal controls for Church Crookham Parish Council. Proposed: GC seconded: PC, all in favour</p>	RFO
018/18	<p>Grant Applications To receive grant requests from: (1) Men's Shed (2) Bee Apiary Fencing</p> <p>Please note that the Bee Fencing grant application will be considered at the February PC meeting as agreed with FBKA due to them submitting an estimate only on the price of the fencing. A quote has been requested. Budget remaining for year £9,730 with applications known about at this time totalling £13,081.</p> <p>Bee Apiary Fencing £6000 quote is being obtained, Crookham War Memorial Hall £1,086 to fell Maple tree - arrived too late to be considered at this meeting as not listed on the agenda issued.</p> <p>Please note that after discussing the tree with the Wood Man he could design a Commemorative installation which would mean leaving up to 8ft of the trunk of the tree in the ground (subject to</p>	Clerk

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	<p>rot in the centre of the stem). Clerk has emailed Chair of Memorial Committee to discuss options for an art install. Tree surgeon has confirmed the price would not reduce if 8ft of tree left.</p> <p>The Men's Shed application for £6,000 was considered. Whilst in principle there is no objection to the grant application, on the basis the planning application for the shed has just been submitted and little detail included on the cost of the base and fencing the decision was deferred. Men's Shed will be asked to provide some more detail on costing. Granting of the application may be approved subject to planning permission.</p>	
019/18	<p>Christmas Party 2018</p> <p>To decide whether to hold a Christmas Party in 2018 and agree to book the entertainer for the available date</p> <p>The Parish Council agreed to host a Children's Christmas Party in 2018 to be held on Sunday 2nd December 2018. Mr Tick Tock is available on this date at a cost of £180.</p> <p>It was resolved to approve to host a Christmas Party in 2018 and authorise £180 to book Mr Tick Tock for the event.</p> <p>Proposed: PC seconded: RM, all in favour</p>	Events
020/18	<p>Quotes</p> <p>To receive and consider quotes for approval.</p> <p>1) Peter Driver Sports Ground spotlights maintenance - Not been maintained since install in 2012. Visit to change lamps 6 @ £215 each, hire of cherry picker and a 2-man team @ £750 TOTAL £2,040 BUDGET Open Space maintenance</p> <p>Proposed GC, Seconded GS, all in favour.</p> <p>2) Clearance of vegetation to accommodate Bee Apiary TOTAL £250 Budget \$106 Open Space maintenance</p> <p>Proposed GC, Seconded MB, all in favour</p>	FO
021/18	<p>To approve payment of accounts for December 2017 and January 2018</p> <p>Report circulated</p> <p>It was resolved to approve the payment of accounts for November & December 2017.</p> <p>Proposed: GC, Seconded: PC, all in favour.</p>	
022/18	<p>To receive Clerks Report</p> <p>Environmental Enforcement - Please note the reply received to the feedback provided by councillors to Hart DC regarding the environmental enforcement.</p> <p>"Thank you for this feedback. The initiative is all over the district, however we are only aware of areas if they are reported to us. When the parish councils were first informed of the trial we asked for permission to enforce on their land and any problem areas. If these were not reported to us then we would not be specifically targeting them.</p> <p>I will now send them on to the enforcement team to see if the officers can check the areas mentioned. We only have the officers for 2 days a week and as they cover the whole district you would really need to be in the right place at the right time to see them. They do spend more time in the more heavily littered areas such as our urban centres, however they are more than happy</p>	

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to visit quieter areas under instruction from the council.

The SANGs area is a difficult issue as unfortunately the councils dog fouling order makes rural countryside sites exempt from the order, meaning the officers cannot enforce in these locations. They can enforce for littering however if this is an issue here. This is something that we are looking to amend. “

General Data Protection Regulation (GDPR) - Clerk is due to attend training on 30th January to understand implications for Parish Council. The Regulations become enforceable on 25th May 2018. In relation to responsibility and accountability the roles of Data Controller and Data Protection Officer will need to be assigned. Clerk to approach Internal Auditor who may offer service of being Data Protection Officer once responsibilities are greater understood.

Facebook Page & Website - Facilities Officer has set up a new Facebook page for Church Crookham Parish Council to cover the whole parish as opposed to Church Crookham Community Centre. For those councillors on Facebook please like and share the page. As a team the office staff are considering weekly posts to alert residents to events taking place in the parish.

Work continues to ensure the website is up to date. However, we received an email from Silkiskills (Web site hosting company) to say that she is closing down the company and the website will be transferred to another hosting company in the short term until our hosting period ends (Sept 18). The parish council will be provided with a copy of its website if we wish to take it elsewhere. The parish council will need to consider the way forward and this will be an agenda item in due course.

Art Trail naming- To date only 3 entries for naming the art trail received from the pre-school. The Clerk has suggested an extended deadline and Cllr HB to extend the naming to other local groups such as the Girl Guides and bring the entries to February Facilities.

Alarm call-out to Community Centre - At 4.21am 18th January the alarm was activated at the community centre. Shield Security responded to the call out arriving at 5.05am. There being no obvious signs of a break-in they accessed the building to turn off the alarm. The rear foyer door had been left unlocked and circumstances investigated via CCTV review. The high winds in the early hours triggered the alarm via movement to the door. Changes have been implemented to avoid the same situation arising again. Staff were not contacted until the next day and Shield Security provided an incident report within hours.

Issues raised by Residents via website – Councillors were advised of the issues raised via the website and include:

Query re CCTV coverage received 21st January, reply sent 22nd January

Query re Gally Hill Road responsibility for maintenance of road sign and litter bins needed received 19th January, reply sent 22nd January

Report of tree down on SANGS land received 18th January, concern forwarded to SANGS management company on 19th January

Report of noise disturbance from Community Centre received 20th December, delay in replying apology given, reply sent 8th January.

CiLCA Training update - the Clerk has attended the first of four day courses on the CiLCA training course. This will enable two sections of the course work to be completed which is being undertaken. Chair to meet with the Clerk to review “Learning Objectives” that need to be achieved and how CCPC can provide input into the process.

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023/18	<p>To receive monthly safety reports</p> <p>Report received – Wiring under office desks to be secured</p>	
024/18	<p>To receive monthly crime report</p> <p>Report received</p>	
025/18	<p>To receive other reports</p> <p>Quetta & Humphrey Park - (DM) Nothing to report Fleet Link - (HB) - 29th January meeting due FACC Update - (CH) Date to be confirmed HDAPTC - (GC) - See Notes from GC 025/18 re HDAPTC meeting. Next quarterly meeting is due to be held locally so other councillors welcome to attend with GC. Memorial Hall - (MB) – to enter into discussions with committee re art installation Allotments - (HB) – next allotment inspection will be booked in with Facilities Officer Alms Houses - (JS) Other</p>	
026/18	<p>Items for next meeting</p> <p>GDPR Risk Assessment Asset Register Level of Fidelity Guarantee insurance Insurance quotes Annual Parish Meeting Format Website</p>	
027/18	<p>To agree a date for the next meeting – 26th February 2018</p> <p>Meeting closed at 21.56pm</p>	

Signed

Date