

CHURCH CROOKHAM PARISH COUNCIL

Full Council

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

Date and Time: Monday 26th February 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 Gill Scott (GS), Cllr. Cristina Harris (CH).

Also: Claire Inglis (Clerk)

There was 1 other member of the public present.

028/18	<p>Apologies for absence</p> <p>Debbie Moss, Michael Burford</p>	
029/18	<p>To approve minutes of previous meetings</p> <p>Minutes of the Full Council meeting held 22nd January 2018 were received and approved as a true record of the meeting.</p> <p>Proposed: GC seconded: PC, all in favour.</p> <p>The following minutes were also approved: Planning Committee Meetings - 8th & 22nd January 2018 & 12th February 2018 Facilities Committee Meeting - 8th January 2018</p> <p>Proposed: GC seconded: HB, all in favour.</p>	
030/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None</p>	
031/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>Cllrs GC and RM re Allotment report Cllr HB re Grant Application from Girl Guides</p>	
032/18	<p>Chairman’s Announcements</p> <ul style="list-style-type: none"> • Spring Clean event is due to take place this coming weekend. Councillors have been allocated to sites and safety briefing has been issued. The Clerk has received weather warnings today and advice from the Keep Britain tidy campaign that if the safety of the event is in doubt due to weather conditions postponement or cancellation should be considered? Councillors agreed to defer a final decision to the Clerk on Wednesday depending on weather forecasts and look to reschedule with possible dates. • Asset verification process, returns are required back in the office by March 14th to be confirmed at March Full Council. 	Clerk

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033/18	<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>None</p>	
034/18	<p>General Data Protection Regulation (GDPR) To receive a report on the implications of the GDPR on the Parish Council and agree any actions</p> <p>Clerk has attended a training course and a report has been circulated on the actions that should be taken to be compliant by the implementation date of 25th May 2018. Office staff have booked an in-house data review meeting to commence a high level audit of the personal data and data processing activities that take place in the office to be held on 27th February.</p> <p>Councillors will also need to move to receive emails in a separate email account from their personal emails to protect the council from potential personal data breaches and a cost effective method will be established for this in time for the implementation date of 25th May.</p> <p>Councillors need to agree role of Data Controller at this time and agree the timetable set out in the report. Councillors agrees that the Finance & Policy committee would be a good fit for this role and related policies to be reviewed. Councillors also requested to be informed of availability of training for Councillors on the subject.</p> <p>It was resolved to delegate the role of Data Controller to the Finance and Policy Committee and the timetable for implementation of the GDPR at CCPC was agreed. Proposed GC, Seconded RM, all in favour.</p>	Clerk
035/18	<p>Risk Assessment Review To review the updated Risk Assessment and decide whether to approve</p> <p>Risk Assessment was amended and circulated. Clarification was provided on Financial risk and the need to include an annual VDU assessment to be carried out by each member of staff.</p> <p>It was resolved subject to inclusion of an Annual staff VDU assessment to approve the Risk Assessment. Proposed GC, Seconded PC, all in favour.</p>	Clerk
036/18	<p>Health & Safety Policy To review the updated Health & Safety Policy and decide whether to approve</p> <p>Updated policy and Azalea Contractor letters were circulated. Councillors requested that the H&S policy review be timetabled for Finance & Policy committee in January 2019.</p> <p>It was resolved to approve the Health & Safety Policy and Contractor letter. Proposed GC, Seconded RM, all in favour.</p>	RFO

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037/18	<p>Parish Council Insurance To receive a comparison of insurance quotes and confirm the insurance renewal for 2018/19</p> <p>Report was circulated providing detail of the three quotes obtained and a comparison where possible of the policies. The decision on acceptance of the quote also included a review of the Fidelity Guarantee report to be considered under agenda item 038/18.</p> <p>Councillors reviewed the comparison and questioned certain aspects including cover for the value of Community centre, inclusion of certain assets and received an explanation of the adequacy of the Fidelity Guarantee cover. Councillors would like additional information on what GDPR cover would provide protection against.</p> <p>It was resolved to accept the quote for Insurance renewal from Royal Sun Alliance including All risk cover for the Wheel park over a three-year contract at £4,503.08 and to include in the initial year 15-months cover for the price of 12 months, renewal date then to be 1st July 2021. Proposed GC, Seconded PC, all in favour.</p>	RFO
038/18	<p>Fidelity Guarantee To review the level of fidelity guarantee covered by the CCPC insurance policy to ensure it is sufficient to cover the expected level of money managed by the Parish Council in the coming year</p> <p>Report was circulated and reviewed. Councillors agreed that the cover provided by Royal Sun Alliance would be sufficient at £3M based on the money to be managed by Church Crookham Parish Council in the year.</p> <p>Expected money to be managed in 2018 2019:</p> <ul style="list-style-type: none"> • Funds held in PC bank accounts at 31st Jan 2018 £1.28Million • S106 payments due from Taylor Wimpey in 2017 2018: <ul style="list-style-type: none"> ○ Formal Open Space £ 839,940 ○ Areas B & C £ 10,215 ○ 11 play areas £ 324,214 • S106 payments due in 2018 2019: <ul style="list-style-type: none"> ○ Outstanding play areas £ 116,345 ○ Areas A, D, E, F, G, H & J £ 261,944 • Budgeted revenue income 2018 2019 £ 308,276 <p>of which the precept £226,026 is received in 2 instalments in April and October</p> <p>[N.B. funds which are held in bonds and long-term investments are considered to be at low risk due to their inaccessibility. CCPC currently holds £787,565 in 12-month bonds.]</p> <p>Total expected to be managed in 2018 2019 £ 3.09 million (of which £787k in 12 month bonds)</p> <p>It was resolved to confirm acceptance of the level of Fidelity Cover of £3M by RSA. Proposed GC, Seconded GS, all in favour.</p>	RFO

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039/18	<p>Annual Parish Meeting To agree the format of the Annual Parish Meeting and confirm invitees</p> <p>An outline agenda was circulated for discussion. The Fleet & Church Crookham Athletic club are happy to present their vision to the public for the proposed Athletic area. Fleet & Church Crookham Society could also be invited to raise awareness of their main aims. Also to invite Grant recipients to present briefly on the impact of the grant. Men's Shed confirmed they are happy to present a 5-minute talk. Written report will be invited from District and County Councillors to be included as an appendix to the Parish Council report.</p> <p>It was agreed that the Clerk will issue invitations as discussed.</p>	Clerk
040/18	<p>Staff Committee To receive and agree the recommendations of the Staff Committee meeting held 7th February 2018</p> <p>Minutes of the Staff Committee held 7th February 2018 were circulated and recommendations under minute references 6/18 and 7/18 were presented.</p> <p>It was resolved to approve recommendations of the staff committee meeting of the 7th February 2018 minute references 6/18 and 7/18. Proposed GC, Seconded HB, all in favour.</p> <p>Clerk to notify the Facilities Officer.</p>	Clerk
041/18	<p>Allotment Report To receive the quarterly allotment inspection report and agree any actions</p> <p>Report was circulated and reviewed.</p> <p>It was resolved to accept the recommendations of the Allotment report following the February allotment inspection and letters to be issued as appropriate. Proposed HB, Seconded GS, 2 abstentions, all others in favour.</p>	FO
042/18	<p>Bank mandate To decide whether to include the Facilities Officer on the bank mandate for View Only access to the Unity trust bank account</p> <p>This will enable the Facilities Officer to view payments received and assist in the debt chasing of the football bookings and allotment rental.</p> <p>It was resolved to include the Facilities Officer on the Unity Trust bank mandate for View only access. Proposed GC, Seconded CM, all in favour.</p>	RFO

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043/18	<p>Grant Applications To receive grant requests and decide whether to make grant</p> <p>A summary of grants requested were discussed and then decisions made as follows: Budget remaining for the year to 31st March 2018 is £9,730</p> <p>(1) Bee Apiary Fencing – Application for £6000 for fencing to the Bee Apiary CCPC fencing company provided quote for fencing to include access via a gate behind the ditch thus not requiring bridging the ditch at a total of £5,245 but this did not provide an allowance for screening estimated at approx. £200.</p> <p>It was resolved to grant Fleet and District Beekeepers a grant of £5,500 for the fencing to the Bee Apiary site near the allotments. Proposed GS, Seconded PC, all in favour.</p> <p>(2) Memorial Hall Trust - Application for £1,086 for Maple tree removal The tree stump would be left up to height of 8ft if viable for wood carving project which the Parish Council have budgeted to support in 2018/19.</p> <p>It was resolved to decline the grant application on the basis of budgeted support for a wood carving project using the tree stump in 2018/19. Proposed GC, Seconded PC, all in favour.</p> <p>(3) Girlguiding Fleet Division – Application for £1,309 for electrical work in the replacement camp and holiday storage buildings</p> <p>It was resolved to grant Girlguiding Fleet Division £1,309 for the electrical work to the replacement camp and holiday storage buildings. Proposed RM, Seconded CM, 1 abstention, all others in favour.</p> <p>4) Men’s Shed – Application for £6,000 contribution towards concrete base for shed. See quote for £18,000.</p> <p>Representative from Men’s Shed contributed information to the discussion held by the Councillors. CCPC agreed that they were supportive of the application but would like to await confirmation from Taylor Wimpey if they are able to support the re</p> <p>It was resolved to defer the Men’s shed application until the outcome of discussions with Taylor Wimpey progress. Proposed RM, Seconded GC, all were in favour.</p>	<p>RFO</p> <p>Clerk</p> <p>RFO</p> <p>RFO</p>
044/18	<p>Newsletter To review layout for March edition of newsletter and agree content for issue</p> <p>A version of the Newsletter was reviewed and Clerk will circulate for comment when ready to go to print.</p>	<p>Clerk</p>

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045/18	<p>Quotes To receive and consider quotes for approval</p> <p>None received</p>	
046/18	<p>To approve payment of accounts for February 2018</p> <p>Report circulated and reviewed.</p> <p>It was resolved to approve the payment of accounts for February 2018. Proposed GC, Seconded CM, all in favour.</p>	
047/18	<p>To receive Clerks report</p> <p>Report received</p> <p>In addition, Clerk reported that she along with Cllr Collings and Butler will be attending the Alton drop in session to look at Infrastructure proposals for replacement oil pipeline from Southampton to Heathrow.</p>	
048/18	<p>To receive monthly safety reports</p> <p>Reports received</p>	
049/18	<p>To receive monthly crime report</p> <p>Report received</p>	
050/18	<p>To receive other reports Quetta & Humphrey Park - (DM) Fleet Link - (HB) FACC Update - (CH) HDAPTC - (GC) Memorial Hall - (MB) Allotments - (HB) Alms Houses - Vacant</p> <ul style="list-style-type: none"> • CCPC's Fleet Link 18/19 Contribution has been confirmed to the operator and we await the final cost expected to be within the budgeted amount. • Next Transport in Hart meeting due to be held 16th March HB to attend. • Meeting set with Memorial Hall representatives and Rob Beckinsale to discuss use of tree for art installation following Litter Pick on Saturday 3rd March. Clerk to make introductions. • FACC meeting attended by CH on 22nd Feb and information from Jenny Radley circulated. • Community Transport Funding Partner meeting to be held 14th March 2-4.30pm in Winchester – HB ok to attend. 	

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051/18	To agree a date for the next meeting – 26th March 2018 Meeting closed at 21.52pm	
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Signed

Date