



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th July 2017 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Hugh Connolly (HC), Cllr. Helen Butler (HB), Cllr. Debbie Moss (DM), Cllr. Burford (MB), Cllr. Richard Martin (RM), Cllr. Gill Scott

Also: Claire Inglis (clerk)
Cllr. Jenny Radley (HDC)

There were 1 other members of the public present.

146/17 Apologies for Absence

There were apologies from Cllr. Miller, Cllr. Silvester (JS)

147/17 Approval of the minutes

Minutes of the Full Council meeting on 26th June 2017 were received and approved as a true record of the meeting.

Proposed: GC seconded: GS all in favour.

The following minutes were also approved:

Planning Committee Meetings - 26th June, 10th July

Facilities Committee – 10th July

Proposed: GC seconded: MB all in favour.

148/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

149/17 Declaration of interest relating to items on the agenda

There were no declaration of interest relating to items on the agenda.

150/17 To receive Chairman’s announcements

The Chairman made the following announcements:

- The Parish Council officially welcome Richard Martin and Cameron Miller following their co-option last month. They have decided to join all committees at this time.
- Street Snooker is being held this Thursday at the Peter Driver Sports Ground please confirm your attendance with the Clerk Claire. HC HB to attend from 11am.
- Have all Councillors reviewed their interest forms and submitted them? Yes all up to date.

Clerk

151/17 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. Jenny Radley (HDC) reported

- That whilst the spate of anti-social behaviour appears to have settled down the police are up to speed with some of the wider issues. There is wider concern over drug use in children of school age and with lack of funding there are not enough outreach workers to provide a support network. Could local parishes consider a joint approach to providing funding e.g. Fleet Phoenix to support the most vulnerable in the local area?

Clerk



- Fleet Library is relaunching on Wednesday 26th July feel free to visit.
- Changes to bus routes have been made to number 7 and 10 route. Information is available in the library at Fleet. Will try to obtain some leaflets for Community Centre.
- Attended the FACC meeting and advises CCPC to monitor for proposed changes at Farnborough airport. Some changes may have a significant impact on residents under the flight path – noise and public safety.

152/17 Parish councillor vacancies

To receive applications for parish council vacancy and to decide whether to co-opt applicants to the vacancy in Church Crookham East Ward.

One candidate had applied and would like to be considered for the vacancies.

Councillors considered the application for the parish councillor vacancy. The candidate was proposed and seconded.

It was **resolved** to appoint Cristina Harris to the Church Crookham East Ward.

Proposed: DM seconded: HC all in favour.

CJ signed the acceptance of Office form. Clerk will issue relevant paperwork.

Clerk

153/17 Facilities Officer vacancy

To receive recommendation from recruitment panel to appoint a Facilities Officer

Start of closed session – members of the public left the room 20.25pm

The Chairman reported that following the appointment of the existing Facilities Officer to the Clerk position the role of Facilities officer was advertised. Closing date of July 7th was extended to 10th August to allow potential candidates to submit applications as away on holiday.

CVs were shortlisted and 6 candidates were interviewed across two days 17th & 19th July by the Clerk, Deputy Clerk and Cllr G Scott.

All candidates were strong and three were shortlisted further and a recommendation provided.

The recruitment panel recommend the first candidate is offered the role of FO

It is resolved to appoint the recommended candidate to the position of Facilities Officer subject to receipt of appropriate references at 20 hrs per week at grade 20 FTE £19,430 pro rata. A second recommended candidate would be offered the position of Facilities Officer if the first candidate was to decline the offer.

Clerk

The Clerk will make the offer of employment to the candidate and take up the appropriate references.

All other applicants will be notified by the Clerk that they have been unsuccessful in the appointment.

Proposed: GC seconded: GS all in favour.

End of closed session 20.34pm

154/17 Taylor Wimpey

To agree an agenda of items to discuss at the meeting with Taylor Wimpey on Thursday 3rd August 5.30pm

The Chairman outlined what might be considered as the priority subjects to address with TW and include:



- CCTV progress and thanks for assistance
- Athletics track – Agrostics report to be provided in advance of meeting to TW
- Opening of Tennis / MUGA prior to land transfer
- Jubilee Park fencing
- Land transfers – timing of transfers
- S106 monies timeline
- Timeline of installation of all LAPS/ LEAPS / NEAP
- Other site issue updates to include:
 - ❖ Bins – fit for purpose
 - ❖ securing the access to the open space
 - ❖ updated plans
 - ❖ spine road opening

Also to request the Annual SANGS meeting update.

155/17 Actual vs budget

To review the updated actual vs. budget figures for April to June 2017 and the likely reserves at the end of the financial year.

DM summarised the reporting delivered at the Finance & Policy meeting held on July 18th. A good discussion was had at this meeting and summarised as being the end of the first quarter with no areas for concern when comparing Actual vs Budget. Thanks to the RFO for the clear reporting.

Summary Totals	Annual Budget 2017 - 2018	Actual year to date	Forecast	Likely out-turn
Total income (A)	296,922	128,929	174,400	303,329
Total expenditure (B)	296,713	79,182	217,887	297,069
Surplus/deficit (A-B)	209	49,747	-43,487	6,260

It was **resolved** to accept the quarterly actuals vs budget figures that had been reviewed and approved by the Finance and Policy Committee.
Proposed: DM seconded: GC all in favour.

156/17 Investment & Treasury Policy

To decide whether to accept recommendations from the Finance and Policy Committee.

This policy had been reviewed by the Finance & Policy committee and proposed changes submitted to improve clarity.

Changes to policy (underlined) made July 2017:

Objectives:

Types of investment –subject to the financial institution criteria detailed in the appendix the Council may deposit non S106 funds in the following accounts:

- deposit accounts
- business bonds
- Public Sector Deposit Fund
- Money market account.

Clause 20.1a of the S106 agreement states that the parish council is “obliged upon receipt to place all sums received in an interest-bearing account or in separate accounts at the council's discretion”, therefore S106 funds may be deposited in the following types of accounts:

- Deposit accounts
- Business bonds

Deputy Clerk



• **Community Centre S106 funds**

Following the completion of the build of the community centre the remainder of the S106 funds provided for the project will be accounted for via cashbook 3 S106 funds. Records will be maintained to show the amount in reserve for these funds.

Change:

- Formal Open Spaces
- Informal Open spaces

To:

- Open spaces (Formal & Informal)

The recommendations of the F&P committee were accepted.

It was resolved to accept the recommended changes to the Investment & Treasury Policy as approved by the F&P Committee.

Proposed: DM seconded: MB all in favour.

157/17 Policy for the prevention and detection of fraud

To decide whether to accept recommendations from the Finance and Policy Committee.

This policy had been reviewed by the Finance & Policy committee and proposed changes submitted.

Changes to policy (underlined) made July 2017:

3. No members of staff may authorise any payments, except for:

- The Clerk in accordance with the delegated authority detailed in the Financial Regulations
- the Lloyds/Unity Bank credit card which the Clerk may use in accordance with the Financial Regulations.

5. All internet payments will be set up via administrative rights by the RFO [or in his/her absence the Clerk] to be authorised by two councillors as per the bank mandate and matched to invoices which are initialled.

**Deputy
Clerk**

The recommendations of the F&P committee were accepted.

It was resolved to accept the recommended changes to the Policy for the prevention and detection of Fraud as approved by the F&P Committee.

Proposed: DM seconded: GC all in favour.

158/17 Policy reviews

To decide whether to accept recommendations from the Finance and Policy Committee regarding the following policies:

The following policies have been reviewed by the Finance & Policy committee and proposed changes submitted.

Changes to policy (underlined) made July 2017:

- Complaints policy
- Councillors expenses policy
- Policy on illegal encampments – Contact details ONLY updated
- Policy on grants and donations
- Press and media policy
- Employers pension scheme discretions policy
- Equal Opportunities statement



The recommendations of the F&P committee were accepted.

**Deputy
Clerk**

It was resolved to accept the recommended changes to the above listed policies as approved by the F&P Committee.

Proposed: GC seconded: DM all in favour.

159/17

Bank mandates

To decide whether to amend all the bank mandates to add the new co-opted Councillor as a signatory and to remove Michael Burford

It was confirmed that this will be in addition to the bank mandate changes approved at the June PC meeting.

It was **resolved** to amend all the bank mandates to include Cristina Harris and remove Michael Burford

RFO

Proposed: GC seconded: HC all in favour.

160/17

QEB steering group meeting

To receive feedback from the QEB steering group meeting held on the 5th July 2017 and confirm attendance at next meeting to be held 6th October, 10am HDC Committee Rm 2

Clerk to circulate date and time to all Councillors to see who is available to attend next meeting
Clerk had summarized the actions relevant from the report as below:

- 1) Crookham Park Travel Co-ordinator – Residents have commented that a travel plan co-ordinator has visited.
- 2) Follow up dialogue to be held with Karen Brisley HCC with CCPC re “How the safety criteria and resident’s concerns overlap – Sandy Lane junction roundabout and traffic calming.
- 3) Follow up required between HCC and CCPC to address safety concerns residents / CCPC have with S278 schemes – at what point do Hampshire take over the works done?

It was agreed that the Clerk would email the main points to KB of HCC to open up dialogue on points 2 & 3

Clerk

161/17

Rural communities survey

To agree responses to “Growing a Rural Community” Survey

It was agreed that GC and CI would review the questions and look to submit before deadline of 31st July.

**GC /
Clerk**

162/17

Resilience plan

To receive a draft resilience plan

DM was thanked for providing the draft plan. DM highlighted the areas that need to be considered and how this information would be collated.

Page 9) Should there be different contacts for Crookham Park and other areas of Church Crookham.

Page 10) Buildings and facilities that could be used details needed.

Does CVPC have a Cascade protocol.

GC asked Councillors to consider the draft and pass any further comments to DM for consideration.

**All/
Clerk**



163/17 Update on HDAPTC meeting

To receive feedback from the HDAPTC meeting held 11th July 2017.

It was agreed that residents should be made aware that Planning Neighbour notices will no longer be issued from 1st August. This is a cost saving exercise of HDC. Residents need to register with HDC to receive these via email. Cllr Radley will forward the appropriate link.

The CCPC website and newsletter will be used to notify residents of this development.

The next meeting is due to be held 17th October GC is able to attend venue TBC.

**Clerk
Events**

164/17 To approve payment of accounts for July 2017 and to review any quotes

It was **resolved** to approve the payments for July 2017.

Proposed: GC seconded: HB all in favour.

Please see website for Finance report.

RFO

165/17 To receive the clerks report.

1) Gym project

Completion on 21st July with sign off to be completed on Monday 24th July and Heras fence removed. Will be added to asset register and insured. Workmen kept a very tidy site.

2) Anti-social behaviour on the wheel park has gone quiet. No recent reports from area received by office.

3) CCTV – GTC / TW still aiming to commence electric install w/c 31st July with additional dig for revised cabling to commence 27th /28th July.

Camera columns have been delivered to TW storage compound Insurance cover to be confirmed Waiting for confirmation of Kompan storage container to be moved to overflow car park to facilitate installation of camera columns

Internet orders have been placed with See the light (Crookham Park end) Plusnet (Yateley Leisure Centre) for onward to Yateley Rushmoor CCTV monitoring service.

- 4) Meeting has been arranged between Mildren / RUND to resolve roof issue. This is due to take place 2nd August approx. 10am. JH has agreed to attend with CI to provide background to problem.
- 5) Staff Reviews to be carried out in early September JH to complete work carried out in year gone and CI to set new targets with staff.
- 6) Skate Park – Russ Holbert of Maverick visited site today to inspect the skate park as one year from completion has passed. There are no issues of concern but Maverick will attend the site to address superficial cracks and touch up steels. This is at nil cost to CCPC.
- 7) JH and CI have been carrying out a handover of duties during July and JH is finalising some issues this week being her last in the office (JH is attending the meeting with Mildren and Rund to discuss the roof issue on Wednesday 2nd August (am meeting).
- 8) Athletics working group meeting Tuesday 25th July – reminder for CI as to who is attending and what information required.
- 9) Facilities meeting will be Clerked by SDG due to CI holiday.

Clerk

166/17 To receive monthly safety report

Circulated and accepted.



167/17 To receive monthly crime report

Police website is not currently up to date.
Email to find out what the issue is.

Clerk

168/17 To receive other reports.

1. Quetta and Humphrey Park – (DM) Nothing to report
2. Fleet Link (HB) – Attended meeting with Bob Schofield and he will look at suggested change to bus route to time it and see it will be workable. More information awaited. Next meeting 9th August to be attended by HB and HC.
3. FACC update – (CH) keen to attend these meetings as has an interest and
4. HDAPTC (GC) – Next meeting GC to attend venue TBC on 17th October.
5. Memorial Hall (MB) – Nothing to report no further news on dead tree.
6. Allotments (HB) – Advertising for a new Treasurer for the committee.
7. Alms Houses (JS) – Clerk to check when next meeting due.
8. FOAZ update (HB) – HB suggested inclusion in this section to provide any update of events etc.
9. Other

169/17 Items for next meeting:

- CCTV
- Update on Staff
- TW update
- Shed project
- Bus Update
- Resilience
- Projects for the budget

Clerk

170/17 Date of next meeting: 25th September 2017

There being no further business, the meeting closed at 21.40pm

Signed.....

Date.....