

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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### Minutes of the Annual Meeting of the Church Crookham Parish Council

**Date and Time:** Monday 21<sup>st</sup> May 2018, 7.30pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Gill Chatfield (GC), Richard Martin (RM), Peter Collings (PC), Gill Scott (GS), Michael Burford (MB), Cristina Harris (CH), Debbie Moss (DM), Gareth Saunders (GSa), Jenny Radley (JR), Helen Butler (HB).

Also: Claire Inglis (Clerk)

Cllr. John Bennison (HCC)

There was 1 other members of the public present.

098/18	<p><b>Appointment of Chairman</b> To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chairman's acceptance of office and code of conduct</p> <p><b>It was resolved to appoint Cllr. Gill Chatfield as Chairman. Proposed DM, Seconded MB, 7 in favour, 1 abstention. Cllr. Chatfield signed the acceptance of office and code of conduct.</b></p>	
099/18	<p><b>Appointment of Vice-Chairman</b> To appoint Vice-Chairman of the Full Council of Church Crookham Parish Council and receive Vice-Chairman's declaration of office and code of conduct</p> <p><b>It was resolved to appoint Cllr. Richard Martin as Vice-Chairman. Proposed GC, Seconded GSc, 7 in favour, 1 abstention. Cllr. Martin signed the acceptance of office and code of conduct.</b></p>	
100/18	<p><b>Acceptance of Office</b> To receive declaration of office and code of conduct from new Councillors</p> <p>The Clerk confirmed that the declaration of acceptance of office and the code of conduct had been signed by the following Councillors in presence of the clerk.</p> <p>Cllr. Helen Butler, Cllr. Gareth Saunders, Cllr. Gill Scott, Cllr. Jenny Radley, Cllr. Michael Burford, Cllr. Cristina Harris, Cllr. Debbie Moss, Cllr. Peter Collings</p>	
101/18	<p><b>Apologies for absence</b></p> <p>None</p>	

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102/18	<p><b>To approve minutes of previous meetings</b> To receive and approve as a correct record the minutes of the Full Council Meeting 23rd April 2018</p> <p>To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 23rd April 2018 Facilities Committee Meeting - 9th April 2018 Finance &amp; Policy Committee Meeting 17th April 2018</p> <p><b>It was resolved to accept the minutes of the Full Council and Committees as true records of the meetings held and they were signed. Proposed GC, Seconded RM, 7 in favour, 1 abstention.</b></p>	
103/18	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
104/18	<p><b>Declaration of interest</b> - relating to any item on the agenda.</p> <p>Allotment holders Cllrs. MB, RM and GC in relation to agenda item 123/18.</p>	
105/18	<p><b>Chairman's Announcements</b></p> <p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• HDC determined the Planning condition for LAPs/ LEAPS/ NEAPS on 17<sup>th</sup> May. TW update meeting to be held 23<sup>rd</sup> May (DM, GC, RM) will request action plan and timings of installations.</li> <li>• HDC have a few spaces available at the District Councillor training on Planning Conservation on <b>11 June 2018 at 7pm</b> in the Council Chamber in Fleet.</li> <li>• Notice in relation to Planning matters: Article 4 Direction removing permitted development rights for changes of use to residential uses, on the District's employment sites, has now been published. All owners and occupiers have been notified and comments are invited by 15th June. Subject to the representations received and any response from the Secretary of State, the Direction will come into force one year from the date of publication (i.e. May 2019). Further information can be found on the Hart District's Planning Policy webpage.</li> </ul>	

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106/18	<p><b>Public session</b> – 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>No comments from public.</p>	
107/18	<p><b>Mission Statement</b> To receive a proposal to adopt the mission statement for Church Crookham Parish Council</p> <p>The Parish Council agreed to re-adopt the Mission Statement as below:</p> <p><b><u>Mission Statement</u></b>  <b>“The Parish Council is committed to actively communicating with residents and promoting community values, economic wellbeing, and pride in Church Crookham”</b></p> <p><b><u>Guiding principles</u></b>  <b>The Council's guiding principles are:</b></p> <ul style="list-style-type: none"> <li>• <b>To engage, whenever possible, in an open dialogue with residents, to understand their current and future needs, and to explain how the Council will address these needs within the resources and powers available.</b></li> <li>• <b>To represent the interests of the people who work and live in Church Crookham.</b></li> <li>• <b>To provide high standard, cost-effective services.</b></li> <li>• <b>To improve the quality of life for the residents through local projects or amenities, or by working together with other parishes, agencies or service providers to provide those projects.</b></li> </ul> <p><b>Proposed GC, Seconded PC, all in favour.</b></p>	Events
108/18	<p><b>Committee Structure &amp; Meeting Dates</b> To agree and approve committee objectives, members and committee meeting dates for the coming year</p> <p>Meeting dates for the year were agreed as follows with the most notable change to Facilities now every other month:</p> <p>7.30pm Planning 11/6; 25/6; 23/7; 13/8; 24/9; 8/10; 22/10; 26/11; 10/12; 28/1; 11/2; 25/2; 25/3.</p> <p>7.45pm Planning 9/7; 10/9; 12/11; 14/1; 11/3</p> <p>8pm Facilities every other month on the 2<sup>nd</sup> Monday of month 11/6; 13/8; 8/10; 10/12; 11/2</p>	RFO Clerk

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<p>7.30pm Finance &amp; Policy 17/7; 16/10 8.15pm Finance &amp; Policy 14/1</p> <p>8pm Full Council every month excluding August &amp; December on the 4<sup>th</sup> Monday of the month 25/6; 23/7; 24/9; 22/10; 26/11; 28/1; 25/2; 25/3</p> <p>Staffing Time to be confirmed 8/10</p> <p><b>Proposed GC; Seconded GSc; all others in favour</b></p> <p>Committee memberships were resolved as follows: Facilities HB, GC, CH, RM, DM, JR, GSa, GSc. Chair of Facilities Gill Scott. <b>Proposed GC, Seconded PC, all others in favour.</b> Vice Chair of Facilities Helen Butler. <b>Proposed GC, Seconded RM, all others in favour.</b></p> <p>Planning MB, HB, RM, JR, GSa. Chair of Planning Richard Martin. <b>Proposed GC, Seconded PC, all others in favour.</b> Vice Chair of Planning Helen Butler. <b>Proposed GC, Seconded GSc, all others in favour.</b></p> <p>Finance &amp; Policy GC, RM, DM, JR, GSa. Chair of Finance &amp; Policy Richard Martin. <b>Proposed DM, seconded GC, all others in favour.</b> Vice Chair of Finance &amp; Policy Debbie Moss. <b>Proposed GC, Seconded MB, all others in favour.</b></p> <p>Staffing MB, GC, RM, GSa, GSc. Chair of Staffing Gill Chatfield. <b>Proposed RM, Seconded PC, all others in favour.</b> Vice Chair of Staffing Michael Burford. <b>Proposed GC, Seconded Pc, all others in favour.</b></p> <p>The Objectives of each committee were agreed as below:</p> <p><b>Planning Committee</b></p> <ul style="list-style-type: none"> <li>- To ensure local perspectives and issues are considered within planning applications.</li> <li>- To actively contribute to discussions on relevant planning policy including the local plan.</li> <li>- To actively secure appropriate S106 contributions or Community Infrastructure Levies (CIL) for any developments within or impacting the Parish.</li> <li>- To submit budget proposals to the RFO for the next financial year by beginning of October.</li> </ul>	
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	<p><b>Policy and Finance Committee</b></p> <ul style="list-style-type: none"> <li>- To ensure the parish council continues to deliver best practice in terms of its financial operational procedures.</li> <li>- To budget annually for the council tax precept needed to deliver the required services</li> <li>- To provide a three-year plan to inform budgetary decisions.</li> <li>- To submit budget proposals to the RFO for the next financial year by beginning of October.</li> <li>- To review policy documents and act as Data Controller for the Parish Council.</li> </ul> <p><b>Facilities Committee</b></p> <ul style="list-style-type: none"> <li>- To ensure that new facilities being delivered as part of the S106 agreement at Crookham park are transferred to the Parish Council on time and are fit for purpose with the agreed payments.</li> <li>- To continue to manage the Parish owned open spaces and facilities, including the Community Centre, to high standards to meet expectations of residents but within the constraints of the agreed budgets.</li> <li>- To submit budget proposals to the RFO for the next financial year by beginning of October.</li> </ul> <p><b>Proposed GC, Seconded GSc, all others in favour.</b></p>	
109/18	<p><b>Terms of reference and delegation arrangements</b> To review and agree terms of reference for all committees and to receive and approve a proposal for delegated powers to all committees</p> <p>Terms of Reference and delegation powers for all committees with suggested amendments were agreed as follows: Staffing Committee TOR v2 updated 21 May 2018 Planning Committee TOR v3 updated 21 May 2018 Finance &amp; Policy Committee TOR v6 updated 21 May 2018 Facilities Committee TOR v5 updated 21 May 2018</p> <p><b>Proposed GC, Seconded RM, all others in favour.</b></p>	RFO
110/18	<p><b>External bodies committee representatives</b> To appoint Councillors onto committees for outside bodies and agree arrangements for reporting back to Council</p> <p>The following councillors were appointed to represent Church Crookham Parish Council on committees for outside bodies QEB steering Committee <b>PC/ HB (Reserve JR)</b> Speedwatch <b>PC/ GSa</b> Athletics working group <b>GC/ HB/ RM/ PC/ GSa</b> HDAPTC <b>GC</b> Fleet Link/ Transport in Hart/ HCC Transport Forum <b>HB/JR (Reserve CH if non daytime)</b> FACC <b>CH/ GSa</b></p>	

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	<p>Memorial Hall <b>MB</b>          Alms Houses <b>DM</b>          MOD Liaison <b>JR &amp; PC to establish contacts</b>          Friends of Azalea <b>HB</b>          Fleet &amp; Church Crookham Welfare Trust <b>GSc</b>          Hart Health &amp; Well-being partnership <b>JR</b>          SANG <b>JR/PC</b>          Taylor Wimpey updates <b>GC/ RM/ DM</b></p>	
111/18	<p><b>Subscriptions &amp; Memberships</b>          To review and agree subscriptions and memberships of other bodies for 2018/19</p> <p>The following subscriptions and memberships were agreed for 2018/19          SLCC Both Clerks £324          HALC / NALC £1,333          CPRE £36          Hampshire Playing Fields £60  <b>Proposed GC, Seconded PC, all others in favour.</b></p>	
112/18	<p><b>Local Authority arrangements</b>          To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities</p> <p>The following was agreed:          Fleet Link £3,364  <b>Proposed GC, Seconded PC, all others in favour.</b></p>	
113/18	<p><b>The newly appointed Chair of Planning Committee Cllr. Richard Martin chaired agenda items 113 to 115/18</b></p> <p><b>Planning matters</b>          Fleet Town Council Neighbourhood Plan - To consider and agree a response to the Fleet Town Neighbourhood Plan for 2018-2032</p> <p>Closing date for the consultation is 15<sup>th</sup> June following the June 11<sup>th</sup> Planning meeting. This item was deferred until 11<sup>th</sup> June Planning Committee meeting.</p>	Planning Members Only
114/18	<p><b>Planning matters</b>          To confirm responses submitted to planning applications agreed by email consensus:          18/00818/HOU 46 Gally Hill Road          18/00584/ AMCON Jean Orr Court          18/00491/HOU 40 Conifer Close          The responses listed below were confirmed as the response agreed by consensus and as per the planning quorum of three councilors:</p>	Planning Members Only

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	<p><u>18/00818/HOU 46 Gally Hill Road</u> No Objection The Parish Council would like the Planning Officer to be satisfied with regard to the gap between the proposed extension and the boundary with the adjoining property (no 44)</p> <p><u>18/00584/ AMCON Jean Orr Court</u> No objection The parish council does not object to the relocation of the car parking spaces, however the parish council would like reassurance that the tree to be removed is not subject to a TPO and that its removal would not have a negative impact on both the site and the neighbouring property.</p> <p><u>18/00491/HOU 40 Conifer Close</u> No response <b>Proposed RM, Seconded MB, all others in favour.</b></p>	
115/18	<p><b>Planning matters</b> Planning committee members to consider and agree current planning applications with a due date prior to 9th June</p> <p><b>Reference:</b> 18/00563/HOU <b>Address:</b> 15 Vivian Close Church Crookham Fleet GU52 6AJ <b>Proposal:</b> Erection of a single storey rear and two storey side extension following partial demolition of garage and conservatory <b>Expiry date:</b> 25th May 2018 Previous CCPC comment: Objection The parish council object to this proposal due to:</p> <ul style="list-style-type: none"> <li>• Its proximity to the party wall</li> <li>• Its overbearing nature</li> <li>• Loss of parking due to the loss of the garage</li> <li>• Access issues also due to the loss of the garage.</li> </ul> <p>Should Hart DC be minded to approve the application the parish council would like the planning officers to monitor the proposed build in relation to the party wall. <b>Decision: Objection</b> <b>Whilst the issue in relation to the party wall may have been amended in the current planning application the Parish Council still considers the application</b></p> <ul style="list-style-type: none"> <li>• <b>Overbearing in nature</b></li> <li>• <b>Concerns over loss of parking due to loss of garage</b></li> <li>• <b>Access issues also due to loss of garage</b></li> </ul> <p><b>Proposed RM, Seconded JR, 2 others in favour, 1 abstention.</b></p>	<p>Planning Members Only</p> <p>RFO</p>

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<p> <b>Reference:</b> 18/00871/HOU  <b>Address:</b> 28 Sian Close Church Crookham Fleet GU52 6BT  <b>Proposal:</b> Single storey rear extension.  <b>Expiry date:</b> 25th May 2018  <b>Decision: NO Objection</b>  <b>Proposed JR, Seconded MB, all others in favour.</b> </p> <p> <b>Reference:</b> 18/00892/HOU  <b>Address:</b> Greengables Gables Road Church Crookham Fleet GU52 6QZ  <b>Proposal:</b> Proposed ground floor front, side and rear extensions to include new garage/storage area, fenestration alterations and proposed rendering and cladding of external surfaces following demolition of existing garages  <b>Expiry date:</b> 25th May 2018  <b>Decision: Objection</b>  <b>Due to change in building line in comparison to the rest of the street</b>  <b>Change to street scene being detrimental</b>  <b>Proposed JR, Seconded MB, 1 other in favour, 2 abstentions.</b> </p> <p> <b>Reference:</b> 18/00848/HOU  <b>Address:</b> 20 Burns Avenue Church Crookham Fleet GU52 6BN  <b>Proposal:</b> Erection of porch extension with pitched roof, relocation of front door and alterations to fenestration and part conversion of garage.  <b>Expiry date:</b> 28th May 2018  <b>Decision: NO Objection</b>  <b>The Parish Council would like the planning officer to take consideration of the concerns of the potential noise transfer from the proposed utility area to the neighbouring property.</b>  <b>Proposed RM, GSa, 2 others in favour, 1 objection.</b> </p> <p> <b>Reference:</b> 18/00814/HOU  <b>Address:</b> 10 Foye Lane Church Crookham Fleet GU52 8UP  <b>Proposal:</b> Erection of a single storey rear extension  <b>Expiry date:</b> 29th May 2018  <b>Decision: NO Objection</b>  <b>Proposed RM, Seconded MB, all others in favour.</b> </p> <p> <b>Reference:</b> 18/00905/HOU  <b>Address:</b> 150 Reading Road South Church Crookham Fleet GU52 6AH  <b>Proposal:</b> Erection of detached garage with car port and erection of walls and gates to frontage  <b>Expiry date:</b> 31st May 2018            Previous CCPC comment 9th April – No objection  <b>Decision: Objection</b> </p>	
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	<p><b>The Parish Council has concerns over the access into the property due to the location of the gates not allowing for inlet into the property from the busy road. Gates should be sited further back.</b></p> <p><b>The garage is located ahead of the building line along this road.</b></p> <p><b>Proposed JR, Seconded RM, all others in favour.</b></p>	
116/18	<p><b>Fee charging</b> To review and agree any changes to leases, tenancies and fees</p> <p>The schedule of charges was reviewed and recommendations for amendments approved to include offer of a reduced rate in Acorn (School holidays only) Monday to Friday between 1pm and 3pm. Schedule of Charges v2 updated 21 May 2018</p> <p><b>Proposed GC, Seconded PC, all others in favour.</b></p>	Events
117/18	<p><b>Standing Orders</b> To review and adopt Standing Orders</p> <p>Standing orders were received and amended as appropriate and adopted Standing Orders v5 updated 21 May 2018</p> <p><b>Proposed GC, Seconded GSa, all others in favour.</b></p>	RFO
118/18	<p><b>Financial Regulations</b> To review and adopt Financial Regulations</p> <p>Financial Regulations were reviewed and Contract limits updated and adopted Financial regulations V9 updated 21 May 2018</p> <p><b>Proposed RM, Seconded JR, all others in favour.</b></p>	RFO
119/18	<p><b>Internal Audit</b> To receive the Internal Auditor report and review any suggested actions</p> <p>The internal audit report was received with no adverse observations made by the auditor. The internal report was accepted.</p> <p><b>Proposed GC, Seconded MB, all others in favour.</b></p> <p>Councillors wished to pass on a formal note of thanks to the RFO for an excellent result.</p>	
120/18	<p><b>Bank Mandate</b> To review and agree any amendments to the bank mandates and online banking arrangements</p> <p>Report circulated and recommendations below approved:</p>	

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	<p>A pool of 6 signatories is required to share the workload of reviewing and authorising the payments of the monthly finance report.  <b>Councillors as signatories agreed as: GC, RM, GSc, GSa, DM, CH</b></p> <p>A pool of 4 non-signatories is required to share the workload of checking the quarterly bank reconciliations.  <b>Councillors to review bank reconciliations agreed as: HB, PC, MB, JR.</b></p> <p>HSBC and Lloyds bank are to be contacted to establish whether internet payments can be made using triple authority i.e. one to set up the payment (RFO) and two others (signatory councillors) and if so that facility should be set up.  <b>Proposed GC, Seconded RM, all others in favour.</b></p>	RFO
121/18	<p><b>Annual Governance statement 2017/18</b>            To review and approve the annual governance statement 2017/18 - Section 1 of the annual return</p> <p>A copy of the Annual Return was reviewed and the statements made in Section 1 of the annual return were approved as true and correct.  <b>Proposed RM, Seconded GC, all others in favour.</b></p>	RFO
122/18	<p><b>Statement of Accounts 2017/18</b>            To review and approve the statement of accounts 2017/18 - Section 2 of the annual return</p> <p>A copy of the Annual Return was reviewed and the figures provided in Section 2 of the annual return were approved as true and correct.  <b>Proposed Rm, Seconded DM, all others in favour.</b></p>	RFO
123/18	<p><b>Allotment</b>            To receive the quarterly allotment inspection report and approve the recommendations of the report</p> <p>Allotment report was circulated and recommendations within were approved.  <b>Proposed PC, Seconded GSc, 3 abstentions, all others in favour.</b></p>	FO
124/18	<p><b>Art Work</b>            To approve additional art work to be commissioned</p> <p>Remaining budget for Art work is approximately £49k.            Recommendations to approve the following art work were accepted:            Bug Hotel - £400 Rob Beckinsale to turn the rest of the Oak stump not useable for a sheep into a bug hotel. Consisting of carved insects, carved fungi, small doorway, windows, Bug Hotel sign.</p>	

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	<p>Sleeping Dragon - £4,150 Rob Beckinsale to carve for installation in Dragon Park, a LEAP which is to be part of Phase 3. Install will require lifting equipment due to its size and weight with a 4-week lead in time. Rob would like to make it slightly larger than the suggested 10ft footprint to allow people to sit in the curve of the tail. Will require a flat area to be installed upon. Sketch gives an oriental style dragon but Rob will be looking to give it a softer English look.</p> <p>Clerk will liaise with Taylor Wimpey to discuss timings on install of Dragon's Park and TW to facilitate this as part of the play park install.</p> <p><b>Proposed GSc, Seconded PC, all others in favour.</b></p> <p>A Sensory Garden is being explored as a further project and Rob Beckinsale is sending through some initial ideas and exploring planting landscaping ideas with grounds maintenance contractors. Ideas could be explored by speaking to Gracewell Care Home for sensory ideas for the elderly in the community.</p>	Clerk
125/18	<p><b>GDPR</b> To receive and approve the Privacy Statement to be published</p> <p>Draft Privacy Notice was circulated and approved for publish Privacy Notice v1 21 May 2108</p> <p><b>Proposed GC, Seconded DM, all others in favour.</b></p>	Events
126/18	<p><b>Grants</b> To receive and decide whether to approve grant applications</p> <p>Budget for 2018/19 is £24,200 with £2,500 awarded YTD</p> <p>(1) Basingstoke Canal Authority £6750 Cllr RM commented that having received the grant application this has given an understanding of the agreement between Hart DC, Riparian parishes and the Basingstoke Canal Authority and on this basis is happy to recommend the grant application for payment.</p> <p><b>Proposed GC, Seconded RM and all others in favour.</b></p> <p>Clerk has been requested to obtain a copy of the agreements between the parishes and HDC and the Basingstoke Canal Authority.</p> <p>(2) Crookham Sunshines Community Preschool £1500 Grant requested for new shed in play area to improve storage facilities. The decision on the grant was deferred as the Parish Council would prefer to see a quote for a sturdier, good quality shed that comes with a warranty thus being better for money if it is likely to last longer.</p>	RFO

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127/18	<p><b>Quotes</b> To receive and approve quotes</p> <p>1) Legionella Risk Assessment - Peter Driver Pavilion £350 Previously carried out by Dynamika in Dec 2016 – following annual visit by 3C (current contractor) the risk assessment is out of date due to replacement plant room at Peter Driver. <b>Proposed GC, Seconded GSc, all others in favour.</b></p> <p>2) Electrical work replacement starter motor on emergency light in Acorn hall £120 <b>Proposed GC, Seconded RM, all others in favour.</b></p> <p>3) Does CCPC wish to carry out a Traffic Survey Automatic Traffic Count for 7 days Beacon Hill Road further to the development proposal on Beacon Hill to inform any Highways input into any potential planning permission at a cost of £150 Clerk was asked to try to obtain data from traffic surveys known to be carried out by HCC.</p> <p>4) Grounds maintenance contractors to Vertidrain pitch 1 at Peter Driver to improve drainage on rear pitch outside scope of contract but well within budget for grounds maintenance at a cost of £700. Possibly looking for an opportunity to increase usage of pitches during 2018/19 season due to improved quality of pitches being able to cope. Awaiting Sports Officer and Facilities Officer assessment of grounds before making recommendation to Facilities committee <b>Proposed GC, Seconded GSa, all others in favour.</b></p>	Events  Events  Clerk  FO
128/18	<p><b>To approve payment of accounts for May 2018 and authorise budget items overspent in year</b></p> <p>Report was circulated and accounts for May 2018 approved. <b>Proposed MB, Seconded DM, all others in favour.</b></p> <p>Cllr MB left the meeting at 9.32pm</p>	
129/18	<p><b>To receive Clerks Report</b></p> <p>1) GDPR general update</p> <ul style="list-style-type: none"> <li>• Good progress is being made in contacting regular hirers and allotment holders to be compliant</li> </ul>	All

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	<ul style="list-style-type: none"><li>• Forms are being updated in order to gain consent at point of first contact with Parish Council</li><li>• News issued below re Data Protection Officer but CCPC should consider appointing DPO as good practice. Await contract confirmation from internal auditor to confirm appointment in June.</li></ul> <p>2) CCTV Update</p> <p>News received from Rushmoor is that CCTV footage is now streaming into Rushmoor but still await final element of monitoring i.e. recording see information from Rushmoor Borough Council below: RBC has configured its own firewalls to enable CC CCTV images to be received at the Joint Hart &amp; Rushmoor CCTV Control room.</p> <ul style="list-style-type: none"><li>• Images from CC CCTV are currently being received for viewing on a stand-alone CCTV Control workstation. However, these are not yet connected to the network management and/or recording systems for the reasons detailed below.</li><li>• We are awaiting configuration of a firewall at Frogmore Leisure Centre (which is where CC CCTV footage is routed from the internet into the Joint Hart &amp; Rushmoor scheme network).</li><li>• Until this work is done, all Hart cameras and the link to CCTV Control are open to potential 'hack attack'. Appropriate access is being arranged directly by RBC ICT and Frogmore and should be confirmed soon.</li><li>• We will notify you once the Frogmore firewall work is done so that you might instruct Baydale to configure CC CCTV images to the network management and/or recording systems.</li></ul> <p>3) Insurance arrangements</p> <p>It is confirmed that new insurance is in place with Royal Sun Alliance as agreed by Full Council in March 2018.</p> <p>4) Assets verification</p> <p>It is confirmed that the asset verification process was carried out and completed in March 2018 to verify the accuracy of the asset register.</p> <p>5) Environment Agency</p> <p>Clerk attended the EA hosted flooding meeting which was to update on projects they are working on in the Hart &amp; Rushmoor area. This includes a scheme for Sandy Lane ditch. Clerk has suggested an on-site meeting with the EA to review the drainage and water management installed as the mapping they were using did not show the extent of the new development now in place. Councillors to attend please once dates obtained.</p>	
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	<p>6) Wooden Play equipment at Azalea Facilities Officer has attended a training course in relation to play park health and safety. He spoke to the Play Inspection company about the wooden play equipment. They discussed the annual inspection report that they issued to CCPC and confirmed that no immediate action is required on the play equipment and to continue to monitor in the same manner is adequate. If the individual pieces cannot be moved on inspection and are stable, there is no concern for safety.</p> <p>7) Staff holiday and Office closure 1<sup>st</sup> June Two members of staff are on leave for the week commencing 28<sup>th</sup> May and no cover in the office on Friday 1<sup>st</sup> June. Deputy Clerk to open Community Centre Friday 1<sup>st</sup> June for one class running on that day otherwise Parish Office will be closed on this day. Notices will be placed to this effect.</p>	
130/18	<p><b>To receive monthly safety reports</b></p> <p>Not available until 28th May will be circulated</p>	
131/18	<p><b>To receive monthly crime report</b></p> <p>Report was received</p>	
132/18	<p><b>To receive other reports from external body committees</b></p> <p><b>No reports received deferred until next Full Council meeting</b></p>	
133/18	<p><b>To confirm next meeting dates</b> Hart DC planning meeting: Wednesday 23rd May 2018 7.30pm CCPC Planning Meeting: 11th June 2018 8.00pm CCPC Facilities Meeting: 11th June 2018 7.30pm CCPC Planning Meeting: 25th June 2018 8.00pm CCPC Full Council Meeting: 25th June 2018</p> <p>Meeting closed at 9.46pm</p>	

Signed .....

Date .....