

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 23rd July 2018, 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

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

Also: Claire Inglis (Clerk)

Cllr. John Bennison (HCC)

PCSO Ben Allman

PCSO Sarah Hyde

There were no other members of the public present.

153/18	<p>Apologies for absence</p> <p>None</p>	
154/18	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 25th June 2018</p> <p>It was resolved to accept the minutes as a true record of the meeting held 25th June 2018 Proposed GC, Seconded JR, all in favour.</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 - 25th June & 9th July 2018</p> <p>It was resolved to accept the minutes of the Committee meetings as a true record of the meetings held Proposed GC, Seconded RM, all in favour.</p>	
155/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received.</p>	

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156/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>None received.</p>	
157/18	<p>Chairman's Announcements</p> <p>As Councillors are aware Cllr Peter Collings decided to stand down in order to concentrate on his District Councillor role. Peter joined the Parish Council in Sept of last year and we thank him for his contribution in the 10 months he has sat on the parish.</p> <p>The Chief Executive of Hampshire Association of Local Councils Steven Lugg sadly lost his battle with cancer on Friday leaving behind a wife and children. The Parish Council would wish to send their condolences to his family and the team at HALC.</p>	Clerk
158/18	<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>Cllr Bennison reported on the Farnborough Airshow and that he had been pleased to see the traffic lights on Bourley Road were manned throughout the show period aiming to monitor traffic and instigate use of the lights as appropriate. Basingstoke Canal was also closed off during flight periods. Cllr Bennison welcomed feedback.</p> <p>Cllrs reported that there were localised traffic delays on Reading Road South but this was at expected levels based on the public days and closures of roads whilst flying displays took place. Cllr HB reported that roads were being shut off a little before the advertised times and maybe this could be improved next time.</p>	
159/18	<p>Police Update</p> <p>To receive a crime report update from local PCSOs</p> <p>PCSOs Ben Allman and Sarah Hyde reported on crime figures for the Church Crookham area. The crime report received under agenda item 173/18 is a report available to the public via www.police.uk. This will show crimes reported in the area but not by specific locations, only by general area. The categories also require some explanation as the categories are broad and not all crimes reported locally are of a violent nature. Church Crookham has a low crime rate and is one of the safest areas in Hampshire.</p> <p>Anti-Social behaviour for example is a broad category and can include environmental e.g. littering, noise complaints. An individual can believe they</p>	

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are being targeted but people has differing perceptions e.g. intimidating groups of youngsters. A considerable amount of police time is spent where mental health concerns are raised requiring the police to ensure that the correct support services are in place.

CCTV is welcomed especially when monitored live as this allows effective policing to be carried out, for example if there is a report of an incident at a location that is monitored by CCTV the police will contact the control room to establish what is taking place and whether there is an immediate need to attend.

In the Church Crookham area over the last 365 days there have been reported: 10 dwelling burglaries – the police have had positive results in solving these crimes due to good forensic evidence.

8 non-dwelling burglaries – success rates have been lower due to lack of forensic evidence.

20 Sex offences – the majority of these involved sexting and not violent sex crimes.

108 “Suspicious” incidents were reported – thankfully the majority of these were not issues but the police would prefer these to be reported in case there is a crime about to take place. These again may be down to individual’s perceptions.

26 public order offences – these related to perceived harassment, distress being caused.

14 drug related crimes – drug driving make up the majority of these where drug driving (depending on the drug used) can be considered more dangerous than drink driving. Reports of youngsters smoking drugs in play parks are often reported but very few of these give up evidence that a crime has taken place. Support agencies are involved where addiction is an issue. Reports in relation to drugs being grown in domestic or other dwellings are investigated if there is evidence to pursue this.

Violent crimes in Church Crookham whilst extremely low generally involve domestic violence and alcohol related offences.

A change to the category descriptions is in process to enable better differentiation between serious violent crimes and lower category crimes, but will require a year’s worth of data before they become meaningful in terms of comparison month on month.

There are local support agencies such as Phoenix, School pastoral teams, Citizens Advice.

If there are any concerns in the future that the Parish Council would like to share please feel free to contact your local PCSO.

PCSOs Ben and Sarah were thanked for their report.

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160/18	<p>Taylor Wimpey To receive an update on site issues following meeting held 18th July 2018</p> <p>Notes from the meeting were circulated. No significant progress has been made on issues but discussions ensure that issues remain on the agenda. The NEAP play park by the Community Centre has been temporarily opened for the summer by Taylor Wimpey to be closed again in September to make good the areas to grass. One piece of play equipment was also closed due to missing screws, a repair has been ordered.</p> <p>Taylor Wimpey is planning to walk the areas due for transfer with the Clerk and any councillors available to agree actions prior to adoption.</p> <p>Travel plan co-ordinator meeting is proposed for mid-late September.</p> <p>Road surface completion is not likely to happen on Jubilee Road until construction is complete. Concerns were raised over some pot-holes which were confirmed as being planned for rectification.</p> <p>Any SANG management plan issues are to be reported via the SANG website http://www.thesangsproject.co.uk/contact-the-sangs-project/</p> <p>Next meeting date to be agreed. Clerk to be advised of any additional agenda items.</p>	Clerk
161/18	<p>Fleet Link To agree and confirm the level of continued funding support for Fleet Link service in 2019/20 and 2020/2021 to Hampshire CC</p> <p>Following the Funders meeting held on 12th July attended by Cllr. JR, HCC have confirmed that the full amount of £3,364 will be invoiced by them for 2018/19. Hampshire CC have also requested budgeted information for the Fleet Link service for the next three years.</p> <p>It was resolved to confirm to Hampshire CC the following Parish Council budgeted amounts for the Fleet Link service 2018/19 £3,711; 2019/20 £3,748 and 2020/21 £3,785.</p> <p>Proposed GC, Seconded JR, all in favour.</p>	

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162/18	<p>Hampshire Consultation To receive and approve the proposed Church Crookham Parish Council response to the Street lighting and Concessionary Bus Consultation</p> <p>CCPC hosted a drop-in event on 16th July offering assistance to residents in completing the Hampshire CC consultation. There were no attendees. Cllr. JR has received permission from Stagecoach to ride on the number 7 bus route to raise awareness of the consultation to bus users.</p> <p>Numbers of users of the service should be made available to CCPC to give an indication of the usage from the area.</p> <p>Cllrs. JR and CH met with the Clerk to draft a response to the consultation which was circulated. A few amendments were suggested and agreed for submission.</p> <p>It was resolved to accept and submit the amended consultation response to Hampshire CC. Proposed GC, Seconded RM, all in favour.</p>	Clerk						
163/18	<p>Public Sector Pay Deal To accept and approve payment of the National Joint Council for Local Government Services pay rates for all Parish Council staff effective 1st April 2018</p> <p>New pay rates have been confirmed by the National Joint Council for Local Government Services set from 1st April 2018 and 1st April 2019.</p> <p>From 1st April 2% has been approved and this pay adjustment is to be approved effective from 1st April 2018 and processed in the August payroll.</p> <p>5 staff members</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Current total gross salaries</td> <td style="text-align: right; padding: 2px 10px;">£63,756.31</td> </tr> <tr> <td style="padding: 2px 10px;">Gross salaries after pay award</td> <td style="text-align: right; padding: 2px 10px;">£65,248.20</td> </tr> <tr> <td style="padding: 2px 10px;">Total Annual increase:</td> <td style="text-align: right; padding: 2px 10px;">£1,491.89</td> </tr> </table> <p>It was resolved to accept the new pay rates effective 1st April 2018 to be processed in the August payroll. Proposed GC, Seconded GS, all in favour.</p>	Current total gross salaries	£63,756.31	Gross salaries after pay award	£65,248.20	Total Annual increase:	£1,491.89	RFO
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164/18	<p>Apple Day Event To receive a proposal for an Apple Day event in October and approve a budget for the event</p> <p>Report was circulated for the proposed Apple Day event to be held on October 21st 2018 from 12pm until 3pm and open to all members of the public. Attractions will include entertainment for the children and adults, grafting demonstration by Les Davies “The Westcountryman”, music, stalls including food and drink.</p> <p>An outline budget of £1,750 was proposed and agreed to include banners to advertise the event. Proposed GC, Seconded GSa, all in favour.</p>	Events
165/18	<p>Southampton to London Pipeline update To receive an update on the project and agree attendance at landowner event to be held 27th July</p> <p>The SLP project team are hosting – Initial working route information drop-in sessions open to landowners along the route on Friday 27th July at Church Crookham Community Centre between 4pm and 8pm.</p> <p>The concern in relation to parish council owned land is the route at the Peter Driver Sports Ground and the potential impact on the grass football pitches and other parish owned facilities there.</p> <p>The Clerk has provided a summary of the income and expenditure report over the past three years which shows the investment made to improve the pitches and concern could be raised over loss of customers if the facility was closed for a prolonged period of time.</p> <p>It was agreed that Cllrs. GC, JR and the Clerk would attend at 4pm. Cllr RM may attend later in the evening.</p>	Clerk
166/18	<p>Quotes To receive and approve quotes</p> <p>Replacement office cupboard - To create more space and enable lockable storage by purchase of additional cupboard to replace the two metal filing cabinets is requested small cabinet with shelf and two suspension hanging drawers total £631 from the Community centre EMR.</p> <p>It was resolved to accept quote for cupboard Proposed GC, Seconded RM, all in favour.</p>	Clerk

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167/18	<p>Actual vs Budget To receive the updated actual vs budget figures for the first quarter to 30th June 2018 and the likely reserves at the end of the financial year</p> <p>Report was circulated and the Finance & Policy Committee confirmed that the 1st quarter accounts to June are as anticipated It was resolved to accept the Actual vs Budget report to 30th June 2018 Proposed RM, Seconded MB, all in favour.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Annual budget 2018-2019</th> <th style="text-align: center;">Actuals year to date</th> <th style="text-align: center;">Forecast</th> <th style="text-align: center;">Likely out turn</th> </tr> </thead> <tbody> <tr> <td colspan="5">Summary Revenue Totals</td> </tr> <tr> <td>Total Income (A)</td> <td style="text-align: right;">308,276</td> <td style="text-align: right;">136,429</td> <td style="text-align: right;">173,600</td> <td style="text-align: right;">310,029</td> </tr> <tr> <td>Total Costs (B)</td> <td style="text-align: right;">308,021</td> <td style="text-align: right;">92,419</td> <td style="text-align: right;">214,778</td> <td style="text-align: right;">307,197</td> </tr> <tr> <td>Surplus/deficit (A-B) = S</td> <td style="text-align: right;">255</td> <td style="text-align: right;">44,010</td> <td style="text-align: right;">-41,178</td> <td style="text-align: right;">2,832</td> </tr> <tr> <td colspan="5">Summary S106 Totals</td> </tr> <tr> <td>Total Income (A)</td> <td style="text-align: right;">384,289</td> <td style="text-align: right;">6</td> <td style="text-align: right;">1,558,658</td> <td style="text-align: right;">1,558,664</td> </tr> <tr> <td>Total Costs (B)</td> <td style="text-align: right;">160,323</td> <td style="text-align: right;">22,024</td> <td style="text-align: right;">138,311</td> <td style="text-align: right;">160,335</td> </tr> </tbody> </table>		Annual budget 2018-2019	Actuals year to date	Forecast	Likely out turn	Summary Revenue Totals					Total Income (A)	308,276	136,429	173,600	310,029	Total Costs (B)	308,021	92,419	214,778	307,197	Surplus/deficit (A-B) = S	255	44,010	-41,178	2,832	Summary S106 Totals					Total Income (A)	384,289	6	1,558,658	1,558,664	Total Costs (B)	160,323	22,024	138,311	160,335	
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168/18	<p>Policy for the prevention and detection of fraud To receive and approve the recommendations for acceptance of the policy by the Finance & Policy Committee</p> <p>Policy was circulated and agreed It was resolved to accept the updated policy Proposed GC, Seconded DM, all in favour.</p>																																									
169/18	<p>Freedom of Information Act - Publication Scheme To receive and approve the recommendations for acceptance of the policy by the Finance & Policy Committee</p> <p>Policy was circulated and agreed It was resolved to accept the updated Freedom of Information Act – Publication Scheme policy Proposed GC, Seconded CH, all in favour.</p>																																									
170/18	<p>To approve payment of accounts for July 2018</p> <p>Reports were received It was resolved to approve the payments for July Proposed GC, Seconded MB, all in favour.</p>																																									

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171/18	<p>To receive Clerks Report</p> <ul style="list-style-type: none"> • Clerk met with pre-school to receive an update from the pre-school and issues discussed included relocation of office staff to be based at Community Centre. Some redundancies due to closure of one setting were made Crookham Sunshines continues to thrive. Grant application should make storage of equipment much easier for staff to manage • The bins provided by CCPC located on the open spaces i.e. Tennis, MUGA, allotment are currently being emptied by the council cleaning company. Predominantly this is dog waste litter which is creating a capacity issue and unpleasant smell from the bin store. Extra capacity is required to temporarily store until the weekly bin collection and the Clerk is making inquiries to on additional costs and to put this in place. • Peter Driver Summer event – Thursday 26th July will be running from 12pm until 2pm set up from 10am. Cllrs HB and GS can attend. Additional shelter from gazebos is advised. • Data Protection Policy has been updated and reviewed at Finance & Policy Committee meeting held 17th July. The policy has not been brought to this meeting until the Data Protection Officer role has been confirmed. This is likely to happen at the August Facilities meeting as information has now been received to progress this. • The Community Centre additional CCTV cameras have now been installed and commissioned to include coverage of the NEAP, rear of building and external front entrance of building. • Wheel park and Tennis court CCTV were finally recording live and being monitored by week ending 13th July. Some minor issues remained unresolved at that time i.e. PTZ (Pan, Tilt, Zoom) functionality of the cameras is not yet operational therefore static pictures ONLY are being viewed so if there is an incident the control room cannot zoom in to verify identities etc. Apparently this is a camera software issue and is being dealt with by Baydale. The Clerk visited the control room to see the images and discuss the final arrangements for ongoing maintenance and Data Control issues which will be finalised in the next few weeks. 	
172/18	<p>To receive monthly safety reports</p> <p>Reports were received. Reporting is under development to provide a comprehensive system to record and delegate actions required at the point of the inspection aiming to improve timely repairs when necessary.</p>	

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173/18	<p>To receive monthly crime report</p> <p>Report received – Please see update from PCSO's agenda item 159/18</p>	
174/18	<p>External Bodies Committee attendance</p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <ul style="list-style-type: none"> • FACC presentation from meeting attended by JR on 28/6/18 was circulated • Fleet Link Funders meeting report was circulated attended by JR on 12th July <p>Temporary replacement for Cllr. Collings on external bodies committees were discussed:</p> <p>Cllr. GSa QEB steering committee</p> <p>Viability of Speedwatch within Crookham Park development to be explored before confirmation.</p> <p>Cllr. GC reserve for MOD liaison if not daytime meetings</p> <p>Cllr. CH may be able to attend daytime meetings in the short term e.g. SANG, transport.</p> <p>Other groups to be added to the list include:</p> <p>Wheelpark Working group – contact with public participants to be made</p> <p>Community Plan working group – Cllrs JR and GSa</p>	
175/18	<p>To confirm next meeting dates</p> <p>Hart DC planning meeting: Wednesday 8th August 2018</p> <p>CCPC Planning Meeting: 7.30pm 13th August 2018</p> <p>CCPC Facilities Meeting: 8pm 13th August 2018</p> <p>NO August Full Council Meeting</p> <p>Meeting Closed at 21.37pm</p>	

Signed

Date
