

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 24th September 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), Gill Scott (GS).

Also: Claire Inglis (Clerk)

Cllr. John Bennison (HCC)

Cllr. Peter Collings (HDC)

There were 2 other members of the public present.

176/18	<p>Apologies for absence</p> <p>Michael Burford</p>	
177/18	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 23rd July 2018 It was resolved to accept the minutes as a true record of the meeting held 23rd July 2018 Proposed GC, Seconded GSa, 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 - 13th August & 10th September 2018 It was resolved to accept the minutes of the Planning Committee meetings as a true record of the meetings held Proposed GC, Seconded RM, all in favour.</p> <p>Facilities Committee Meeting - 13th August 2018 It was resolved to accept the minutes of the Facilities Committee meetings as a true record of the meetings held Proposed GC, Seconded DM, 7 in favour, 1 abstention.</p>	
178/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

179/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>Cllrs. GC & RM re Allotment agenda item 186/18 Cllr. CH re Community Centre Officer item 183/18</p>	
180/18	<p>Chairman's Announcements</p> <p>Travelers in area - Numerous reports of travelers moving around the district. Staff have ensured that height barriers to council owned property remain secure.</p> <p>Dragon installation - The Dragon carved by Rob Beckinsale was safely installed on Tuesday 18th Sept. Our thanks to Kompan and Taylor Wimpey for assisting the Clerk in preparing the land and assisting with the transfer to the location.</p>	
181/18	<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 Collings reported</p> <ul style="list-style-type: none"> • The travelers have now left the district. • Attended a Phase 3 development safety inspection at Nepal Gardens following complaints from a resident in the area in relation to pedestrian safety. The inspection took place during the afternoon school run. A report will be available soon but the preliminary findings raise no concerns for this area. • On the 1st October the waste disposal service contract will transfer to Serco. There should be no disruption to service. <p>Cllr Bennison reported</p> <ul style="list-style-type: none"> • Hants CC may cease funding of School crossing patrols with it being made possible for Parish Councils. CCPC requested an indication of cost for providing this service to enable it to consider this in future if there is shown to be a need. • Plans for Watery Lane development are in process but the entrance to the development onto Redfield Lane have not yet been finalised along with the changes to the A287. • Windy Gap plans are due to make changes to this junction potentially to traffic lights but yet to be finalised. • Bourley Road has not yet been taken over by Hants CC but this is anticipated soon. • Flooding has occurred at the top of Beacon Hill Road with run off from the ranges, gulleys are blocked and these jobs are on the list to be dealt with. • Gas main replacement on Reading Road South overran but the further works should not require further traffic lights on the road. • Ewshot Lane 30mph limit should be in place within the next quarter. • Farnborough airshow debriefs provided information that there were more visitors but less cars suggesting greater use of public transport. 	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<ul style="list-style-type: none"> • Flood forum meeting held today should generate a report to be distributed by Hart DC in next 3 weeks with work done to provide an overall view of works needed to Sandy Lane ditch. • Pipeline consultation literature is available in Church Crookham Community Centre foyer with a drop in event hosted at Church Crookham Baptist Church on 1st October to talk to the pipeline team. 	
182/18	<p>Parish Council Vacancy To receive applications for Councillor vacancy and to decide whether to co-opt an applicant to the Queen Elizabeth Ward vacancy</p> <p>Following resignation of Cllr. Peter Collings a vacancy in the Queen Elizabeth ward became available on 16th July and a notice of casual vacancy was displayed from 17th July. No electors requested the vacancy to be filled by election and therefore this can now be filled by co-option. The role was advertised and 1 completed application has been received by the Clerk. The applicant has met with the Chair to discuss the role.</p> <p>Councillors considered the application for the Parish Councillor vacancy. The candidate introduced himself. GC recommended Mr. Michael Thorne for the position of Councillor.</p> <p>It was resolved to appoint Michael Thorne to the Queen Elizabeth Ward. Proposed GC, seconded DM, all in favour.</p>	Clerk
183/18	<p>Community Centre Officer To agree advert, job description and to appoint a working party consisting of Clerk, Deputy Clerk and a member from Staff committee for recruitment to fill officer vacancy</p> <p>Councillor CH left the meeting.</p> <p>Councillors considered the job advert and job description and timeline for recruitment (Advert posted 25th Sept, Closing date for applications 5th October, Interviews to be held 15th/16th October, Appointment confirmed 23rd October) and approved them to be advertised with immediate effect. Councillors agreed the recruitment working party to include Clerk, Deputy Clerk and Cllrs. GC, GSc and RM; duties to include shortlisting candidates for interviews, carrying out job interviews and to agree a recommendation for appointment to Full Council.</p> <p>It was resolved to approve the job advert, job description, recruitment timeline and recruitment working party for the position of Community Centre Officer. Proposed RM, Seconded GC, 7 in favour, 1 abstention.</p> <p>Councillors also discussed and agreed that office staff can claim overtime at the discretion of the Clerk during the recruitment process to fulfill the duties of the role in the interim period until a new replacement can take up the position.</p>	Clerk Clerk

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>It was resolved to approve payment of overtime to office staff at the discretion of the Clerk to fulfill the role of Community Centre Officer in the interim period. Proposed GC, Seconded GSc, all others in favour.</p> <p>The Councillors wished to express their thanks to Jenny for growing the community centre into the thriving place it is today and for all her hard work.</p> <p>Councillor CH rejoined the meeting.</p>	
184/18	<p>Councillor Emails To consider and agree an email protocol for Parish Councillors</p> <p>As part of General Data Protection Regulations, it has been considered appropriate to set up separate emails for councillors to carry out their CCPC communications away from their personal email accounts.</p> <p>The Clerk provided a demo of accessing a new councillor email and how to access the shared drive for meeting files to replace Dropbox. This will give the office control over removing access from internal information when a councillor leaves.</p> <p>This is a nil cost proposal that is easy to manage by the office and is recommended for implementation.</p> <p>Cllrs agreed that this could be a temporary solution in the short term to be reviewed and a decision whether to publish councillor emails made at a later date.</p> <p>It was agreed that the Facilities Officer would discuss email security with an officer at Hart DC before implementing.</p> <p>It was resolved to agree the proposed email protocol and access to files for meetings subject to discussion with Hart DC with immediate effect. Proposed GC, Seconded JR, all others were in favour.</p>	FO
185/18	<p>Data Protection Policy To review the revised policy and consider adoption of new policy post GDPR</p> <p>Data Protection Policy was initially reviewed by Finance & Policy committee however adoption was postponed until the role of the DPO was agreed.</p> <p>As the DPO has now been appointed the wording has been slightly amended to reflect this and suggests including the contact details of the DPO within the policy.</p> <p>It was resolved to adopt the Data Protection Policy v.2. Proposed GC, Seconded RM, all others were in favour.</p>	Clerk
186/18	<p>Allotment Toilet To receive and consider a request from the Allotment Tenants Committee for a temporary toilet facility</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>Allotment tenants have requested a temporary serviced toilet for the site as per the letters to councillors. TW have agreed to bring toilet drainage to the outer boundary of the allotment fence as part of the final construction phase which should be over the next couple of months. Then CCPC will have to consider funding for a toilet and ongoing maintenance thereafter for budget purposes.</p> <p>A temporary toilet on average costs £45-50 per week / £200 per month approx. Currently there is no budget line for additional allotment facilities such as a toilet and allotment costs vs allotment income has been approx. equal on an annual basis since the site opened. Therefore, this would have to be funded from general reserves. Income will increase by approx. £550 next year due to 5p per sq. m rent increase but this would not cover the additional cost of having a temporary solution in the meantime.</p> <p>Cllrs. considered that the site will be quieter over the winter months and that this request whilst denied at the moment will be revisited in six months when more details on a permanent solution will be available. The tenants will be reminded of the outside toilet facility at the Community Centre.</p> <p>It was resolved to deny the request for a temporary allotment toilet to be revisited in six months.</p> <p>Proposed GSa, Seconded GSc, 6 in favour, 2 abstentions.</p>	Clerk
187/18	<p>Orchard Event</p> <p>To receive an update on the Orchard event and authorise any additional requirements</p> <p>The report summarises the order of events for the Apple The event is to be advertised via social media and use of banners around the community to generate interest. Risk assessment is in place.</p> <p>Councillors voiced their support for the event and those able confirmed their attendance. Cllrs. Suggested inviting the scout group to assist at the event. The Clerk agreed to make announcements throughout the event to remind attendees of activities.</p>	Clerk
188/18	<p>Tree at Azalea Gardens</p> <p>To receive a request for removal of a tree on the boundary of council owned land</p> <p>Resident has requested to remove a Goat Willow tree from their fence line backing onto Azalea Gardens Open Space. The tree is not covered by a TPO. Resident has exposed base of trunk to find it is all rotten at bottom. They are aware that removal would be at their cost and seek confirmation from CCPC that this is acceptable.</p> <p>It was resolved that CCPC to confirm to the resident that the tree is not under parish council ownership with no TPO in evidence and if they seek removal it will at the cost of the resident.</p> <p>Proposed GC, Seconded GSc, all others were in favour.</p>	RFO

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

189/18	<p>Tennis To review actions taken and adopt policies to ensure LTA venue minimum standard criteria are met</p> <p>CCPC tennis courts are registered with the Lawn Tennis Association to benefit from the Clubspark system. To enable continued use of the system the LTA have British Tennis minimum safeguarding venue registration requirements for 2018/19 which include:</p> <ol style="list-style-type: none"> 1) Have a safeguarding policy - Standard LTA suggested for adoption 2) Have a Diversity & inclusion policy - Standard LTA suggested for adoption 3) Have a Welfare Officer – Completed task Welfare Officer to be Clerk who has completed Safeguarding training provided by the LTA. 4) Welfare Officer has a DBS – Completed task 5) Annual Risk assessment of the venue - Venue risk assessment DRAFT to be approved Clerk confirmed arrangements for closure of the facility in the event of bad weather where customers can be notified of closure of a venue as at Peter Driver sport ground use of the MUGA. <p>It was resolved to adopt the Safeguarding v.1 and Diversity & Inclusion Policy v.1 and Tennis venue risk assessment v.1. Proposed GC, Seconded HB, all others in favour.</p>	Clerk
190/18	<p>Photographer To agree a budget for hire of photographer to capture images of Church Crookham for use by the Parish Council</p> <p>Clerk has met with one photographer and examples of their work provided. The Promotions and Publicity budget will have approx. £800 spare in the current year and part of this could be used to obtain images to use. Photographer has suggested an hourly rate. The suggested remit could be:</p> <p>"The photographer submits a portfolio of images over the remaining 6 months of the current financial year that represent Church Crookham, from which CCPC will choose a minimum number of images at £x per image having rights over those images to use for website and promotional purposes up to a maximum of £400".</p> <p>Cllrs asked Clerk to seek out other photographers to compare prices and work.</p>	Clerk
191/18	<p>Taylor Wimpey update To receive an update on progress of site issues</p> <ul style="list-style-type: none"> • Play park installations have been progressed with the Phase 3 LEAP being installed. Rectification of the NEAP grass surface and gate opening has been agreed and progress will be monitored. • Multi-use Games Area graffiti removal company has been suggested as an alternative to resurface works where contractor has let TW down. • Land transfer works progress with a mid-October date anticipated. 	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<ul style="list-style-type: none"> • Travel plan coordinator meeting planned for October. Bus route will be of interest and size of potential bus due to layout of roads in development. • Athletics meeting was held with TW and Athletics club which was useful. Club advised to seek pre-application advice on floodlighting. TW to appoint contractor to carry out drainage works. • Pot-holes have been backfilled until topping out of Jubilee Rd takes place in Spring 2019. <p>Cllr Radley requested information on SANGS meeting and Clerk was asked to contact Adam Green to clarify.</p>	Clerk
192/18	<p>Gurkha Interpretation Board To receive current version of Gurkha Interpretation Board for review and comment to progress to a final version</p> <p>Cllrs. reviewed the current version of the board and gave comment. It was agreed to convene a working party meeting to include HB, GSc and MT to review and suggest amendments for a revised version.</p> <p>Cllrs. also suggested that further boards could be installed at various locations around Crookham Park to reflect on the wider heritage of the original site to include the period of Gurkha residency and other military regiments also possibly a timeline.</p>	Clerk
193/18	<p>Southampton to London Pipeline Consultation To review and agree a response to the Pipeline Route consultation</p> <p>The latest phase of the consultation to end on 19th October further details sub-options for the pipeline route that has been proposed and requires a response. There is an opportunity to meet with the pipeline team to discuss further at Church Crookham Baptist Church 1st October 2pm - 8pm.</p> <p>Sub-options to be considered on the route from Crondall to Farnborough includes: D1 Oak Park Golf Course; D2 Fleet Business Park; D3 Beacon Hill Road (i.e. Peter Driver site) and D4 Norris Hill.</p> <p>Sub-option D3b would avoid the majority of the Peter Driver site as this would take the pipeline through the neighbouring plot of land along the boundary of the Vertu site. Thus avoiding potential for significant disruption to the football pitches.</p> <p>It was resolved to submit a response on route sub-option D3 “Church Crookham Parish Council have a preference for route D3b which would avoid the majority of the Peter Driver sports ground site with the potential for less disruption to the well-established and quality football pitches which are utilised by numerous local football clubs and an Athletics Club based at the site. If sub-option D3a was the option chosen Church Crookham Parish Council would have concerns over potential loss of income from it pitches and depriving the local residents of the amenities provided at the site. Restrictions on the timing of the access for the works</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>on site would need to be agreed to provide the least disruption to a football season and athletics season as possible.” Proposed GC, Seconded RM, all others in favour.</p>	Clerk
194/18	<p>Flood Forum To consider and agree any issues to be raised by council representative at the forum on 13th November</p> <p>Cllr GSa is representing CCPC at the next meeting on 13th November. This is an opportunity for parishes to book time for face to face discussions with Hampshire County Council (including Highways), the Environment Agency, Thames Water and Hart District Council to discuss local flooding issues.</p> <p>Therefore, Cllrs to confirm if they wish to receive information from any particular party so the Clerk can book a time slot on behalf of GSa.</p>	Clerk
195/18	<p>Grant Applications To receive and consider approval of grant applications</p> <p>Amount remaining £9,050 from annual grant budget 2018/18. One application has been received from Fleet Town Council & Churches Together Christmas lunch total £100</p> <p>Cllrs. proposed an amount of £200 for the Christmas lunch with Church Crookham residents known to attend. It was resolved to approve the grant application to Fleet Town Council & Churches Together Christmas lunch for £200 Proposed JR, Seconded GSa, all others were in favour.</p>	RFO
196/18	<p>To approve payment of accounts for August & September 2018</p> <p>Reports were received It was resolved to approve the payments for August & September 2018 Proposed GC, Seconded RM, all in favour.</p>	
197/18	<p>To receive Clerks Report</p> <ul style="list-style-type: none"> • Traveler Insurance cover the current insurance policy covers for any damage to property sustained by traveler incursion and any legal costs associated with removal of travelers. However, the insurance policy will not cover the clean up after the event. • Fireworks Insurance cover CCPC public liability section will cover liability to third parties on land that the council owns that is within your area of control. This also applies to any additional land you may take ownership of. With regards to a fireworks event, the policy will not cover any aspect of the fireworks event 	All

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>as standard. It will however cover your liability as owners of the land. Insurers recommend that if residents continue to be allowed to put on a fireworks show that CCPC ensure that the area is fit for purpose and has been appropriately risk assessed for that use. Obviously CCPC shouldn't let large groups of people on to the land if it is full of hidden dangers. Insurers would also recommend that you have a written agreement in place with the organisers that they hold their own liability insurance with a minimum £10,000,000 limit of indemnity and confirming that they will organise the event in line with any relevant health & safety law. If, however CCPC are organising the event a quote to include cover on your policy can be arranged.</p> <p>It was resolved that in the event of the land transfer to CCPC a fireworks display would be permitted with the necessary insurance arrangements and health & safety issues to be held on the Athletics area.</p> <p>Proposed RM, Seconded GSa, 7 in favour, 1 abstention.</p> <ul style="list-style-type: none"> • Public Art Update Delivery of the weather vane is anticipated soon. Dragon installation was successfully achieved – not advertised due to ongoing works in the area. Sensory Garden – Gill Scott and Clerk have met with 2 garden designers to discuss the project and will look to progress a project timeline. Costs will be incurred in obtaining designs so a preferred garden designer may need to be agreed once the project scope is finalised. • GDPR Update Data Protection Policy has been presented to this meeting for adoption. Councillor email protocol is also proposed at this meeting. Data Protection Officer is booked to carry out an audit on 31st October and any final preparations will be made in advance of this meeting but Clerk is confident that most areas have been considered and appropriate actions taken. • CCTV Update Baydale and Meyertech are due to complete the functionality of the PTZ (Pan, Tilt, Zoom) on September 26th which will complete the project and enable the final bill payment to be released to Baydale – held back until complete. Rushmoor monitoring team have required CCPC to provide additional equipment to ensure the security of the internet provision of images across the internet (VPN virtual private network) Cost £326 from the authorised spend of £1,000 for any additional requirements such as this to fully commission. • CILCA Update the Clerk is pleased to report that she has passed two of the five units of the qualification. The third unit is progressing well towards submission for marking. 	
198/18	<p>To receive monthly safety reports</p> <p>Reports received and follow up actions to be summarised.</p>	Clerk
199/18	<p>To receive monthly crime report</p> <p>Report received</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	It was agreed to obtain a report from the local PCSO once every half year to update on local issues	Clerk
200/18	<p>External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Meetings attended summary: Athletics working group HB and GC met along with TW on 12th September (See TW update item above) Fleet Link - Winchester meeting 3rd Sept and local meeting 21st September attended by JR. JR reported that Crookham Village PC will withdraw their support of the Fleet Link service from 2019/20</p> <p>Alms Houses - DM attended 5th September This was DM's first full trustees meeting, although had been involved in interviews for two vacancies in July. All flats are inhabited. A social event had been organised for the residents at Packhouse Antiques in Farnham. Discussed the recent arson attacks and how to protect the bin storage area in the carpark. Financially the Trust is on budget for the year. Annual inspections of the flats will be undertaken in early January 2019. The next trustees meeting will be in March 2019.</p> <p>UPCOMING Flood Forum - 24th September Flood Forum GSa to attend 13th November as above item FACC - GSa & CH to attend 4th October Hounslow 12.30pm to 4pm FACC 8th November 2pm Rushmoor BC GSa HDAPTC 9th October TBC Friends of Azalea - Tuesday 2nd October at Comm Centre to discuss play equipment</p>	
201/18	<p>To confirm next meeting dates</p> <p>Hart DC planning meeting: Wednesday 10th October 2018 CCPC Planning Meeting: 7.30pm 8th October 2018 CCPC Facilities Meeting: 8pm 8th October 2018 CCPC Planning Meeting: 7.30pm 22nd October 2018 CCPC Full Council Meeting: 8pm 22nd October 2018</p> <p>Meeting closed at 21.54</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Signed

Date