

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 22nd October 2018, 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gill Chatfield (GC), Richard Martin (RM); Cristina Harris (CH), Gareth Saunders (GSa), Jenny Radley (JR), Gill Scott (GS), Michael Thorne (MT), Michael Burford (MB).

Also: Claire Inglis (Clerk)

Cllr. John Bennison

There was 1 other members of the public present.

202/18	<p>Apologies for absence</p> <p>Cllrs Moss, Butler & Burford.</p>	
203/18	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 24th September 2018</p> <p>It was resolved to approve the minutes of the meeting Proposed GC, Seconded GSc, 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 - 24th September & 8th October 2018 Proposed RM, Seconded JR, all in favour. Facilities Committee Meeting - 8th October 2018 Proposed GSc, Seconded RM, all in favour. Staff committee - 8th October 2018 Proposed RM, Seconded GSc, all in favour.</p>	
204/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
205/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>Cllrs GC & RM re agenda item 211/18 allotment Cllr RM re agenda item 212/18 school fireworks</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

206/18	<p>Chairman’s Announcements</p> <p>Challengers sent their thanks for the support given by the parish council via a grant and to Cllr GC for visiting the facility.</p> <p>It was confirmed for the annual remembrance service Cllr Chatfield will lay the wreath and Cllr Thorne is to read names of the fallen at the upcoming ceremony.</p>	Clerk
207/18	<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 confirmed that street lighting will be turned off from 1am until 4am as a cost cutting measure in the next financial year.</p> <p>School crossing patrols are also subject to cuts.</p> <p>Cllr Collings updated by email regarding a meeting with Hampshire Highways who have confirmed that the roads through the estate are suitable for buses. Whilst Cllr Collings disagrees with this assessment the matter will be given more time by Highways when the phase 3 safety audit is carried out on all roads.</p>	
208/18	<p>Fleet Link</p> <p>To consider and approve revised funding contribution for 2019/20</p> <p>CCPC are aware that the service is currently subject to a tender process for service provision. CCPC recognises that this type of service is more expensive to run than a commercial bus service whilst also acknowledging that other bus services are subject to cuts. The usage figures do not provide definite Church Crookham user numbers but it is agreed that the service should be better promoted.</p> <p>It was resolved to approve the uplift in service contribution in 2019/20 due to Crookham Village Parish Council no longer supporting the service to £3,737.</p>	Clerk
209/18	<p>Taylor Wimpey Athletics Proposal</p> <p>To receive and decide whether to accept an offer from Taylor Wimpey in relation to the Athletics track</p> <p>Taylor Wimpey offered to provide CCPC funds to the value of the Kestrel contract of approx. £140k with an additional £20k contingency offered on top to adopt the athletics area and take on the project to develop the track.</p> <p>The Athletics working party met to discuss the offer and based on the reasons cited in the report recommend rejection of the offer.</p> <p>It was agreed to reject the Taylor Wimpey offer of early adoption of the athletics area with funding provided by Taylor Wimpey to implement the Kestrel contract</p>	Clerk

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>Proposed RM, Seconded GC, all in favour.</p> <p>Clerk was asked to thank TW for the offer.</p>	
210/18	<p>Speedwatch To nominate roads for a Speedwatch scheme to be assessed for approval by the Police</p> <p>Speedwatch initiative recently lost momentum but the Clerk has emailed volunteers to check they would still like to support the initiative. 1 definite and other responses are awaited from the public.</p> <p>Roads suggested for inclusion at this time: Gally Hill Road, Aldershot Road (full length), Ferndale, Coxheath, The Verne, Sandy Lane and Naishes Lane.</p> <p>PCSO noted that Reading Rd South and Beacon Hill would be excluded due to police coverage in this area.</p> <p>Cllr. Saunders has volunteered to get initiative going with Clerk.</p> <p>Fleet group AGM is due to be held 30th November where Cllrs and volunteers could attend to find out more and look to get initiative off the ground having sought approval of roads listed above.</p> <p>It was resolved to put forward the roads as listed above for inclusion in a Speedwatch initiative within Church Crookham Parish Council. Proposed GC, Seconded RM, all in favour.</p> <p>Clerk also to approach Ewshot and Crookham Village to share resources.</p>	Clerk
211/18	<p>Allotment To receive the quarterly allotment inspection report and approve the recommendations of the report</p> <p>The allotment report was circulated and Cllr. Radley confirmed the inspection process had been carried out effectively.</p> <p>It was resolved to approve the recommendations of the report and issue letters to tenants as suggested. Proposed GSc, Seconded JR, 3 in favour, 2 abstentions.</p>	FO
212/18	<p>School Firework display request To consider a request to allow Tweseldown Infant school firework display team to set off fireworks from the multi-use games area (MUGA)</p> <p>Following a request to use the MUGA to set off a low noise firework night on Friday 7th December Councillors agreed that they could not make a decision as the area is</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>still under Taylor Wimpey ownership whilst acknowledging some concern over the high net installation made by CCPC.</p> <p>It was recommended that the school speak to Taylor Wimpey to request use of their land, suggesting the athletics area. If Taylor Wimpey was to give permission for use of the MUGA, CCPC would request sight of the insurance cover from the company putting on the display on behalf of the school.</p>	Clerk
213/18	<p>Staff Committee Meeting To receive an update from the staff committee meeting held 8th October</p> <p>The Staff committee met and reviewed:</p> <ul style="list-style-type: none"> • Annual appraisal process was completed satisfactorily with all members of staff having completed a review and performance indicators set for 2018/19 • Staffing requirements were reviewed subject to recruitment process for a member of staff and no changes were identified to the current staffing levels • Staff salaries no changes were recommended at this time with recommendations made for the budget process currently underway to be reviewed by full council in due course. 	
214/18	<p>Equal Opportunities Policy To adopt an updated version of the policy as recommended by the Staff Committee</p> <p>Whilst CCPC has an Equal Opportunity Policy this has been developed further to ensure it covers the duty imposed on the Parish Council by Section 149 of the Equality Act 2010.</p> <p>It was resolved to recommend the Equal Opportunities Policy v.2 for adoption to be reviewed every 3 years by F&P committee. Proposed GC, Seconded RM, all in favour.</p>	RFO
215/18	<p>Training & Development Policy To adopt the new policy as recommended by the Staff Committee</p> <p>A new policy was created by the Clerk in the absence of a CCPC policy. The staff committee have reviewed and recommend adoption.</p> <p>It was resolved to recommend the Training & Development Policy v.1 for adoption to be reviewed every 3 years at F&P committee. Proposed GC, Seconded MT, all in favour.</p>	RFO

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

216/18	<p>Annual audit report 17/18 To receive the annual conclusion of audit report</p> <p>No observations were made by the auditors. The audit process was carried out by PKF Littlejohn LLP, the conclusion of audit notice was only just received in time to be published by 30th September, with other councils incurring delays. On the basis that we did receive the notice in time and we had no observations, although we were asked at the last minute for additional information not listed in the documentation sent out by auditors, RFO does not consider it necessary to comment on their performance on this occasion.</p>	
217/18	<p>Internal Auditor appointment To agree to appoint Kevin Rose IAC Ltd to perform the Internal Audit for 2018/2019 and decide the scope of works</p> <p>IAC Ltd also act as Data Protection Officer and the interim audit and GDPR audit are booked for 30th and 31st October. Scope of works to be confirmed.</p> <p>It was resolved to appoint Kevin Rose IAC Ltd to perform the interim audit for 2018/19 Proposed GC, Seconded JR, all in favour.</p>	RFO
218/18	<p>Debtors report To review and agree the debtors report and recommendations of the Finance & Policy Committee meeting</p> <p>Following the Finance & Policy meeting held 16th October the debtors list was reviewed and it was agreed that the aged debt is well managed with the majority being received since issue of the report. Finance & Policy recommend debt write-off of one customer £120 which having discussed the customer's circumstances is not likely recoverable. It was agreed to recommend this debt to be written off with a caveat that any future bookings of new classes obtain payment for the first month up front.</p> <p>It was resolved to agree to write off the debt of Adult Ballet Class of £120 with the caveat that new classes must pay a month in advance. Proposed GC, Seconded GSa, all in favour.</p>	RFO
219/18	<p>Bank Mandate To agree recommendation of Finance & Policy committee to add the Responsible Finance Officer to gain telephone banking access with Santander</p>	

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>It was resolved to approve the bank mandate update with Santander to facilitate easier communication with the bank by the RFO via telephone banking Proposed GC, Seconded GSc, all in favour.</p>	RFO
220/18	<p>S106 Deposit To review and agree the amount and financial institution for redeposit of the Lloyds 12-month fixed term deposit due to mature on 6th November as recommended by Finance & Policy Committee</p> <p>The amount of £252,250 including interest will mature at Lloyds on 6th November. £15,505.43 is required to reimburse general reserves for the high net at tennis courts. £11,090 currently held in S106 HSBC deposit account.</p> <p>It was resolved to accept the recommendation of the Finance & Policy committee to re-invest £202,250 with Lloyds at a rate of 0.9% (same as previous deposit) and to retain £50K in Lloyds deposit account Proposed GC, Seconded RM, all in favour.</p>	RFO
221/18	<p>Grant Applications To receive and consider approval of grant applications</p> <p>3 grant applications were received in the month. Grant budget remaining totals £8,850.</p> <p>British Legion £150 - Field of Poppies project for Remembrance Service It was resolved to approve the grant application of £150 Proposed GC, Seconded MT, all in favour.</p> <p>A suggestion for further fundraising and a location for the Tommy figure was to be put forward by the Clerk.</p> <p>Brendoncare Lunch Club: £1,000 towards ingredients for lunch club for the year A final decision on the grant application was deferred until further information was obtained by the Clerk on alternative means of supporting the group and any potential implications.</p> <p>Mens Shed £6,000 contribution towards foundations for shed It was resolved to approve the grant application of £6,000 with the monies to be released following confirmation of fundraising strategy to avoid pouring of the foundation for the Shed without sight of the fundraising strategy by the organisation. Proposed GC, Seconded MT, all in favour. Mens Shed representatives are invited to next meeting to explain their fundraising strategy to the council.</p>	<p>RFO</p> <p>Clerk</p> <p>RFO/ Clerk</p> <p>RFO</p> <p>Clerk</p>

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

	<p>Electrical works to heating in Community Centre Works approved were carried out and can confirm that the building temps are now more controllable. The toilet area temperature and air exchange is much cooler and effective. Oak hall thermostat is programmable and customers are being approached to understand their requirements (e.g. fitness classes will require it cooler, lunch club will need it to be warm in winter)</p> <p>Tree Management Further to discussions at F&P Committee and update from insurance industry, Clerk to review tree management procedures ahead of tree surveys in 2019.</p>	
225/18	<p>To receive monthly safety reports</p> <p>Reports were received and actions acknowledged.</p>	
226/18	<p>To receive monthly crime report</p> <p>Report was received</p>	
227/18	<p>External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>FACC at Heathrow on 4th October attended by GSa and CH – report received HDAPTC on 9th October Attended by GC report received Hart & Rushmoor Breastfeeding Local Implementation Group 17th October attended by JR -report received Memorial Hall attended by MB minutes circulated.</p>	
228/18	<p>To confirm next meeting dates Hart DC planning meeting: Wednesday 14th November 2018 CCPC Planning Meeting: 7.45pm 12th November 2018 NO November CCPC Facilities Meeting CCPC Planning Meeting: 7.30pm 26th November 2018 CCPC Full Council Meeting: 8pm 26th November 2018</p>	

Signed _____ Date _____
