

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 26th November 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), Debbie Moss (DM), Helen Butler (HB).

Also: Claire Inglis (Clerk)
Cllr John Bennison

There were 4 other members of the public present.

229/18	<p>Apologies for absence</p> <p>Received from Cllr. Burford</p>	
230/18	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 22nd October 2018 It was resolved to approve the minutes of the meeting Proposed GC, Seconded MT, all others in favour.</p> <p>To approve the amended minutes of the Full Council meeting held 24th September 2018 It was resolved to approve the amended September 2018 minutes Proposed GC, Seconded HB, all others 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 - 22nd October & 12th November 2018 Proposed GC, Seconded RM, all others in favour.</p> <p>Finance & Policy - 16th October 2018 Proposed GC, Seconded JR, all others in favour.</p>	Clerk
231/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
232/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>None received</p>	

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233/18	<p>Chairman's Announcements</p> <p>Remembrance service - thanks to Cllrs Debbie Moss and Mike Thorne for representing CCPC at the annual memorial service which by all accounts was extremely well attended. Clerk suggests trialing CCPC mobile speakers at next year's event as the crowds were so large that the volume on the system could not be heard. Clerk to contact British Legion.</p> <p>Crookham Park retail parking - IYP Management Company are in contact with the retail car park freeholder to discuss potential enforcement measures at car park in relation to overnight parking - more details will follow once management company have agreed way to proceed.</p> <p>Hart Foodbank - Received a request from Crookham Park resident for a collection point in foyer leading up to Christmas. Resident will collect and deliver from the centre to Hart Foodbank. This can be advertised via Facebook and amongst hirers. The resident is ready to action if CCPC happy to do so.</p> <p>It was resolved to install a Hart Food bank collection point in the Community Centre foyer for the Christmas period.</p> <p>Proposed GC, Seconded GSa, all others in favour.</p> <p>Southampton to London Project Team meet – Clerk received request from SLP project team to meet face to face with CCPC to discuss project status in relation to the parish. Early in New Year who would like to attend.</p> <p>Clerk to liaise on availability with Cllrs HB, JR and GSa. Cllr JB would like to attend meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
234/18	<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>It was agreed by all councillors to bring forward agenda item 247/18.</p> <p>Cllr JB reported that he had received good reports following the Remembrance service held on Gally Hill Road. Requested that large puddle around memorial be removed if present in future years.</p> <p>Local road closures may be delayed due to Christmas period and delays because of bad weather.</p>	
247/18	<p>Taylor Wimpey update To receive an update on progress of site issues</p> <p>Members of public were present to represent residents on Jubilee Drive in relation to LAP 7. An update had been provided by Taylor Wimpey that the location is being reviewed and the residents are talking to the Technical Director of Taylor Wimpey. Residents requested that if a further planning application was sought by Taylor Wimpey that Church Crookham would support LAP 7 relocation. Councillors agreed that any planning action would be given due consideration by the planning committee Residents</p>	

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	<p>were advised to ensure they are registered to receive planning notifications from Hart DC.</p> <p>ACTION Dragons Park is now open. Clerk to request copy of ROSPA inspection report. Clerk to submit questions to Travel Plan coordinator and to request engagement to encourage residents to take up use of public transport.</p> <p>Cllrs raised concerns over open access to the compound during weekend working as a safety concern.</p> <p>Clerk to chase Taylor Wimpey re allotment drainage pipework.</p>	Clerk
235/18	<p>Charity rates</p> <p>To consider a response to requests for special hall hire rates for charitable fundraising events</p> <p>The Parish Council are in receipt of a request for a preferential hire rate for the use of Oak hall for a fundraising event and consideration of the request was given.</p> <p>It was resolved that the Parish Council would offer in a financial year up to the value of £500 of income for hire of all Church Crookham Parish Council owned assets including Football pitches, MUGA, Tennis Courts and Community Centre facilities etc.</p> <ul style="list-style-type: none"> • To be allocated at the discretion of the Clerk • Upon receipt of proof of Charitable status or a direct fundraising event • On a first come, first serve basis. • Each charity/ fundraiser is restricted to one event per financial year • The fundraiser is required to provide a summary of the success of the fundraising event. • To be reviewed annually at the Annual meeting. <p>Proposed GC, Seconded RM, all others in favour.</p>	Clerk
236/18	<p>National Association of Local Councils Spring conference</p> <p>To consider and approve attendance at NALC Spring conference</p> <p>Booking before 30 November will take advantage of early-bird rates, £210 + VAT member delegate rate. Clerk is interested in attending due to potential for pressure for local services provision required by parish councils in future.</p> <p>It was resolved to book a place for the Clerk to represent Church Crookham Parish Council at the NALC Spring conference at the preferential rate of £210 plus VAT.</p> <p>Proposed GC, Seconded MT, all others in favour.</p>	Clerk
237/18	<p>Hampshire Association of Local Councils AGM</p> <p>To receive an update from the attendance at the HALC AGM</p> <p>Clerk confirmed attendance at the HALC AGM held in early November and reported on the potential access to the Hampshire County Council Investment Fund. It was agreed to meet with one of the fund managers from Hampshire CC to discuss local issues and</p>	

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	<p>where access to the fund might be possible to support Parish Council initiatives. Cllrs JR and GSa to be involved.</p> <p>Clerk to confirm Cllr availability and set up meeting.</p>	Clerk
238/18	<p>Men's Shed update To receive a fundraising update from the Men's Shed and consider whether there is an alternative funding method from CCPC to support the installation</p> <p>A representative from the Men's Shed gave a fundraising update. Currently the charity has £18k towards the building which excludes the £6k grant from the Parish Council. Men's Shed were pleased to receive a total of £9,200 from the local Co-Op shops. A grant has been submitted to the National Lottery Fund for £75k and they have reached the second stage of the committee decision making process.</p> <p>Original cost estimations have been revised and the builder of Yateley Men's Shed has provided a quote for the building ONLY of approx. £35k plus VAT. Additional cost such as electrics to bring the building into use would create a total build cost of approx. £48k plus VAT therefore leaving £24k before VAT to find. Current annual income from membership (21 members at present) and the Hart Lottery Fund is approx. £2,400 which could support running costs such as a lease on a building.</p> <p>Cllrs agreed to set up a working party with members from the Men's Shed to discuss potential funding of a Shed which would then be a Parish Council owned facility. Meeting to be arranged early January.</p>	Clerk
239/18	<p>S106 Hart DC Projects To consider suggestions for S106 projects within Crookham Park and to set up a working party to agree proposal to Hart District Council</p> <p>Hart DC have informed the Parish Council that it is holding £19,946 S106 monies on its behalf. Clerk awaits confirmation on any constraints that would be placed on CCPC in funding a project in terms of location within the parish. To prevent this £20k going back to the developer the Parish Council needs to respond to Hart DC by 31st January 2019 by providing an associated project and spending plan.</p> <ol style="list-style-type: none"> 1. The funds can only be spent on new capital projects related to the provision of parish leisure or open space. 2. The funds cannot be used for general maintenance or renewal. 3. The need to spend the funds has to be supported by some form of evidence to demonstrate that the use of the funds is needed to enhance the open space or leisure infrastructure as a result of the development that has taken place. <p>A working party was agreed with Cllrs. MT, RM, HB, GSc and GC (DM as a reserve). Meeting to be set up early January with Men's Shed.</p>	Clerk

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240/18	<p>Hart Youth Forum To receive a request to support a new Hart Youth Forum</p> <p>CLlr Peter Wildsmith of Fleet Town Council is seeking support from each local council to support an initiative to set up a Hart Youth Forum to give young people across the Hart district a voice and platform to air the views on what they would like to see as well as their concerns in a non-political environment. CLlr Wildsmith is not seeking financial assistance but the time from a Councillor who would be willing to come along to listen to the views of the young people of HART at pre-organised events. The aim would be to kick this off at the start of 2019.</p> <p>I would also welcome the local parish councils being able to offer the use of their facilities for these events.</p> <p>CLlrs CH and JR would like to be involved. Clerk to put them in touch with CLlr Wildsmith.</p>	Clerk						
241/18	<p>Hart District Council - Public Space Protection Order Dog control To agree a response to HDC in relation to CCPC owned public space</p> <p>CCPC do not have a contract with Hart DC to patrol areas for dog nuisance issues. Previously there was a contract in place but it was felt that it was not good value for money for the service provided and data forthcoming.</p> <p>CCPC currently provide access to dog poo bags at Azalea and Peter Driver sports ground. CCPC have had minimal complaints about dog fouling at its currently owned sites.</p> <p>Will irresponsible dog owner pay any notice to PSPO signs? There is no indication of how this will be enforced and by whom and at what cost. Clerk has asked Hart DC for an indication on this.</p> <p>Possible control measures</p> <ul style="list-style-type: none"> a) Dogs to be on lead in some areas / or when certain events are taking place (e.g. pitches for sport) b) Dogs to be excluded from certain areas (e.g. fenced play parks) c) Restrictions to certain places at certain times d) Restrictions on number of dogs that can be walked/ exercised by an individual e) Offence if a person in charge of a dog fails to remove and suitably dispose of its faeces <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">Area</th> <th style="width: 20%; text-align: center;">Preferred Dog Control measure</th> <th style="width: 50%; text-align: center;">Additional comments – below listed current use (presumed in some cases)</th> </tr> </thead> <tbody> <tr> <td>Sian Close</td> <td style="text-align: center;">e</td> <td>Most likely used by residents of Sian Close ONLY</td> </tr> </tbody> </table>	Area	Preferred Dog Control measure	Additional comments – below listed current use (presumed in some cases)	Sian Close	e	Most likely used by residents of Sian Close ONLY	
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	Peter Driver Sports Ground Football pitches	c, d, e	Open space with grass pitches used at weekends	
	Peter Driver Sports Ground Five a side pitch	b, e	NO DOGS ALLOWED	
	Lynwood	e	Path through woodland access to Azalea dogs currently allowed off lead here	
	Azalea Play park	b, e	NO DOGS ALLOWED	
	Azalea Open Space	d, e	Dogs freely let off leads here and dog bags provided by CCPC	
	Crookham Park Play parks, Wheel park, Tennis, MUGA and Orchard Athletics (assume becomes a fenced area)	b, e b, d, c, e	NO DOGS ALLOWED	
	Crookham Park Open Spaces	d, e		
	Council owned footpaths	a, e		
	<p>It was resolved to submit the suggested dog control measures to Hart DC as per the above table.</p> <p>Proposed GC, Seconded RM, all others in favour.</p>			Clerk
242/18	<p>SANG meeting To agree representation and to submit comments prior to meeting</p> <p>Clerk has begun to compile comments re the SANG for an anticipated meeting in February. Cllrs JR, MT and (CH as reserve) to attend SANG meeting planned for February. Cllr JB would also like to be included in the meeting. Clerk to liaise on availability and collate issues to address at meeting including dog control and livestock grazing.</p>			Clerk
243/18	<p>Terms of Reference for all committees To recommend a change to committee Terms of Reference to enable a councillor to nominate a stand in councillor</p> <p>The Clerks forum highlighted concerns from Clerks that some meetings may become inquorate due to councillor absence. To enable a meeting to still go ahead it has been suggested that Terms of reference allow for a councillor on a committee to request a councillor not on the committee to attend the meeting to allow it to remain quorate.</p>			

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	<p>It was resolved to amend the Terms of Reference for all committees as below: "Chair or Vice-Chair of the X committee can nominate a non-member of the committee to attend a X committee meeting in the absence of one of its members" Proposed GC, Seconded RM, all others in favour.</p>	RFO
244/18	<p>General Data Protection Regulations To receive the GDPR audit report and agree outcomes to be actioned</p> <p>The GDPR Audit report and its recommended actions and timeline were circulated amongst Councillors.</p> <p>It was resolved to accept the recommendations and the proposed timetable for actions of the GDPR Audit report. Proposed GC, Seconded DM, all others in favour.</p>	Clerk
245/18	<p>Internal Audit report To receive the internal audit report and agree outcomes to be actioned</p> <p>The Interim Audit report and its recommended actions were circulated amongst Councillors.</p> <p>It was resolved to accept the recommendations and actions arising from the Interim internal audit. Proposed GC, Seconded DM, all others in favour.</p>	RFO
246/18	<p>Treasury Policy To agree a recommendation to amend the Treasury & Investment Policy and delegate authority to the Clerk to complete any follow up actions</p> <p>At a recent Society of Local Council Clerks conference, Clerk and RFO met with Council and Churches Local Authority Investment management company to discuss further the potential for investment of S106 monies over longer term periods to ascertain it would comply with the S106 agreement. Reassurance has been gained that the income derived from the investment does not get restricted for capex expenditure but will be revenue expenditure. In light of this CCPC recommend a change to the Treasury & Investment Policy and to send notification to Taylor Wimpey following meeting of 13th November to acknowledge this meets the requirements of the S106 agreement.</p> <p>In light of significant S106 monies still due from Taylor Wimpey that will become available for investment, councillors should familiarise themselves with the financial products offered by CCLA to enable them to make an informed future decision on investment of the funds by the Parish Council.</p> <p>It was resolved to accept amendment to the Treasury & Investment Policy v.6</p>	

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	<p>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:</p> <ul style="list-style-type: none"> ○ Deposit accounts ○ Business bonds ○ CCLA products i.e. Public Sector Deposit Fund and Local Authority Property Fund <p>Proposed RM, Seconded MT, all others in favour.</p> <p>RFO to circulate information on CCLA products to councillors.</p>	RFO
248/18	<p>Community Transport Services Tender To appoint a representative to the Community Transport Tender panel and agree to sign to the Confidentiality agreement</p> <p>As part funders of the Community Bus Service, the current contract is out for tender and a representative from CCPC is required to evaluate the tenders. The Clerk is to confirm that upon signing of the Confidentiality agreement that the Parish Council as a whole will have access to the information to enable it to form a consensus on the submitted tenders. Cllr JR will attend the tender meeting whilst seeking support from RM in evaluating the tenders.</p>	Clerk
249/18	<p>Grant Applications To receive and consider approval of grant applications</p> <p>Brendoncare application – Following deferral of a decision at October additional information was received by Councillors to inform their decision. 15/16 No application 16/17 £1,320 To contribute towards lunch club food 17/18 £1,220 Contribution to volunteer expenses and enable provision of a full activities programme</p> <p>Application this year is total £1000 - contribution towards food costs this year Club benefits from mid-week reduced rate hire of Oak hall which is available Tues-Thurs 1pm - 3pm as part of their booking covers this time period 50% reduced rate per hour.</p> <p>It was resolved to approve the grant application of £1,000 for a contribution towards food costs. Proposed GC, Seconded GSa, all others in favour.</p>	RFO
250/18	Start of Closed Session	

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	<p>Community Centre Officer To confirm that a matter is closed to the public and to receive a recommendation from the Staff Committee to appoint a Community Centre Officer and confirm commencement arrangements.</p> <p>It was resolved to appoint Rebecca Reilly to the role of Community Centre Officer as recommended by the Staff Committee, details as per the Closed Session Minute. Proposed GC, Seconded GSc, all others in favour.</p> <p>End of Closed Session</p>	
251/18	<p>Quotes To receive and approve quotes for works required</p> <p>Kitchen tap - More than replacement washer therefore needs replacing and bathroom taps require tightening Total £275</p> <p>Laurels and Mulch - To replace lost laurels due to dry summer to line car park edge and mulch all car park beds - Revised price £234 Laurels, Mulch £117 Total £351</p> <p>Gym equip contract - To confirm contract to annually maintain Gym equipment to ensure moving parts inspected and minor repairs included as part of contract with company that installed it Total £747</p> <p>It was resolved to accept all quotes as listed above. Proposed GC, Seconded GSc, all others in favour.</p>	Clerk
252/18	<p>To approve payment of accounts for November 2018</p> <p>Payments of accounts for November were circulated and queries answered.</p> <p>It was resolved to approve the November 2018 payment of accounts report Proposed GC, Seconded RM, all others in favour.</p>	RFO
253/18	<p>To receive Clerks Report</p> <ul style="list-style-type: none"> • Graffiti was notified to office from around development and also discovered at Wheel Park. Promptly removed by Facilities Officer. CCTV review did not shed light on culprit as window of time too large (i.e. when last known not to be there to when discovered) and also on the ramp partially hidden from view of camera. • Staff have been working extra hard to cover Community Centre Officer role with a significant booking that has come in from a new dance school. This has been time consuming to set them up with all the hours they have requested and ensuring that bookings into 2019 are correctly reflected in the system. Also a lot 	

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	of work has gone in to automation of the process for bookings to streamline the process in time for the new team member.	
254/18	<p>To receive monthly safety reports</p> <p>Reports were received and actions being carried out</p>	
255/18	<p>To receive monthly crime report</p> <p>Report received</p>	
256/18	<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> <p>Reports were received from Councillors in attendance of external committees since last meeting</p> <ul style="list-style-type: none"> • War Memorial hall committee minutes • FACC meeting attendance • Flood Forum • Passenger Transport Forum with information on Stagecoach no. 7 service to be circulated. 	
257/18	<p>To confirm next meeting dates</p> <p>Hart DC planning meeting: Wednesday 12th December 2018 CCPC Planning Meeting: 7.30pm 10th December 2018 CCPC Facilities Meeting: 8pm 10th December 2018 CCPC Planning Meeting: 7.45pm 14th January 2019 NO Facilities Meeting January 2019 CCPC Planning Meeting: 7.30pm 28th January 2019 CCPC Full Council Meeting: 8pm 28th January 2019</p> <p>Meeting closed at 22.03pm</p>	

Signed _____ *Date* _____