

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

**Date and Time:** Monday 28<sup>th</sup> January 2019, 8.00pm

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

**Present:**

Councillors: Richard Martin (RM) Chair; Cristina Harris (CH), Gareth Saunders (GSa), Jenny Radley (JR), Michael Thorne (MT), Debbie Moss (DM), Helen Butler (HB).

Also: Claire Inglis (Clerk)  
 Cllr John Bennison  
 Cllr Chris Axam  
 Cllr Peter Collings

There were no other members of the public present.

001/19	<p><b>Apologies for absence</b></p> <p>Apologies were received from Gill Chatfield and Gill Scott.</p>	
002/19	<p><b>To approve minutes of previous meetings</b></p> <p>To receive and approve as a correct record the minutes of the Full Council Meeting including Closed Session Minute held on 26th November 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 - 26th November, 10th December 2018 and 14th January 2019          Finance &amp; Policy - 14th January 2019          Facilities Committee Meeting - 10th December 2018</p> <p><b>It was resolved to approve the minutes of the meetings held          Proposed RM, Seconded GSa, all others in favour.</b></p>	
003/19	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
004/19	<p><b>Declaration of interest</b> - relating to any item on the agenda.</p> <p>None received</p>	
005/19	<p><b>Chairman’s Announcements</b></p> <p>First Aid course is booked for Monday February 18<sup>th</sup> Councillors to confirm attendance.</p>	All

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006/19	<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>Cllr Collings reported that the School crossing patrol role on Sandy Lane is not likely to be replaced. There is evidence of a job advert for this vacancy and it was agreed to seek clarity on the future of this role.</p> <p>Cllr Collings also reported that senior management at TW are seeking to remove LAP 7 and a new location will be going in as a planning application. CCPC commented that any planning application will be considered by CCPC as a consultee in the usual manner.</p> <p>Cllr Bennison reported that County budgets are being considered at Cabinet on Friday 1<sup>st</sup> February and agreed at Council in mid-February. Council tax band D is likely to increase by £35.91 a 2.99% increase.</p>																								
007/19	<p><b>Actual v Budget 2018/19</b></p> <p>To receive the actual vs budget figures at the end of the 3rd quarter and to decide whether to accept the recommendations of the Finance &amp; Policy Committee at its meeting held 14th January, 2019 for movements to the ear marked reserves.</p> <p>The actuals versus budget figures for the end of the third quarter 2018-19 are shown in summary in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">REVENUE - Summary Totals</th> <th style="text-align: center;">Annual Budget 2018 - 2019</th> <th style="text-align: center;">Actual year to date</th> <th style="text-align: center;">Forecast</th> <th style="text-align: center;">Likely out- turn</th> <th style="text-align: center;">Variance</th> </tr> </thead> <tbody> <tr> <td>Total income (A)</td> <td style="text-align: right;">£ 308,276</td> <td style="text-align: right;">£ 295,386</td> <td style="text-align: right;">£ 21,590</td> <td style="text-align: right;">£ 316,976</td> <td style="text-align: right;">£8,700</td> </tr> <tr> <td>Total expenditure (B)</td> <td style="text-align: right;">£ 309,161</td> <td style="text-align: right;">£ 200,106</td> <td style="text-align: right;">£ 67,941</td> <td style="text-align: right;">£ 268,047</td> <td style="text-align: right;">£41,114</td> </tr> <tr> <td>Surplus/deficit (A-B)</td> <td style="text-align: right;">£ -885</td> <td style="text-align: right;">£ 95,280</td> <td style="text-align: right;">-£ 46,351</td> <td style="text-align: right;">£ 48,929</td> <td style="text-align: right;">£49,814</td> </tr> </tbody> </table> <p><b>Precept:</b> General reserves at 31<sup>st</sup> December 2018: £205,427 represented by: £113,830 Year start Reserves £91,597 Current Year Fund</p> <p>At 31<sup>st</sup> December the likely out-turn is showing a surplus of income over expenditure of £48,929.</p> <p>Variance £8.7k explained by</p> <ul style="list-style-type: none"> <li>• £8k approx. increase in Community Centre Income due to an increase in bookings,</li> <li>• £1k increase in bank interest received due to higher interest rates.</li> </ul>	REVENUE - Summary Totals	Annual Budget 2018 - 2019	Actual year to date	Forecast	Likely out- turn	Variance	Total income (A)	£ 308,276	£ 295,386	£ 21,590	£ 316,976	£8,700	Total expenditure (B)	£ 309,161	£ 200,106	£ 67,941	£ 268,047	£41,114	Surplus/deficit (A-B)	£ -885	£ 95,280	-£ 46,351	£ 48,929	£49,814
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	<p>Variance £41.1k explained by</p> <ul style="list-style-type: none"> <li>• £25k underspend of Admin Costs: <ul style="list-style-type: none"> <li>- £5K budgeted for Outreach Worker not used.</li> <li>- £7K budgeted for Election Services but not spent as no election was required,</li> <li>- £4k underspend of Parish Events</li> <li>- £9k general underspend over various budgets codes</li> </ul> </li> <li>• £2k underspend on Peter Driver Premises</li> <li>• £3.5k underspend on Tennis Court Expenditure,</li> <li>• £4.5k underspend on Grounds Maintenance</li> <li>• £8k underspend on Community Centre running costs – including Gas costs forecast to be £3K under budget due to improvements made to heating system.</li> </ul> <p><b><u>S106:</u></b>  Income = bank interest received  Cash receipts = S106 funds due from TW, unlikely to receive all S106 monies this financial year. £702,798 banked in Jan 2019, leaving £849,860 due.  Expenditure = employment, insurance contributions, grounds maintenance and general maintenance.</p> <p><b>It was resolved to approve the Finance &amp; Policy Committee proposed Ear Marked Reserves movements as detailed below:</b></p> <ul style="list-style-type: none"> <li>• <b>Move any general reserve in excess of £114,000 as follows:</b></li> <li>• <b>£2k Improved parish signage &amp; gateways</b></li> <li>• <b>Up to £40k New EMR for Men's Shed build {this will provide Men's Shed with the certainty to proceed with a longer term neutral cost to the Parish via a long term lease of the building with CCPC retaining the asset for alternative use if required}</b></li> <li>• <b>£1,568 remainder of Azalea Park improvement EMR move to general reserves following completion of path project</b></li> <li>• <b>Any further excess in general reserve to be added to Peter Driver Improvements EMR.</b></li> </ul> <p><b>Move any unspent project costs to the following EMRs:</b></p> <ul style="list-style-type: none"> <li>• <b>£2k Defibrillator (new EMR)</b></li> <li>• <b>£1k to Highways and Transport services EMR</b></li> <li>• <b>£1k to Improved Parish Signage and Gateways EMR.</b></li> <li>• <b>£2.5k to Community Speed Watch budget to a new EMR to allow the project to be started in 19/20</b></li> </ul> <p><b>Proposed RM, Seconded GSa, all others in favour.</b></p>	RFO
008/19	<p><b>Budget 2019/2020</b></p> <p>To receive the budget as recommended by the Finance &amp; Policy Committee at its meeting held 14th January, 2019 and decide whether to approve or make any final amendments prior to its approval.</p> <ul style="list-style-type: none"> <li>• The draft 3-year forecast was discussed at Finance &amp; Policy Committee.</li> <li>• The layout has been changed slightly to give a sub-total of income over expenditure before expenditure on projects and movements to EMRs – giving a clearer idea of the costs of running the parish.</li> </ul>	RFO

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CCPC Income & Expenditure	Budget 18/19	Forecast 18/19	Budget 19/20
Income	308,276	316,976	311,124
Expenditure	(246,021)	(205,144)	(259,489)
<b>Grand Total</b>	<b>62,255</b>	<b>111,832</b>	<b>51,635</b>
<b>Project costs and EMR movements</b>			
Project	(4,000)	(4,903)	(33,400)
EMR	(58,000)	(58,000)	(18,000)
<b>Grand Total</b>	<b>(62,000)</b>	<b>(62,903)</b>	<b>(51,400)</b>
<b>Summary of above</b>			
Income	308,276	316,976	311,124
Expenditure	(246,021)	(205,144)	(259,489)
Project	(4,000)	(4,903)	(33,400)
EMR	(58,000)	(58,000)	(18,000)
<b>Grand Total</b>	<b>255</b>	<b>48,929</b>	<b>235</b>

The following amendments were introduced following Finance & Policy committee meeting and are reflected in the totals provided:

- Councillor training budget should be reduced to £500 per annum
- Community Grants budget to be increased to £20,000 per annum
- Possible new bus service budget of £4000 per annum to be removed in 2019/20 and 2020/21
- £2000 to be added to Highways and Transport Services EMR in 2020/21
- A project cost of £1000 for a community plan to be added in 2019/20 and repeated every five years.
- Add a Total Expenditure line to the spreadsheet
- Show transfers to General Reserves.
- Add project of extension to skate park for younger children once costs have been established

**It was resolved to approve the budget as recommended by Finance & Policy Committee as per the figures above.**

**Proposed RM, Seconded JR, all others in favour.**

009/19

**Precept 2019/2020**

To receive a proposal from the Finance & Policy Committee at its meeting held 14th January, 2019 to remain at the same band D level (£53.80) as per prior year and to submit a request to Hart District Council for £222,274.16.

The Precept submission form was completed to reflect the Budget figures as presented and approved in agenda item 008/19. Hart DC has proposed a tax base of 4131.49 for 2019/2020 which with a Band D of 53.80 would provide a precept of £ 222,274.16.

Based on the budget proposal in the previous agenda item the Precept request is appropriate.

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	<p>Longer term the Parish Council may look to factor in a 1% increase per annum in subsequent years.</p> <p><b>It was resolved to approve the Precept form and it was signed as required for submission to Hart District Council.</b>  <b>Proposed GSa, Seconded MB, all others in favour.</b></p>	RFO
010/19	<p><b>S106 deposits</b>  To receive a proposal as recommended by the Finance &amp; Policy Committee at its meeting held 14th January 2019 following review of maturing S106 deposits</p> <ul style="list-style-type: none"> <li>• Finance &amp; Policy Committee considered what action to take in relation to the maturing business bond £241k (Santander 0.5%) and fixed term deposit £304k (Lloyds 0.8%).</li> <li>• In addition to these maturing amounts an additional £703k was received from Taylor Wimpey in December 2018</li> <li>• Current investment amount to consider £1.2k bearing in mind £36k of S106 monies is held in cash</li> <li>• £800k remains to be paid by Taylor Wimpey in the next 12 months</li> <li>• £100k annual costs are anticipated for 2019/20</li> </ul> <p><b>It was resolved to accept the recommendations of the Finance &amp; Policy Committee as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. To deposit £600,000 each with both Lloyds and Santander on either 3-month or 6-month fixed term deposit, subject to best available interest rate, the strategy to be confirmed by email consensus.</b></li> <li><b>2. To appoint James Ryan Thornhill as in Independent Financial Advisor to assess the suitability of CCPC to invest with CCLA.</b></li> <li><b>3. That the report from the IFA should be referred to the next Finance &amp; Policy meeting in April 2019 or at a Full Council meeting depending on when the report is produced and the length of fixed term deposits.</b></li> </ol> <p><b>Proposed RM, Seconded MB, all others in favour.</b></p>	RFO
011/19	<p><b>Hart District Council S106 Spending Intention</b>  To agree S106 spending intention letter to be submitted to Hart District Council</p> <p>Hart District Council asked local parishes to submit spending intentions for S106 monies held by them for Parish projects. A draft letter was circulated to Councillors for agreement to request the S106 monies for the Men's Shed project. Further to agreement of the Budget under agenda item 008/19 the letter content was agreed.</p> <p><b>It was resolved to submit the letter to Hart District Council to request the £4,400 S106 held by them for Church Crookham Parish related projects.</b>  <b>Proposed RM, Seconded MB, all others in favour.</b></p>	Clerk
012/19	<p><b>Southampton to London Pipeline (SLP)</b>  To receive an update following meeting with SLP Team held 16th January 2019 and agree how to proceed</p>	

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	<p>Project is planned for 2021 with a full planning application process due to start in the 2<sup>nd</sup> quarter of 2019.</p> <p>Councillors received an update in relation to the more refined pipeline route through Church Crookham.</p> <p>Peter Driver Sports Ground will be impacted and part of the football pitches are shown within the “Limits of Deviation” for the pipeline route.</p> <p>SLP team are seeking Voluntary agreements with landowners and the Parish Council are in receipt of an Offer of terms.</p> <p>It was agreed that the Clerk would progress the voluntary agreements with the SLP team to appoint solicitor and contractor to review site.</p>	Clerk
013/19	<p><b>Taylor Wimpey update</b> To receive an update on progress of site issues</p> <p>Councillors Chatfield, Moss and Martin met with Taylor Wimpey to receive an update on site issues.</p> <p><b>LAP 7 update</b> -TW have written a report for consideration by Hart DC summarising possible alternative locations. CCPC’s position is such that any proposal for relocation would be subject to a formal planning application which would be considered by both CCPC as a consultee and Hart DC in the usual manner.</p> <p><b>Other area installations</b> - Kompan are back on site week ending 31<sup>st</sup> Jan and this will be discussed then. The compound fencing is being moved to enable LAPs 12 &amp; 14 to be installed whilst Kompan are on site. Boyce Road LAP is yet to be completed.</p> <p><b>Removal of container from overflow car park</b> - Kompan due to move this to the TW compound when back on site</p> <p><b>NEAP gate and grass</b> - Apex reviewed grass coverage in NEAP – Clerk to follow up with them. Kompan to install correct gate. Apex to reinstall bin at Dragon Park</p> <p><b>Land transfers/ S106 monies</b> - Clerk met with Apex and TW Wednesday 23<sup>rd</sup> and issues are due to be progressed in the next couple of weeks.</p> <p>Awaiting final legals Clerk to write letter of undertaking for outstanding issues TW to chase final paperwork for signing of Legal transfer of current tranche of land Clerk agreed to assess the remaining areas of land to commence discussions re final land transfer to enable this to happen before anticipated pull off of site by Taylor Wimpey in June 2019.</p> <p><b>Travel Plan Co-ordinator</b> – Clerk to establish a clear picture of the work carried out by the Travel Plan Co-ordinator to report back to Council.</p> <p><b>MUGA and Athletics Track</b> - Taylor Wimpey are meeting with Kestrel to discuss Athletics track works commencement and to appoint them for MUGA resurfacing. Clerk to follow up following this meeting</p> <p><b>Compound adjacent to Community Centre</b> - Works commenced – drop kerb to remain – Clerk commencing planning application process for potential overflow car park.</p> <p><b>SANG Meeting</b> - Report to follow 5<sup>th</sup> Feb</p> <p><b>Allotment drainage and toilet drainage timing update</b> Road topping out / Allotment access road repair timing update</p>	Clerk

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	<p>Delay to final plot in last phase from which drainage will be connected is now due to be built. Clerk to follow up with TW w/c 28<sup>th</sup> January. Clerk to include planning application for toilet with Men's shed additional planning application.</p> <p>Devines are back on site w/c 28<sup>th</sup> January and TW to ensure that Naishes Lane access to allotment works commence. Path to Everest tarmac to be completed.</p> <p>Topping out and final road configuration works are also being agreed and commenced as appropriate depending on construction traffic levels close to conclusion of building on site.</p>	
014/19	<p><b>Hampshire County Council Investment Fund</b> To receive an update following a meeting with the Investment Fund team from Hampshire County Council</p> <p>Cllrs Radley and Saunders met with representatives from HCC. HCC considered that there were opportunities that CCPC could explore in accessing the investment fund and the team would look to follow up on:</p> <ol style="list-style-type: none"> <li>1) Village Agent scheme – to link CCPC to a village agent scheme that may be able to signpost residents with difficulties</li> <li>2) Discuss CCPC issues of engagement in reaching those in need in the Community with the Insight and Engagement team at Hampshire</li> <li>3) Investigate possible training to support the CCPC Community Survey at HALC or Hampshire CC</li> <li>4) Assist in promotion of Volunteering locally</li> <li>5) Investigate other sources of Transport grants</li> <li>6) Introduction to the “Good Neighbours” groups locally</li> </ol>	Clerk
015/19	<p><b>Community Survey</b> To consider next steps for a Community Survey</p> <p>Cllrs Radley and Saunders have been provided with a copy of the results of the Community Plan carried out in 2012. The base data will also be provided.</p> <p>It was agreed that the working party would review the base data and then determine the timeline to progress the survey considering detailing aims, steps to achieve aims, explore access to expertise to assist with the survey, determine means of engagement with public.</p>	RFO/ Working group
016/19	<p><b>Men's Shed update</b> To receive an update on funding of Men's Shed and to consider submission of additional planning application for on-site storage container</p> <ul style="list-style-type: none"> <li>• Provision for the Men's Shed has been made in the budget having received the Actual vs Budget forecast for 2018/19 showing underspend across various budget lines and increased Community Centre income with a potential movement to an EMR for Men's Shed of up to £40k</li> <li>• Men's Shed have also been put through to the third and final round of the National Lottery for their grant request which will be determined at the end of</li> </ul>	

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	<p>February and they will know at the beginning of March if they have been successful.</p> <ul style="list-style-type: none"> <li>• Therefore, this project is likely to commence early in the new financial year by whichever funding route is confirmed.</li> <li>• Men's Shed are currently clearing the Planning conditions of the approval sought for the shed build.</li> <li>• Men's Shed also met with Hart DC to discuss the fence line and storage for the shed facility and following advice of Hart DC are required to submit a separate planning application for the fence and wood clad storage unit.</li> <li>• Following meeting with Taylor Wimpey re Allotment toilet drainage it was considered worthwhile including this facility in this current proposed planning application.</li> <li>•</li> </ul> <p><b>It was resolved to approve up to £1,000 + Vat to progress a planning application including relevant documents for toilet at allotment site and changes as required by Men's Shed</b></p> <p><b>Proposed RM, Seconded JR, all others in favour.</b></p>	Clerk / FO
017/19	<p><b>Additional Overflow Car Park at Community Centre</b></p> <p>To consider submission of planning application for additional overflow car park for Community Centre</p> <ul style="list-style-type: none"> <li>• CCPC have considered installation on an overflow car park to sit adjacent to the Community Centre on the site of the Taylor Wimpey compound.</li> <li>• The car park to be utilised as an overflow ONLY if required for larger events in and around the Community Centre.</li> <li>• The proposal is currently to seek planning permission for a "reinforced" grass area accessible off Gurung Way as per previous access to the compound and protected by a lockable barrier.</li> <li>• Clerk has arranged to meet with Churchill Design a local architect company to provide a quote to design a car park layout and provide the appropriate planning documents for submission to Hart DC.</li> <li>• CCPC to approve expenditure for professional fees up to £1,000 for planning application and appropriate drawings to be taken from the Community Centre Construction EMR which is to be used for the Overflow car park project £19k total held.</li> <li>• In the meantime, discussions continue with TW in relation to works at the compound</li> </ul> <p><b>It was resolved to approve up to £1,000 + Vat to progress a planning application including relevant documents for an overflow car park.</b></p> <p><b>Proposed RM, Seconded MT, all others in favour.</b></p>	Clerk / FO
018/19	<p><b>Key Annual Meeting Dates</b></p> <p>To agree dates for key 2019 meetings and consider ideas for Annual Parish Meeting topic</p> <p>Meeting dates have been established up to and including end of March. Key meetings to be agreed include Annual Parish Meeting of Residents and the Annual Meeting.</p>	CCO



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	<p>Dates agreed are as follows -</p> <p><b>APRIL</b> - Planning and Facilities Monday 8th          Finance &amp; Policy Monday 15th or Tuesday 16<sup>th</sup> TBC          Planning &amp; Full Council Tuesday 23<sup>rd</sup> April</p> <p><b>May</b> - Planning ONLY Tuesday May 7th          Planning &amp; Full Council Annual Meeting Monday 20th May</p> <p><b>APM</b> - Wednesday 8<sup>th</sup> May</p>	
019/19	<p><b>Community Centre Additional Terms &amp; Conditions</b>          To confirm additional Terms &amp; Conditions in relation to provision of Tap dance by hirers</p> <p>Draft Additional T&amp;C's were circulated to Councillors and a consensus agreed on implementation of a damage deposit of £100 to hirers wishing to offer tap dance within the centre. Conditions also included hirer providing suitable covering to protect the centre floor.</p> <p><b>It was resolved to approve the "Additional Terms &amp; Conditions" document to include that hirers must indemnify the Parish Council against any loss it may incur as a result of any damage not exclusive to the insurance excess. To be included in the standard Terms &amp; Conditions also.</b></p> <p><b>Proposed RM, Seconded MB, all others in favour.</b></p>	CCO
020/19	<p><b>Grant Applications</b>          To receive and consider approval of grant applications</p> <p>Grant budget remaining totals £1,600 (£6k committed to Men's Shed).          Two applications have been received this month as detailed below:          (1) £500 Kids Out 2019 Fleet Rotary          (2) £1,916 Fleet Phoenix</p> <p><b>It was resolved to approve £500 Kids Out 2019 Fleet Rotary grant and £1,916 Fleet Phoenix grant with the excess over budget from general reserves.</b></p> <p><b>Proposed JR, Seconded HB, all others in favour.</b></p>	RFO
021/19	<p><b>Quotes</b>          To consider and approve any quotes</p> <p>To purchase equipment to provide Coffee/ Tea for meeting room hire £150          Cabinet required for electrical equipment for defibrillator and Men's Shed electrics £1,200          Lockable switch cover to prevent wall heaters in Oak hall from being switched off £60</p> <p><b>It was resolved to approve the quotes for items listed above</b></p> <p><b>Proposed RM, Seconded MT, all others in favour.</b></p>	CCO FO
022/19	<p><b>To approve payment of accounts for December 2018 and January 2019</b></p>	

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	<p><b>It was resolved to approve the payment of accounts for December 2018 and January 2019.</b>  <b>Proposed MB, Seconded RM, all others in favour.</b></p>	
023/19	<p><b>To receive Clerks Report</b></p> <p><b><u>Speedwatch Update</u></b>  Cllr Saunders attended the Fleet Speed watch team AGM which was also attended by one of the Church Crookham volunteers.  Currently there are 6 volunteers willing to take part and they have been sent a form to complete to be checked by the Police part of the process.  Road names have been issued to the PCSO so the process of checking locations suitable for a Church Crookham speed watch team will be carried out.  Clerk aiming to discuss Speed watch with Ewshot member at the upcoming SANG Meeting to establish any possible partnership.</p> <p><b><u>Staff Updates</u></b>  Full Team- Since January the team has been back up to full strength following the recruitment process. The new Community Centre Officer Becca is settling in well and receiving training in all areas and meeting all the customers.  The new hatch between Reception and the office has been extremely effective in ensuring this role is not isolated and has certainly helped team communication.  <b><u>CILCA</u></b> – Clerk has passed the 3<sup>rd</sup> section of CiLCA – Unit 2 Law &amp; Procedures for Local Councils.  Two units remain:  Unit 4 Finance for Local Councils – Clerk is working on this section currently aiming to complete sometime in February.  Unit 5 Community Engagement.  <b><u>First Aid</u></b> – A First Aid course is being run on Monday 18<sup>th</sup> February 9am – 4pm approx. which will be attended by all staff members and held in Acorn Hall. Spaces available up to 12 people.  Cllrs Moss, Thorne and Radley expressed an interest are they able to attend.  Spaces have also been offered to Men’s Shed and Allotment Committee.</p>	Clerk
024/19	<p><b>To receive monthly safety reports</b></p> <p>Reports were circulated and repairs needed to Rhynomulch at Azalea to be quoted for and carried out.</p>	FO
025/19	<p><b>To receive monthly crime report</b></p> <p>Report was circulated and Clerk provided update from PCSO on investigations into anti-social behaviour and usage of CCTV at Wheel Park.</p>	
026/19	<p><b>District Charter</b>  To consider request for volunteers to join a working group to progress a Hart District Parish Charter</p> <p>Councillors considered the request for a volunteer and will confirm to Clerk their availability.</p>	RFO

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027/19	<p><b>External Bodies Committee attendance</b> To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <ul style="list-style-type: none"> <li>• QEB Steering Committee - Clerk has requested an update on information and whether there is any progress. This will be chased and a meeting called as appropriate.</li> <li>• Speedwatch - See Clerks Report for update. Clerk needs to chase Ewshot.</li> <li>• Athletics Group - await Kestrel contract works commencing before next engagement to establish a timeline for progress when better know.</li> <li>• HDAPTC - Next meeting to be held April</li> <li>• Fleet Link services are set to run funded until 31/March 2021. No updates available on the procurement process for future contracts.</li> </ul> <p>Trip data (small snapshot) was provided: Week 1 (4th – 9th June 2018) Total trips 100 Trips from Church Crookham 24 Week 2 (11th – 16th June 2018) Total trips 120 Trips from Church Crookham 32 Week 3 (18th – 23rd June 2018) Total trips 121 Trips from Church Crookham 21</p> <p>These trips account for 23% of trips undertaken in this 3-week period. This does not indicate how many individual passengers this equates to. It is also worth noting that usage fluctuates throughout the year. CCPC should continue to ask for data on usage of service to inform future budget decisions.</p> <ul style="list-style-type: none"> <li>• Memorial Hall – Minutes were circulated</li> </ul>	RFO
028/19	<p><b>To confirm next meeting dates</b> Hart DC planning meeting: Wednesday 13th February 2019 CCPC Planning Meeting: 7.30pm 11<sup>th</sup> February 2019 CCPC Facilities Meeting: 8pm 11<sup>th</sup> February 2019 CCPC Planning Meeting: 7.30pm 25<sup>th</sup> February 2019 CCPC Full Council Meeting: 8pm 25th February 2019</p> <p>Meeting Closed at 22.07pm</p>	

Signed \_\_\_\_\_ Date \_\_\_\_\_