

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

Init: \_\_\_\_\_

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

**Date and Time:** Tuesday 23<sup>rd</sup> April 2019, 8.00pm

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

**Present:**

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

Also: Claire Inglis (Clerk)

There was 1 member of the public present.

074/19	<p><b>Apologies for absence</b></p> <p>Cllr Burford. Also from Cllr Bennison.</p>	
075/19	<p><b>To approve minutes of previous meetings</b> To receive and approve as a correct record the minutes of the Full Council Meeting 25th March 2019</p> <p><b>It was resolved to approve the minutes of the meeting held</b> <b>Proposed GC, Seconded RM, all in favour.</b></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 March &amp; 8th April 2019</p> <p><b>It was resolved to approve the minutes of the meetings held</b> <b>Proposed RM, Seconded MT, all in favour.</b></p>	
076/19	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
077/19	<p><b>Declaration of interest</b> - relating to any item on the agenda.</p> <p>Cllrs RM &amp; GC declared an interest in agenda item 094/19</p>	
078/19	<p><b>Chairman's Announcements</b></p> <p>None</p>	

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079/19	<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>No comment from member of public present.</p>	
080/19	<p><b>Internal Audit</b> To receive the Internal Auditor report and approve any recommendations.</p> <p>The audit report was circulated. IAC Ltd carried out the internal audit on Friday 12th April following the RBS close down of accounts on Thursday 11th. The audit went well with two minor observations easily resolved. Thanks were passed to the Responsible Finance Officer for a job well done and the hard work that went into the preparation for the audit and year end.</p> <p><b>It was resolved to accept and approve the audit report recommendations. Proposed GC, Seconded RM, all others in favour.</b></p>	
081/19	<p><b>Annual Governance statement 2018/19</b> To review and approve the annual governance statement 2018/19 - Section 1 of the Annual Governance &amp; Accountability Return (AGAR)</p> <p>The Annual Governance statement was circulated and Councillors agreed that the statements made in Section 1 are true and correct.</p> <p><b>It was resolved to approve Section 1 - Annual Governance Statement 2018/19 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the meeting and the Clerk. Proposed RM, Seconded DM, all others in favour.</b></p>	
082/19	<p><b>Statement of Accounts 2018/19</b> To review and approve the statement of accounts 2018/19 - Section 2 of the Annual Governance and Accountability Return (AGAR)</p> <p>A copy of the Statement of Accounts 2018/19 was circulated and the figures contained within were agreed as true and correct.</p> <p><b>It was resolved to approve Section 2 - Statement of Accounts 2018/19 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the meeting. Proposed RM, Seconded GC all others in favour.</b></p>	

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083/19	<p><b>Actual vs Budget</b></p> <p>To review and agree the updated actual vs. budget figures for April 2018 to March 2019 and the reserves at the end of the financial year as recommended by the Finance &amp; Policy Committee.</p>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>REVENUE - Summary Totals</b></th> <th style="text-align: center; padding: 5px;">Annual Budget 2018 - 2019</th> <th style="text-align: center; padding: 5px;">Actual year to date</th> <th style="text-align: center; padding: 5px;">Prepayments &amp; Accruals</th> <th style="text-align: center; padding: 5px;">Year-End Actuals 2018-2019</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Total income (A)</td> <td style="text-align: right; padding: 5px;">£ 308,276</td> <td style="text-align: right; padding: 5px;">£ 316,103</td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px;">£ 316,103</td> </tr> <tr> <td style="padding: 5px;">Total expenditure (B)</td> <td style="text-align: right; padding: 5px;">£ 309,161</td> <td style="text-align: right; padding: 5px;">£ 312,860</td> <td style="text-align: right; padding: 5px;">£ 2,000</td> <td style="text-align: right; padding: 5px;">£ 314,860</td> </tr> <tr> <td style="padding: 5px;">Surplus/deficit (A-B)</td> <td style="text-align: right; padding: 5px;">£ -885</td> <td style="text-align: right; padding: 5px;">£ 3,244</td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px;">£ 1,243</td> </tr> </tbody> </table>		<b>REVENUE - Summary Totals</b>	Annual Budget 2018 - 2019	Actual year to date	Prepayments & Accruals	Year-End Actuals 2018-2019	Total income (A)	£ 308,276	£ 316,103		£ 316,103	Total expenditure (B)	£ 309,161	£ 312,860	£ 2,000	£ 314,860	Surplus/deficit (A-B)	£ -885	£ 3,244		£ 1,243
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<p><b>Income:</b></p> <p>Increase in income due to greater number of bookings at community centre and higher interest rates.</p> <p><b>Expenditure:</b></p> <p>Admin costs £27,385 under budget due to:</p> <ul style="list-style-type: none"> <li>○ no expenditure on outreach worker £5k</li> <li>○ underspend on parish events £3.7k</li> <li>○ no requirement for election services £6.9k</li> <li>○ underspend on promotion &amp; publicity (due to loss of events officer for 3 months) £1k</li> <li>○ underspend on website, license fees and computer hardware £2.8k</li> <li>○ community speedwatch budget not used but moved to EMR for expenditure in 2019/20 £2.5k</li> <li>○ underspend on printing &amp; stationery £0.9k</li> </ul> <p>Despite an overspend on open space maintenance, generally open spaces costs were under budget.</p> <p>Community support was under budget due to £4k not spent on possible new bus service but overspend on Community Grants.</p> <p>Community centre running costs under budget due to underspend on equipment, maintenance and gas.</p> <p><b>S106:</b></p> <p>Income was due to bank interest received</p> <p>Cash receipts was due to S106 funds from developer (£849,860 due in 2019/20)</p> <p>Expenditure was through employment costs, insurance contributions, grounds maintenance and general maintenance.</p> <p><b>It was resolved to accept the Year-end figures as presented</b></p> <p><b>Proposed RM, Seconded MT, all in favour.</b></p>																					

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084/19	<p><b>Debtors Report</b></p> <p>To review and agree the debtors report and recommendations of the Finance &amp; Policy Committee meeting</p> <p>The outstanding debt at 31<sup>st</sup> March 2019 was £10,883.74 This high figure is due to the allotment rental invoices for 2019/20 totaling £5,250, being raised in March 2019 instead of April. Aged debt (Feb and older £1,062 approx.) is being chased by office staff and under-control. No concerns raised by office staff on recovery of aged debt.</p> <p><b>It was resolved to accept the Debtors Report. Proposed RM, Seconded GC, all in favour.</b></p>	
085/19	<p><b>Independent Financial Advisor Report</b></p> <p>To receive the Investment review produced by James Ryan Thornhill (IFA) and to agree any recommendations of the Finance &amp; Policy Committee meeting</p> <p>The Parish Council has been considering management of the S106 funds which need to be managed over the next 20+ years for maintenance of facilities, play parks etc. In doing so it sought independent financial advice relating to use of CCLA investment products.</p> <p>The conclusion of the independent assessment of the suitability of the CCLAs LAPF as a long-term investment by the Parish Council was that the decision to invest by the Council would be properly taken and within its powers and that the investment:</p> <ul style="list-style-type: none"> <li>• is efficiently managed and does not impose significant levels of risk,</li> <li>• has consistently delivered real returns, without imprudently exposing the Council's funds to risk;</li> <li>• is affordable and would not adversely affect the Council's capacity to meeting its commitments as they fall due;</li> <li>• does not unduly restrict the liquidity of the Council's reserves;</li> <li>• matches the Council's intended investment timescale;</li> <li>• is capable of delivering fund growth both by appreciation of assets and by re-investment of dividend income;</li> <li>• delivers variable real income by distributing dividends, paid quarterly;</li> <li>• is prudent insofar as it does not represent a disproportionate element of the Council's reserves;</li> <li>• is broadly not significantly inconsistent with the level of risk acceptable to the Council and with the Council's investment preferences;</li> <li>• the extent of any inconsistency does not render the investment unsuitable;</li> <li>• does not conflict with other considerations mentioned by the Council.</li> </ul> <p>The investment therefore meets the Council's need for an investment offering a reasonable expectation of protecting the long-term value of reserve funds not required for current liabilities, together with a reliable annual yield.</p>	

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	<p>F&amp;P recommend to Full Council that £1 million of S106 funds should be invested in the CCLAs LAPF and that the Treasury and Investment policy should be clarified to prevent any potential future breach.</p> <p>The following change to the Treasury Policy wording is therefore recommended: The statement below should be amended as follows:</p> <p><i>from</i></p> <ul style="list-style-type: none"> <li>o Maximum deposit - A maximum of no more than 50% of total reserves may be deposited with any one financial institution, subject to the appendix.</li> </ul> <p><i>to</i></p> <ul style="list-style-type: none"> <li>o Maximum deposit - A maximum of no more than 50% of general reserves may be deposited with any one financial institution, subject to the appendix.</li> <li>o S106 funds may be considered for other long-term investments.</li> </ul> <p>Also recommended</p> <ol style="list-style-type: none"> <li>1) Lloyds Current &amp; Deposit Account (S106) accounts to be renamed as NOT S106 account any longer – letter to be signed</li> <li>2) Transfer an amount from (HSBC approx. £5k) to Lloyds to create the £100,000 annual forecast S106 expenditure (to be reconciled quarterly and reviewed at year end) as per budget.</li> <li>3) Transfer £220k from Unity bank account to Lloyds to create the 50% of General reserves not held in one financial institution as per the above amended Treasury policy.</li> <li>4) £600k to be invested in CCLA LAPF upon maturity in June of the Lloyds 3 months fixed deposit. Additional £400k investment will be considered depending on discussions with developer over remaining S106 funds due.</li> </ol> <p><b>It was resolved to approve the Treasury &amp; Investment Policy re-wording and actions 1-4 as above.</b> <b>Proposed RM, Seconded GC, all in favour.</b></p>	<b>RFO</b>
086/19	<p><b>Credit Card Limit</b></p> <p>To receive a recommendation to increase the Credit card monthly spend limit including the single transaction limit.</p> <p>Purchase of items achieving best value in some instances are via internet payments rather than invoiced by a company. E.g. this month needed to pay for 2 planning applications and the balance from the prior month transactions was not yet due thus not enough spending capacity on the card.</p> <p>Currently £1000 max balance with £800 in a single transaction limit</p> <p><b>It was resolved to request a credit card limit of £2000 with a £1000 single transaction limit.</b> <b>Proposed GC, Seconded DM, all in favour.</b></p>	<b>RFO</b>

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087/19	<p><b>Grant Application</b> To receive and consider approval of grant applications</p> <p>The 2019/20 annual budget for Community grants is £20,000 budget (excluding Basingstoke Canal contribution of £6,750)</p> <p>An application was reviewed from Victim Support for £100 <b>It was resolved to approve the grant application of £100 to Victim Support and to confirm to them that if the need in Church Crookham was realised as per their application the Parish Council would not object to consideration of a further application.</b> <b>Proposed GC, Seconded MT, all in favour.</b></p>	RFO																									
088/19	<p><b>Public Sector Pay Deal</b> To accept and approve payment of the National Joint Council for Local Government Services pay rates for all Parish Council staff effective 1st April 2019</p> <p>New pay rates have been confirmed by the National Joint Council for Local Government Services set from 1st April 2019. From 1st April 2% has been approved and this pay adjustment is to be approved effective from 1st April 2019 and processed in the April payroll.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: right;">Before pay award</th> <th style="width: 15%; text-align: right;">After pay award</th> <th style="width: 15%; text-align: right;">Increase</th> <th style="width: 25%; text-align: right;">Budget</th> </tr> </thead> <tbody> <tr> <td>Total gross salaries</td> <td style="text-align: right;">£64,861.21</td> <td style="text-align: right;">£66,413.53</td> <td style="text-align: right;">£1,552.32</td> <td style="text-align: right;">£69,820</td> </tr> <tr> <td>Total ERs NI</td> <td style="text-align: right;">£4,020.56</td> <td style="text-align: right;">£4,231.74</td> <td style="text-align: right;">£211.18</td> <td style="text-align: right;">£4,534</td> </tr> <tr> <td>Total ERs pension contribution</td> <td style="text-align: right;">£10,247.08</td> <td style="text-align: right;">£10,493.46</td> <td style="text-align: right;">£246.37</td> <td style="text-align: right;">£9,996</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total increased cost to CCPC pa:</td> <td style="text-align: right;"><b>£2,009.87</b></td> <td></td> </tr> </tbody> </table> <p><b>It was resolved to approve the Public sector pay deal for all staff from 1<sup>st</sup> April 2019</b> <b>Proposed GC, Seconded HB, all in favour.</b></p>		Before pay award	After pay award	Increase	Budget	Total gross salaries	£64,861.21	£66,413.53	£1,552.32	£69,820	Total ERs NI	£4,020.56	£4,231.74	£211.18	£4,534	Total ERs pension contribution	£10,247.08	£10,493.46	£246.37	£9,996			Total increased cost to CCPC pa:	<b>£2,009.87</b>		RFO Clerk
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089/19	<p><b>Taylor Wimpey</b> To receive an update from Taylor Wimpey on site issues</p> <ul style="list-style-type: none"> <li>• CCPC have requested a statement on progress of the Athletics area and Resurfacing works on the Multi-use games area in time to share with residents at the annual parish meeting.</li> <li>• LAP and LEAP installations continue to progress but with report outstanding from Hart DC regarding LAP 7 and therefore way forward not yet known. Clerk reported</li> </ul>																										

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	<p>complaint from resident at Grant Drive re bench, PCSO has been asked for reports on activity in this area before discussing options.</p> <ul style="list-style-type: none"> <li>➤ CCPC still await final paperwork for current land transfer tranche. CCPC discussed if final S106 commuted sums obligations of approx. £850k could be negotiated early on the understanding that responsibility for areas not yet complete (e.g. Athletics) would continue to be managed by developer.</li> <li>• Taylor Wimpey Other: <ul style="list-style-type: none"> <li>➤ Travel Plan coordinator – TW to provide update on discussions from bus journey through development and plans for resident engagement</li> </ul> </li> </ul> <p>Discussions remain ongoing with bus company and route through was trialed and deemed successful. Parking by residents caused minor concern in a couple of locations and appropriate road markings are being discussed with Hants CC to know what might be allowable.</p> <p>CCPC requested an update statement from TPC to provide residents with information on the work being carried out at the upcoming Annual meeting.</p> <ul style="list-style-type: none"> <li>➤ SANG Survey / Website – TW to provide update on SANG website availability and timings on proposed survey</li> </ul> <p>Work continues on the new SANG website which is likely to be issued soon. SANG Survey is likely to take place over the Easter weekend.</p> <ul style="list-style-type: none"> <li>➤ Junction for allotment toilet join works update</li> </ul> <p>Developer will confirm when the works are complete</p> <ul style="list-style-type: none"> <li>➤ Allotment access road works were carried out and completed 16<sup>th</sup> April</li> </ul>	
090/19	<p><b>Men’s Shed Tenancy Agreement</b></p> <p>To receive a Draft Lease agreement with the Men's Shed for approval</p> <p>Draft version of lease as discussed between the Clerk, members of the Men’s Shed and Solicitor was circulated. All issues relating to the original Heads of Terms agreement have been included in an updated version into the lease as some areas have been subject to change e.g. to allow for storage container and potential Phase 2 extension.</p> <p><b>It was resolved to give authority to Clerk to sign final version on behalf of CCPC and issue lease to Men’s Shed subject to rent review clause amendment to be in line with allotment rental charges review rates.</b></p> <p><b>Proposed GC, Seconded GSc, all in favour.</b></p>	Clerk
091/19	<p><b>Community Survey</b></p> <p>To receive an update and approve any actions and expenditure recommended</p> <p>Outline of questions and format of Community survey were discussed and amendments to the detail of the introduction suggested and to the questions asked. The suggested amendments will be re-worked into a print format for further discussion and agreement.</p> <p>Pricing for Printing on 6 page A5 at a cost of £680 with approximate distribution cost of £300. May require additional budget allocated to it (£1,000 in 19/20) as potentially</p>	

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	used up on distribution of paper version to residents but when any additional costs are tangible these will be brought for consideration by the Council.	Clerk
092/19	<p><b>Annual Parish Meeting</b> To approve the agenda, report and displays for the Annual Parish Meeting on the 8th May 2019</p> <p>Early draft of report was circulated and proposed layout for PowerPoint format also discussed.</p> <p><b>The agenda and format for the APM was approved. Proposed GC, Seconded GSc, all in favour.</b></p>	Clerk
093/19	<p><b>Community Centre Charge rates, Terms &amp; Conditions</b> To review charge rates and terms and conditions for Community Centre and approve any changes.</p> <p>Updated Terms &amp; Conditions for hire were circulated and charge rates discussed.</p> <p><b>It was resolved to maintain charge rates at current charges and accept the amendments to the Terms &amp; Conditions subject to minor changes discussed final version to be confirmed by email consensus. Proposed GC, Seconded RM, all in favour.</b></p>	Clerk
094/19	<p><b>Allotment Rental Charge rates, Terms &amp; Conditions</b> To review charge rates and terms and conditions for Allotments and approve any changes</p> <p>Updated Terms &amp; conditions were circulated with a minor wording change proposed. Rental rates were discussed and it was agreed to maintain charge rates at current rates. Tenants will be notified that whilst rates remain unchanged this year the rents may go up subject to additional costs of proposed allotment toilet facility.</p> <p><b>It was resolved to maintain charge rates at current charges and accept the amendments to the Terms &amp; Conditions subject to minor changes discussed. Proposed GSa, Seconded MT, 7 in favour, 2 abstentions.</b></p> <p>Particular attention will be given to structures in accordance with the rules on the next allotment inspection.</p>	Clerk  FO
095/19	<p><b>Quotes</b> To receive and approve quotes for works required</p> <p>1) Landform follow up with Grounds maintenance quote for Dragon Park £1,404 which is in line with similar areas.</p>	FO

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	<p>2) Fire Risk Assessment update and Training for staff required this year to be provided by Detect Fire Safety at a cost of £495 inc VAT.</p> <p>3) 5 of blue plastic chairs have been disposed of due to damage over past 4 years. In replacing them seeking approval for 12 equivalent chairs with arms stackable up to 6 per trolley at a total cost £1165 ex VAT including trolleys. The armed chairs would be made available to hirers instead of the meeting room chairs. The plastic chairs will be easier to clean. The meeting room promotion has meant there has been a clash of bookings on Thursday which prevents the use of the armed chairs by other hirers.</p> <p><b>It was resolved to accept and approve all quotes 1 -3 above Proposed GC, Seconded GSc, all in favour.</b></p>	<p>CCO</p> <p>CCO</p>
096/19	<p><b>To receive Clerks Report</b></p> <p><b><u>Overflow Car Park Planning Application</u></b> Outline planning application document was circulated for approval prior to submission to Hart DC. Comments were made relating to screening adjacent to the road to reduce the impact to residents and added to the submission.</p> <p><b><u>Orchard Event</u></b> Apple grafting workshop is taking place this weekend. Small number of people signed up 4-5 Any Councillors wish to attend please notify CCO.</p> <p><b><u>Southampton to London Pipeline</u></b> Clerks anticipates that CCPC and SLP will be in a position to finalise the Option agreement and Deed of Easement this week prior to the deadline date of 26<sup>th</sup> April.</p> <p><b><u>Authorisation of April payments</u></b> Please note that due to the timing of the Full Council meeting slightly earlier than the 4<sup>th</sup> Monday in month the report is not available for authorisation at the meeting. This will be brought to the May meeting. Two Councillors will still be responsible for signing off the individual payments.</p>	Clerk
097/19	<p><b>To receive monthly safety reports</b></p> <p>Reports were received.</p>	
098/19	<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> <p>Hart Youth Forum – Meeting to be held 24<sup>th</sup> May CH and JR to attend Fleet Link – await outcome of recent tender process</p>	All

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	Flood Forum – Meeting to be held 20 <sup>th</sup> May GSa and JR to attend HDAPTC – Next meeting to be held July at Church Crookham attendance to be confirmed.	
099/19	To agree dates for the next meetings  Annual Parish Meeting from 7.30pm May 8 <sup>th</sup> Wednesday Annual Meeting Monday 20 <sup>th</sup> May from 8pm	All

Meeting closed at 9.48pm

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