

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 20th May 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), Michael Burford (MB).

Also: Claire Inglis (Clerk)

There were no members of the public present.

100/19	<p>Appointment of Chairman To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chairman's acceptance of office and code of conduct</p> <p>It was resolved to appoint Cllr. Gill Chatfield as Chairman. Proposed RM, Seconded MT, all in favour. Cllr. Chatfield signed the acceptance of office and code of conduct.</p>	
101/19	<p>Appointment of Vice-Chairman To appoint Vice-Chairman of the Full Council of Church Crookham Parish Council and receive Vice-Chairman's declaration of office and code of conduct</p> <p>It was resolved to appoint Cllr. Richard Martin as Vice-Chairman. Proposed GC, Seconded DM, all in favour. Cllr. Martin signed the acceptance of office and code of conduct.</p>	
102/19	<p>Apologies for absence</p> <p>None received.</p>	
103/19	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 23rd April 2019</p> <p>It was resolved to approve the minutes of the meeting held Proposed GC, Seconded RM, 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 - 23rd April & 7th May 2019</p> <p>It was resolved to approve the minutes of the meetings held</p>	

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	<p>Proposed RM, Seconded MT, all in favour Finance & Policy Committee Meeting 16th April 2019 It was resolved to approve the minutes of the meeting held Proposed RM, Seconded GC, all in favour</p>	
104/19	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received.</p>	
105/19	<p>Declaration of interest - relating to any item on the agenda</p> <p>Agenda item 118/19 Cllrs RM, GC & MB</p>	
106/19	<p>Chairman’s Announcements</p> <p>Please can all Councillors review their interest forms and if necessary update and pass to Clerk</p> <p>Annual Parish Meeting attendance in addition to 8 Councillors, 5 members of Staff, 5 speakers there were 15 members of the public in attendance. Similar numbers to last year in total. Questions were welcomed but none were received. Cllrs engaged with members of the public before and after the event. Thanks to be passed to all speakers who attended and to office staff for all the hard work involved in preparing for the meeting.</p>	Clerk
107/19	<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>None in attendance.</p>	
108/19	<p>Committee Structure & Meeting Dates To agree and approve committee objectives, members and committee meeting dates for the coming year</p> <p>Meeting dates and committee memberships were agreed. Clerk to verify starting times for meetings.</p> <p>It was resolved to appoint GSc as Chair of Facilities Committee Proposed GC, seconded GSa, all in favour.</p> <p>It was resolved to appoint HB as Vice Chair of Facilities Committee Proposed GC, seconded JR, all in favour.</p> <p>It was resolved to appoint RM as Chair of Planning Committee Proposed GC, seconded MT, all in favour.</p> <p>It was resolved to appoint HB as Vice Chair of Planning Committee Proposed MT, seconded GSc, all in favour.</p>	

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<p>It was resolved to appoint RM as Chair of Finance & Policy Committee Proposed GC, seconded DM, all in favour.</p> <p>It was resolved to appoint GSa as Vice Chair of Finance & Policy Committee Proposed DM, seconded RM, all in favour.</p> <p>It was resolved to appoint GC as Chair of Staffing Committee Proposed GSc, seconded RM, all in favour.</p> <p>It was resolved to appoint MB as Vice Chair of Staffing Committee Proposed GSc, seconded RM, all in favour.</p> <p>It was resolved to approve the main objectives of the main committees as follows:</p> <p>Planning Committee</p> <ul style="list-style-type: none"> - To ensure local perspectives and issues are considered within planning applications. - To actively contribute to discussions on relevant planning policy including the local plan. - To actively seek appropriate S106 contributions or Community Infrastructure Levies (CIL) for any developments within or impacting the Parish. - To submit budget proposals to the RFO for the next financial year by beginning of October. <p>Policy and Finance Committee</p> <ul style="list-style-type: none"> - To ensure the parish council continues to deliver best practice in terms of its financial operational procedures. - To budget annually for the council tax precept needed to deliver the required services. - To provide a three-year plan to inform budgetary decisions. - To submit budget proposals to the RFO for the next financial year by beginning of October. - To review policy documents and act as Data Controller for the Parish Council. <p>Facilities Committee</p> <ul style="list-style-type: none"> - To ensure that new facilities being delivered as part of the S106 agreement at Crookham Park are transferred to the Parish Council on time and are fit for purpose with the agreed payments. - To continue to manage the Parish owned open spaces and facilities, including the Community Centre, to high standards to meet expectations of residents but within the constraints of the agreed budgets. - To submit budget proposals to the RFO for the next financial year by beginning of October. <p>Proposed GC, Seconded MT, all in favour.</p>	
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109/19	<p>Terms of reference and delegation arrangements To review and agree terms of reference for all committees and to receive and approve a proposal for delegated powers to all committees and staff</p> <p>Terms of Reference for each committee were reviewed.</p> <p>It was resolved to accept the Terms of Reference of the Facilities v.6, Staffing v.4, Finance & Policy v.7 and Panning v.4 Committees Proposed GC, Seconded RM, all in favour.</p>	
110/19	<p>External bodies committee representatives To appoint Councillors onto committees for outside bodies and agree arrangements for reporting back to Council</p> <p>External Committee representatives were agreed and updated.</p>	Clerk
111/19	<p>Subscriptions & Memberships To review and agree subscriptions and memberships of other bodies for 2019/20</p> <p>It was resolved to agree subscriptions and memberships as below for 2019/20: SLCC Both Clerks £185 & £147 Hampshire Assoc. Local Councils £929 National Association Local Councils £532 Campaign for Protection of Rural England £36 Hampshire Playing Fields £60 Proposed GC, Seconded RM, all in favour.</p>	RFO
112/19	<p>Local Authority arrangements To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities</p> <p>It was resolved to adopt the Local Authority arrangements as follows: Fleet Link £3,611.38 plus £838.54 vehicle replacement costs [Budget £3,737] Basingstoke Canal Authority £6750 Proposed GC, Seconded RM, all in favour.</p> <p>Data on the use of the Fleet Link service was provided and it was agreed that a meeting should be arranged with the operators to discuss better promotion of the Fleet Link service for Church Crookham users to ensure better overall value for money.</p>	Cllr JR Clerk

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113/19	<p>Insurance To receive confirmation of insurance arrangements in respect of all insured risks</p> <p>It was resolved to confirm that Insurance renewal will take place in 1st July following a three-year contract with Royal Sun Alliance (3 months free hence renewal date July) Year 2 £4539.66 subject to additions to assets in the year. Proposed GC, Seconded RM, all in favour.</p>	RFO
114/19	<p>Fee charging To review and agree any changes to leases, tenancies and fees</p> <p>Rates for allotments were reviewed at the April 2019 parish council meeting and it was resolved to keep the rates the same from April 2019. All plots are charged at 55p per sq. metre. The parish council has a lease with:</p> <ol style="list-style-type: none"> 1)Pre-school to Crookham Sunshines - commenced September 2015 and is a 5-year agreement. Lease is due for renewal 2020 and a meeting is proposed to review and confirm lease going forward. 2)Sandy Lane carpark to T J Services for a peppercorn rent. 3)Athletics club a ground rent of £300 per annum for the porta cabins at Peter Driver playing fields. 4) Land to Fleet and District Beekeepers Association for a peppercorn rent. 5)Men’s Shed lease is being finalised with rent to be charged as per allotment rental of 55p per square metre. <p>The leases were acknowledged and it was resolved to maintain charge rates for use of facilities the same as per Schedule of Charges v2. Updated May 2019 Proposed GC, Seconded JR, all in favour.</p>	
115/19	<p>Standing Orders To review and adopt Standing Orders</p> <p>No amendments were tabled. It was resolved to adopt the Standing Orders v5 updated May 2019 Proposed GC, Seconded MB, all in favour.</p>	RFO
116/19	<p>Financial Regulations To review and adopt Financial Regulations</p> <p>No amendments were tabled It was resolved to adopt the Financial Regulations v9 updated May 2019 Proposed GC, Seconded RM, all in favour.</p>	RFO

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117/19	<p>Bank Mandate To review and agree any amendments to the bank mandates and online banking arrangements</p> <p>The bank mandates were reviewed and no amendments were required. Four non-signatories remain as a pool of councillors required to verify the bank reconciliations.</p> <p>It was resolved to accept the bank mandate with no changes</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Bank Account</td> <td style="text-align: center;">Current Signatories</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders</td> </tr> <tr> <td>HSBC plc</td> <td>Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders</td> </tr> <tr> <td>Lloyds Bank</td> <td>Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders</td> </tr> <tr> <td>Nationwide Building Society</td> <td>Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders</td> </tr> </table> <p>Proposed GC, Seconded MT, all in favour.</p>	Bank Account	Current Signatories	Unity Trust Bank	Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders	HSBC plc	Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders	Lloyds Bank	Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders	Nationwide Building Society	Gill Chatfield, Gill Scott, Debbie Moss, Cristina Harris, Richard Martin, Gareth Saunders	
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118/19	<p>Allotment To receive the quarterly allotment inspection report and approve the recommendations of the report</p> <p>The allotment inspection was carried out by Cllrs HB and JR with the Facilities Officer. Structures and the main sheds were also checked.</p> <p>It was resolved to approve the recommendations of the report and letters to be issued as per the report Proposed MT, Seconded JR, 7 in favour, 3 abstentions.</p>	FO										
119/19	<p>Southampton to London Pipeline To receive an update following update meeting from SLP Team held 14th May 2019</p> <p>Cllrs JR and GSa with Clerk met with representatives of the SLP project team.</p> <ul style="list-style-type: none"> • Final Consultation phase has been completed • Planning submission is imminently to be submitted to the Secretary of State <ul style="list-style-type: none"> ○ Planning statement is obviously a large document ○ Refer to chapter 7, 16 Open Space, 16 Environmental statement • An examination period anticipated to be 6 months will ensue 											

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	<ul style="list-style-type: none"> • CCPC will be able to make representation to the planning application • Subject to planning permission it is anticipated that construction is likely to commence end of 2020 and into 2021 • The project will take approx. 2 years to build over the whole 90+ mile pipeline in various locations concurrently subject to the constraints for each area e.g. airshow, ecological • Peter Driver - the working corridor has been reduced to 15m rather than the original 30m, reduced further to 10m through the hedge zone at the rear of the site • Aluminium decking will be used on the grass surface to spread the load of the working vehicles, turf will be lifted, digging will be to a depth of 1.5m and compaction following installation will be treated as an important aspect of the redress to the site. • Reference was made to use if the appropriate contractor for each element of the works e.g. sports field knowledge will be imperative. • The project is currently looking to appoint the contractor who will confirm: <ul style="list-style-type: none"> ○ Methods of working ○ Timings for each area dependent on constraints for each area ○ Communication – notifying landowners ○ Impact assessment – channels for compensation if required will be made clear • Reference was made to use if the appropriate contractor for each element of the works e.g. sports field knowledge will be imperative. • Next meeting date proposed is for March 2020 when more detail will be available following appointment of main contractor. • Open and honest communication seen as key to understand how mitigation can be put in place depending upon timings of work at Peter Driver • Conversation with Hampshire football leagues to manage games to be AWAY matches if there is potential impact on football season • Replacement for infrastructure may also be considered at the site e.g. fence and street snooker • Works in other locations was also discussed – Naishes Lane and impact on open space adjacent to roadway. Scout hut may require some fencing which could be negotiated with the temporary works depot due to be located on the open space. <p>Facilities Officer to seek possible alternative facilities that CCPC can lease to mitigate football customers against loss of playing facility as a possible solution to reduce risk of losing customers.</p> <p>Facilities Committee to discuss possible replacement/ additional facilities at Peter Driver if area to Street Snooker is impacted by project.</p> <p>Clerk to contact SLP team to start a conversation with the scout group in the MOD building for potential fence facilities.</p>	<p>FO</p> <p>Facilities</p> <p>Clerk</p>
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120/19	<p>Grants To receive and decide whether to approve grant applications</p> <p>Budget for 2019/20 is £20,000 [excluding Basingstoke Canal Contribution] £100 Victim Support awarded YTD</p> <p>An application was received from 1st Crookham Scout Group. The grant could not be agreed as the form was incomplete i.e. whilst total project cost was included the amount requested was not included on the form.</p> <p>The clerk was asked to seek clarification on a number of points to determine the application at the June Full Council meeting.</p> <ol style="list-style-type: none"> 1) Confirm amount requested 2) Provide up to date accounts to Dec 2018 even if in draft format 3) Is this project part of a wider project by the group so that the Parish Council can interpret the amount requested in relation to the balance sheet provided? 	Clerk
121/19	<p>Quotes To receive and approve quotes for works</p> <p>It was resolved to approve quotes for works required as per 1-5 below:</p> <ol style="list-style-type: none"> 1) Legionella Annual Audit visit - Peter Driver Pavilion & Comm Centre £480 ex VAT 2) Electrical work to foyer light operational improvement £202 ex VAT 3) JFK plumbing works to facilitate Legionella audit requirements £142 ex VAT 4) Postcode for allotment site for post deliveries and emergency vehicle location £95 5) Removal of dead tree from Azalea Gardens at entrance to park Scots Pine £500 <p>Proposed GC, Seconded MT, all in favour.</p>	<p>CCO</p> <p>FO</p> <p>FO</p> <p>FO</p> <p>FO</p>
122/19	<p>To approve payment of accounts for April & May 2019</p> <p>It was resolved to approve the payment of accounts for April and May 2019</p> <p>Proposed GC, Seconded GSa, all in favour.</p>	
123/19	<p>To receive Clerks Report</p> <p>CLlr HB left the meeting at 21.20pm</p> <p><u>Charity Rates</u> In previous financial year a budget was established to allow charity rates concessions for hire of all Parish owned facilities up to £500 per annum to</p>	

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<p>be distributed at the discretion of the Clerk/ Deputy Clerk subject to annual review.</p> <p>The Clerk therefore reports:</p> <ul style="list-style-type: none">• This has been included in the budget for 2019/2020.• No concessions have been given to date but office staff have made known the availability of the concession when inquiries have been made regarding charitable events. <p><u>Taylor Wimpey Update</u></p> <p>Clerk met with Nigel Phillips Friday 17th May to discuss progress on outstanding issues as well as the Clerk reporting issues raised:</p> <p>MUGA/ Athletics – TW have instigated legal proceedings with the contractor responsible for the works in these areas. The MUGA works have been agreed and this work is expected imminently in next 1-2 weeks. In relation to the Athletics area TW are insisting on a detailed spec of works from the contractor to ensure that what work is known to be required is what is planned by the contractor to ensure fit for purpose.</p> <p>Kompan installations – Final LAPs and LEAP works are likely to be concluded by August. Allamand LAP is due to be installed sooner than later with others to follow after development works are concluded. It is hoped that Hart DC will have issued the outcome of LAP 7 discussions to enable this aspect to be concluded within this time window.</p> <p>Land Transfers - Final tranche discussions will commence once MUGA and Athletics works are known within the next month as this will determine what final areas will be included.</p> <p><u>Other issues</u></p> <p>Hamp CC meeting is due to take place to discuss what works are required on site for adoption process to be possible. This include reconfiguration of works to Area G off Thapa Close where residents have complained about the lack of grass cutting and maintenance by their contractor. TW confirmed that whilst landscaping will be dealt with as part of the HCC works this area should still be maintained and this will be communicated to the contractor.</p> <p>Dead trees have been requested to be removed with assurances that at the appropriate planting time they will be replaced as appropriate.</p> <p>Build out repairs were discussed</p> <p>Damaged build out from on Naishes Lane closest to Sandy Lane is adopted by Hamp CC to be reminded of need for repair.</p> <p>Damaged build out close to MOD buildings requires SEC to attend due to cable issues as light audit revealed problem in this location.</p> <p>Rubbish/ Builders equipment – Asked again for heras fencing to be removed from Dragon and also from Naishes lane access to allotment where spoil has been left form works to resurface.</p> <p><u>CiLCA</u></p> <p>Clerk has passed Finance section of CiLCA now completed 4 of 5 sections</p>	
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	Final push to complete 5 th section - 4 of the remaining 7 assignments to be marked before end of June timeline.	
124/19	<p>To receive monthly safety reports</p> <p>Reports were received.</p>	
125/19	<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>Memorial hall minutes were made available Flood Forum was attended by Cllr JR today with focus on 3 local issues looking to be addressed by on site meetings to be arranged. It was confirmed that Taylor Wimpey were still to carry out works to drainage issues through Soanes Copse. Hart Youth Forum to be held Friday 24th May Cllr. CH to attend.</p>	
126/19	<p>To confirm next meeting dates</p> <p>Hart DC planning meeting: Wednesday 22nd May 2019 CCPC Planning Meeting: 10th June 2019 7.30pm CCPC Facilities Meeting: 10th June 2019 8pm CCPC Planning Meeting: 24th June 2019 7.30pm CCPC Full Council Meeting: 24th June 2019 8pm</p>	

Meeting closed at 9.28pm

Signed _____ Date _____