

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

**Date and Time:** Monday 22<sup>nd</sup> July 2019, 8.00pm

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

**Present:**

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

Also: Claire Inglis (Clerk)

HCC Councillor J Bennison

There were no members of the public present.

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| 147/19 | <p><b>Apologies for absence</b></p> <p>Apologies were received from Cllrs. G Chatfield, G Scott &amp; Debbie Moss.</p>   |  |
| 148/19 | <p><b>To approve minutes of previous meetings</b><br/>           To receive and approve as a correct record the minutes of the Full Council Meeting 24th June 2019<br/> <b>It was resolved to approve the minutes of the meeting held 24<sup>th</sup> June 2019</b><br/> <b>Proposed RM, Seconded MB, 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:<br/>           Planning Committee Meetings - 24th June 2019<br/>           Finance &amp; Policy Meeting 16th April 2019<br/> <b>It was resolved to approve the minutes of the meeting held</b><br/> <b>Proposed RM, Seconded MT, 6 in favour, 1 abstention.</b></p> |  |
| 149/19 | <p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received.</p>  |  |
| 150/19 | <p><b>Declaration of interest</b> - relating to any item on the agenda</p> <p>Cllr Burford – Agenda item 166/19</p>  |  |
| 151/19 | <p><b>Chairman’s Announcements</b></p> <p>The Chairman reminded councillors of the upcoming CCPC events which are being successfully promoted and to support the staff in delivering them.<br/>           Thursday 25<sup>th</sup> July 12pm – 2pm Kids Fun Day at Peter Driver Spots Ground<br/>           And Tennis event (subject to event budget approval) on 8<sup>th</sup> August 12pm until 3pm.</p>   |  |

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| 152/19 | <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 Bennison reported that HCC declared a climate emergency but this was not set a time frame which he commented needs to be challenging.<br/>Award Road works were completed.<br/>Pothole on Sandy Lane was filled in the prior week.<br/>Windy Gap kerbing and white-lining adjustment works were carried out to improve movement by larger vehicles.</p>  |          |
| 153/19 | <p><b>Southampton to London Pipeline</b><br/>To receive a draft Relevant Representation and approve submission to the Planning Inspectorate</p> <p>A draft “Relevant representation” was circulated which provided a summary of comments following review of the Planning documents submitted by Esso to the Planning Inspectorate.<br/><b>It was resolved to approve the draft Relevant representation for submission to the Planning inspectorate.</b><br/><b>Proposed JR, Seconded GSa, all in favour.</b></p>   | Clerk    |
| 154/19 | <p><b>Community Survey</b><br/>To receive the updated version and approve for artwork, printing and distribution and creation of the online version</p> <p>Version 4 of the Community Survey was circulated and discussed. Suggestions were made and agreed for changes to some questions which will be implemented by the Clerk. It was agreed to circulate the final set of questions to Councillors following update to then enable artwork to be carried out by printer working towards a mid-August print date for delivery in early September.</p>  | Clerk    |
| 155/19 | <p><b>Pension Fund Panel &amp; Board (PFPB)</b><br/>To receive the approved recommendations of the PFPB and decide whether to become part of the Town &amp; Parish Council pool or request an individual employer rate</p> <p>Further to the consultation carried out and a CCPC consultation response in June the PFPB have confirmed that the Town and Parish Councils (TPC) will form a group splitting from the Scheduled Bodies Group.</p> <p><b>It was resolved to confirm that CCPC as the employer will join the TPC pool at the 2019 valuation, until further information is made available and to review pension provision for future employees at a staff committee meeting.</b><br/><b>Proposed RM, Seconded GSa, all others in favour.</b></p> | D. Clerk |

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| 156/19 | <p><b>Tree Survey</b><br/>To receive quotes and scope of works for approval of Tree Survey works</p> <p>Two quotes were circulated from tree consultants with good reputations in the industry.</p> <p><b>It was resolved to book Sapling Arboriculture to carry out the tree survey works to be booked for October 2019 to include additional consultation time to review the tree management policy for CCPC, £2333 plus up to £500 consultation.</b></p> <p><b>Proposed MT, Seconded HB, all in favour.</b></p>   | Clerk |
| 157/19 | <p><b>Speed Watch</b><br/>To approve expenditure to purchase Speed Watch equipment and receive an update on project</p> <ul style="list-style-type: none"> <li>- PCSO is awaiting authorisation of audited safe areas to carry out observations on approved roads</li> <li>- Volunteers have been contacted to complete forms</li> <li>- Aiming for training in September</li> <li>- Purchase of equipment to be authorised once all above confirmed</li> </ul> <p><b>It was resolved to approve purchase of the MSID Vario as the equipment offered more versatility from Morelock.co.uk total £2,749 plus VAT of which £2,500 is held in the Speed Watch EMR, subject to the relevant road approvals and establishment of the Speed Watch team.</b></p> <p><b>Proposed MT, Seconded RM, all in favour.</b></p>   | Clerk |
| 158/19 | <p><b>Actual vs Budget</b><br/>To review the updated actual vs budget figures for April to June 2019 and the likely reserves at the end of the financial year</p> <p><b>Precept Summary</b></p> <ul style="list-style-type: none"> <li>- £8918 variance in income is due to increased bookings at the community centre - specifically one dance school which started regular bookings after budget setting last year, plus income from the ESSO Southampton to London Pipeline project (the pipeline runs along one edge of Peter Driver Sports Ground) - £1003 incentive payment plus 10% of £9031 easement</li> <li>- EMR variance - expenditure on installation of electrics for defibrillator at allotment site</li> <li>- EMR Budget represents annual EMR movements which will be made in July</li> </ul> <p><b>S106 Summary</b></p> <ul style="list-style-type: none"> <li>- £849,860 variance in income is the balance of S106 developer monies due subject to timing of delivery of S106 obligations</li> </ul> |       |

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|        | <p>- £600,000 variance under expenditure represents the LAPF investment which then becomes an asset on the asset register. The Reserves reconciliation currently incorrectly shows a negative General reserve as the RFO awaited confirmation from the internal auditor that a Negative S106 EMR can be set up to more easily track the investment made. This adjustment has been confirmed and will be made in July.</p> <p>- Project variance of £3,242 is expenditure from the S106 Art Project budget (Weather vane) partly offset by movement from EMR of £2492 as £750 was paid in prior year.</p> <p>- Net EMR movements include £100k anticipated S106 expenditure in year to be reconciled at year end; £2.5k art budget movement; £1k Comm centre construction movement partly offset by Interest received of £2.4k</p> <p><b>Reserves reconciliation</b></p> <ul style="list-style-type: none"> <li>• Precept EMR movements were not made at the start of the year, the movements will be made in month 4.</li> <li>• General reserve slight under 50% of precept at start of year due to reserves movements at year end</li> <li>• Current year fund currently negative value as £600K is to be moved out of S106 EMRs to cover CCLA investment</li> <li>• Following the transfer out of EMRs the CCLA investment of £600k will be recorded on the asset register and not in the accounts</li> </ul> <p><b>The Quarter 1 summary of the accounts was accepted as a true record<br/>Proposed RM, Seconded GSa, all in favour.</b></p> |     |
| 159/19 | <p><b>Debtors Report</b><br/>To review and agree the debtors report</p> <p>13% Aged debt Allotment plot now paid, remainder actively being chased and no cause for concern re these amounts.</p> <p><b>It was resolved to agree the Debtors reports<br/>Proposed RM, Seconded JR, all in favour.</b></p>   |     |
| 160/19 | <p><b>Quarterly Bank Reconciliations</b><br/>To receive confirmation that the previous quarters bank reconciliations have been examined by a council member who is not a signatory on any Council bank mandate</p> <p>The Clerk confirmed that Cllr Radley has completed an examination of the bank reconciliations for April and May 2019. June reconciliation will be reviewed by Wednesday 24<sup>th</sup> July 2019.</p>   | RFO |

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| 161/19 | <p><b>Policy for the prevention and detection of fraud</b><br/>To review the policy and approve any amendments</p> <p>The Policy was circulated and no amendments were proposed.</p> <p><b>It was resolved to approve the Policy for the Prevention and detection of fraud v4</b><br/><b>Proposed RM, Seconded MT, all in favour.</b></p>   | D. Clerk |
| 162/19 | <p><b>Fleet Link</b><br/>To agree CCPC discussion points at Fleet Link meeting to be held 19<sup>th</sup> August</p> <p>A service review meeting has been set for Monday 19<sup>th</sup> August 2pm – 4pm venue TBC, attendees Cllrs Radley and Harris and Clerk. Aim to build relationships and establish how CCPC and Fleet Link can work together to better promote usage.</p> <p>It was agreed that the main outcome from the meeting should be to:<br/>Obtain quality data from RVS as this is crucial to ongoing support of the service. There should be no expectation of support if data is not forthcoming.<br/>Full data sets should be provided to all funders to assist their understanding how many regular users there are for the service, how are registered but inactive members encouraged to use the service?<br/>Is there spare capacity on the published timetable?<br/>CCPC have a desire to promote a proper partnership with the service providers.</p> |          |
| 163/19 | <p><b>Request to use Open Space</b><br/>To receive a request from a Crookham Park resident to host a community picnic on open space behind the Community centre</p> <p>Cllrs confirmed that they were supportive of use of the open space for community groups to meet but with an acceptance that the groups must provide a summary of how any hazardous/ hot activities such as BBQs will be managed. CCPC insurers require CCPC to ensure that the open space is suitable for the activities proposed.</p> <p><b>It was resolved to support the use of the open space as per the request subject to receipt of a written statement of risk assessment for any hazardous activities to be reviewed by the Clerk.</b><br/><b>Proposed MT, Seconded HB, 6 in favour, 1 abstention.</b></p>  | Clerk    |
| 164/19 | <p><b>Tennis Event</b><br/>To approve budget for proposed tennis event to promote facility</p> <p>The Community Centre Officer has circulated a proposal for a tennis event to be held 8<sup>th</sup> August to promote better use of the facility. This will involve 3</p>   |          |

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|        | <p>coaches and assistants providing coaching to ALL.<br/>A budget of £600 is proposed. Events budget committed YTD £2,950 before tennis event. Budget for year £6000</p> <p><b>It was resolved to agree a £600 Events budget for the tennis event to be held 8<sup>th</sup> August 2019</b><br/><b>Proposed RM, Seconded MT, all in favour.</b></p>   | CCO           |
| 165/19 | <p><b>Fish &amp; Chips</b><br/>To receive a request from mobile fish &amp; chip van to operate on Parish owned land subject to HDC permissions</p> <p>DB's Mobile Fish &amp; Chips have approached the parish council in relation to selling from the overflow car park. Residents from Crookham Park had approached him on Elvetham Heath about selling from Crookham Park, hence he sought out the parish office week of 8th July to inquire whether the parish council would be supportive.<br/>The owner of the business would then submit a request to Hart DC for a licence to operate which would involve a notification to all neighbours as per planning applications to seek comments from the public.</p> <p><b>It was resolved that without prejudice to any licence application that CCPC would enable the trader to proceed with a licence application and subject to a trading agreement with CCPC for use of council owned land.</b><br/><b>Proposed RM, Seconded MB, 6 in favour, 1 objection.</b></p>   | Clerk         |
| 166/19 | <p><b>Grants</b><br/>To receive and decide whether to approve grant applications</p> <p>Budget for 2019/20 is £20,000 [excluding Basingstoke Canal Contribution]<br/>Awarded YTD £2,600 with balance outstanding of £17,400<br/>Grant requests were received from:<br/>(1) Crookham War Memorial Hall - Mower £1,849<br/>(2) Crookham War Memorial Hall - Lighting £4,775</p> <p><b>It was resolved to decline the grant requests 1 &amp; 2 having reviewed the applications and summary of accounts whilst acknowledging that the facility provides facilities not available elsewhere in Church Crookham (sprung dance floor and staging) the organization has sufficient cash funds to cover the costs from funds.</b><br/><b>Proposed RM, Seconded MT, 4 in favour, 2 against, 1 abstention.</b></p> <p><b>(3) Challengers - Summer holiday camp £500</b><br/><b>It was resolved to approve the grant of £500 to Challengers as per the application.</b><br/><b>Proposed RM, Seconded MT, 6 in favour, 1 abstention.</b><br/><b>CIlr MB left the meeting at 22.08</b></p> | RFO/<br>Clerk |

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| 167/19 | <p><b>Quotes</b><br/>To receive and approve quotes for works as required</p> <p>1. Pre-school surfacing- it was brought to our attention that the black rubber play surface in the pre-school outdoor space was breaking up and crumbing with children’s skin and clothes being stained. Staff contacted previous company but it was confirmed that the surface was out of warranty. The surface had to be re-laid by them because of other issues within the warranty period after the opening of the centre. Other companies have been invited to quote but one has been unable to confirm that they can carry out the work over the summer period.</p> <p>Vitaplay who have carried out work on behalf of CCPC previously attended a site visit to assess. They surmised that the issues described indicate lower quality EDPM being used (staining shouldn’t occur) and lower glue quantity in the mix hence crumbing. They are able to carry out the work over the holiday period at a cost of:<br/>£7111 + VAT which involves cutting boundary and creating gradient between transition spaces<br/>Pre-school have suggested Forest green with specks of tea green (black surface gets hot in summer)<br/>Pre-school also requested if the cycle shelter area could be included this would be an extra cost of: £498.25 +VAT<br/>(please note that lesser price for Rhynomulch was also quoted but when queried EDPM is a harder wearing surface)</p> <p><b>It was resolved to accept the Vitaplay quote for EDPM surfacing to existing and to include the bus shelter area at a total cost of £7609.25 plus VAT from the Precept EMR Community Centre.</b><br/><b>Proposed RM, Seconded MB, all in favour.</b></p> <p>2. Graffiti to Acoustic fence – paint has been daubed to the whole profile of the acoustic fence on the house side of the fence – too large scale a job for in-house solution £295 +VAT to remove from company</p> <p><b>It was resolved to appoint contractor to remove graffiti from acoustic fence at a cost of £295 plus VAT.</b><br/><b>Proposed RM, Seconded MT, all in favour.</b></p> <p>3. Toilet pod for allotment toilet – planning permission has now been granted. Due to long lead in time for order 9 weeks would like to place order for toilet pod. Companies have been investigated but not found other company that provides a complete pod solution (this will be fully accessible for disabled users). Only other providers are of second hand facilities.<br/>£13,750 which includes a digital lock system delivery can be guaranteed on 20<sup>th</sup> September prior to the Men’s Shed opening</p> | <p>CCO</p> <p>FO</p> |
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|        | <p>event.</p> <p>Therefore, no other quotes for comparison – the budget was set with this solution in mind i.e. budget £18k in the year and request of S106 funds from HDC to be chased of £4k – Full costings on project for other elements due at Facilities meeting in August.</p> <p><b>It was resolved to approve order for toilet pod from Portakabin from Allotment project budget with full project costings to be brought to August Facilities.</b></p> <p><b>Proposed RM, Seconded GSa, all in favour.</b></p>  | FO    |
| 168/19 | <p><b>To approve payment of accounts for July 2019</b></p> <p><b>It was resolved to approve the payment of accounts for July 2019</b></p> <p><b>Proposed RM, Seconded GSa, all in favour.</b></p>   |       |
| 169/19 | <p><b>To receive Clerks Report</b></p> <p>Food Bank – CCPC held a Food bank collection point at Christmas. Cllr Saunders suggested holding one full time and contacted Hart Foodbank who would be happy for CCPC to host one. There will be volunteers to collect on a regular basis and containers have been investigated.</p> <p>Staff holidays were noted - There is sufficient cover over the August period.</p> <p>Customer building access – Due to security issues with a customer not locking building properly access to the reception area has been revoked to ALL customers (there were only 2). GDPR issues were main reason for reconfiguration of this area so this aligns all customers being treated the same.</p> <p>A statement from a customer now denied access was read out to the Council as requested. It was agreed that the decision is delegated to Community centre staff and that this action was appropriate due to the reasons cited</p> <p>Taylor Wimpey Site issues update – will be circulated once Clerk has heard back from TW contact. Issue re area adjacent to Comm Centre has been raised.</p> | Clerk |
| 170/19 | <p><b>To receive monthly safety reports</b></p> <p>Reports were received.</p>   |       |
| 171/19 | <p><b>External Bodies Committee attendance</b></p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Reports were circulated following:</p> <p>- FACC – Cllr Radley is awaiting confirmation of public exhibitions to take</p>   |       |

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|        | <p>place. May be able to offer Comm centre as a location for an exhibition</p> <ul style="list-style-type: none"> <li>- Flood Forum</li> <li>- Edenbrook visit by CH</li> <li>- Fleet Link meeting August</li> <li>- SANG meeting provisionally booked 1st October awaiting confirmation that all / majority of relevant stakeholders can attend</li> <li>- QEB Steering committee has again been chased and Alan Oliver has asked John Bennison to chase HCC to book a meeting</li> </ul> |  |
| 172/19 | <p><b>To confirm next meeting dates</b><br/> <b>To confirm next meeting dates</b><br/>         Hart DC planning meeting: 14<sup>th</sup> August 2019<br/>         CCPC Planning Meeting: 7.30pm 12th August 2019<br/>         CCPC Facilities Meeting: 8pm 12th August 2019<br/>         NO August Full Council Meeting</p>  |  |

Meeting closed at 22.17pm

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