

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

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

**Date and Time:** Monday 24<sup>th</sup> February 2020, 8.00pm

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

**Present:**

Councillors: Gill Thomas (GT) Chair; Richard Martin (RM); Gareth Saunders (GSa); Michael Thorne (MT); Helen Butler (HB); Jenny Radley (JR); Cristina Harris (CH); Michael Burford (MB); Debbie Moss (DM); Alan Jones (AJ).

Also: Claire Inglis (Clerk)

Cllr John Bennison (HCC)

There were 3 members of the public present.

028/20	<p><b>Apologies for absence</b></p> <p>None received - Cllr CH arrived 8.05pm</p>	
029/20	<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 27<sup>th</sup> January 2020</p> <p><b>It was resolved to approve the minutes of the meeting held 27<sup>th</sup> January 2020.</b></p> <p><b>Minutes approved were signed.</b></p> <p><b>Proposed GSa, Seconded JR, all in favour.</b></p> <p>[Farnborough Airport have provided FAQs on the Farnborough Airport and will be looking to provide update to communities from 3 months following the launch date of 27<sup>th</sup> Feb]</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 – 27<sup>th</sup> January &amp; 10<sup>th</sup> February 2020</p> <p><b>It was resolved to approve the minutes of the above meetings and the minutes were signed.</b></p> <p><b>Proposed RM, Seconded MT, all in favour.</b></p>	
030/20	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
031/20	<p><b>Declaration of interest</b> - relating to any item on the agenda</p> <p>Allotment agenda item 041/20 MB, GT, RM Grant Application agenda item 037/20 HB, MB</p>	

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032/20	<p><b>Chairman’s Announcements</b></p> <p>Asset review is due to be carried out by Councillors at all sits and locations due to be returned by 13<sup>th</sup> March 2020.</p>	
033/20	<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 John Bennison reported on the response following all the recent rain and flooding issues. Ground water levels remain high and flooding of a property on Aldershot Rd was averted due to the use of sandbags. The pumping station on Hitches Lane failed with parts on order for a repair. Thames Water have been asked to reassure residents that in case of high rainfall that measures will be taken to ensure that properties are not put at risk.</p> <p>There is a library consultation open to the public. Fleet is not subject to closure but may be subject to reduced hours.</p> <p>Skanska have pulled out of the highway’s maintenance contract with Hampshire County Council.</p>	
034/20	<p><b>Grant Drive LAP</b></p> <p>To receive a recommendation for relocation of a bench within the Grant Drive LAP and installation of a bin</p> <p>Councillors met with Clerk at location to discuss. As this bench is the only one causing complaints of anti-social behaviour it is believed that a relocation to a much more open location within the designated area of the LAP is appropriate.</p> <p><b>It was resolved to temporarily remove the bench from the location to reduce the issues in this location whilst examining further options which may include reinstallation in the current location. Options to include seeking criteria for possible requirement for fencing if bench located closer to Rana Drive road and whether planning permission is required for a relocation elsewhere.</b></p> <p><b>Proposed GT, Seconded RM, all in favour.</b></p>	
035/20	<p><b>Bank Mandate</b></p> <p>To approve amendments to bank mandates</p> <p><b>It was resolved to remove ex-Councillor Gill Scott from HSBC bank account and Nationwide building Society and to include Cllr Cristina Harris on the Nationwide building society with signatures required from any 2 of the following Cllrs CH, GT, DM, RM and GSa.</b></p> <p><b>Proposed GT, Seconded RM, all in favour.</b></p>	
036/20	<p><b>Pension Discretions Policy</b></p> <p>To review and approve amended Pension Discretions Policy v.2</p> <p>The policy was reviewed and approved for adoption.</p> <p><b>It was resolved to approve the Pension Discretions Policy v.2.</b></p>	

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	<b>Proposed GT, Seconded DM, all in favour.</b>	
037/20	<p><b>Grant Applications</b> To receive and consider approval of grant applications</p> <p><b>Budget for 2019/20 is £20,000 [excluding Basingstoke Canal Contribution]</b> <b>Total Grants awarded year to date £16,110 to various local groups. Balance currently remaining £3,890</b></p> <p>1) £500 Supporters of Kahli Lewis Dance Company seeking support for essential kit and training for World Cup entry <b>Approved £521</b> <b>Proposed GT, Seconded MT, 9 in favour, 1 abstention.</b></p> <p>2) £1000 101st Scout Group seeking support for fencing to create outdoor activity space adjacent to scout hut <b>Approved £1,000 subject to the Scout group achieving the required planning permission for the project to proceed.</b> <b>Proposed GT, Seconded HB, all in favour.</b></p> <p>3) £1000 Friends of Court Moor School seeking support for retractable seating unit as part of a wider project <b>Approved £1,000 and any remaining balance of the 2019/20 grant budget at the end of March 2020.</b> <b>Proposed GT, Seconded RM, 8 in favour, 2 abstentions.</b></p> <p>4) £350 Royal British Legion seeking support for promotion and other costs of VE Day event <b>Approved £350</b> <b>Proposed GT, Seconded DM, all in favour.</b></p> <p><b>Balance remaining now stands at £1,019.</b></p>	
038/20	<p><b>Pre-school Licence</b> To receive an updated version of pre-school licence and approve for signing by all parties</p> <p>The Draft licence was reviewed and the break clause approved. Clause 11.7 was amended as it was in conflict with clause 11.6.</p> <p><b>It was resolved to approve the revised Draft Pre-school licence with delegated authority to the Clerk to sign on behalf of Church Crookham Parish Council.</b> <b>Proposed GT, Seconded MT, all in favour.</b></p>	
039/20	<p><b>Newsletter Community Survey Response</b> To receive and recommend any amendments to Draft newsletter in response to Community Survey results</p>	

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	<p>The draft newsletter was reviewed, and comments provided for revision prior to finalisation. It was agreed to circulate the revised version to Councillors for final comment prior to sending to printers.</p> <p>It was further agreed to arrange a Community Litter Pick and dates would be circulated to achieve the best Councillor attendance.</p>	
040/20	<p><b>Tree Policy</b> To receive the draft NEW Tree Policy and recommend any amendments and approval of the document for adoption</p> <p>The Draft Policy was reviewed, and amendments suggested to the final paragraph “Common law” and amendment to the Aims relating to tree replacement and planting.</p> <p><b>It was resolved to approve the NEW Tree Policy for adoption subject to the amendments put forward as above.</b> <b>Proposed GT, seconded RM, all in favour.</b></p>	
041/20	<p><b>Allotment Inspection</b> To receive the allotment inspection report and approve recommendations of the report</p> <p>The allotment inspection report was received, and the recommendations agreed.</p> <p><b>It was resolved to approve the allotment inspection report as follows:</b> <b>Plots to be reduced in size to fulfill the waiting list – 104 and 82.</b> <b>Plot 3 Letter Option 2</b> <b>Other plots as recommended</b> <b>Proposed GSa, Seconded MT, 7 in favour, 3 abstentions.</b></p>	
042/20	<p><b>Risk Assessment Review</b> To review and approve the updated Risk Assessment</p> <p><b>The Risk assessment v8 was reviewed and approved</b> <b>Proposed GT, Seconded MB, all in favour.</b></p>	
043/20	<p><b>Internal Control</b> To carry out a review of Internal controls</p> <p>The Parish Council has an annual requirement to ensure that adequate controls are in place and this must be carried out by Full Council. The Parish Council has a series of controls in place including the following:</p> <ul style="list-style-type: none"> <li>- The financial regulations and standing orders are reviewed annually to confirm that processes adhere to these key documents, and updated following advice from NALC or the internal auditor if necessary.</li> <li>- Two councillors of those that are bank signatories (currently 5) check and authorise all expenditure on a monthly basis in rotation, with non-bank signatories reviewing the bank reconciliations on a quarterly basis.</li> <li>- An annual review of the risk assessment and asset register is carried out, and any actions arising carried out in a timely manner.</li> </ul>	

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	<p>- An internal auditor is employed to annually audit the council's accounts and procedures at half year and year end.</p> <p>- RBS are employed each year to finalise the year end in Omega and assist preparation of the Annual Return.</p> <p><b>The above Internal Controls were reviewed and agreed.</b></p> <p><b>Proposed GT, Seconded RM, all in favour.</b></p>	
044/20	<p><b>Fidelity Guarantee</b></p> <p>To review the level of fidelity guarantee covered by the Parish Council insurance policy and recommend any amendments</p> <p>The current level of cover for all members &amp; employees: <b>£3m</b></p> <p>A fidelity guarantee is cover against theft of council money by staff or councillors, therefore the level of cover required should be equivalent to the largest sums of money held during the year. In parish councils this is usually when the precept is received in April and October however CCPC also holds large sums of S106 funds.</p> <p><b>NB</b> funds which are held in bonds and long-term investments are considered to be at low risk due to their inaccessibility. CCPC currently holds <b>£144,272</b> in a 12-month bond and <b>£900,000</b> in the CCLA LAPF.</p> <p><u>Expected money to be managed in 2020 2021:</u></p> <ul style="list-style-type: none"> <li>• Funds held in PC bank accounts at 28th Feb 2020 <b>£1.495 million</b></li> <li style="padding-left: 20px;">Funds held in CCLA LAPF <b>£900,000</b></li> <li>• S106 payments due from Taylor Wimpey in 2020 2021:</li> <li style="padding-left: 40px;">Formal Open Space                    £ 406,073</li> <li style="padding-left: 40px;">Informal Open space                    £ 1,424</li> <li style="padding-left: 40px;">Play areas                                    £ 58,948</li> <li style="padding-left: 80px;"><b>Total                    £ 466,445</b></li> <li>• Budgeted revenue income 2019 2020 <b>£ 373,355</b></li> <li style="padding-left: 20px;">of which the precept £224,477 is received in 2 instalments in April and October</li> <li>Total expected to be managed in 2020 2021 <b>£ 3.24 million</b></li> <li>• Budgeted revenue &amp; S106 expenditure 2020 2021 <b>£ 349,656</b></li> </ul> <p>Last year the cost of increasing the Fidelity limit to £5m was investigated, however our current insurers are unable to raise the limit of indemnity any higher than £3m on this policy. CCPC would have to consider a standalone Crime insurance policy, where it is likely that the premiums charged would be disproportionate compared to the existing combined premium and excesses would start at around £5,000.</p> <p><b>The recommendation to maintain the Fidelity Guarantee at £3M was approved</b></p> <p><b>Proposed RM, Seconded GT, all in favour.</b></p>	
045/20	<p><b>Crookham Park</b></p> <p>To receive an update on site issues</p> <p>1) Cllrs Clerk and Facilities Officer met with TW at MUGA to consider moving forward with adoption. It was agreed that the facility should be opened and TW</p>	

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	<p>to include in next land transfer with commuted sums. The opening has been advertised via CCPC Facebook and youngsters already having fun in the facility. Clerk to raise request for installation of a French drain to athletics track side of path adjacent to MUGA.</p> <p>2) Clerk has chased TW again for an update on the Athletics track following a meeting they had with Redfields the contractor which broke down. A time limit should be considered for action to move this forward.</p> <p>CLLrs requested Clerk to set up meeting with Head of Planning to move enforcement action along.</p> <p>3) Clerk met informally with Jon Capel from the Fleet &amp; Church Crookham Athletics Club at his request. The club would welcome feedback on building design as per the schematics provided. The club has suggested that they have a preference for establishing a building before considering flood lighting.</p> <p>Feedback to be provided to Athletics club</p> <p>4) Ditch clearance work appears to have performed following storm Dennis – no reports made to Clerk of localised threat of house flooding. See pictures of balancing pond. NEW Sang team were on site over weekend to check ditches were flowing and have been sent the photo of the overflowing manhole adjacent to the athletics balancing pond to resolve.</p> <p>Clerk to forward pictures to Flood forum officer at Hart DC.</p> <p>5) Gas pipe located across Allamand ditch has been reported to SGN and reportedly will be providing a report to TW. Clerk has also notified TW.</p>	
046/20	<p><b>Azalea Play Park</b></p> <p>To consider and agree the scope of Azalea Play Park refurbishment and enhancement</p> <p><b>A report was circulated which provided a summary of the scope of works proposed to refurbish and enhance the play park and open space at Azalea Gardens. Quotes are being obtained to include:</b></p> <ol style="list-style-type: none"> <li>1) Bench and Bin - Replacement of old bin and bench to rear of play park in suitable location</li> <li>2) Scooter track Extension to scooter track to include remarking of existing track and any remedial works and to include road signs and play garage.</li> <li>3) Swing set replace of oldest double swing set to include accessible swing seat for disabled youngsters or youngsters with mobility problems with swing seat located closer to pathway to accommodate easier access to the equipment.</li> <li>4) Play markings on footpaths to encourage increased activity in children on their walk to school and general play</li> <li>5) Picnic Benches replacement of two picnic benches to include being more accessible considering access to them in terms of surfacing.</li> <li>6) Zip wire a popular choice for inclusion in the park/ open space area by residents polled.</li> <li>7) Basketball to install a hoop and surfacing for the “Key Area” within the open space adjacent to the park but still maintaining distance from houses.</li> <li>8) To consider a small number of car park spaces to alleviate parking within Azalea Gardens and local roads and to improve accessibility to the play area for disabled users within the site whilst considering tree root zones.</li> </ol>	

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	<p>9) Planting within open space to enhance the environment e.g. native hedgerow adjacent to footpath leading to play park from Azalea Garden Some aspects of this projects can be managed within the existing budget / EMR but others such as car park and planting may be longer term goals.</p> <p><b>The scope of works was approved to be investigated further and quotes provided being agreeing final plan.</b> <b>Proposed GT, Seconded MT, all in favour.</b></p>	
047/20	<p><b>Quotes</b> To receive and approve quotes for works as required</p> <p>Details as follows</p> <ol style="list-style-type: none"> <li>1) Repair knee rail at Nepal LAP and Grant Drive LAP £175</li> <li>2) Hedge to end of Grant Drive Hedge £634 net</li> <li>3) Band for VE DAY £1095 for a 4-piece band</li> <li>4) Staging for VE DAY £1,480</li> </ol> <p><b>The quotes were approved as listed above.</b> <b>Proposed GT, Seconded RM, all in favour.</b></p>	
048/20	<p><b>To approve payment of accounts for February 2020</b></p> <p>The reports were received <b>It was resolved to approve the payments of accounts reports for February 2020.</b> <b>Proposed GSa, Seconded RM, all in favour.</b></p>	
049/20	<p><b>To receive Clerks Report</b></p> <p>Next SANG Meeting is due to be arranged – Under new management and the new company Frontier Surrey Ltd are aiming to be very responsive to deal with negativity from Crookham Park residents. A link to the new website has been provided on the CCPC website and they have introduced themselves to the Clerk. They have also been visible out on site over weekend of storm Dennis to ensure culverts were not blocked and dealing with fallen trees. Repairs to fencing off Naishes Lane has also been carried out by them. They will now be the TW representative at the SANG Meetings going forward with stakeholders invited to discuss issues to push forward proactively.</p> <p>Audit is booked with RBS system being closed on 9<sup>th</sup> April and internal auditor booked for Tuesday 14<sup>th</sup> April.</p> <p>Annual Parish Meeting - Currently proposed for April 16<sup>th</sup> Thursday Clerk has contacted Hampshire CC Transport dept to ask if an officer can attend to discuss the next phase in terms of highways adoption and give residents an opportunity to raise local concerns. Other discussion points could be round up of survey outcomes and how CCPC may need to carry out specific issues surveys to enable it to move forward with expenditure e.g. bus shelters</p>	

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	<p>VE Day Program is being finalised with emphasis on music performances We believe the program can accommodate 2 big bands with Livvy Grace filling a slot with an audience participation section. A small stage setting would provide a focal point for the event with the boundary created by local groups e.g. scouts, guides etc.</p> <p>Signage Update No planning permission required but some guidelines have been provided to enable us to follow these for installation. Therefore, an order will be placed ASAP.</p>	
050/20	<p><b>To receive monthly safety reports</b></p> <p>Reports were received</p>	
051/20	<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>Feb 13<sup>th</sup> Hart Health &amp; wellbeing JR attended. The group are focusing on Mental well-being, Social connections and hidden needs of people in the local area.</p> <p>Feb 24<sup>th</sup> Hart Voluntary Action JR attended. Hants CC presented a Waste prevention initiative to reduce waste. RVS reported that they are hiring minibuses with drivers to groups who may need transport to events etc. and this should be promoted. Allan Walker from the Men's Shed also provided an update presentation which was very impressive about the work they have carried out already.</p> <p>Feb 27<sup>th</sup> FACC meeting GSa to attend.</p>	
052/20	<p><b>To confirm next meeting dates</b></p> <p>Hart DC planning meeting: Wednesday 11<sup>th</sup> March 2020</p> <p>CCPC Planning Meeting: 7.45pm 9<sup>th</sup> March 2020 CCPC Planning Meeting: 7.30pm 23<sup>rd</sup> March 2020 CCPC Full Council Meeting: 8pm 23<sup>rd</sup> March 2020</p>	

Meeting closed at 22.06

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