

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 28th September 2020 8.00pm

Place: remote meeting via Zoom

Present:

Councillors: Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Alan Jones (AJ); Mike Thorne (MT); Helen Butler.

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC); Cllr Chris Axam (HDC)

There was 1 members of the public present

Z123/20	<p>Appointment of Chair</p> <p>It was resolved that Richard Martin be appointed Chair of Church Crookham Parish Council.</p> <p>Proposed MT, Seconded CH, all in favour.</p> <p>Cllr Martin expressed thanks on behalf of Church Crookham Parish Council and all residents to Gill Thomas for her many years of service. Gill worked tirelessly to ensure that the best facilities were delivered for Church Crookham residents, being hugely involved in the delivery of the Community Centre as well as all the discussions to bring the parks and open spaces under management of the council.</p>	
Z124/20	<p>Appointment of Vice Chair</p> <p>To appoint a Vice-Chair if required subject to appointment of Chair</p> <p>Two candidates Cllrs CH and GSa has submitted statements in support of their interest in the role of Vice-Chair. Questions to the candidates were invited and none received.</p> <p>Cllr GSa was given a nomination.</p> <p>It was resolved that Gareth Saunders be appointed Vice-Chair of Church Crookham Parish Council.</p> <p>Proposed RM, Seconded MT, 3 in favour, 2 abstentions.</p>	
Z125/20	<p>Apologies for absence</p> <p>Cllr J Radley, Cllr M Burford, and Cllr D Moss</p>	
Z126/20	<p>To approve minutes of previous minutes</p> <p>To receive and approve as a correct record the minutes of the Full Council Meeting 20th July 2020</p> <p>Approved</p> <p>Proposed RM, Seconded MT, all in favour.</p> <p>To receive the minutes and accept recommendations of the following committee</p>	

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	<p>meetings and to return to committees any issues for reconsideration: Planning Committee Minutes - 27th July, 10th & 24th August, 14th September</p> <p>Approved Proposed RM, Seconded MT, all in favour.</p>	
Z127/20	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>No dispensations had been received</p>	
Z128/20	<p>Declaration of interest - relating to any item on the agenda</p> <p>Cllr RM re allotment charges as part of Z143/20</p>	
Z129/20	<p>Chairman’s Announcements</p> <p>CCLA where the parish council hold a significant investment have amended their terms to include a 90 day notice period for redemptions and dealing will recommence on 30th September, after this ceased due to the uncertainty of the markets at the start of the COVID-19 pandemic.</p> <p>Cllr AJ joined the meeting at 8.08pm.</p>	
Z130/20	<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>Cllr J Bennison passed on his thanks to previous Chair Gill Thomas and congratulated the new Chair and Vice appointments.</p> <p>Cllr Bennison also reported that the new T-junction access to the Watery Lane development on the border of the parish has commenced and whilst the new roundabout has not been approved by Hampshire CC, due to the major disruption this will cause, some aspects can commence on the land owned by the developer to commence this works.</p> <p>Cllr C Axam asked if it was correct that Hants CC submitted a No objection to the developer’s request to delay the installation of the roundabout until the 50th occupation. This was confirmed as true. Chair RM requested that District Councillors make representations to Hart DC planning officers to encourage the appropriate outcome so that the roundabout goes ahead without delay, as this is an essential piece of infrastructure at what is an already busy and dangerous junction.</p> <p>Cllr Bennison continued: rainfall on 27th August caused some localized flooding due to the volume of water in a short space of time. Bourley Road outside Peter Driver sports ground coped well but he has requested an additional drain in the location to prevent future issues.</p> <p>A cabinet paper is available from Hants CC on climate change, where Hants CC aims to be carbon neutral by 2050 with plans broken down into 5-year blocks.</p> <p>There have been requests for Naishes Lane to be closed to motorised traffic and for this to be part of the cycleway which is being installed at the end of the Gurkha path by Hants CC.</p>	

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Z131/20	<p>Taylor Wimpey update To receive an update on progress of site issues</p> <p>A report was provided to show progress on the snag issues on site, which shows that many of the tasks outstanding have or are being dealt with. The Clerk and Facilities Officer are to carry out a site walkabout with the grounds maintenance team to agree that areas are fit to be handed over.</p> <p>Allamand LEAP installation remains the biggest outstanding issue which has been chased but still no progress.</p> <p>Travel Plan Coordinator - In May, the TPC contacted CCPC in advance of launching a survey to residents regarding their travel habits. They felt that this was a good time to launch a survey whilst people were in lock down and were possibly considering their work/ travel journeys and if it would be possible to continue to strike a better balance and seek alternatives to car travel as their main mode of transport. The survey was launched late June / early July with a deadline and incentive to enter comments. Response was low and the survey was kept open and promoted throughout August. Clerk has requested feedback on results and any next steps. A meeting has been offered to discuss next steps with the Taylor Wimpey working party. Cllr Saunders agreed to join the working party in replacement of the outgoing Chair.</p> <p>Hampshire Adoptions - It is understood that the adoption discussions continue between Hampshire County Council and Taylor Wimpey and it is acknowledged that there is still outstanding work to some road topping surfaces amongst other issues, but progress continues.</p>	
Z132/20	<p>Athletics Track To agree to enter in to contract with Kestrel to deliver Athletics track</p> <p>Further to the resolution made under agenda item Z106_20 at the July meeting, negotiations continued with Taylor Wimpey (TW) to agree a sum to enable CCPC, along with the title in land, to deliver the athletics track at Crookham Park.</p> <p>On 29th July 2020 Clerk received a call from TW confirming an agreement of £225k which was also confirmed by email on 11th August.</p> <p>Following this agreement the Clerk and Facilities Officer have met with Kestrel to discuss the project and walked the location to agree access.</p> <p>Kestrel strongly believe in creating the least disruption to residents and seeking the most environmentally friendly access to the site. It has been agreed in principle that the access route will be along Dragon Way and onto the open space accessing the site from the skate park end of the site as per the skate park delivery, as this has the least impact on number of residents affected for the build period of approx. 5-6 weeks and the least environmental impact. Coming in from the tennis court end would have a hugely significant impact on all factors and in addition cost making the project undeliverable.</p> <p>Kestrel have also agreed that spring will be the best time to commence the project so that the autumn/ winter weather does not impact the project and will not create a prolonged period of inaccessibility to those whose use the open space currently. If work commenced now then the area would remain fenced off over the winter months.</p>	

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	<p>As a goodwill gesture, Kestrel have cut the grass on the area and are also looking to do this again before winter free of charge.</p> <p>The Clerk is now pursuing signing of a contract with Kestrel to lock in the price as a fixed contract to ensure that this can be still be delivered within the funds provided by TW.</p> <p>It was resolved to give delegated authority to the Taylor Wimpey working party and Clerk to agree the final price including contingencies and for site access to be agreed and contract signed. Proposed RM, Seconded HB, all in favour.</p> <p>It was resolved upon receipt of the S106 monies for facilities of £436,971 to place this on deposit with Santander and upon receipt of the £225,000 for the Athletics track works to place on deposit with Lloyds 95-day notice account. Proposed GSa, Seconded RM, all in favour.</p>	
Z133/20	<p>Food Outlet Vans To consider requests for food outlets to trade from Community Centre car park</p> <p>CCPC have been in receipt of 2 requests to trade from the Community Centre overflow car park: Mexicali – Proposal for Friday evenings from 4.30pm to 8pm serving fresh Mexican style food. Caleb’s Coffee – Proposal to have a trial week to establish a firm proposal for trading based on best options resulting from trial.</p> <p>It was resolved to grant permission to Mexicali on the following conditions:</p> <ul style="list-style-type: none"> ○ Subject to a trading licence to sell food from the overflow car park at the community centre once a week ○ cost £10 per session + VAT, ○ invoiced monthly ○ payable in advance ○ initially let for 3 months and then reviewed ○ to be reviewed every 3 months thereafter at the parish council’s discretion ○ all rubbish to be removed by Mexicali ○ trading between 4pm and 8.30pm Friday nights ○ to commence 1st Friday after receipt of payment of 1st months sessions <p>AND</p> <p>To grant permission for a one-week trial at the end of October to Caleb’s Coffee on the following conditions:</p> <ul style="list-style-type: none"> ○ Subject to a trading license to trade from the overflow car park at the community centre ○ Only within operating hours of the Community Centre i.e. from 8am ○ Not to operate whilst other traders are present in overflow car park ○ To ensure social distancing is maintained at peak times e.g. no cross over with the pre-school queue, positioning van to avoid queue clashes ○ Subject to community centre timetable to avoid busy sessions which may require hirers to utilise the overflow car park ○ To bring a defined proposal to Full Council to be considered following the trial week limiting overall hours of operation and avoiding 7 days a week. 	

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	Proposed RM, Seconded MT, all in favour.	
Z134/20	<p>Pre-School Licence To confirm the licence agreement</p> <p>Further to the meeting held in July, the Crookham Sunshines Committee considered the licence agreement based on a 10-year licence and reduced fee at £11.25 per hour + vat subject to price increases in future. The preschool committee agreed to these amendments in the licence and the working party agreed the licence terms enabling delegated authority to be enacted by the Clerk to progress to signing by both parties. This was completed prior to the pre-school reopening in September and is in place effective from 1st September 2020.</p> <p>Acknowledged by Full Council.</p>	
Z135/20	<p>Security Patrols To receive a report from summer patrols and agree ongoing level of response</p> <p>Discussion with Code 9 - levels of litter and age demographic has seen a sea change in the past couple of weeks with good engagement particularly at skate park. 16-21 age group seem to have less presence at sites. Fuller report was anticipated prior to meeting but was not received.</p> <p>Clerk will look to explore working with other local parishes to share the resource.</p> <p>It was resolved to reduce the response by half to 5 half hour sessions per week covering Friday, Saturday, and Sunday at CCPC sites. Proposed RM, Seconded GSa, all in favour.</p>	
Z136/20	<p>Southampton to London Pipeline (SLP) To confirm an easement over additional parish owned land and approval for legal costs associated</p> <p>The SLP project team are requesting an easement over recently acquired land referred to as Area H – Thapa Close LAP adjacent to Jubilee Drive and Naishes Lane. The paperwork has been reviewed by the CCPC solicitor who has confirmed that the clauses are appropriate to enter the Deed of Easement. Clerk was requested to confirm pipeline route through this area due to tree root zones in the location.</p> <p>It was resolved to give delegated authority for the Clerk to sign the Deed of Easement with Esso Petroleum Company Limited. Proposed GSa, Seconded RM, all in favour.</p>	
Z137/20	<p>Litter Pick To agree arrangements for a socially distanced Community litter pick and approve costs</p> <p>Suggestion is to run a community litter pick with the incentive of a prize draw for those participating to receive a gift voucher. A litter collecting pack will be provided to include litter picker, rubbish sacks, rubber gloves. Open to residents of Church Crookham residents only. To be advertised via social media, and schools. Recommend only in</p>	

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	<p>family groups due to current COVID-19 guidelines. Participants will submit a photo of the litter picked and location identifier. Rubbish disposed of within their own black bins at home. Name of winner drawn from those participants.</p> <p>It was resolved to run a socially distanced community litter pick with a prize draw for those participating with 3 prizes of Amazon vouchers totalling £50 (participating Councillors and their families not to benefit from the prize draw) to run during October half term.</p> <p>Proposed RM, seconded GSa, all in favour.</p>	
Z138/20	<p>Community Contract To agree a community contract to implement at parish council facilities</p> <p>Further to the ASB experienced at CCPC facilities over the summer it is thought appropriate for signage to be installed to indicate what behaviour is or is not appropriate at these facilities. Temporary signage will initially be prepared to indicate: Community Contract for use of this play facility NO Glass, NO Alcohol; NO Drug use; NO Loud music; NO Fires; NO urinating CCPC Facilities are open during daylight hours ONLY This will provide withdrawal of implied permission for any of the above actions by users of outdoor facilities</p> <p>It was resolved to install signage as above at all CCPC outdoor facilities.</p> <p>Proposed GSa, Seconded RM, all in favour.</p>	
Z139/20	<p>War Memorial Centenary To approve a budget to mark the centenary of the Gally Hill War Memorial</p> <p>10th October 2020 marks the centenary of the dedication of the Gally Hill War Memorial and even though COVID 19 restrictions prevent any significant ceremony involving numbers of members of public it was suggested that this be marked in some way.</p> <p>Crookham Village PC, Christ Church and the Royal British Legion have been contacted and all are keen to mark this centenary suggesting a small film to depict a ceremony at the memorial to lay a wreath of flowers depicting the number 100. To this small film will be added some historical information and photos of its timeline and other significant events.</p> <p>Advertised via social media for a local media company and we have 2 interested in assisting us and have provided quotes. Budget would also need to allow for flower display. Clerk has asked CVPC if they would like to contribute to the cost of producing this film to make it available to all residents as a historical timepiece.</p> <p>It was resolved to approve a £2,000 budget from the Events EMR held whilst requesting support from CVPC for the Centenary event.</p> <p>Proposed GSa, Seconded RM, all in favour.</p> <p>Cllr HB left the meeting at 9.09pm.</p>	
Z140/20	<p>Website Accessibility Statement To approve the Accessibility statement for the Church Crookham Parish Council website</p>	

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	<p>It is a legal requirement to have a website accessibility statement for the parish council website from Sept 2020.</p> <p>Whilst the current website is under redevelopment, an accessibility widget has been attached to the current website which enables greater access to documents and the overall content of the website. As part of redevelopment CCPC is mindful of the required improvements to documents to ensure the appropriate fonts etc. are used but the widget improves the current website enough to make the majority of current features accessible. Also to be taken into consideration is that appropriate audio software is available for any future video presentations made available on the website.</p> <p>It was resolved to approve the accessibility statement v1. and to maintain it under review as part of the website redevelopment. Proposed RM, Seconded GSa, all in favour.</p>	
Z141/20	<p>Fleet Link</p> <p>To agree attendance at a meeting of co-funders of the service and consider the Church Crookham Parish Council's position.</p> <p>Fleet Town Council as one of the co-funders of the Fleet Link service requested a meeting with CCPC to seek a common position for the future of Fleet Link bus service funding</p> <p>It was agreed that Cllrs RM and CH would attend a zoom meeting with members from Fleet Town Council. CCPC's position remains that they maintain support as far as the service and cost is viable subject to the availability and quality of data. The meeting will seek to discuss the ongoing viability of the service and to explore alternative solutions for the cohort that need access to such a service.</p>	
Z142/20	<p>Local Government Service Pay Agreement 2020/21</p> <p>To approve the 2020/21 pay agreement</p> <p>On the 24th August 2020, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020/21 to be implemented from 1st April 2020. The NJC also agreed that from 1st April 2020 minimum annual leave will increase from 21 to 22 days for employees with less than 5 years' service.</p> <p>This remains within the current year Gross salary, Employers NI and Pension budget for the current year including the back-pay due.</p> <p>It was resolved to approve the 2020/21 pay agreement Proposed RM, Seconded GSa, all in favour.</p>	
Z143/20	<p>Fee Charging</p> <p>To review charge rates and terms and conditions for CCPC facilities and approve any changes:</p> <p>Community Centre Charge rates, Terms & Conditions Allotment Rental Charge rates, Terms & Conditions Other leases, tenancies, and fees</p> <p>Schedule of charges v3 updated September 2020 was reviewed.</p>	

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	<p>It was resolved to update the schedule to include street trading rates and to hold the fees at the current rates in the 2021/22 financial year. Proposed GSa, Seconded MT, 5 in favour, 1 abstention.</p>	
Z144/20	<p>Subscriptions & Memberships To review and agree subscriptions and memberships of other bodies for 2020/21</p> <p>£944 Hampshire Association of Local Councils £564 National Association of Local Councils £60 Hampshire Playing Fields Association £36 CPRE £440 Lawn Tennis Association £227 Clerk SLCC Professional subscriptions £180 Deputy Clerk SLCC Professional subscriptions</p> <p>It was resolved to approve the above listed subscriptions for 2020/21 Proposed RM, Seconded MT, all in favour.</p>	
Z145/20	<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>As in prior years the following local authority arrangements have been adopted as per budget for 2020/21: Fleet Link £3,676.38 plus £838.54 vehicle replacement [Prior year £3,611.38 plus £838.54 vehicle replacement costs [Budget current year £4,539] Basingstoke Canal Authority £6750</p> <p>It was resolved to approve the local authority arrangements. Proposed RM, Seconded GSa, all in favour.</p>	
Z146/20	<p>External Audit Conclusion To receive the Conclusion of Audit report from the External auditors and approve any matters arising</p> <p>The external auditors returned the signed Annual Governance and Accountability Statement with the external auditor report stating that no issues arose as part of the annual audit process. The notice of conclusion of audit will be displayed.</p> <p>It was resolved to accept the external audit report and thanks to the Responsible Finance Officer for all the hard work. Proposed RM, Seconded MT, 5 in favour. (Cllr GSa was not present for this agenda item).</p>	
Z147/20	<p>Appoint Internal Auditor To approve appointment of Internal Auditor</p> <p>Kevin Rose of IAC Ltd has audited accounts over past years but still considered independent. His knowledge of parish councils accounts is wide and borne out by the issue raised by PKF last year which he was correct on and therefore did not require a change to the accounts. CCPC staff would be happy to continue to work with IAC Ltd as</p>	

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	<p>they also provide support/advice when needed.</p> <p>It was resolved to appoint IAC Ltd to perform the internal audit for a three-year period at the discounted fee of £346.75 per day Proposed RM, Seconded MT, all in favour.</p>	
Z148/20	<p>Grant Application To confirm Scout fence application 2019/20 to be reapplied for when planning approval granted.</p> <p>Prior year grants that were granted but not paid at end of year included: £1,000 Scouts 101st Group for fence to new site - subject to planning permission. £1,019 Court Moor School - this was paid in April Other grants paid this year Victim Support and Lions IT Project £600 total, hence Credit value on account. Scouts planning permission is not yet in place for fence and have agreed with Scouts for them to reapply when this is resolved.</p> <p>It was resolved to request 101st Odiham Scouts reapply for grant for fence when planning permission in place. Proposed Rm, Seconded MT, all in favour.</p>	
Z149/20	<p>To approve August and September 2020 Finance report</p> <p>Report was received. Approved Proposed RM, Seconded GSa, all in favour.</p>	
Z150/20	<p>To receive Clerks Report</p> <p>PCSO Dispersal order implemented in August was due to Azalea becoming a hotspot based on number of calls. Some youngsters were moved on and the sites/ locations were quiet after this dispersal. Peter Driver assaults were being investigated and engagement with the pub landlord has taken place. Following meeting with landlord he has installed signs to request no glass from pub onto open space. Humphrey Park received calls relating to youngsters there known to be from Crookham Park have been engaged with. Speed watch activities can proceed, and Ben Allman is seeking dates from volunteers to attend training.</p> <p>Basketball Fleet Flyers contacted to thank the parish council for use of the basketball court to raise awareness of the sport in the Fleet area. They will be having final session on 26th September. Really pleased with number of registrations predominantly in the age 10-13 ages. Over the winter they are moving to a local inside but may seek a venue when the weather improves in Spring.</p> <p>Traffic on Crookham Park Residents continue to voice concern over speeds within the CP development. As there is no completion of the adoption of the roads yet it is not possible to engage with HCC</p>	

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	<p>currently. Cllr MT suggested discussing issues with Cllr Forster the Chair of Hampshire Road Safety Committee.</p> <p>Azalea Park Following a report of an accident at Azalea on the roundabout and a broken bolt on the trim trail (parts ordered) these items of equipment have been closed off. Advice is being sought on the roundabout from the inspector ROSPA who is due in early October and outcome of discussions brought to council if change needed to the equipment. Project plans – additional quotes are being sought for the scaled down project at Azalea excluding zip wire and basketball net. Depending on the prices will determine the need to put on contract finder as per financial regulations. A short survey of contractor options will be put out to public once finalised. A separate indicative quote has been sought to create 2 parking spaces at Azalea with a need to explore any planning requirements and how best to create maintenance access.</p> <p>Tree works Continue around development with relevant notices displayed. Works should be completed prior to bad weather season and then follow up work can commence. This will include project tree replacement and woodland management for which scoping and quotes will be required.</p> <p>Allotment grievance Further to circulation of the allotment grievance raised whilst Clerk was on leave. The tenant received a letter of apology from the other tenant holder and this was accepted. CCPC believe that this matter is closed.</p> <p>High Trees Art Project Weather permitting Rob Beckinsale will be on site at the begin of October (weather permitting) to commence the carving to the tree stump. The beekeepers have checked the tree and believe the bee nest is currently dormant warranting it safe to proceed. They will be on hand to check prior to works commencing.</p> <p>Website update Facilities Officer continue to look at website development and will be providing an update via a zoom meeting to those interested. This includes a review of the design idea, progress on a planning app, amongst others. Please indicate interest and this meeting can enable continued progress.</p>	
Z153/20	<p>To receive monthly safety reports</p> <p>Reports were received.</p>	
Z152/20	<p>Quotes To receive and approve quotes for works as required</p> <ol style="list-style-type: none"> 1) Website planning app from Orange Pixel – £400 + VAT – Website project code 4842 2) Board walk to rear of allotment in need of repair <ul style="list-style-type: none"> Level 1 – repair Quote 78 £2,360 Level 2 – repair Quote 76 £6,566.55 FULL replacement with metal joists for longevity 	

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	<p>Allotment S106 General maintenance budget code 4312</p> <p>3) Replacement equipment for Burma bridge at Azalea £346 (has been ordered under Clerk authority) – Open space maintenance budget code 4325</p> <p>It was resolved to accept the quotes 1-3 as above with Level 2 repair to the board walk as per the budget codes stated.</p> <p>Proposed RM, Seconded GSa, all in favour.</p>	
Z153/20	<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>Alms House Report</p> <p>All residents had been coping as well as could be expected with the Covid situation, and the Clerk of the association and Chairman Cllr Gill Butler had been in regular contact. Assistance was provided where needed and the communal outdoor area revamped during Covid. The next meeting is due March 16th, 2021.</p>	
Z154/20	<p>To confirm next meeting dates</p> <p>Hart DC planning meeting: Wednesday 14th October 2020</p> <p>CCPC Planning Meeting: 7.30pm 12th October 2020</p> <p>CCPC Finance & Policy Meeting: 8pm 12th October 2020</p> <p>CCPC Planning Meeting: 7.30pm 26th October 2020</p> <p>CCPC Full Council Meeting: 8pm 26th October 2020</p>	

The meeting closed at 21.51pm

Signed _____

Date _____