

CHURCH CROOKHAM PARISH COUNCIL

FULL COUNCIL MEETING

Initials: Date:

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 22nd March 2021 8.00pm

Place: remote meeting via Zoom

Councillors present:

Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Alan Jones (AJ); Mike Thorne (MT); Helen Butler (HB); Bruce Bulgin (BB); John Ford (JF); Debbie Moss (DM); Michael Burford (MB).

Also: Claire Inglis (Clerk); Sally du Gay (Deputy Clerk)

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

There were 3 member(s) of the public present

21/Z048	<p>Apologies for absence</p> <p>None - all councillors present</p>
21/Z049	<p>To approve minutes of previous meetings</p> <p>To receive and approve as a correct record the minutes of the Full Council Meeting 22nd February 2021</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 - 22nd February & 8th March 2021</p> <p>Minutes of the Full Council meeting of the 22nd February were accepted as a true record of the meeting. Proposed RM, Seconded GSa, all in favour.</p> <p>Minutes of the Planning Committee meetings of the 22nd February and 8th March were accepted as true records of the meetings. Proposed RM, Seconded HB, all in favour.</p>
21/Z050	<p>Dispensations</p> <p>To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>
21/Z051	<p>Declaration of interest</p> <p>relating to any item on the agenda.</p> <p>Cllrs RM and MB in relation to agenda items 21_Z058 and 21_Z059 Allotment matters</p>
21/Z052	<p>Chairman's Announcements</p> <p>There were no Chairmans announcements</p>
21/Z053	<p>Public session</p> <p>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>HCC Cllr John Bennison provided updates:</p> <ul style="list-style-type: none"> • CEO of HCC is retiring and a replacement being sought after elections have taken place on 6th May • Flytipping has increased in Hampshire after a 6 to 7 year decline in cases • Hampshire will receive £38.8M of road funding a 1/4 less than the prior year • Hampshire will however receive £30M grant for environmental project to install solar and more efficient replacement windows at schools and council buildings around the county at over 350 sites • School places saw 90% 1st choice places being obtained and 98% obtaining their preferred choice across the county • Beacon Hill Road works to install the junction for the Lidl etc. retail development is likely to commence end April/ begin May • A287 roundabout appeal written representations will be heard at end of April. Development on site has paused and the Redfields Lane traffic controlled works continue. <p>HDC Cllr Axam had received a query in relation to "who is managing the heras fence installed on the athletics track". See agenda item 21_Z057 for Crookham Park site update.</p>

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21/Z054	<p>Grant Applications To receive and consider approval of grant applications</p> <p>A member of the Fleet Beekeepers Association reported on the success of the apiary site within Church Crookham adjacent to the allotment site. Interest in beekeeping continues to grow and there is a backlog of residents wanting to attend the training course offered by the association. The grant request is for fencing to extend the existing site to enable housing of additional hives up to a capacity appropriate for one site. The association would be open to any additional potential sites (at least 2 miles between). The extension to the apiary site will easily be filled.</p> <p>It was resolved to permit an extension to the Beekeepers licence area (21_Z055 licence to be updated and resigned) and grant approved for fencing total £3,300 under Power of recreation Local Gov Act (misc provisions) 1976 s20. Proposed RM, Seconded GSa, all in favour.</p>
21/Z055	<p>Beekeepers Licence To approve extension to Beekeepers licence area subject to approval of grant application request</p> <p>Please refer to resolution under agenda item 21_Z054 above.</p>
21/Z056	<p>Azalea Refurbishment Project To approve the shortlist of tender submissions to be put forward for resident feedback</p> <p>Following publication of a tender on Contract Finder 4 companies submitted responses to the tender pack. The submissions have been reviewed and evaluated by the working party which included 4 Councillors, 3 staff members and 1 member of public. Results of the evaluation as a combined overall score were as follows: Company A - 431; Company B - 458; Company C - 433 & Company D - 463.</p> <p>It was resolved to shortlist B, C, D for public consultation where members of the public will be asked to rank the designs in order of preference, with an opportunity to comment on designs to then be considered by the working party. The working party to prepare a proposal for Full Council at the May meeting see meeting dates below. Proposed RM, Seconded MT, all in favour.</p>
21/Z057	<p>Crookham Park Site Update To receive an update on progress of site issues following meeting with Taylor Wimpey and Kestrel and agree any actions</p> <p>Kestrel discussions Following issue of the letter to residents as approved at February meeting concerns raised by residents were listened to by Kestrel. Kestrel visited the site to assess the condition of the track area to determine when to commence works and decided that it was a good time to mobilise. A number of site visits took place by the team from Kestrel to reassess site access in response to the resident concerns in using Dragons Way. The outcome is that they have amended the vehicle size that they were planning to use to enable access via the existing road network. Kestrel have now heras fenced the site and await the right conditions to cut and spray off the grass to be able to commence 2 weeks after that. Clerk email of Friday 12th March sought approval via email from Councillors for: 1) the revised access route Naishes Lane, Jubilee Drive, Gurkha Road and 2) The revised communication to be issued to residents Consent was made by email to enable prompt communication to be issued to residents. The revised letter was delivered Wed 17th March.</p> <p>8 CCPC Councillors confirmed their agreement to the 2 points above via email and it is proposed to ratify this decision. It was resolved to ratify the decision agreed by email consensus to points 1 and 2 above. Proposed RM, Seconded MT, all in favour.</p>

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21/Z057 Cont'd	<p>Taylor Wimpey Meeting TW working party Cllrs RM, DM and GSa met with Nigel Phillips of TW, via zoom on Tuesday 16th March to receive a progress report on outstanding site issues.</p> <p>Play areas – A submission has been made to Hart DC planning at their request due to the need for adjustment to the park layout and minor change in position. In addition the trim trails. It is understood that the planning officer has stated that there is no need for a consultation period. TW would aim to mobilise the installer as soon as possible after the planning officer has responded to the application.</p> <p>Drainage – Works are due to commence site wide to perform a survey – clean – resurvey of the drainage system installed as part of the development to provide the required evidence to Thames Water to facilitate adoption. This will be approx. 4 weeks work.</p> <p>Highways – Hope & Clay who did all the off-site S278 works originally will be back to perform snagging works prior to a final inspection to progress the adoption of the last off-site works i.e. on Naishes / Liepzig. As this was the main construction route in HCC would not have looked at these roads for adoption any earlier.</p> <p>All other works to complete snagging roadway issues is planned and this will facilitate adoption by Highways. TW will be seeking the S38 agreement to be approved which will involve the adoption of the main spine road through the development i.e. Jubilee Drive. All other roads off the main spine will be adopted under a “Deed of dedication”. Initial inspection by Hampshire CC indicate that they are happy with what is in place in relation to the main spine road.</p> <p>Question raised - Are road markings due to be implemented on the quadrant junctions of Jubilee Drive as there was a recent accident at one of these junctions.</p> <p>Response – Do not believe so but will check. Considered that the granite sets installed indicate to road users to approach the junction with caution.</p> <p>Travel Plan – Stantec the travel plan co-ordinators will soon be in a position to share updates on the bus service. The local bus routes have recently seen enough return to usage to make it worthwhile carrying out a resurvey as promised by Stantec. Clerk to liaise with TPC to assist in advertising updates.</p>
21/Z058	<p>Annual Parish Meeting To confirm an outline agenda and content for the meeting</p> <p>The Clerk provided an outline plan for the Annual Parish Meeting to be held via ZOOM on Monday 19th April. All residents are invited to this informal meeting and will receive an update on the activities of the parish council over the last 2 years since the last APM, updates on land management and responsibilities of the different organisations that the parish council have a relationship with. Questions have been invited via the newsletter due for delivery this week and this will provide a Q&A session as part of the event.</p>
21/Z059	<p>Allotment inspection report To receive the March 2021 allotment inspection report and approve recommended actions</p> <p>The allotment inspection report carried out by Cllrs Gsa, CH and Facilities Officer was reviewed and there were no recommended actions for approval. The next inspection is due to be carried out at the end of April / begin of May.</p>
21/Z060	<p>Allotment Plot requests To receive plot requests from ploholders and list 2 recommendation and approve any changes</p> <p>Consideration was given to the following requests:</p> <p>Suspension of List 2 (Out of Parish residents) Currently there are 50 people on Waiting List 1 (In Parish Applicants) and a further 47 on Waiting List 2. Annual turnover is approx. 5-8 Plots with the new people being added to Waiting List 1 all the time. Given that priority is always given to Waiting List 1 applicants, Waiting List 2 are unlikely to be allocated a plot to those on Waiting List 2. It was resolved to suspend Waiting List 2 and update allocation policy to this effect. Proposed G5a, Seconded MT, 7 in favour, 2 abstentions (Cllr DM lost connection during vote).</p> <p>Request to split plot Request from a tenant to reduce the size of their plot (large plot) by 2/3rds. The tenant is having difficulty in managing the full plot. There has been a precedent and most people on the waiting list want smaller plots. There is some capacity for storage in sheds if using the central zones (sheds have been kept tidy upon inspection). It was resolved to split the plot into three to create 2 new plots to be offered. Proposed G5a, Seconded MT, 8 in favour, 2 abstentions.</p> <p>Tenant residents moving out of parish Under the existing allocations policy if a tenant moves outside the Parish they should forfeit their plot. In a recent audit of correspondence addresses a couple of plots have been highlighted where the tenant has moved just outside the parish. One tenant is a long standing tenant having taken their plots when the allotments were first established. It was resolved to grant permission to allow 2 tenants to retain their plots on the basis of an updated allocation policy to state that any tenant that subsequently moves out of parish may retain their plot for one year and if they still want to hold their plot after the year must submit a written request to be considered by CCPC (notwithstanding all other rules and regulations of the allotment site). Proposed MT, Seconded JF, 8 in favour, 2 abstentions.</p>

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21/Z061	<p>Covid Dispensation hire rates To give Clerk delegated authority subject to VAT advice to offer end of season dispensation rates for hire of 5-a side</p> <p>Hire of sports facilities for a block booking of 10+ sessions benefit from a VAT exemption meaning a club will pay a Vat exempt amount of £30 per session rather than £36 if booked and paid for. Due to Covid lockdowns the youth clubs who book PD Muga for 10 week blocks have not been able to fulfill all of the sessions. Having sought VAT advice</p> <p>a) It's OK to treat the original session as VAT exempt, even though it didn't meet the 10 session criteria. You can issue a refund or credit note for the balance.</p> <p>b) It is not OK to treat residual sessions as VAT exempt. They would have to be regarded separately and qualify, in their own right, for any block booking exemption.</p> <p>2 Teams are affected who want to hire for their remaining session ONLY 6 and 4 respectively and would need to be charged £36 vat inclusive. Proposal is to approve a one-off dispensation rate of £25 plus VAT resulting in a charge of £30 (what they paid previously) which for the 10 sessions would impact CCPC £50 in total.</p> <p>It was resolved to provide a one-off dispensation rate under delegated authority of the Clerk, total £50 cost to CCPC.</p> <p>Proposed RM, Seconded DM, all in favour.</p>
21/Z062	<p>Credits to Customers To approve write-off of hire/ rental charges due to Covid lockdown measures</p> <p>This agenda item is combined under the Debtors List next agenda item</p>
21/Z063	<p>Debtors List To approve debtors write-off</p> <p>Total outstanding debt is £4,316.64 of which £4,230 is debt aged over 3 months. Of this aged debt £4,125 relates to grass pitch hire second half of season where play has not been permitted under Covid lockdown rules.</p> <p>It was resolved to accept the recommendation from the Debtors reports: To write off pro-rata upto £3,100 football grass pitch hire due to Covid lockdown non-usage, invoices raised in advance of lockdown measures being announced. £45 Comm centre debt from hirer but to continue to chase debt and recover prior to allowing any further hire.</p> <p>Proposed RM, Seconded BB, all in favour.</p>
21/Z064	<p>Asset Register To receive report on asset verification and approve verified and updated asset register to include authorisation of disposal of assets</p> <p>Following the verification of assets carried out by Councillors at all sites the asset register has been updated to reflect any changes.</p> <p>It was resolved to approve the asset register with total assets valued at £3,732,327.88.</p> <p>Proposed RM, Seconded Gsa, all in favour.</p>
21/Z065	<p>Ear Marked Reserve Movements at Year-End To consider and approve year-end Earmarked Reserve movements / reallocations for 2020/21</p> <p>Confirmation of final EMR movements will be reported at the April meeting as the year end numbers are finalised over the next couple of weeks. At the January F&P meeting the following were agreed in principal providing the RFO with guidance to complete the year end position: -</p> <ul style="list-style-type: none"> • Parish signage & Gateways EMR - any unspent reserve to be released to general reserves. [Final quote for remainder of site signage requirements is currently being priced by signage company] • Website & Email EMR- any unspent reserve to be moved to Peter Driver Improvements EMR. [May retain a small EMR to cover cost of additional media images/films etc for new website] • Events EMR- any unspent reserve to be released to general reserves. • Bus shelters EMR – Reallocated to Azalea Park CCTV project. • Replace 3G surface EMR- renamed Peter Driver MUGA EMR to allow for expenditure on fencing and gateways as well as the surface. <p>• General reserve to be maintained at £ 109,616.50 (50% of precept) i.e., a decrease of £13K. Any surplus in excess of this to be added to:</p> <ul style="list-style-type: none"> - £10,000 Play Equipment Replacement Project EMR - Remainder to Peter Driver Improvements EMR. <p>It was resolved to carry out the EMR movements at year end as per above</p> <p>Proposed RM, Seconded MT, all in favour.</p>

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21/Z066	<p>95 Day Notice to Nationwide To approve withdrawal of £100k by 95-day notice period to Nationwide Building Society</p> <p>£100k to be drawn down from the Nationwide 95 notice account to fund the anticipated 2021/22 S106 expenditure budgeted at approx £100k per annum. It was resolved to draw down £100k from the Nationwide 95-day notice account Proposed RM, Seconded BB, all in favour.</p>
21/Z067	<p>Quotes To receive and approve quotes for works required A revised quotation for bolt on fence/ anti-climb extensions to sports pitches to include Peter Driver sports ground MUGA, Crookham Park Tennis Courts and Basketball MUGA: Peter Driver £5,300 Tennis Courts £5,338 and Basketball MUGA £3,096 It was resolved to approve the quote for fence extensions Proposed RM, Seconded MT, all in favour.</p>
21/Z068	<p>To approve payment of accounts for March 2021 and authorise budget items overspent in year</p> <p>A full report of over-under spend against budget will be provided at the April meeting. Payments of accounts were reviewed. It was resolved to approve the March payment of accounts Proposed RM, Seconded GSa, all in favour.</p>
21/Z069	<p>To receive Clerks Report</p> <ul style="list-style-type: none"> • To confirm following email issued today that Code 9 no longer able to provide security patrol service. • Project work is keeping office staff busy as well as entering year end processes. Community Centre officer is liaising with customers in advance of their return to use of the community centre and the bookings appear to be relatively healthy with inquiries from new hirers also. • Crookham Sunshines preschool have returned to use of the premises following temporary closure due to a positive Covid test. A deep clean of the centre took place including all touched surfaces in the outdoor space of the preschool.
21/Z070	<p>To receive monthly safety reports</p> <p>Safety reports were received. Community Centre - Deep clean has been carried out following Covid case in pre-school setting. All sites safety report - Tent rubbish has been removed from Azalea heavier items to be disposed of in due course; Kompan have been contacted to advise on Crossways Park issues.</p>
21/Z071	<p>External Bodies Committee attendance To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Cllr GSa attended the first meeting of a working party set up at the February meeting of the full Farnborough Aerodrome Consultative Committee to review the Constitution and, if necessary, to make suggestions to the committee at the June meeting. The majority of the meeting discussed the membership, currently 24 members, spread across Farnborough Airport Ltd, local authorities, and local interest groups. There will be a number of suggestions for changes put forward to FACC, CCPC membership is not one of the proposed changes. The working party agreed to meet after Easter to continue an in-depth discussion on the written Constitution. An update will be provided to Full Council again after that meeting.</p> <p>Cllr DM has provided a report in relation to the ALMs houses. Please see report provided.</p>
21/Z072	<p>To agree a date for the next meeting To consider and amend meeting dates subject to change in law requiring return to face to face meetings.</p> <p>Meetings through April will continue via Zoom. In view of the legal requirement (as per current lockdown lifting program) to return to face-to face meetings it is agreed that the meetings will be as follows subject to legislation changing:</p> <ul style="list-style-type: none"> • Monday 12th April Planning Committee • Monday 19th April Annual Parish Meeting - ALL ARE WELCOME VIA ZOOM • Monday 26th April Planning Committee • Tuesday 4th May Annual Meeting <p>Meeting after these dates will be announced as soon as possible.</p> <p>Meeting closed at: 9.43pm</p> <p>Signed _____ Date _____</p>