

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 26th July 2021 8.15pm

Place: Oak Hall, Church Crookham Community Centre, GU52 8AQ

Present:

Councillors: Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Mike Thorne (MT) arrived at 8.33pm; Helen Butler (HB), Michael Burford (MB), Debbie Moss (DM); John Ford (JF); Bruce Bulgin (BB).

Also: Claire Inglis (Clerk)

Cllr Stephen Parker (HCC).

There was 1 member(s) of the public present

21/131	<p>Apologies for absence</p> <p>Apologies were received from Cllr Alan Jones</p>
21/132	<p>To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 28th June 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 - 28th June & 12th July 2021</p> <p>It was resolved to approve the minutes of the meeting held on 28th June 2021 Proposed RM, Seconded MB, all in favour.</p> <p>It was resolved to approve the minutes of the Planning Committee meetings held 28th June and 12th July 2021 Proposed RM, Seconded BB, all in favour.</p>
21/133	<p>Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>
21/134	<p>Declaration of interest relating to any item on the agenda.</p> <p>Cllrs RM and BB in relation to the grant application agenda item 21/137</p>
21/135	<p>Chairman's Announcements</p> <p>While Church Crookham Parish Council will always endeavour to take decisions that we feel are of benefit to all residents across the parish, we appreciate that occasionally some residents might disagree with such decisions. While we welcome constructive feedback from residents and recognise that any complainant might be feeling frustration when making a complaint, council staff and those contracted to work on their behalf have the right to go about their job without fear of intimidation. The use of aggressive or intimidatory language towards council staff and those working on behalf of the council will not be tolerated.</p>

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21/136	<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>Hampshire County Cllr Stephen Parker reported: Waste Prevention Community Grant Fund is being made available for those in the community looking to fund innovative projects. Public Health Consultation is available to residents to access. Please visit hants.gov.uk website for more details and links to information. In addition, Climate change budget will see £1.2m being spent on various projects including replacing Fleet library windows as well as local school windows. Highways dept. are using electric vehicles, trees are being planted within Hampshire parks and other land and Harold Hillier Gardens have created a new seed propagation unit. Operation resilience surfacing works will be taking place in the Gally Hill/ Ferndale Rd areas of Church Crookham.</p>
21/137	<p>Grant application</p> <p>To receive and consider approval of grant applications</p> <p>Crookham Junior School PTFA submitted a grant application for replacement play equipment £15,000. It was acknowledged that the grant budget currently remains at £8,200. Clerk will request quotes from the school to include as part of the back-up paperwork for the application.</p> <p>It was resolved to grant Crookham Junior School PTFA a grant award of £15,000 increasing the budget by £9,500 as per the discretionary grant awarded to CCPC by Hart DC. Proposed GSa, Seconded MB, all in favour.</p>
21/138	<p>Forest School</p> <p>To review the use of parish owned land for Forest School at the end of the trial period Cllr MT joined the meeting at 8.33pm</p> <p>Following the end of the trial period for the Forest School utilising CCPC owned land adjacent to the allotment site, an update was received from Kate Stewart. Her Forest School qualification has been going well and she would love to create a small area as discussed at the back of the Mens' Shed where following a planned session in the woodland, walk back and close by having a fire to make snacks, drinks and teach the children fire safety, science, resilience skills needed to make a fire. This forms a key part to a forest school session.</p> <p>It was resolved to grant a long-term extension for continued use of the woodland area for Forest School and a 6-month trial period utilising an area within the fenced Mens' Shed area for a pit fire following rigorous risk assessment of the location by Kate Stewart, with delegated authority granted to the Clerk to approve the annual review for both areas and grant ongoing usage for pit fires, both to be reported via the Clerks report. Proposed RM, Seconded DM, all in favour.</p>

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21/139	<p>Community Centre To consider and agree a policy subject to review for ongoing Covid secure measures at the Community Centre post lock down</p> <p>Further to the meeting held in June the policy is presented for approval. The hirers were contacted in advance of the final announcement by the government and responses have suggested that they are happy to retain certain protocols to maintain a Covid secure environment within the community centre, whilst recognising some protocols will not be enforceable by law been provided for your information. In addition, the advice from ACRE to community halls includes similar advice as to the policy provided. Staff will continue to review and monitor the usage of the building and seek customer feedback, providing safe access to those with accessibility issues where required.</p> <p>It was resolved to approve the Community Centre Covid Protocol Policy to be implemented until the end of the year with an update provided in the Clerk's report at the October meeting. Proposed RM, Seconded JF, all in favour.</p>
21/140	<p>Trading Policy and Request from Trader To consider a request from food outlet trader and approve any amendments to the outlet trading policy</p> <p>The outlet trading policy was discussed, and amendments approved (removing gazebo clause). It was resolved to approve the Food Outlet trading policy v2. as above. Proposed RM, Seconded MT, all in favour.</p> <p>The request from an existing trader was discussed. It was resolved to permit Caleb's Coffee to trade an additional day on Mondays; no trading on Sundays; as per Food outlet policy no more than one trader on site at a time; staff members will not be able to use the toilets whilst covid secure protocols remain in place in the community centre; and the parish council do not want permanent trading structures in the trading area. Proposed GSa, Seconded RM, all in favour.</p>
21/141	<p>Athletics Club meeting To consider the agenda items raised by Fleet & Church Crookham Athletics Club</p> <p>A working party consisting of Cllrs RM, GSa, BB and CH was agreed to enter into discussions with the Fleet and Crookham Athletics club who are seeking to have a permanent base at the athletics track within Crookham Park. It was agreed to establish the wish list from the club and then resolve any decisions whilst also encouraging the club to have pre-application planning discussions with Hart DC.</p>

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21/142	<p>Wildflower planting trial locations To agree locations to trial wildflower planting</p> <p>Planting S106 Budget in 2021/22 is £8,000 - this budget was set with the intention of establishing areas to wildflowers. Clerk approached Hart DC to investigate contractors that can help with such a project. Suggestion to choose a couple of locations to trial both from seed and wild turf prior to larger scale project in area F to the rear of Nugent Close.</p> <p>It was resolved to trial locations within High Trees open space and area within Area D Gurkha Path open space. Proposed GSa, Seconded MT, all in favour.</p>								
21/143	<p>Tree Survey cycle To receive quotes for tree survey cycle and agree when next survey will take place</p> <p>Following the tree surveys carried out in late 2019 and the subsequent tree works undertaken throughout 2020 and 2021 resurvey quotes as follows have been obtained from Sapling Arboriculture. The next survey cycle recommended in line with the CCPC tree management policy to be carried out in Spring 2022:</p> <p>a) Revenue budget - Old CCPC sites b) S106 budget - Crookham Park sites owned by CCPC and surveyed in 2019 c) S106 budget - Crookham Park sites owned by CCPC since last survey cycle</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Quote 2021</td> <td style="width: 70%;">Actual costs 2019</td> </tr> <tr> <td>a) £1,423 }</td> <td>£3,539 (a & b)</td> </tr> <tr> <td>b) £1,325 }</td> <td></td> </tr> <tr> <td>c) £3,110*</td> <td>New sites therefore new cost of survey in addition to 2019</td> </tr> </table> <p>Budget line is Tree and Woodland management Revenue and S106 * Please note that this survey quote provides an allowance for the land to the rear of the athletics track. Clerk currently seeking a Deed of Rectification as plotted incorrectly by HM Land registry as actual boundary mapped includes significant area of SANG land already managed separately.</p> <p>It was resolved to accept the above quotes from Sapling Arboriculture Ltd and carry out the next tree survey cycle in Spring 2022 (in leaf). Proposed RM, Seconded BB, all in favour.</p>	Quote 2021	Actual costs 2019	a) £1,423 }	£3,539 (a & b)	b) £1,325 }		c) £3,110*	New sites therefore new cost of survey in addition to 2019
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21/144	<p>Sandy Lane Car Park Lease To agree new terms and conditions for lease renewal</p> <p>Sandy Lane car park lease is overdue for renewal. The intention for the car park was to reduce the pressure on Sandy Lane as the Crookham Park development began to be built out. The developer installed the car park, and the land was transferred to CCPC. The neighbouring land is SANG and managed by Frontier Surrey on behalf of TW. Clerk has asked Legal advisor to review the old lease to see if there are any significant changes suggested.</p> <p>It was resolved to prepare a new lease with TJ Services with a lease term of 10 years, with a peppercorn rent, to include any break clauses - seek to revoke lease upon sale of business - e.g., not transferable, to pay legal costs to £2000. Proposed RM, Seconded MT, 8 in favour, 1 against.</p>								

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21/145	<p>Budget 2022/23 To consider budget items for 2022/23 budget process</p> <p>In anticipation of preparation of the budget for 2022/23 commencing in September/ October 21 office staff request ideas for budget projects to be priced and included in any budget: Environmental budget line: to investigate current emissions of CCPC and formulate a plan to reduce CO2 impact on local community Flower displays: Increase flower displays to include displays hanging from finger posts</p>
21/146	<p>Discretionary grant receipt To consider and recommend budget allocation following receipt of Discretionary grant from Hart DC</p> <p>CCPC are in receipt of £9,500 from Hart DC, due to the impact of restrictions on the community centre bookings. Currently the forecast income for the community centre is on budget and may well be over budget if the restrictions remain lifted. CCPC considered the possible use of the fund and agreed to support the Community grant budget as per agenda item 21/137 above.</p> <p>It was resolved to allocate the discretionary grant receipt of £9,500 to the Community grant budget. Proposed GSa, Seconded RM, all in favour.</p>
21/147	<p>Quarterly bank reconciliations 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>It is acknowledged that the quarterly bank recs were reviewed by Cllr M Burford on 20th July</p>
21/148	<p>Actual vs Forecast To receive actual vs budget figures for quarter 1 2021/22 as reviewed by Finance & Policy committee at its meeting held 12th July 2021</p> <p>Actual vs Budget figures for quarter 1 were received and reviewed. Key points noted that income is ahead of budget mainly relating to football income.</p>

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21/149	<p>Policy Review To receive and approve updated policies as reviewed by Finance & Policy committee at its meeting held 12th July 2021</p> <p>Finance & Policy committee reviewed the following policies to be approved by Full Council at its meeting held 12th July 2021: <i>Treasury & Investment Policy</i></p> <ol style="list-style-type: none"> 1. Delete the line as irrelevant: In November 2020, the parish contains 4245 dwellings. 2. Add: For clarification, the term general reserves in this instance refers to the total of the General Reserve plus Revenue Ear Marked Reserves. <p><i>Privacy Notice</i> - NO changes required</p> <p>It was resolved to accept the recommended amendments of the Finance & Policy Committee of the Treasury & Investment Policy v11. and Privacy Notice v1. Proposed RM, Seconded GSa, all in favour.</p>
21/150	<p>Quotes To receive and approve quotes for works required</p> <p>It was resolved to approve the quote for a Conference system to be used for parish council meetings and as a hireable facility at the community centre to improve the sound at meetings held in a more socially distanced environment, £1353. Proposed RM, Seconded JF, all in favour.</p>
21/151	<p>To approve payment of accounts for July 2021</p> <p>Payments of accounts were reviewed.</p> <p>It was resolved to approve the July 2021 payment of accounts approved by Cllrs DM and JF. Proposed DM, Seconded JF, all in favour.</p>
21/152	<p>Clerks Report To receive Clerk's report and approve any actions arising</p> <p><u>Update on Planning decision awaited re the LEAP off Allamand and Channer.</u></p> <ul style="list-style-type: none"> • The report from the planning officer as at Friday 9th had not been submitted for sign off. • The Planning manager confirmed that the decision is not about the principle of location or whether or not it is required but rather about the lack of detail provided in the application. • To overcome this, detail must be provided by the applicant to respond to the issues raised by the Landscape Architect. <ul style="list-style-type: none"> • The developer, Taylor Wimpey, has requested that the play installer provide detail relating to the levels and how the play equipment will work within the location. <p>Clerk now to liaise with Taylor Wimpey and Kompan to ensure this information is provided to bring the matter to a conclusion.</p> <p><u>Athletics track</u></p> <p>The latest valuation report from Kestrel to initiate the next invoice payment to them was received. A site walk was carried out by the Clerk to agree the works that had been completed.</p> <ul style="list-style-type: none"> • The main drain at the rear of the track has been installed with a manhole above the location where it drains out into the balancing pond. • All the lateral drains that feed into the main drain have also been installed.

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	<ul style="list-style-type: none"> • The headwalls at this location are due to be installed within the week. • This week the stone burier has been running over the area again to prepare the way for the sand amelioration to take place and then seeding to establish a tufty grass in the coming weeks. • Kestrel after this will be pulling off site at which point the maintenance contract will kick in. • Heras fencing will be retained in the short term to manage the access until the grass is establishing well and this may incur an additional charge which will be manageable within the original budget. • Part of the contract works will not need to be completed until Spring 2022 which will be the installation of the secondary drainage by way of sand grooves further enhancing the installed drain system. This can only take place once the grass surface is well established. <p>The value of this works (included in the contract sum) is approx. £20k therefore the EMR is unlikely to be fully expended in this financial year.</p> <ul style="list-style-type: none"> • If all continues to go to plan the running track would be available from mid-Summer next year. <p><u>Events proposed for 21/22</u></p> <p>With the pandemic still very present and with a cautious entry into Step 4 of the lifting of restrictions staff are proposing to offer a different approach to events in the remainder of this year. Suggestions agreed include:</p> <p>Bulb planting £500 budget allocated – an outdoor activity easily managed through social distancing</p> <p>Children’s Christmas Trail – Seeking out Christmas characters around Church Crookham PC owned sites over a period of a couple of weeks prior to Christmas. Print off a map and fill in the questions as to where each character is located. Help from Men’s Shed with character makes. Prizes available for collection at the community centre for all children entries. Family or groups of family style activity.</p> <p><u>HM Land Registry</u></p> <p>As mentioned in the tree report there may be a requirement to request a Deed of Rectification from HMLR in relation to the boundary of land to the rear of the athletics track and the SANG Land. This is likely to incur legal fees through the use of CCPC solicitor to rectify with all parties TW, HMLR and CCPC. Clerk will notify CCPC of charges as incurred to be charged to Legal fees.</p> <p><u>Green and Biodiversity progress</u></p> <p>Clerk has initiated quotes from 3 contractors for the following work:</p> <p>Woodland management program – Chesilton Woods (more to be added following next tree survey cycle due to additional copse land now owned).</p> <p>Hedgerow planting – to increase biodiversity and encourage wildlife at various sites initially Azalea.</p> <p>Tree replacement and additional planting – as per survey 2019 requirements to plant replacement trees and to improve the tree population of CCPC.</p>
21/153	<p>To receive monthly safety reports</p> <p>Safety reports were received</p>
21/154	<p>External Bodies Committee reports</p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Cllr Martin provided a report on his attendance at the HDAPTC held July 13th.</p>

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21/155	Next meeting To agree next meeting dates Planning meetings to be held 16th August, 13th & 27th September Full Council meeting due to be held 27th September

The meeting closed at 10.02pm

Signed:

Date: