

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

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

**Date and Time:** Monday 25<sup>th</sup> October 2021 from 8.00pm

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

#### Present:

Councillors: Chair Gareth Saunders (GS); Cristina Harris (CH); Alan Jones (AJ), Helen Butler (HB), Debbie Moss (DM); Bruce Bulgin (BB), Michael Burford (MB); John Ford (JF)

Also: Sally du Gay (Clerk)

HCC Stephen Parker

HDC Chris Axam

There were 0 members of the public present

Meeting commenced at 8.08pm

21/177	<b>Apologies for absence</b>  Apologies had been received from Cllrs Thorne and Martin
21/178	<b>To approve minutes of previous meetings</b> To receive and approve as a correct record the minutes of the Full Council Meeting 27th September 2021 It was <b>resolved</b> to approve the minutes as a true record of the meeting Proposed GS; seconded DM; all in favour  To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration:  Finance & Policy Committee 11th October It was <b>resolved</b> to approve the minutes as a true record of the meeting Proposed GS; seconded MB; all in favour  Planning Committee Meetings - 27th September & 11th October 2021 It was <b>resolved</b> to approve the minutes as a true record of the meeting Proposed GS; seconded MB; all in favour
21/179	<b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members  No dispensations were received
21/180	<b>Declaration of interest</b> relating to any item on the agenda.  No declarations were made.

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21/181	<p><b>Chairman's Announcements</b></p> <p>The Chair made the following announcements: Bulb planting took place on Saturday morning. Whilst a low turnout 500 bulbs were planted with our thanks to those in attendance. We look forward to seeing lots of daffodil heads come up in Spring along the Gurkha path</p>
21/182	<p><b>Public session</b></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>Circulated: HCC October report provided by Cllr S Parker.</p> <p>Cllr GS questioned Cllr Parker re HCCs budget balancing proposals and the impact on schools. Cllr Parker replied that HCCs social budget is getting ever larger, but that he is happy to take any school specific issues further if required.</p>
21/183	<p><b>Fee Charging Schedule</b></p> <p>To receive a recommendation from Finance &amp; Policy Committee to increase fees for facilities Report circulated</p> <p>It was <b>resolved</b> to approve the recommendations of the report i.e., a 2% increase in rates effective from:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> April 2022 – Concessions, Community centre, Fleet &amp; CC Athletics Club, CC &amp; Fleet Mens Shed</li> <li>• 1<sup>st</sup> April 2023 – Allotments – notice to be given 1<sup>st</sup> April 2022</li> <li>• 1<sup>st</sup> September 2022 – Pre-School.</li> </ul> <p>Football rates in crease to be postponed until the ESSO SLP project and pavilion refurbishment are complete.</p> <p><b>Proposed GS; seconded BB; 7 in favour; 1 abstention.</b></p>
21/184	<p><b>Allotment Inspection report</b></p> <p>To receive the allotment inspection report and approve recommended actions Report circulated Inspection carried out by Facilities Officer and Cllr John Ford</p> <p>It was <b>resolved</b> to accept the recommendations of the report i.e., 2 notices of termination and 13 inspections letter to be sent <b>Proposed JF; seconded GS; 7 in favour; 1 abstention</b></p>
21/185	<p><b>Charity Policy Update</b></p> <p>To receive an update on the Charity Fee policy Policy circulated</p>

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	<p>It was <b>resolved</b> to approve the following policy amendments:</p> <ul style="list-style-type: none"> <li>• Charity rates for hire of all CCPC owned Facilities for Charitable &amp; Fundraising Events</li> <li>• Clause 7 - The charity is required to provide a summary of the success of the fundraising event.</li> </ul> <p><b>Proposed GS; seconded BB; all in favour</b></p>
21/186	<p><b>Finance &amp; Policy meeting</b></p> <p>To review debtors and acknowledge changes to bank mandate and quarterly bank reconciliations carried out and receive the quarterly CCLA investment report Reports circulated</p> <p>Debtors at 30.09.2021 £16,568.05</p> <p>£6k of which is gross pitch invoices for winter season 21/22. 50% of which should have been paid by 30th Sept. Facilities officer is chasing payment. In September Community centre invoicing was brought back in line with pre-Covid practise of issuing invoices in advance, therefore doubling the amount invoiced in Sept. The debtors list was reviewed – no action required</p> <p>No current changes are required to the bank mandates</p> <p>Quarterly bank reconciliation checks not yet carried out – will be reported at November meeting</p> <p>The quarterly investment report was reviewed.</p>
21/187	<p><b>Actual vs Budget</b></p> <p>To review the updated Actual vs Budget figures for half year and the likely reserves at year end Reports circulated</p> <p>The actuals vs budget data was reviewed It was recommended that the EMR Community Capital should be an additional suggestion re potential surplus at year end.</p>
21/188	<p><b>Draft Budget</b></p> <p>To consider any additional changes to the Draft budget for 21/22 Reports circulated</p> <p>The draft budget was reviewed A discussion took place regarding starting to look at increasing the precept. Finance &amp; Policy will continue the discussion at its January meeting</p>

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21/189	<p><b>Christmas event</b> To approve costs associated with Christmas event(s)</p> <p><u>Christmas Lights</u> Current Year Budget £1,500 EMR £2000</p> <p>Lights Angels - the bulk of the cost is the installation, and the original lights may not last 3 years if reinstalled. Recommendation: increase impact by installing 4000 LEDs in the original tree and budget to implement in second tree next year. Cost £2.4k</p> <p>It was <b>resolved</b> to accept the recommendation of installing 4000 LEDs in the original tree and to budget to do the same to the second tree in 22/23. <b>Proposed JF; seconded AJ; all in favour</b></p> <p><u>Christmas Event</u> Event budget £7k unspent</p> <p>Proposed: Christmas market in the overflow car park on Saturday 27th November to include Reindeer and sleigh for children to meet Santa and be given a small gift e.g., bag of sweets.</p> <p>Market stall holders - FOC Reindeer costs 3 hours £1,250 4 hours £1350 Sleigh hire £295 Budget for sweets / gift £500</p> <p>It was <b>resolved</b> to approve the proposal and to book the reindeer for 3 hours with sleigh hire at a cost of £1545 and to allow a budget of £500 for children's gifts. <b>Proposed GS; seconded BB; all in favour</b></p>
21/190	<p><b>Water Consultation</b> To decide whether to respond to the South East Water consultation and agree response Report circulated</p> <p>It was <b>resolved</b> not to participate in the consultation <b>Proposed GS; seconded DM; all in favour</b></p>
21/191	<p><b>Grant application</b> To receive and consider approval of grant applications and receive update on grant award to Crookham Infants FOCIS</p> <p><u>Community Support Budget:</u> £20k plus £9.5k following receipt of discretionary grant form HDC, total available £29.5k Spent to date £26.9k including £10k to Tweseldown Playgroup and £15k to Crookham Junior School. Therefore available for allocation £2.6k</p>

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	<p><u>Fleet TC and Churches Together</u> for the Christmas Dinner £200 hoping to go ahead this year.</p> <p>It was <b>resolved</b> to award a grant of £200 to Fleet TC &amp; Churches Together for the proposed Christmas dinner.</p> <p><b>Proposed GS; seconded DM; all in favour</b></p> <p>Cllr GSa and Clerk met with headteacher of Crookham Infants to understand challenge of the school grounds - very much in need of improved surfacing. Clerk has suggested putting school in contact with additional contractors to provide some alternative solutions for improving the grounds and upon receipt of any additional ideas/ quotes will approach the Council again to confirm how they would like to proceed with the grant which will require approval from CCPC if funds are to be allocated to an alternative use e.g., surfacing rather than equipment in short term.</p>
21/192	<p><b>Quotes</b></p> <p>To receive and approve quotes for works required</p> <p>1) Canopy replacement in pre-school garden, currently Perspex, like for like replacement circa £1000</p> <p>Suggest creating a waterproof material cover which will be attached to the frame and will be removable in e.g., high winds £182. To be paid from Community Centre Maintenance Budget 4340/450.</p> <p>It was <b>resolved</b> to approve the purchase of the waterproof material covering, the Clerk is to establish with the pre-school the responsibility for taking down the material if necessary.</p> <p><b>Proposed GS; seconded MB, all in favour</b></p> <p>2) Tree &amp; Hedge from Charterhouse:</p> <p>a) Quote for hedge at Azalea: Charterhouse quote: £2224 for 150 native plants @ £14.83 vs another contractor quote of £6789 for 400 plants @ £16.97. Difference in price per plant £2.15. Recommendation: to accept Charterhouse to provide hedge with enough impact.</p> <p>b) Quotes for trees indicative at this time. Clerk to have discussion with contractor on how these prices compare to previous years and if budget allows to call off locations as per budget at Clerks discretion.</p> <p>c) Work required to Tree 691 at Dragons Park following detailed scan of health of tree and recommendation received. Work to TPO approved at Hart DC cost £695</p> <p>It was <b>resolved</b> to approve the recommendations above.</p> <p><b>Proposed GS; seconded AJ; all in favour.</b></p> <p>3) CCTV Electric supply for Azalea – reports circulated.</p> <p>It was <b>resolved</b> to accept the quote from SSEN to supply electricity to the Azalea Park site, and for the Clerk to continue to explore further costs of the project.</p> <p><b>Proposed GS; seconded JF; all in favour.</b></p>

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	<p><b>Cllr Ford offered his help with the CCTV project</b></p>
21/193	<p><b>To approve payment of accounts for October 2021</b> Report circulated</p> <p>It was <b>resolved</b> to approve the payments for October</p> <p><b>Proposed DM; seconded JF; all in favour</b></p>
21/194	<p><b>Clerks Report</b> To receive Clerks report and approve any actions arising</p> <p>PCSO Ben Allman has now moved on to train as a Police Officer. The replacement PCSO has been introduced and an invitation will be extended to PCSO Sam Page to attend a future meeting. A replacement for Ben in relation to Speedwatch has also been provided and he will be in contact with the volunteers once some new volunteers have had their paperwork processed. The thanks of CCPC are extended to PCSO Ben Allman who has been very supportive of the parish council over a number of years.</p> <p>Taylor Wimpey have had a new meeting with Hart DC to discuss the planning issues for the outstanding LEAP. CCPC have now been invited to attend a meeting of all parties of the S106 agreement to discuss a way forward.</p> <p>SLP are due to commence vegetation works in the local area and a site meeting is being arranged to discuss the extent of the area to be covered. Weds 2<sup>nd</sup> 3pm</p> <p>Clerk and Facilities Officer delivered a brief for the website to a very engaging bunch of Farn 6<sup>th</sup> Form media students. The pitches made by each team to the office were of a very high standard and showed a high-level understanding of the requirements. A team has been chosen to move forward with and engagement will commence after half term with delivery of product between January and end March.</p> <p>The Maps project has also been commenced and there may be some synergy between the website project.</p> <p>Interim audit is due to take place week commencing 1<sup>st</sup> November.</p>
21/195	<p><b>To receive monthly safety reports</b> Reports circulated</p> <p>The reports were reviewed.</p>

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21/196	<b>External Bodies Committee reports</b> To report on external bodies committee meetings attended and recommend any action required by the Parish Council  Reports circulated and reviewed: <ul style="list-style-type: none"><li>• HDAPTC</li><li>• FACC</li><li>• Community Transport Forum</li></ul>
21/197	<b>Next meeting</b> To agree next meeting dates and venue: Planning meetings due to be held November 8th and 22nd from 8.00pm Staff Committee 6pm Monday 1st November Full Council 22nd November from 8.30pm  <b>Cllr Bulgin offered his apologies for the meetings on 22<sup>nd</sup> November.</b>

The meeting closed 21:06

Signed:

Date: