

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 27th March 2023 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Debbie Moss (DM) Chair, Annette Whibley (AW), Alan Jones (AJ), John Ford (JF).

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

There was 1 member(s) of the public present.

Meeting commenced at 7.45pm

23/053	Apologies for absence Apologies were received from Cllrs Saunders, Bulgin, Thorne, Baskett, Collings & Burford. Cllr Moss was nominated to Chair the meeting by the Councillors present.
23/054	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 27th February 2023 To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 13th March. It was resolved to approve minutes of previous Full Council and Planning Committee Proposed JF, Seconded AW, all in favour.
23/055	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
23/056	Declaration of interest relating to any item on the agenda. None received.
23/057	Chairman's Announcements There were no Chairs announcements
23/058	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. Cllr Parker March meeting report was provided. Road repairs to Sandy Lane have been postponed due to other local roadworks and Esso works on Beacon Hill set to continue for at least another month. Cllr Parker also confirmed that QEB S106 steering committee funds will be allocated to local road safety measures.

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23/059	Grant Applications To receive and consider approval of grant applications. None received
23/060	Crookham Park Update To receive an update on site issues A meeting held on Friday 17th March between Taylor Wimpey and CCPC discussed a number of points for action. Regular meetings have now been agreed to ensure that the outstanding issues are progressed: Repairs and white lining to Leipzig Road to enable handover to Hampshire CC Replacement bollards and improved directional signage to be installed on traffic islands on Jubilee Drive Repair to noisy manhole covers on Jubilee Drive and throughout development Lights within development to be audited for repair by relevant party Planning issues to be progressed and escalated with Hart DC Taylor Wimpey to progress drainage adoption and roads to follow Nugent Close repairs requested as per resident notification Follow up requested on Travel survey results carried out on 14th March SANG management plan renewal to be progressed following Esso pipeline works NEXT MEETING booked for April 21st Since meeting the following actions have taken place The evening inspection has been done 8 lights within the development have been identified as out for Taylor Wimpey 2 lights have been passed the management company Leipzig Road has two lights out and two islands struck – TW are dealing with SSE on the islands, and lights are likely linked to the same matter, one externally illuminated sign was also out Naishes lane – two lights were identified as out The works which do not require SSE are booked for the 6th April The lights to the rear of the flats are with the residents to address Lights on roundabout are HCC's so no inspection undertaken by TW The triangle under the community building confirmed it was not transferred at the time as South Thames had the compound on part of the land at the time, there is no reason this could not be rectified – Requested quote from our solicitor for fees for final land transfer to be completed. Fees payable by TW. A new planning case officer has been appointed to the LEAP case.

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23/061	Key Annual Meetings To confirm dates for Annual Parish Meeting (APM) and Annual Meeting and agree format of APM. Annual Parish Meeting has been booked for Wednesday 10th May This meeting is a meeting where no decisions are taken but is an open invitation to residents to receive a presentation on the achievements of the parish council in the past year and what is happening in the future. Invitations will be extended to external bodies that the parish council work with and include: County Councillor, District Councillors, Fleet Link, Fleet Phoenix, Fleet & Church Crookham Society, Grant recipients, Basingstoke Canal Authority, PCSO Sam Page. Guests will be invited to provide a short presentation of their work and how it benefits Church Crookham residents. The Annual Meeting of the Full Council is booked for Tuesday 30th May and requires a number of statutory decisions to be made such as Appointment of Chair and Vice-Chair as well as statutory document review and adoption. These are key meetings in the annual cycle.
23/062	Sensory Garden Project Update To receive an update on the Sensory Garden Project and approve benches for purchase and any other changes to specification. Further to the appointment of Xardin as the chosen contractor to construct the sensory garden: 1) Site visit has taken place to mark out the garden ensuring accessible path, circular route through garden, entry and exit points, bench locations resolved and planting area set out 2) Blacksmith Ian Parmenter has also visited site to understand garden layout to inform shaping of fence on the boundary of the garden. 3) Pipeline have said they can fulfil the pathway material requested as a donation, dates will be tight but have requested across the 2 dates that the garden team need 4) Construction is planned to start week commencing 17th April with pathway material delivery 18th and 19th. 5) Payment plan has been agreed with garden team and will aim to set payments up to meet these requirements subject to no delays to start of build 6) Cllr Saunders, Clerk and Comm Centre Officer visited Ian at Forge where the fence will be made to look at the shape options of the fence. Ian described the process in detail and is very excited to be part of the project. Payment schedule has been agreed and initial payment made to allow for materials to be purchased and work to commence. Progress will be main fence structure followed by added features - e.g. formed plants and creatures. 7) Blacksmith has offered a forged butterfly with coloured glass for install in garden and then will discuss additional artwork if liked to deplete S106 EMR Art installations 8) Benches to be agreed for purchase. It was resolved to approve from the S106 Interest received EMR a budget of £3,200.00 to purchase 3 benches for the sensory garden Proposed DM, Seconded AW, all in favour.

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23/063	Basketball Court Groundworks To receive updated costs on basketball court project groundworks. Groundworks quote for basketball hoops install involved a lot more work than initially estimated. Costs authorised so far from £20k budget £8833.33 basketball posts/ hoops and backboards x 4 and sockets for ground install £4598 painting of surface including facility logo £500 signage Balance of budget remaining £6,068.67 To remove and create 4 new post holes requires 900mm square of concrete £2,860 To grind out existing sleeves and make good all areas to tarmac (4 new and 2 old) £2,970 Site skip and hears for skip £770 This will take budget over by £531 It was resolved to approve the groundworks quote £6,600 Proposed DM, Seconded AW, all in favour.
23/064	Peter Driver Multi Use Games Area To review tender submissions and approve appointment of contractor. Following the February meeting the approved Tender documents were uploaded to Contract Finder to advertise the opportunity with a closing date of Thursday 16th March. At the close date 4 tender submissions had been received. Facilities Officer and Clerk summarised the findings in the submissions and volunteer councillors were invited to view the paperwork to narrow down the choice of contractor - Please refer to summary document with summary of findings. Sample products were shared with the councillors. It was resolved to appoint Velocity to replace the MUGA surface (subject to Facilities Officer and Clerk review of products offered) accepting tender value £37,230 Proposed DM, Seconded AW, all in favour.
23/065	Staff Contract To receive a recommendation to amend staff contract. Further to the November staff meeting the team member has been steadily increasing her hours back to the contracted level. During March it was agreed to work 24 hours across 4 days (6 hours per day). This has been agreed as the maximum that can be fulfilled going forward. Chair of Staff Committee having confirmed with Chair of Council proposes a permanent change to the contract from 25 hours per week to 24 hours per week commencing 1st April - no other changes required. It was resolved to amend employee contract from 25 hours to 24 on a permanent basis, salary pro-rated as applicable to be effective from 1st April 2023 Proposed AW, Seconded DM, all in favour.

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23/066	Athletics Track To approve maintenance works on Athletics Track As discussed at February meeting, based on cost provided by contractor to maintain track ongoing in first year, needed to obtain additional quotes. There is a residual EMR remaining following track works (money provided by Taylor Wimpey) of £5,308 3 Companies have now quoted for ongoing maintenance as well as 2 out of the 3 for the initial line marking and 1 company ongoing line marking. It was resolved to appoint John O'Connor to carry out supplementary grounds maintenance work to the athletics track as required to include line marking, spring and autumn feed and cylinder mowing to complement rotary mowing carried out by Landform. Proposed DM, Seconded JF, all in favour.
23/067	VAT on Sporting Fees To receive a summary of VAT changes and approve any implications of the actions to be implemented. 26.01.2023 – HMRC has accepted that local authority sports services can be treated as non-business and outside the scope of VAT. Local authorities are to stop charging VAT on sports facilities as soon as possible and certainly before 1st April 2023. Clerk and RFO attended a further briefing to clarify what action should be taken and a summary report of decisions to be made has been provided. Proposed actions: • Tennis 1. VAT no longer charged but fees to remain the same at £5 per ad hoc booking & £40 per annual membership. 2. Reclaim all VAT charged on tennis fees back to 1st January 2019 (allowed to go back 4 years qtr. ending therefore if submitted before end of March can claim from 1st Jan 2019) 3. Parish council to retain this sum and add it to EMR Tennis Courts to be used for future re-surfacing, fencing, or gate maintenance projects. 4. Reclaim to be submitted from 01.01.19 to 31.12.22 £2,322.94 Further reclaim to be made for 01.01.2023 to 31.03.2023 next month. • Football 1. VAT has been charged on ad hoc five-a-side bookings and up to 10 five-a-side regular teams, therefore this VAT may be reclaimed back to 1st January 2019. 2. Reclaim to be submitted from 01.01.19 to 31.12.22 £4,997.34. A further claim will be submitted for 01.01.2023 to 31.03.2023 next month. 3. Refunds will be made to the appropriate teams by means of credits to their accounts i.e. the teams will not need to pay for future bookings until the credit has been used up, ensuring continuing loyalty to hiring of the pitch. This amounts to £3,693 based on customers that remain with us or have an ongoing relationship. The balance £1,300 are customers that booked ad-hoc (one-offs) or no longer playing (disbanded)

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	teams). This amount to be EMR to enhance facility e.g., create fixed goals in MUGA 4. Due to the VAT changes, new surfacing to the MUGA due this spring/summer, increased cost of utilities, namely electricity for the lights and pavilion and gas for hot water, and in order to keep administration costs down the following changes are proposed: § All five-a-side pitch hire from 1st April to be charged at £36 per hour (aligning all hire fees for all customers) § No discounts to be given for long term bookings. § All regular bookings to be invoiced on a monthly basis in arrears with payment expected on receipt of invoice. It was resolved to approve the above Proposed actions re Tennis and Football VAT Proposed JF, Seconded AW, all in favour.
23/068	Office Phone System To approve repair or replacement of Parish Council office phone system The office phone system became inoperable on Monday 13th and engineer worked remotely to try to resolve the issue unsuccessfully requiring a site visit. Customer service has been slow, but the problem was diagnosed as a CPU failure on the mother board. We asked for an urgent quote to replace broken kit as this would require configuration and installation. It is believed that technology has advanced in past 7 years and replacement may not be available thus requiring a different solution (Cloud based). 3 quotes were obtained for a cloud based system which were reviewed and discussed It was resolved to approve and enter into 84 month contract with Enreach for a cloud based solution at £94.99 per month with £130 up front costs. Proposed DM, Seconded AW, 3 in favour, 1 against.
23/069	Coronation Benches To approve purchase of Coronation benches following receipt of Coronation grant from Hart District Council CCPC put in a grant request to HDC for an event to celebrate the upcoming coronation of King Charles III. With the 2 London Plane trees planted to commemorate the lives of our late Queen and Prince Philip an application was submitted for benches to go around the trees. 2 circular benches will be installed to go around trees planted with £1,000 grant awarded in support of this project. CCPC thanks ward councillors for this generous grant to fulfil this project. Approve remainder funds from S106 Interest received EMR to fund balance of £890 for 2 benches Plaques will be installed to denote the significance of both installations to follow. It was resolved to approve £890 to place 2 benches around newly planted trees Proposed JF, Seconded AW, all in favour.

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23/070	Bat & Bird Boxes To approve purchase of Bird and bat boxes for installation within the orchard to enhance wildlife and improve pest control within this environment. To enhance the orchard (adjacent to comm centre) natural environment and keep pests down to promote better crop of apples suggest installation of bird and bat boxes daytime shift and night-time shift. Clerk requests a £500 budget to purchase 12 bird and 6 bat boxes. It was resolved to approve a budget of £500 for bird and bat boxes Proposed JF, Seconded AW, all in favour.															
23/071	Financial Regulations To approve amendment of Financial Regulation following Internal Audit review of processes Year-end internal audit visit took place on Wednesday 15th March. The audit process will be completed remotely following year end close by the RFO. The proposed changes to the Financial Regulations are as a result of the internal audit review of processes and the changes bring the Financial Regulation document in line with how the monthly payment process actually happens. It was resolved to approve the changes to the Financial Regulations v13 March 2023 Proposed DM, Seconded AW, all in favour.															
23/072	Ear Marked Reserves at year end. To confirm Ear Marked Reserves as per year end actuals The year end position has been calculated (subject to any final transactions) and EMR movements have been suggested for approval (GSa as Chair of Finance & Policy has reviewed). An excess income over expenditure of approx. £6k is anticipated at year end position, no recommendation is required reference this anticipated surplus due to the broader definition of General reserves. <table><tr><td>Election Services</td><td>£1,875.00</td><td>To save up over 4 years to cover cost of elections as required</td></tr><tr><td>Environmental Impact assessment</td><td>£2,500.00</td><td>Unspent budget – to be used for future project</td></tr><tr><td>Traffic Calming</td><td>£1,520.00</td><td>To contribute towards cost of purchasing a SID recording actual speed data replacing existing SID which needs to be updated to include actuals speeds recorded to enhance data provided</td></tr><tr><td>Christmas Decorations</td><td>£2,500.00</td><td>Unspent budget – for future decorations to seek enhancement e.g., additional tree lights, improved centre decorations</td></tr><tr><td>Open Space Maintenance</td><td>£3,400.00</td><td>unspent budget for pitch renovation to be used 23/24</td></tr></table>	Election Services	£1,875.00	To save up over 4 years to cover cost of elections as required	Environmental Impact assessment	£2,500.00	Unspent budget – to be used for future project	Traffic Calming	£1,520.00	To contribute towards cost of purchasing a SID recording actual speed data replacing existing SID which needs to be updated to include actuals speeds recorded to enhance data provided	Christmas Decorations	£2,500.00	Unspent budget – for future decorations to seek enhancement e.g., additional tree lights, improved centre decorations	Open Space Maintenance	£3,400.00	unspent budget for pitch renovation to be used 23/24
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	Lengthsman	£3,000.00	unspent budget - to build up a reserve for future use as HCC funding may cease in future although 23/24 surprisingly committed to be HCC
	Fleet Link	£890.00	unspent budget – This amount is the replacement bus contribution to Fleet Link not paid since pandemic and enough in current centrally held HCC fund to provide replacement bus on order with residual funds remaining.
	Community Centre Equip	£3,000.00	unspent budget – build up EMR as centre furniture etc. 7 years old now and may need to replace items as they age/ fail for health and safety reasons
	Sports Equipment	£500.00	unspent budget – pot for further MUGA Peter driver enhancements e.g., fixed goal mouth
	Tree Management	£12,683.00	£5800 for quoted works to be carried out 23/24 remainder for future works including Chesilton woodland
	Grounds Maintenance	£2,965.00	unspent budget may be required 23/24 ref Athletics and cost increases on GM contract
It was resolved to approve the above EMR movements for yearend Proposed JF, Seconded AW, all in favour.			
23/073	Asset register To approve asset disposals for 2022/23 and agree asset total as at 31st March 2023 Following review of assets held carried out by Councillors a list of asset disposals and asset total were reported. It was resolved to approve assets disposals total £439,152.77 (inclusive of £437,091.92 Investment bond held at Lloyds bank account due to mature within 1 year therefore transferred to cash on balance sheet) Proposed DM, Seconded AW, all in favour. It was resolved to confirm total assets held by CCPC as at 31st March 2023 £3,528,276.48. Proposed DM, Seconded AW, all in favour.		
23/074	Allotment Inspection To receive the allotment inspection report and approve recommended actions. The allotment inspection was carried out by Facilities Officer and Cllrs Collings and Jones on Monday 27th March. The report was provided which summarised the findings and confirmed the plots that would receive letters to request better maintenance or termination notices. It was resolved to approve the findings of the 27th March allotment inspection and letters issued to tenants as appropriate. Proposed DM, Seconded JF, all in favour.		

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23/075	Quotes To receive and approve quotes for works required. £634 Replacement computer – new computer to go to Deputy Clerk 2nd oldest with her computer to be replace spare machine which acts as Finance software server and door mechanism software. Ageing machine struggling to cope with speeds required and memory. 2023/24 budget Computer hardware. £470 Kompan replacement swing for Jubilee (replace damaged) S106 Open Space maintenance £795 Phone system emergency call out Telephone Budget £1,273 Streetmaster Green bins for Athletics track area S106 Interest received EMR It was resolved to approve the above listed quotes Proposed DM, Seconded AW, all in favour.
23/076	To approve payment of accounts for March 2023 Cllrs Baskett and Collings authorised the payments in the month. It was resolved to approve the payment of accounts for March 2023 Proposed DM, Seconded AW, all in favour.
23/077	Clerks Report To receive Clerks report and approve any actions arising. Clerk is seeking ROSPA inspection of proposed relocation of trim trail (Play Inspection Company received request but not sure whether they can offer this service) Volunteers May event – Volunteers needed to support in advance of event and on the day.
23/078	To receive monthly safety reports Reports were received
23/079	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Moss - Alms House meeting summary A new Clerk has been appointed and updating processes & policy documents in underway The end of year accounts were produced and approved and works in the flats agreed for flooring and carpets. All flats are currently occupied.

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23/080	To agree dates of next meetings Please note the following meeting dates: April Tuesday 11th Planning Monday 24th Planning followed by Full Council May Tuesday 9th Planning Wednesday 10th Annual Parish Meeting Tuesday 30th Planning followed by Annual Meeting of Full Council PLEASE NOTE that July Full Council meeting will be held on 31st July i.e., 5th Monday of the month.
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The meeting closed at 9.17pm

Signed:

Date: