

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

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

Date and Time: Monday 27th February 2023 from 7.30pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GSa) Chair, Bruce Bulgin (BB) Vice-Chair, Annette Whibley (AW), Peter Collings (PC), Nick Baskett (NB), Mike Thorne (MT), Alan Jones (AJ), John Ford (JF).

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

HDC Cllr Tina Collins

There were 6 member(s) of the public present.

Meeting commenced at 7.33pm

23/027	Apologies for absence Apologies were received from Cllr Burford and Cllr Moss
23/028	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 23rd January 2023 It was resolved to approve the minutes of the Full Council held 23rd January as a true record of the meeting Proposed GSa, Seconded PC, all in favour. To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 23rd January To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: It was resolved to approve Planning Committee Meetings - 23rd January Proposed BB, Seconded AW, all in favour.
23/029	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
23/030	Declaration of interest relating to any item on the agenda. None received

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23/031	Chairman's Announcements With district council elections in May, I am aware some of our number are standing for election to HDC. While personally I wish all candidates the very best of luck, I would like to draw your attention to the email sent last week by Hart's Chief Executive, in particular that individual councillors may "say what they like in a personal capacity but must not use council resources (or email accounts) to do so". While the formal pre-election period commences on 22nd March 2023, can I ask that those standing do not use any CCPC resources in the intervening period for such purposes. CCPC remains apolitical.
23/032	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 provided a February update and in addition reported that the Hampshire budget has been set aiming to maintain services where it can. The general precept will increase by 2.99% with an additional 2% social care precept increase. This represents half the level of inflation. The challenges of rising material costs for the highways repair budget will need to be met along with challenges at all levels. The leader of the County Council has written to Central Government to voice concern over the budgetary struggles. CCPC members asked Cllr Parker: Status of Devolution of Powers: Ongoing but will not be a quick process. Proposed parking changes to Sandy Lane how will this be enforced? To prevent parking during school drop off times to protect vulnerable road users at these busy times. Enforcement likely to be through HCC from April most likely a drive-by and issue of ticket if any illegal parking. How concerned is HCC about the significant budget shortfall in future budget years? Cllr Parker is confident that that there is careful budget management to allay major concerns over any future shortfalls. Councillor Collins reported that there is a £1,000 ward grant available for Coronation events should CCPC wish to consider applying. It was suggested that a grant towards Coronation benches to surround the commemorative trees on open space off Boyce Road will be progressed. Cllr Jones joined the meeting at 7.45pm.

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23/033	Grant Applications To receive and consider approval of grant applications. Grant budget for year is £20,000: To date expenditure from this budget £14,014 relates to grants paid to Victim support £150, Challengers summer camps for disabled children & families £1,500, Lions of Fleet £110 Jubilee celebration transport, Poppy Appeal £100, Fleet Phoenix £2,500 Open Door project, Minding the Garden £6,507 in support of staff costs to run mental health & physical wellbeing project, Fleet Xmas Lunch £200, Men's Shed £762 to create external work space, Rushmoor Healthy Living £1,685 to support staff and class running costs and Fleet Carnival £500 to support running costs of the community event. Applications were received from Mustard Seed Autism Trust seeking £500 in support of purchase of equipment and materials to furnish their new and larger venue. Based on the number of families from Church Crookham supported by the trust It was resolved to grant an award of £1,300 to Mustard Seed Autism Trust to allow the charity to grow and support more local families. Proposed MT, Seconded PC, all in favour. Royal British Legion seeking £120 for replacement poppies to adorn lampposts during period of remembrance Granted Proposed GSa, Seconded BB, 6 in favour, 2 abstentions (Members of RBL) Hart Voluntary Action seeking £200 to help fund bus travel for local scout pack of 24 youngsters travelling to attend Duke of Edinburgh Silver award challenge Granted Proposed NB, Seconded GSa, all in favour. Fleet Town Council - Coronation committee seeking £1,500 in support of providing free entertainment for local people at an event. Granted Proposed BB,, Seconded AW, all in favour. It was resolved to award a grant to Fleet Carnival to support running of the community event for £1,500 Proposed GSa, Seconded MT, all in favour.
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23/034	Basketball courts To consider and approve Basketball refurbishment project costs and ratify decision to pre-order Basketball posts. Further to S106 budget proposal for refurbishment of the basketball courts. Quotes have now been compiled by Dan from Fleet Flyers and CCPC contractors to enable the project to be booked in and contractors appointed. Dan presented the updated proposal including a suggested colour scheme for the courts. Project budget was set at £20,000 4 goal posts and backboards £8,833 BigFoot Basketball Painted court surface including court logo £4,598 Tidy Tennis Signage £500 Kraken signs Groundworks estimated at £1,200 Gunns Contractor Total costs £15,151 Fleet Flyers will be fundraising to provide benches to be situated outside of the courts for viewing of games and will engage with local schools to offer a basketball bundle to be won through a competition to include the existing basketball hoops. It was resolved to approve the above proposal to refurbish the Crookham Park basketball courts from the S106 Basketball project 23/24 and to place orders due to lead times to install prior to sports festival to be held on 20th May subject to final approval of colour design for painted court surface. Proposed NB, Seconded MT, all in favour.
23/035	Sensory Garden To review quotes and approve contractor appointment to carry out groundworks to deliver sensory garden infrastructure. Following the presentation of a mood board contractors were invited to quote for the groundworks to deliver the infrastructure of the Sensory Garden. 5 contractors expressed an interest in quoting and 3 quotes were received. The quotes were analysed by the Clerk to provide a summary and comparison of the main elements to be delivered and presented for review. Following analysis of the quotes it was resolved to: Appoint Xardin Ltd to deliver the garden based on their engagement in the process and provision of options to improve the accessibility of the garden as well as added value for a community project in relation to provision of a wildflower zone and donation of items to be installed within the garden to allow increased accessibility to planting and for the Clerk to confirm the final elements of the quote that are required to deliver the infrastructure based on a budget range of mid £20,000 from EMR Sensory Garden £21,860 and EMR S106 Interest received £41,844. Appoint Parmenter Forge to deliver artistic forged fence for boundary of garden from EMR S106 Public Art £20,000 of the £28,000 remaining. Proposed GSa, Seconded BB, all in favour.

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23/036	Peter Driver Multi Use Games Area To approve tender documents to advertise for tender opportunity and appoint working party to analyse responses. Peter Driver multi-use games area playing surface is now in need of replacement following more than 10 years since first being installed and large areas of wear and tear now require full replacement. Anticipated cost of replacement requires placing a tender on Contract Finder. Documents have been prepared to advertise the tender opportunity for contractors to submit their quotes. Following review of tender documents, it was resolved to approve the documents for uplift to Contract Finder and Cllrs JF, GSa and AJ to review the submissions to agree a shortlist of 3 for a decision to be made a March 27th Full Council meeting. Proposed GSa, Seconded MT, all in favour.
23/037	Hart S106 funds drawdown To review and approve S106 drawdown application to support costs of refurbishment and replacement play equipment at Azalea play park. Clerk received email to confirm how much in S106 funds was available to CCPC relating to historic planning applications. The access to drawdown these funds come with some restrictions as listed in the spreadsheet provided by HDC. Clerk subsequently requested application form due to works due to be carried out at Azalea as it is not anticipated that any other major works will be required to leisure / play facilities in non-Crookham Park areas of the parish (already well funded due to S106 funds held specifically for this purpose). Therefore Clerk has completed application form to justify drawdown of all funds from HDC (whilst no time limit) to offset quote approved to make replacement / refurbishment works at Azalea last month. It was resolved to approve the application form to drawdown £4,389.98 of S106 funds held at HDC on behalf of CCPC for leisure facilities within Church Crookham for the replacement and refurbishment of Azalea play park. Proposed GSa, Seconded MT, all in favour.
23/038	Flagstone Cash Deposits To consider and approve use of Flagstone platform to invest cash on short -medium term basis and approve any changes to policies and financial regulations to ensure procedures of operation are clear. Members of CCPC Finance & Policy Committee with Clerk and RFO met with Flagstone to understand the cash deposit platform service they offer. CCPC currently has cash deposited with high street banks receiving low levels of interest. By improved management of cash flow through intimate knowledge of budget revenue and expenditure patterns the funds could be better placed to increase their return whilst keeping CCPCs investment priorities of security, liquidity and return in mind. CCPC's risk could be lessened by using a wider spread of financial institutions whilst maintaining easy access to funds. Councillors confirmed that due diligence has been carried out on Flagstone and that Flagstone will not own or manage CCPC assets. Further other councils using the platform have been subject to a clean audit and no councillor has affiliation with Flagstone. It was resolved to approve the following recommendations are made: 1. Agree to open a Flagstone account giving delegated authority to RFO to open and operate the account (Only one operator is mandated, control of the funds is ensured by the process of deposit and

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	withdrawal to the holding funds. Funds to be deposited are placed in a holding account with HSBC, this transfer to the HSBC account may only be carried out with authority by two signatories. Withdrawal of funds from the Flagstone platform may only be made via the same holding account back to the CCPC bank account therefore CCPC is not exposed to risk from Flagstone or the RFO.) 2. Give delegated authority to RFO and 2 signatories of the 6 to determine where the cash deposits are made as required as guided by decisions made at Full Council. 3. To initially deposit £200k of precept cash on the Flagstone platform on no longer than 1-year fixed term deposit or in a notice period account. 4. In order to carry out the above deposit - to give RFO delegated authority to transfer £200k (in £30k amounts as per maximum permitted internal transfer) between Unity deposit account to Unity current account from where it will under dual authority be approved for deposit into the newly opened Flagstone holding account. 5. To give notice on the 95-day deposit account of \$106 money £600k currently held with Nationwide to onward deposit on Flagstone platform and to close the Nationwide account and upon maturity in March 2024 to invest Lloyds deposit of £437k. 6. To approve changes as proposed to the Financial Regulations and Treasury & Investment Policy to facilitate operating the cash treasury function. 7. For Finance & Policy Committee to meet quarterly from July 2023 and as part of that meeting review the credit rating of institutions of banks on platform and advise of cash deposits. Proposed GSa, Seconded BB, all in favour.
23/039	Fleet Phoenix Service Level Agreement To agree and approve a Service Level Agreement with Fleet Phoenix Further to the budget approval to make community support payments to Fleet Phoenix from the Community Support budget it was discussed that there should be a Service Level Agreement in place to ensure that CCPC residents benefit from the funding and that Fleet Phoenix provide information in support of how they utilise the funding to that cause. An agreement in line with one they have with HDC for similar funding has been created and approval to implement this is sought. It was resolved to implement the Service Level Agreement as reviewed Proposed GSa, Seconded MB, all in favour.
23/040	Event proposal To receive an outline plan for a community event and appoint working party to assist planning event. A Sports Festival Community Event is proposed for May 20th to include a celebration of facilities within Church Crookham to include Tennis, Athletics, Basketball, Skate Park, Football with fun for all supported by local sporting groups. It was resolved to approve an initial budget of £1,000 to book activities for the event. Proposed GSa, Seconded MT, all in favour.

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23/041	Athletics Track handover. To receive update on Athletics track and agree maintenance and signage/ bins to be installed. Councillors, Staff and Grounds maintenance team met with Kestrel to discuss timing of handover of athletics track including: Discussion about maintaining the track surface methods, materials and frequencies; timing agreed end March to remove Heras fencing and make good access to track; maintenance to be commenced by Landform contractor. Clerk to seek quotes for ongoing annual maintenance including pricing for 1 cut in 3 by cylinder mower, feed and verti-drain annually and overseeding as required. Signage/ Bins/ Dog waste bag dispenser It was agreed to seek quotes to install 1 dog waste bag dispenser, 4 signs at each potential entry point to include "this area is for people to exercise not dogs, open to everyone and at certain times TBC for use by Fleet and Crookham Athletics Club". Finger posts to be updated, and 2 bins. Athletics Club were in attendance and further to the newsletter article had received little in the way of feedback about their plans for a building club house. Councillors agreed that the club should now proceed with submitting a full planning application to Hart District Council and in the meantime to permit the club to have a soft opening of club activities on the track from April to enable any issues to be ironed out in advance of a permanent club move to the site. Discussions will be planned about formalising implementing a usage agreement to be explored through meetings and discussions with club over next couple of months. Club agreed to support the Sports Festival event proposed by CCPC as another way to engage the local community.
23/042	War Memorial Maintenance Contract To receive an update on War Memorial and agree maintenance plan. The war memorial is due for a clean this year with the cost usually shared with CVPC. CCPC's element £510. Clerk met with Haven Memorials to discuss the cleaning process for the war memorial on Gally Hill Road having read that Portland Stone memorials should not have aggressive cleaning regimes due to the soft nature of the stone. With the memorial only cleaned every other year it means that treatment to remove road pollution and algae needs to be more aggressive whilst using the right equipment to reduce the impact. However, with a more routine maintenance agreement and treatment for algae, air pollutants the build-up would be less requiring less aggressive treatment. Haven have also provided a 5-year maintenance agreement which would then mean good value for money and a better regime for the memorial itself. Based on the current condition of the memorial (very dirty) it will need a deeper clean before then invoking the new maintenance agreement for more regular visits. CVPC has been canvassed on sharing the costs of both deep clean and new agreement in the coming financial year. It was resolved to book a deep clean to the Gally Hill War Memorial and then enter into 5-year maintenance agreement (50% share of deep clean and maintenance with CVPC). Proposed JF, Seconded MT, all in favour.

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23/043	Lost Property Retention Period To agree a lost property retention period. It was resolved to approve a Lost Property Retention Period (items lost and found in or around the community centre), advertised by signage in the community centre, to be disposed of or donated to charity after six weeks. Proposed PC, Seconded AW, all in favour.
23/044	Policy Review To review and approve updates to policies due for review. Anti-Fraud and Corruption Policy was reviewed with no amendments required.
23/045	Fidelity Guarantee To review the level of fidelity guarantee covered by the Parish Council insurance policy and recommend any amendments. Fidelity Guarantee was reviewed, and it was agreed that the £2M level of cover was acceptable. It was resolved to approve the existing level of Fidelity Guarantee cover of £2M. Proposed GSa, Seconded DM, all in favour.
23/046	Internal Controls To carry out a review of Internal controls Updates to the Internal Controls policy were approved with the addition of Finance & Policy Committee to meet quarterly as per agenda item 23/038. Proposed GSa, Seconded MT, all in favour.
23/047	Quotes To receive and approve quotes for works required. Mens Shed to replace oak doors to noticeboard at War Memorial Hall £300. Replacement window in Oak Hall due to crack by Hart Windows £477. It was resolved to approve above quotes Proposed GSa, Seconded MT, all in favour.
23/048	To approve payment of accounts for February 2023 Payments authorised this month by Cllrs Gsa and DM. It was resolved to approve the payment of accounts, excluding withheld payment of Wel-Medical invoice due to query charge for February. Proposed GSa, Seconded PC, all in favour.

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Clerks Report

To receive Clerks report and approve any actions arising.

Complaint Car Park

Monday 27th received a complaint about youngsters using skateboard ramps in car park. CCTV revealed arrival in 3 cars at 9.30pm and left at 10.20pm. Barriers were implemented for a brief spell post covid when reports of disturbance were received from residents until the situation calmed down. No reports have been received by the office since May 2021. It was agreed to liaise with PCSO's and ensure that all residents continue to report to police and CCPC so we are aware of number of incidences. PCSO is due to start a regular beat surgery at the comm centre so residents will be able to report any issues and discuss any local concerns. The dates for these will be advertised.

Vat

Changes in relation to VAT on sports facilities may need to be implemented as reported by HALC advisor. Year-end audit is taking place mid-March and will seek guidance on when and how this will need to be implemented and bring a recommendation to Full Council.

SLP pipeline update

Cllr DM met with pipeline team and Clerk at Peter Driver to discuss the ongoing works. Awaiting completion of link into pipe at front of site, roadside, in front of new business park. Topsoil to be scraped back which Clerk voiced significant concerns over. Contractor to return pitches to playable surface due to commence beginning of/ early March and staff will monitor quality of topsoil screening to remove stones. Clerk asked to escalate concerns of methodology of reinstatement of topsoil.

Naishes Lane road closure

Due to be put in place for works confirmed by the pipeline team to redo the road surfacing along the main stretch as work not deemed satisfactory as borne out with conversation with Hampshire Highways Officer (See below).

Update on Peter Driver flooding issue

Following the last meeting we awaited a camera investigation by the managers of the Quantum Business Park. Update received stated:

"We completed a CCTV investigation visit on Monday 13th February as planned to a section of pipe identified as a possible issue. The report was inconclusive but did ask some questions around the pipe arrangement which we have passed back to the construction team to consider and respond. Sorry at this stage we do not have anything conclusive to report back but I will keep you updated with progress."

Clerk meeting with Hampshire Highways officer summarised here:

1. HCC are now responsible for the bottom half of Naishes Lane from Liepzig to Sandy Lane and build out repairs appear to have been made in this section.
2. HCC Officer asked for contact details of pipeline team as he shared some concerns with the repair work to Naishes Lane following the laying of the pipeline. Clerk has passed on contact email of Comms team and suggested that if he gets no traction on making good then offered to arrange an on-site meeting with CCPC representatives, HCC, and the pipeline to discuss. He shared concerns about the quality of the workmanship and the inevitable degradation in some areas may happen a lot quicker if not dealt with now.
3. Manhole covers outside of HCC owned zones were discussed and HCC Officer highlighted a raft of

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	guidelines of what constitutes a failure or safety issue and he considered that at present the issues highlighted using photos and visiting in person would not constitute safety issues. However, he suggested liaising with Taylor Wimpey who still own/ manage this stretch of road as this may also represent Thames Water infrastructure that they would want rectifying before adoption/ handover is completed as this may be required to complete this process anyway. 4. Beacon Hill Road/ Liepzig Rd roundabout possible defect lights – HCC Officer will look to see if any reports of this and ensure repaired if so. 5. In terms of the islands along Jubilee Road whilst they may pass safety audit (when both bollards are replaced of course) he suggested it is worth installing keep left signs to encourage proper use of the islands. Something to take up with TW. 6. Junction of Sandy Lane and Aldershot Road still handover incomplete. He was going to investigate the issues preventing handover. 7. Clerk has asked about a Welcome to Church Crookham sign on Bourley but only a small stretch from Beacon Hill Road past the entrance to Peter Driver has been adopted by HCC, so we agreed to shelve discussions on this until after the adoption from the MOD is complete. 8. We then drove to and discussed the gateway entrance to Church Crookham from the Foresters coming onto Aldershot Road to ask if there could be any improvements made to the visibility of the change from 50mph to 30mph as we have a number of residents concerned about speeds along this stretch and activations do appear to be up based on the SID data. HCC Officer is going to request that the 30mph gateway signs and white barriers are cleaned as they are very dirty which reduces visibility of them. HCC do not use the red road surfacing paint anymore as this has been found to damage the road surface underneath. But he will look to order some markers to be placed roadside on the approach to the 30mph signs to increase visibility of the change in road rules. 9. HCC Officer felt the entrance to Church Crookham at the Redfields end did not constitute any road safety issues with the cross over at the end of Award Road serving as a speed reducing tool (albeit someone has knocked one of the bollards down but there is a HCC road sign there so they are aware of the need for repair). 10. There were bollards just on the Tesco Express roundabout RRS and BHR and HCC Officer was also going to check what was happening there to ensure a timely repair.
23/050	To receive monthly safety reports Safety reports were received
23/051	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Saunders reported on his attendance at the Farnborough Aerodrome Consultative Committee meeting

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23/052	To agree dates of next meetings Upcoming meetings: Monday March 13th 7.30pm Planning Committee Monday March 27th 7.30pm Planning Committee followed by Full Council Tuesday April 11th 7.30pm Planning Committee Monday April 24th 7.30pm Planning Committee followed by Full Council 2023 Annual Parish Meeting TBC May first Planning Committee TBC May second Planning Committee followed by Annual Meeting of the Full Council TBC Monday 12th June 7.30pm Planning Committee Monday 26th June 7.30pm Planning Committee followed by Full Council
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The meeting closed at 9.52pm

Signed:

Date: