

CHURCH CROOKHAM PARISH COUNCIL

Annual Meeting

Init: _____

Minutes of the Annual Meeting of the Church Crookham Parish Council

Date and Time: Tuesday 30th May 2023 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GSa) Chair, Bruce Bulgin (BB), Debbie Moss (DM), Alan Jones (AJ), John Ford (JF), Nick Baskett (NB), Peter Collings (PC), Annette Whibley (AW).

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

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

Meeting commenced at 7.45pm

23/105	Appointment of Chairman To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chairman's acceptance of office. It was resolved to appoint Cllr Saunders as Chair of Church Crookham Parish Council and acceptance of office was signed. Proposed PC, Seconded DM, all in favour.
23/106	Appointment of Vice-Chairman To appoint Vice-Chair of the Full Council of Church Crookham Parish Council and receive Vice-Chair's acceptance of office. It was resolved to appoint Cllr Bulgin as Vice-Chair of Church Crookham Parish Council and acceptance of office was signed. Proposed BB, Seconded DM, all in favour.
23/107	Apologies for absence None received from members District Councillors forwarded apologies due to training at Hart DC
23/108	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 24th April 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 - 24th April 2023 & 22nd May 2023 It was resolved to approve the minutes of the Full Council held 24th April as a true record of the meeting Proposed GSa, Seconded DM, all in favour. It was resolved to approve minutes of Planning Committee Meetings - 24th April and 22nd May Proposed GSa, Seconded BB, all in favour.

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23/109	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
23/110	Declaration of interest relating to any item on the agenda. Cllr Bulgin ref Grant application agenda item 23/113
23/111	Chairman's Announcements Cllr Saunders thanked Cllr Mike Thorne for his 5 year service on the parish council following him standing down as councillor. The resulting vacancy is advertised for the Queen Elizabeth ward of Church Crookham and hope to move to Co-Option in due course.
23/112	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. County Councillor Parker's May report was received and there is an attempt to avoid Sandy Lane road works coinciding with Aldershot Road closures currently planned for same time. During July traffic counts will take place on Reading Road South to seek justification of expenditure for installation of pedestrian crossings.
23/113	Grant applications To receive and consider approval of grant applications. Applications from £16,000 budget have been allocated so far to date: Challengers £1,500 for the support of summer playscheme for disabled children Victim support £150 to purchase safety equipment for victims of crime An application received from Christ Church Crookham Arts Festival was deferred to this meeting so Clerk could confirm there is a power under which the grant can be approved. Having sought advice from HALC Hampshire ALC are of the opinion that the council may use Local Government Act 1972 s.145 (1) to provide funding for the Arts Festival. The legislation states: 145 Provision of entertainments. (1) A local authority may do, or arrange for the doing of, or contribute towards the expenses of the doing of, anything (whether inside or outside their area) necessary or expedient for any of the following purposes, that is to say— (a) the provision of an entertainment of any nature or of facilities for dancing; It was resolved to award a grant of £500 on the basis of the above power to Christ Church Arts Festival Proposed GSA, Seconded AW, 1 abstention, 8 in favour.

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23/114	Committee Structures, External Bodies & Meeting dates To agree and approve committee structure, members and meeting dates for 2022/24 Committee Structures were circulated and approved including working party membership: It was resolved to appoint CLlr BB as Chair of Planning Committee CLlr JF as Vice Chair of Planning Committee CLlr GSa as Chair of Finance & Policy Committee CLlr BB as Vice Chair of Finance & Policy Committee CLlr DM as Chair of Staffing Committee Vice Chair to be appointed at next Staffing Committee meeting and to accept all memberships to committees including external committees and working parties as circulated. Proposed GSa, seconded DM, all in favour. Meeting dates will continue to follow the routine of: Planning committee meetings 2nd and 4th Monday of month N.B. July 2023 exception 2nd and 5th August 1 Planning committee meeting date TBC depending on number and deadline dates of applications December 1 planning committee meeting 2nd Monday of month Finance & Policy committee meetings are quarterly on 2nd Monday of month in July, October, January & April Full Council meetings on 4th Monday of month exception July 2023 to be held on 5th Monday No Full Council in August or December
23/115	Bank Mandates To review and approve bank mandates. As per the Councillor matrix of committee membership approved above, bank mandates are confirmed as 6 members on Unity bank mandate to facilitate rotation of duties once every three months in pairs and 4 members on other bank accounts which require less movement of funds requests. It was resolved to approve the bank mandates as presented Proposed GSa, Seconded PC, all in favour.
23/116	Terms of Reference and delegation arrangements To review and agree terms of reference and delegation arrangements for all committees. Terms of Reference for each committee were reviewed. It was resolved to accept the Terms of Reference of the Staffing v.5, Finance & Policy v.8, and Planning v5. Committees Proposed GSa, Seconded DM, all in favour.

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23/117	General Power of Competence To review eligibility and approve adoption of the General Power of Competence The General Power of Competence was adopted following the election process of 2022. As CCPC remains eligible with at least 2/3rds of members elected and Clerk holding suitable qualification i.e. CILCA. It is resolved to approve adoption of the General Power of Competence for 23/24 Proposed GSa, Seconded DM, all in favour.
23/118	Local Authority arrangements To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities. Last reviewed May 2022 As in prior years the following local authority arrangements have been adopted as per budget for 2023/24 CCTV Charges - Crookham Crossroads £1,200 (Service cancelled at Crookham Park as CCPC taking in-house) Fleet Link £4,101 exclusive of bus replacement fund agreed not to pay during 2023/24 and as per negotiated rate to reduce impact of increased fares [Prior year £3,909, 21/22 fin yr £3,706 first year of non payment of bus replacement] Basingstoke Canal Authority £6750 New arrangement with Fleet Phoenix £4,000 Resolved, Proposed GSa, Seconded AJ, all in favour.
23/119	Standing Orders To review and adopt Standing Orders It was resolved to adopt Standing Orders subject to confirmation of contract amounts Proposed Gsa, Seconded BB, all in favour.
23/120	Financial Regulations To review and adopt Financial Regulations It was resolved to adopt Financial Regulations Proposed GSa, Seconded PC, all in favour.
23/121	Risk register To confirm review of the risk register and approve any updates. It was resolved to approve the Risk Register following review Proposed GSa, Seconded NB, all in favour.

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23/122	External Audit - Conflict of interest To review and confirm no conflict of interest with external audit appointment. CCPC members confirmed that there is no conflict of interest with external auditor BDO LLP Proposed GSa, Seconded BB, all in favour.
23/123	Notice of Public Rights 2022/23 To confirm dates for Notice of Public Rights period for 2022/23 It was resolved to confirm that the announcement date for the Notice of Public Rights 2022/23 will be Wednesday 31st May with the notice period running from Monday 5th June until Friday 14th July (30 working days in total and covering at least 1st to 10th July) Proposed GSa, Seconded BB, all in favour.
23/124	Internal Audit Report 2022/23 To receive the internal audit report 2022/23 and approve recommendations. It was resolved to accept the Internal Audit report following completion of the audit of 2022/23 Proposed GSa, Seconded NB, all in favour.
23/125	Annual Governance Statement 2022/23 To review and approve the Annual Governance statement 2022/23 - Section 1 of the Annual Governance and Accountability Return (AGAR) It was resolved to approve the Annual Governance Statement 22/23, Section 1 of the Annual Governance and Accountability Return Proposed DM, Seconded GSa, all in favour.
23/126	Statement of Accounts 2022/23 To review and approve the statement of accounts 2022/23 - Section 2 of the Annual Governance and Accountability Return (AGAR) It was resolved to approve Statement of Accounts 22/23, Section 2 of the Annual Governance and Accountability Return Proposed GSa, Seconded PC, all in favour.
23/127	Treasury & Investment Policy To review and approve updates to Treasury & Investment Policy It was resolved to approve amendment to Treasury & Investment policy to allow BBB- rating for Flagstone cash deposits Proposed DM, Seconded NB, all in favour.

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23/128	Flagstone cash deposits To approve the allocation of the £200,000 cash deposit on the Flagstone platform Following discussion about potential for interest rate changes it was agreed to proceed to place available £200k for cash deposits rather than wait for next interest rate announcement. It was resolved to place £200k subject to final verification of interest rates as below: <table><tr><th></th><th></th><th>Rating</th><th>Interest rate</th><th>Account type</th></tr><tr><td>£ 50,000</td><td>Aldermore Bank plc</td><td>bbb</td><td>4.85%</td><td>12-month fixed</td></tr><tr><td>£ 50,000</td><td>Sainsburys Bank</td><td>bbb-</td><td>4.66%</td><td>12-month fixed</td></tr><tr><td>£ 50,000</td><td>HSBC</td><td>a-</td><td>4.45%</td><td>Instant access</td></tr><tr><td>£ 50,000</td><td>Cambridge & Counties Bank</td><td>bbb</td><td>4.45%</td><td>12-month fixed</td></tr></table> NB all are UK FSCS protected banks. Proposed GSa, Seconded PC, all in favour.			Rating	Interest rate	Account type	£ 50,000	Aldermore Bank plc	bbb	4.85%	12-month fixed	£ 50,000	Sainsburys Bank	bbb-	4.66%	12-month fixed	£ 50,000	HSBC	a-	4.45%	Instant access	£ 50,000	Cambridge & Counties Bank	bbb	4.45%	12-month fixed
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23/129	Asset disposals To approve asset disposals It was resolved to approve assets listed for disposal as follows: Car park barrier asset number 98 £1500 - Broken coming out of ground disposed HP290 Desktop PC asset number 407 £517 - Old PC serving Finance software and door management software (Replaced RFO PC and recycled her old one to serve the same purpose as disposing asset) Proposed GSa, Seconded PC, all in favour.																									
23/130	Farnborough Airport PIR To consider the Farnborough Airport Post Implementation Report to the CAA and approve any response. After the data gathering period, Farnborough Airport is required to submit a Post Implementation Report to the CAA who will then facilitate a period of stakeholder feedback before producing a Post Implementation Review. The report has now been submitted. The CAA agreed to extend the window for stakeholder feedback from 28 to 42 days. This has been uploaded to the dedicated webpage that holds all the relevant historic documentation. The CAA now invite stakeholders to submit their own observations via email to Airspace.Policy@caa.co.uk no later than Monday, 26 June 2023. This CAA webpage also provides details about this activity including how stakeholders can submit comments to the CAA and the closing date for the feedback window. Cllr Saunders reported on recent meetings with Farnborough Airport and questions were raised by councillors including- Can residents have confidence in the accuracy of the flight reports? Cllr Saunders believed that there have been improvements and with the industry being very rules driven there is confidence in the integrity of the reports. CCPC resolved to no response but to raise awareness to residents of their opportunity to comment. Proposed GSa, Seconded NB, all in favour.																									

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23/131	Fleet Flood Alleviation Scheme To receive a report following Fleet Flood Alleviation Scheme meeting and approve any next steps. Cllrs Ford and Jones with Clerk reported on an informative meeting with the Environment Agency in relation to an ongoing project evaluation process to improve and alleviate future property flooding events through Church Crookham and Fleet. This may involve works within CCPC owned land. It was agreed to support the Environment Agency with raising awareness and to engage with potential projects.
23/132	Sensory Garden Project Update To approve FORM issued for planting budget approval and receive an update on project progress. An update was provided: <u>Fence</u> This is moving along. Blacksmith has kept this on schedule despite being unwell. He visited site Friday 19th with 2 sections of fence to check shape of curve prior to sending for galvanisation. Installation of first stage of fence will be approx. 20th June. The more detailed elements of the fence will then be designed and forged and added incrementally. <u>Benches</u> These are on order and due for delivery tail end of June. According to the program of works the manufacturing stage is about to commence on the benches. <u>Plants</u> Planting day is planned for Wednesday 31st May, we have a number of volunteers. Plants are being delivered Tuesday. Irrigation system will be set up to ensure watering. It was resolved to ratify the FORM decision to agree the planting quote £8,114 including trees, plant list, shrubs and sundries to Xardin Garden Ltd. Proposed GSa, Seconded BB, all in favour. Sign design is underway.
23/133	Community Event review To approve final costs of Sports Festival event and provide a report on event. The Sports Festival event held on 20th May was discussed. On the whole the event was very successful with large numbers in attendance especially for the very popular basketball tournament. It was agreed that a future event of a similar nature should be held again whilst learning from the event this year: Book date far in advance so support team and attendance can be guaranteed to manage the event Improve comms on the day with improved PA and walkie talkies Improved advance communication with participants and external groups supporting the event ref parking and scale of event It was agreed to have a working party consisting of Cllrs PC, AW and BB and an outline plan to be brought to the July meeting.

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23/134	Quotes To receive and approve quotes for works required. It was resolved to approve the quotes: 1) Blog2Social 5 user licence - To enable social media posts to be pushed out from website to Facebook by any team member as current licence only allows one staff member. This will continue to increase visibility of CCPC website and FB. \$11 per month for 5 users. 2) Signage – further to agreed content the cost for signage updates to sites £3,375 plus allowance for install TOTAL EMR HELD £4,410 3) Sang bridge repair of SANG bridge to rear of allotment site now required urgently 2 quotes requested 1 received in time £4209 please see scope of works including minor repairs elsewhere Green Leaves Countryside Contractors Ltd 4) Mobile data – pay as you go SIM for grounds maintenance contractor to use reporting facility rather than on own mobile data up to £10 / month 5) Comm centre extra camera – to cover sensory garden rather than compromise existing camera views £530 6) Allotment footpath – to increase coverage of footpath support during all seasons to prevent erosion and maintain stability £770 net of VAT S106 Allotment maintenance 7) Basketball court stencil - £1,145 S106 Interest EMR Price for stencil only Paint quote agreed on basis of raising profile through branding Church Crookham through event and support of positive facilities for residents and young people. Proposed GSa, Seconded AW, all in favour.
23/135	To approve payment of accounts for April & May 2022 It was resolved to approve finance reports for April and May Proposed GSa, Seconded BB, all in favour.
23/136	Clerks Report To receive Clerks report and approve any actions arising. RFO requires a volunteer to carry out review of last quarter 2022/23 bank reconciliations – needs to be non-signatory councillor. Councillor AW volunteered. Crookham Park update – following meeting held with Taylor Wimpey on Friday – no significant movement made on any issues. Reliant on 3rd party contractors in some cases. Agreed to chase issues on a weekly basis. Planning issue re LEAP concerning email from case officer which suggests not familiar with history on this matter as suggesting it needed to go to committee meeting due to number of objections. TW to request confirmation not needed as these complaints relate to 2021 when LEAP in original location was consulted on. Insurance claim – An insurance claim has been made against the parish council. The insurance company have been provided with all the relevant information and are dealing with the claim. CCPC have also put TW on notice as the man-hole was never installed properly at the time. Public owned spaces have been checked by grounds maintenance contractor for any other such faults. Non found to date. Will monitor progress of claim.

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	Pipeline works – meeting held on site prior to remediation works to raise concerns over amount of stones / debris in soil. Work has commenced and appears to be carried out to good standard. This is being monitored regularly by FO and grounds maintenance contractor. Pipeline team asked for pre-condition survey of culvert to give evidence to Quantum Business Park for ongoing issue with their drainage system. Still await Esso survey. QBP new contact has been in touch and there seems to be further investigation on their side. Await an update from them before proceeding to culvert clearance and ongoing survey as cost to CCPC. Councillors were notified of staff holidays
23/137	To receive monthly safety reports Reports were received.
23/138	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Moss reported that Alms residents will be taken on annual outing.
23/139	To agree dates of next meetings Planning Committee 12th June Planning Committee 26th June followed by Full Council (N.B. Clerk on holiday 14th until 25th so issue of agenda will be by Deputy Clerk may be an agenda of urgent items only) Planning Committee 10th July Planning Committee 31st July (N.B. 5th Monday in month) followed by Full Council Planning Committee 14th August NO FULL COUNCIL IN AUGUST

The meeting closed at 9.53pm

Signed:

Date: