

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 31st July 2023 from 7.30pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

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

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

HDC Cllr Chris Axam

There were 4 member(s) of the public present.

Meeting commenced at 7.47pm

23/160	Apologies for absence Apologies were received from Cllr Burford
23/161	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 26th June 2023 It was resolved to approve as a correct record the minutes of the Full Council meeting held on 26th June 2023 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 - 26th June & 10th July 2023 Finance & Policy Committee Meeting - 10th July 2023 It was resolved to approve the minutes of the following committee meetings: Planning Committee Meetings - 26th June & 10th July 2023 Finance & Policy Committee Meeting - 10th July 2023 Proposed BB, Seconded GSa, 6 in favour, 2 abstentions.
23/162	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received.
23/163	Declaration of interest relating to any item on the agenda. None received.

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23/164	Chairs announcements No Chairs announcements
23/165	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 spoke on his July report. Confirmed that progress is being made on roadworks/ repairs in the locality. A link to reporting highways issues was requested to be made available of CCPC website – more than potholes can be reported including e.g. overhanging hedges. A no left hand turn sign has been installed at Aldi site but requires a traffic order in place to be enforceable. Cllr Axam reported that a new style HDC newsletter is to be delivered and feedback is welcomed. There is also to be a feasibility study carried out to implement a solar data centre with solar gain from the car park of the leisure centre aiming to service the building.
23/166	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 Christ Church Crookham Arts Festival £500 to hire display boards for festival and support dedicated session for care home attendees Total YTD £2,150 In receipt of application from FTC / Churches Together to host lunch for people on own at Christmas £300 (slightly higher amount to cover costs as less supporters Christmas 2022) It was resolved to approve the £300 grant award to Fleet Town Council to support Christmas lunch Proposed GSa, Seconded NB, all in favour.
23/167	Bench relocation To receive a request to relocate benches due to anti-social behaviour Clerk was in receipt of complaints relating to benches located on Everest Walk - one picnic bench and one single bench. Antisocial behaviour and disturbance to property owners in the location. They are situated very close to front of a number of properties. Residents seeking their removal. Residents were in attendance at meeting and explained the issues surrounding the benches. It was resolved to relocate benches to place picnic bench outside Orchard park adjacent to path and single bench on outer boundary of athletics track Proposed GSa, Seconded BB, all in favour.

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23/168	Terms & conditions of hire and use of parish council-owned facilities To review and approve changes to the following documents: • terms and conditions of hire of the community centre, • allotment allocation policy • allotment rules and regulations • terms and conditions of hire of the 5-a-side pitch • terms and conditions of hire of the football grass pitches. To approve implementation of CCPC Facilities & Open Spaces Policy and Procedure This item was deferred from prior month to consider enhancement to terms and conditions of hire and to develop new policy to reflect advice about use by general public of designated public space and is based on the advice received in relation to "duty of care" surrounding access to CCPC owned facilities and open spaces. Questions were also raised in relation to amending the allotment allocation policy and a report was received on this matter. It was resolved to approve changes to the following documents: • terms and conditions of hire of the community centre, • allotment allocation policy - allocation policy remains unchanged based on review of data of number on waiting list and disabled requirements • allotment rules and regulations • terms and conditions of hire of the 5-a-side pitch • terms and conditions of hire of the football grass pitches. Further the CCPC Facilities & Open Spaces Policy and Procedure document was approved for adoption subject to inclusion of: under: 1 General rules 1.1 insert after the first sentence "certain areas of CCPC land have rules imposed on them by the Council and members of the public using these areas are requested to comply with all imposed rules" 1.2 (except in specific circumstances such as business use where a fee for use of the land maybe required or as decided by the Parish Council. 1.5 The flying of drones etc " within this sentence suggest making reference to some areas being with restricted air space due to the Airfield. Plus, Motorised Scooters are illegal to ride on all areas, pavements and roads all across the UK and are only allowed to be used on Private land. Proposed GSa, Seconded NB, all in favour.
23/169	Fireworks To consider a request for a firework display to be held on CCPC owned land A request has been received from a resident to host a firework display on CCPC owned land behind community centre. It was resolved that whilst CCPC is supportive of fireworks displays organised by accredited trained organisations and in light of the newly adopted Open spaces policy and procedure that this request is refused on the grounds that the location does not meet the minimum requirements for hosting a safe firework display (Guidelines as advised by Health & Safety Executive hse.gov.uk) including (but not an

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	exhaustive list): • Lack of availability of a large, clear and well-mown area free from obstructions, well away from any buildings, car parks, trees and other hazards. • These hazards must be away from the firing area and dropping zone. • Any display site needs to as a minimum • Allow for at least 50m x 20m for a firing area. • A dropping zone beyond this for spent fireworks of 100m x 50m in the downwind direction. Able to cope with the appropriate firework type to be used, adaptable to a change in wind direction and strength and the expected number of spectators in a designated zone opposite from the dropping zone and at least 25m from the firing area. Proposed GSa, Seconded JF, 8 in favour, 1 abstention.
23/170	Community Event 2024 To receive an update and approve any actions arising from initial Event committee meeting An update was received on the planning for a community event in 2024. The actions arising from the working party meeting were discussed including: PA system - could be provided on loan Radio system - to price for hire/ purchase options It was agreed that there is no need to create an additional car park zone at the allotment site.
23/171	Hart Cycling and Walking Infrastructure Plan (LCWIP). To consider and approve a response to the Hart Local Cycling and Walking Infrastructure Plan CCPC discussed the merits of the Hart LCWIP and agreed to review the suggestions within Church Crookham to formulate a response. It was agreed to determine a response via Forms before the deadline. CCPC resolved to voice support for the comments submitted by Winchfield Parish Council Proposed GSa, Seconded NB, all in favour.
23/172	Southampton to London Pipeline To receive an update on the SLP reinstatement works Clerk requested brief update meeting to understand next steps with remediation and removal of work compounds: Peter Driver - grass growth has begun to show through with the recent weather supporting establishment of grass growth. There is also large broad leaf weeds noticed amongst the growth and it has been requested that these are removed and areas reseeded if required. It was suggested that the pitches may be available for the upcoming season but Clerk expressed some doubt over this as would be concerned about the density of grass growth and potential to churn up requiring greater remediation period. Should be no rush to accept handover. Clerk requested site meeting week commencing 7th August to meet with parties to assess condition and any requirements to improve if required.

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	Street snooker surface has degraded during period not been accessible so need reassurance that this will be rectified by ESSO as part of remediation work. Compound removal on Naishes Lane is seen as a priority to project due to costs incurred using space. SANG access has been reopened around Wakefords Copse with padlocks removed from gates that had prevented use of this route. Soanes Copse reinstatement works will continue as there is due to be understorey planting and badger sett access reopened. Hedge planting to LAP area H Thapa Close is programmed for October and suggest visiting this area week also to assess remediation needs. SANG reinstatement is due to commence August and Clerk has suggested a meeting in September to review and monitor progress. Clerk continued to campaign for materials for path construction, availability of wood (unlikely) for artwork, and additional beech hedge to plug gap in pre-school fence when LAP area H is replaced. SLP communication officer confirmed he continues to ask and will look to order additional hedging. Clerk to seek a detailed reinstatement plan for local areas.
23/173	Sensory Garden Project Update To receive an update on the Sensory Garden Project and receive art install proposal and approve budget for art installation. The garden has been in full bloom and looking lovely with wildlife benefits already being spotted with bees aplenty enjoying the flowering shrubs Benches - due to be despatched week commencing 31/07/2023 Fence - Ian from forge visited site Friday 28th with some finished samples for the installation. Some exciting elements are promised. Fence install is due to commence Thursday 3rd August with additional elements following. Xardin - will be contacted to book in for finishing flourishes including mulching, weeding and discussing outer boundary definition for ongoing maintenance. Residual Art EMR - As at end of June Art EMR balance stood at £19,857 Fence - £19,980 approved 2022/23 paid £6,680, 2023/24 paid £2,000 EMR 19,857 less July 23 stage payment £1,500 less balance £9,800 will leave £8,557 Clerk and Chair met with Rob Beckinsale - wood artist to discuss additional boundary enhancing art and the following proposal has been submitted. These will form carved panels to complement the shapes that will be provided by the metal fence but in the medium of wood. Will seek to have lots of texture to the carvings and double sided for view into garden and access to e.g. visually impaired visitors.

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	Clerk has asked for a revised proposal for double sided panels (only 2 required) working on the basis of attempting to use material available in play parks before purchasing option from timber supplier Proposal breakdown: The available materials in the three playground areas measure roughly 18" diameter x 142" long. They are not in the best condition having been out in the sun for a while and untreated. It may still be possible to use them. The option to supply the materials from timber supplier has been provided. Here is a brief breakdown of the costs involved. Materials700 (or milling of materials on-site) carving work to 3 panels.....1500 treatment and colour stain.....450 installation.....700 posts x6.....300 post mix x10.....100 Total.....£3750 It was resolved to give Clerk delegated authority to finalise art for garden based on budget expenditure of remaining £8,557 Art EMR £4 - 5K for wooden panels £3 - 4k for additional forged/ glass butterflies Proposed GSa, Seconded GT, all in favour. Clerk and Centre Officer attended an Opensight drop in at Fleet library who offer advice for local visually impaired people. Looking to seek advice on braille signage but the scope has broadened to understand how we can enhance the garden for visually impaired people. They will be visiting the garden with one of their visually impaired ambassadors who lives in Church Crookham to see what can be done to have immediate impact but also future enhancements.
23/174	Athletics Club planning application To receive an update on club planning application for pavilion 23/00813/FUL determination deadline was 25th July. Clerk has inquired as to when a determination will be made available. Noted that there have been 2 Objections with no Supporting comments made from residents and no response by the club to the objections put forward. In contact with Planning the officer has made their proposal which has been put forward to sign off. A meeting was held on Monday 24th July between FCCAC and CCPC members to discuss access to the track. Agreed to look at issue but there is currently an accessible route onto the track which may benefit from some maintenance / inclusion of handrail? Need to verify Disability, Discrimination Act compliance in terms of gradient of slope but ongoing discussions with club if club building is approved will need to clearly set out what FCCAC are funding to make access to their pavilion sustainable without impacting significantly on public purse.

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23/175	Tree Planting To consider approval of planting replacement trees budget for Autumn 2023 Tree works are due to commence in earnest week commencing 31st July dealing with outstanding tree survey requirements. As part of the survey there is a requirement to plant replacement trees and with the optimal planting season approaching seeking to approve a budget for this work to commence. As well as a requirement of the survey the CCPC tree management policy commits CCPC to planting above and beyond tree removal. A list of 30+ required replacement trees required as part of the survey to show scale of requirement was discussed Available budget was discussed for tree planting work to take place. It is noted that the Precept budget and EMR held is sufficient for the required works and for replacement trees S106 average budget is £100k per annum (last year actuals £63.5k therefore underspend due to tree works not commencing thus a timing issue) Current year S106 budgets £120k approx. above the average £100k however there is likely to be at least £11k savings on this budget total. It was resolved to seek and approve replacement tree planting as required in Precept areas from current year budget and S106 areas creating average overspend but with annual fluctuations making this possible i.e., average underspend prior year £36.5k Proposed GSa, Seconded BB, all in favour.
23/176	Actual Vs Budget and Ear Marked Reserve 1st Quarter review to 30th June 2023 To review the 1st quarter financial position Currently forecasting a deficit of income over expenditure of £2,890: Interest income £1.3k adverse (advice to be sought from auditor on how to treat long term cash deposit interest earned) Bank charges higher cost £0.4k New telephone contract £0.9k Rates on comm centre £0.6k Received S106 monies from Hart DC reference upgrade to Azalea play equipment offset by transfer to EMR £4.4k Only project budgeted for this year is £1000 for a defib, all other project expenditure is offset by the release of funds from EMRs. S106 income: Only outstanding S106 income is commuted sum for final LEAP install approx. £24k. S106 expenditure: Variance due to: • £500,000 invested long-term cash deposits, i.e., more than 12 months, therefore has to be treated as

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	an expenditure and recorded on the asset register. • £1220 bank charges i.e., handling fee re Flagstone investment – in the past S106 bank fees have been offset against bank interest received. As from 01.04.23 all bank interest received is included in general reserves therefore suggest that all S106 bank charges should be paid from general reserve too. • £10 increase in standard bank charges • £92 underspend on CCTV charges It was resolved at Finance & Policy committee to account for Admin costs from Precept (general reserves) mainly bank charges for Flagstone cash deposits as interest earned now accounted for from Precept from Precept. Projects: Variance due to expenditure on sensory garden offset by release from S106 Interest earned EMR (not budgeted for as EMR funds available) It was noted by the Cllr GS that EMR's have not been adjusted for some time to compensate for inflationary impact. This issue will be looked at more closely as part of the next Finance and Policy committee meeting when the budget will be considered. It is considered that inflation may settle medium term at 5% so this is the benchmark to consider the budget going forward.
23/177	Debtors review and Quarterly bank reconciliation confirmation To receive an update on Debtors position and confirmation of quarterly bank reconciliation review Total outstanding debt at 30.06.2023 £ 2,014.42 The bad debt written off of £76.50 was acknowledged and allotment rentals were chased with 3 of 4 older debts now paid. It was confirmed that Cllr Thomas had carried out the 1st quarter bank reconciliations
23/178	Quarterly Investment review To receive the quarterly investment report It was reported that based on net asset valuation, the current mid-market valuation of the CCLA investment has decreased by £100,900 to £799,100. Original investment was £900,000. Dividend for April to March £9,268.13 The parish council view on the CCLA investment is it will remain invested for up to a minimum 9 years with the Flagstone long term cash deposits set to mature periodically over the coming years to fund the S106 expenditure. Update from Cllr Saunders following update meeting with CCLA: No massive change in the LAPF since our last call in April. Overall property sector -15% yoy, City offices a particular weakness, retail parks and retail warehouses stronger. The Glasgow office building sale (£9m) closed in June, and another office holding has been put on the market. Keen to stress they are not exiting the office sector, has been some increase in cash holding but the fund managers continue to rate industrials, retail warehouses, car showrooms, hotels etc. No change in void rates, and they expect the dividend to stay close to the level at end-March 12.29p for the remainder of this year. Fund size remains close to £1200m, they have had a redemption notice from

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	one council, 6-month notice period so will be 2024 before impact. Mid-price as at today 288p (unchanged from end-March), implies dividend yield on NAV remains 4.26%. At the next meeting of the F&P committee the credit ratings of the Flagstone cash deposit investments will be reviewed.
23/179	Quotes To receive and approve quotes It was resolved to approve the following quotes: a) Comm centre replacement mugs £238 [Comm centre equipment] b) Comm centre replacement bins £320 [Comm centre equipment] c) Service of Peter Driver MUGA sweep machine £363 plus spares as required [Open spaces maintenance] d) Paint in addition to stencil for basketball courts £240 [S106 Interest received EMR] e) Car park repaint parking lines £1,900 thermoplastic [Comm centre EMR for fixtures & fittings] incl. additional disabled bay f) 2 bins for inside basketball courts to combat rubbish levels as popular venue £500 [Open spaces maintenance] g) Weed control treatment to athletics track £718 [Athletics track EMR] h) Repair to damaged black rail fencing around Crookham Park – blacksmith can repair (Orchard play park one panel will need to go to forge for repair) The railing repair will require some of the panels to be removed and re worked in the forge, however there is scope to repair the odd upright on site. This will be charged out at an hourly rate of £60.00 an hour. Likely to be no more than 12 hours work and estimate the cost of repair to the fence panels shown to be £500.00 - £750.00. [S106 Open space maintenance] i) Replace closing mechanism to gates at Thapa seating area self-closers damaged and current closers make gates very heavy thus dangerous upon closing – blacksmith to remove and engineer a better closing mechanism The gates that have broken shutting struts need a new hinge system fitted to the gates that allows the gates to shut of their own accord without being forced shut by the ram. The gates are heavy and the ram by nature will keep forcing the gates when they are shut. The gates would need to be removed to carry out the works and refitted after the new hinges are forged. Estimate £220 - £300 per gate. [S106 Open space maintenance] Proposed GSa, Seconded JF, all in favour.

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23/180	To approve payment of accounts for July 2023 Cllrs Baskett and Bulgin authorised July payments It was resolved to approve payments of accounts for July 2023 Proposed NB, Seconded BB, all in favour. It was noted that in addition to the payments listed there have been the following payments arranged: 5 x Damage deposit refunds @ £100 Greenleaves re repair to bridge to SANG £5,050.80 HCC re canal contribution £6,750.00 These will be officially reported on August finance report.
23/181	Clerks report To receive Clerks report and approve any actions arising PCSO Sam Page was unable to change her shift pattern to enable attendance at meeting but she reports as follows: “Having run a report for Church Crookham for the last 90 Days and there is not a lot that is concerning to the wider public. ASB is a hot topic at the moment although based on the last community engagement at the community centre that a lot of this is going unreported. Police have only had the 4 reports over the 90 days. Please do encourage people to report. The easiest link is: @HantsIOWPoliceOnlineReporting Linktree Of those who have reported Police have managed to gather some CCTV footage of the offenders and are dealing with them accordingly so action will be taken when those involved have been identified. There are also 10 road related and dangerous driving reports so PCSO will look at getting some traffic action going when resources permit as well. For information on the team based out of Fleet and what our current policing priorities are which may be of interest to residents you can visit Fleet Police.uk (www.police.uk) Staff and Councillor holiday dates were shared.
23/182	To receive monthly safety reports Reports were received - it was reported that Landform are catching up on work following some staffing issues. Additionally issue with Hedgehog bench was reported and bin slat to Everest bin.

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23/183	External committees reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Hampshire Passenger Transport Forum – Cllr Moss attended July update. CCPC submitted response to HCC consultation on next round of savings that are being suggested. Fleet Flood Alleviation Scheme – Teams meeting held Thursday 27th attendees included representatives from Hampshire CC, Hart DC and Fleet TC. In summary the greatest benefit is considered to derive from Property resilience however it was ascertained that residents would be reluctant to sign up for features to protect their property as this would impact saleability and value if recognised as in a flood risk area. If projects to slow flow into the system then the env. agency will be looking for funding from CC, DC and PC levels. Future external committees/ working parties attendees needed: Pipeline – week commencing 7th August SANG – suggested early Sept meeting to review/ monitor remediation progress Cllrs GS and PC to attend QEB Steering committee - Queen Elizabeth Barracks (QEB) Transport Steering group on Monday 11th September 10am-12pm at Hart District Council offices, Fleet.
23/184	To agree dates of next meetings Next planned meetings 14th August Planning committee No August Full Council 11th September Planning committee 25th September Planning Committee & Full Council

The meeting closed at 9.54pm

Signed:

Date: