

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 23 October 2023 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

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

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

HDC Cllr Chris Axam

There were 2 member(s) of the public present.

Meeting commenced at 7.45pm

23/209	Apologies for absence Apologies were received from Cllrs Ford and Whibley.
23/210	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 25th September 2023 To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Finance & Policy - 9th October It was resolved to approve minutes of Full Council of 25th September and Finance & Policy Committee of 9th October Proposed GSa, Seconded NB, all in favour.
23/211	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
23/212	Declaration of interest relating to any item on the agenda. None received
23/213	Chairs announcements Cllr Saunders reported that he was proud to represent CCPC at the Fleet Phoenix Youth awards night and wanted to thank Fleet Phoenix for all they are doing for the youngsters in Church Crookham. The Arts Festival at Christ Church, Gally Hill Road is being held this week. Cllr Saunders also extended his thanks to Cllr Parker for his efforts for ensuring road markings on Sandy Lane were completed on both sides of the road.

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23/214	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. Please see Cllr Parker's October report was received - Cllr Parker added that he is seeking replacement of the beacon lights on the Reading Road South pedestrian crossing to make them more visible.
23/215	Grant applications To receive and consider approval of grant applications 2 grant applications have been received for consideration. 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 FTC / Churches Together to host Christmas lunch for people on own at Christmas £300 Fleet Festivities Committee to support costs of Christmas Festival £1,000 Royal British Legion annual remembrance poppy donation £100 Total YTD £3,550 In receipt of applications from: a) Prior month application decision deferred due to ownership of asset resolved application now submitted by Crookham War Memorial Hall £2,000 in support of replacement roof to main store facility. Following questions raised about the cash held by the trust(sinking fund for future repair and renovations) It was resolved to approve the grant application to Crookham War Memorial Hall for roof repairs to storage facility £1,900. Proposed PC, Seconded DM, 5 in favour, 2 abstentions. b) Citizens Advice Bureau - Invest training in new volunteers, extend outreach to wider areas £2,000 It was resolved to approve grant application to Citizens Advice Bureau for training of volunteers £2,000. Proposed GSa, Seconded GT, all in favour.
23/216	Planning Committee Matters Consideration of planning applications and review of information from weekly lists As at Thursday 19th October there were no planning applications to be determined hence no planning committee meeting held. Subsequently planning application was received for consideration. a) 23/02222/HOU 23 Chesilton Crescent Conversion of garage to habitable accommodation to include replacement of garage door with a window, insertion of a window to ground floor side and alterations to the roof. CCPC propose No Objection to the application Proposed BB, Seconded GSa, all in favour. b) Seeking to ratify FORM decision in relation to 23/00672/LAPRE Wyvern Pub licencing amendments. It was resolved to approve the outcome of the FORM proposal to submit a response to the licencing

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	consultation Proposed GSa, Seconded NB, all in favour. c) A review of the "Weekly list" was carried out. 144 Aldershot Road has been granted permission for development so Cllr Saunders asked for vigilance in relation to impact on Azalea and Lynwood adjacent to the site.
23/217	Farnborough Airport Expansion Consultation - Church Crookham Event To receive a report following hosting of open event for residents on October 8th Cllr Saunders extended his thanks to all those who attended to represent the interests of Church Crookham and surrounding areas including County Councillor Parker, District Councillors Axam, Radley, Fleet and Crookham Society representative Radley, Farnborough Noise representative Mr Shearne and 7 CCPC councillors. FAL display information was obtained and displayed for members of public to read the same information that had been provided at the FAL run consultation events. Consultation packs were available for residents to take away and complete. Farnborough Noise Group petition details were provided for those that wished to participate in that. Clerk in attendance to take contact details to create a mailing list specifically to notify those in attendance when a planning application comes forward from FAL. The mailing list has been compiled and a test email sent to those that signed up. Only 1 failed email address to follow up on. Number of visitors to event totalled 56 20 in 1st hour 22 in 2nd hour 14 in last hour All involved agreed that it was worthwhile hosting event and residents voiced their appreciation enabling them to voice their concerns. The main concerns relate to the volume of potential increase and the impact on noise and environment. Cllr Saunders has added his voice to question the police involvement by Farnborough Airport Ltd against an individual representing Farnborough Noise Group and awaits a reply.
23/218	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations <u>S278 works</u> Junction of Sandy Lane with Aldershot Road – HCC have confirmed that they ready to accept offer of this junction for adoption and due to be finalised. Leipzig Road – HCC failed this parcel due to tarmac patch repairs not meeting standard. Subject to patches meeting standard and hedges to be trimmed again this will be the next parcel to be offered/ accepted/ finalised. Naishes Lane from Leipzig Road to entrance to development is only other remaining parcel for handover. Needs to be snagged to ensure ready for offer to HCC. TW to perform inspection to ensure that any works undertaken following pipeline meet standards for handover.

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Issue as to who responsible for repair has now been resolved and Innervo (have been paid for the work) to undertake repair/ replace works on Leipzig Road. TW disappointed that not already completed. TW sent chasing email 12th October to Innervo to understand why work not yet undertaken.

Manhole covers

Evidence of some manhole repairs has been seen within development but CCPC aware of other noisy/ loose manholes (newly reported one on Nugent Close to be investigated with other related issues there). A further audit of loose/ uneven manholes will be undertaken but as adoption of parcels of drainage will coincide with road defect repairs with manholes addressed at that time. See detail below on drainage/ road adoptions.

Streetlights

Stevens Way damaged streetlight is due for repair/ replace work was due to be carried out week commencing 9th October.

TW member has now completed training which enables her to investigate streetlight failures which may facilitate faster repair. Streetlight audit carried out previously lamps have been replaced but the posts with dead supplies maintenance to be booked.

TW to confirm when work to dead supplies to streetlights will be investigated to repair stage.

Nepal Gardens streetlight has a day burner problem to be resolved.

TW committed to a further nighttime audit to ensure dark spots within development are resolved as soon as possible with shorter days on horizon.

TW to review location of column 9 on Leipzig Road following query raised by resident (not mapped correctly on HCC website)

Drainage adoption

Thames Water have appointed inspector and review of drainage system is underway. In terms of timescales Thames Water inspector carries out ½ day on site survey work per month (average 60 manholes can be inspected per visit).

TW will confirm next date that Thames Water on site.

Therefore, likely to be at least 5 months of work to undertake. Any rectifications will be packaged by zone within developments to include manhole repairs and any HCC highway remedials to be identified and carried out to facilitate zonal adoption moving through the development.

Streetlights to be given column numbers for adoption by HCC.

Road Safety

Many of the traffic islands on Jubilee Drive now without any “safety” bollards. Need to be replaced with a higher visibility replacement before the darker nights set in.

TW confirmed this will be a priority due to the safety issue and use an alternative contractor to fulfil this task.

Road Adoption

TW and CCPC to compare roads expected for adoption as per plan CCPC received.

To be shared with District Councillor Wendy Makepeace-Browne once confirmed.

Planning Matters

The planning department at Hart are now in receipt of the required documents to facilitate a decision notice to be issued on the trim trail and gym equipment. Once decision given and confirmation of snags dealt with on install of both facilities, commuted sum and final land transfers to be resolved and amendment to the S106 agreement to be signed by all parties. JM confirmed TW legal on notice to carry out this when at this stage. All agreed makes sense to wrap legal transfers and S106 amendment into one process to save on legal fees.

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	Cllr WMB to chase planning department to ensure the process is completed in timely manner. Progress since the meeting includes: Replacement of streetlight on Stevens Way Drain cover repair on Jubilee Drive Planning department has been chased by Cllr Makepeace-Browne and communication between all parties re-established.
23/219	Peter Driver Pavilion Refurbishment Project To receive a report and consider next steps for refurbishment of Peter Driver sports pavilion and confirm working party Cllrs and Officers met at Peter Driver pavilion Oct 12th to discuss pavilion refurbishment and to generate a priority list of what required to bring the building up to a higher more efficient specification. Next steps were to confirm additional working party members and to engage with contractor to obtain indicative costings for the project so that the priority list can be established to work within the reserve available for the project of approx. £300k. Cllrs Bulgin, Baskett, Jones, Collings, Ford and Saunders agreed to form the working party.
23/220	Pipeline work completion to handover Peter Driver Sports Ground To approve acceptance of handover from Esso pipeline works and agree football season usage and SLP compensation claim Following an onsite meeting held with Esso Pipeline team - Clerk, Facilities Officer, Cllrs Bulgin and Collings on Friday 13th October it was agreed that remediation works were complete to the work zone (excluding clean of Street Snooker board and grass cutting between 2 fence lines - to be undertaken by Landform at Esso cost) and that CCPC would accept site back to maintain going forward and to be confirmed in writing by Clerk. This remains subject to a 5 year period to remedy any problems. CCPC made it clear at the handover meeting that the season football bookings were now determined and that there would be a further claim for loss of income for this period. Football at Peter Driver this season consists of Fleet Town Colts youth teams playing 7-a-side on 2 pitches on Saturday mornings income generated £1,589. Please see compensation claim as per prior year no inflation to prices and the income loss with no price increase remains the same at £6,661. It was resolved to accept handover of Peter Driver subject to 5 year rectification period and to submit the income loss compensation claim of £6,661. Proposed GSa, Seconded NB, all in favour.
23/221	Allotment Inspection report To receive an allotment inspection report and approve recommendations The allotment inspection report was circulated and reviewed. It was resolved to accept the findings of the allotment inspection report and implement the actions therein. Proposed Gsa, Seconded GT, all in favour.

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23/222

Actual vs Budget & Draft Budget 2024/25 Review

To review year to date actual vs budget to September 2023 and draft 2024/25 budget, approving recommendations of the Finance & Policy committee meeting of 9th October

REVENUE -Summary Totals 2023-2024	Annual Budget	Actual year to date April - September	Forecast October - March	Likely out-turn	Variance
Total income	371,124	310,075	74,613	384,688	13,564
Expenditure	(345,327)	(159,549)	(189,978)	(349,527)	(4,199)
Projects		(85,906)	(1,000)	(86,906)	(86,906)
EMR movements	(25,875)	43,989	0	43,989	69,864
Income/Expenditure	(78)	108,610	(116,365)	(7,755)	(7,677)

Currently forecast a deficit of income over expenditure of £7.7K

Revenue income:

Forecast to be over budget largely due to increase in interest received plus additional 5-a-side bookings.

Revenue expenditure:

Admin costs: likely to be overbudget due to un-budgeted expense of investment admin costs, plus costs of changing parish office phone system, two systems charged for 6 months.

Community centre costs: slight overspend forecast – PPL license more than budget, rates were un-budgeted (fortunately off set by large grant from government/Hart DC).

Projects: appear to be over budget but off set by releases from EMRs – Sensory Garden expenditure also offset by releases from S106 EMRS).

S106 -Summary Totals 2023-2024	Annual Budget	Actual year to date April - September	Forecast October - March	Likely out-turn	Variance
Expenditure (funded from S106 monies held in reserves)	(84,251)	(527,534)	(56,625)	(584,159)	(499,908)
Projects	(38,000)	(38,262)	(18,000)	(56,262)	(18,262)
Total budget before release of EMRs	(122,251)	(565,796)	(74,625)	(640,421)	(518,170)

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S106 income: Only outstanding S106 income is commuted sum for final LEAP install approx. £24k.

S106 expenditure:

Large variance due to £500k investment with Flagstone - £500k moved out of accounts and onto asset register, remaining variance due to unbudgeted expenditure on Sensory Garden project.

DRAFT BUDGET REVIEW:

Precept has been increased by 2.5% which based on current year's tax base of 4099.33 would give a Band D of £58.70, an increase of £1.43 per household.

Slight increase in income largely due to interest received.

Most expense lines increased by 2%

Community centre rates – 2022/23 the rateable value of the community centre was increased meaning that it was no longer eligible for Small Business Rates Relief. The gross charge was £8750 but the Government allowed a transitional discount plus the Retail, Hospitality and Leisure business rates relief scheme further reduced the cost to £600. It is not yet known whether this scheme will be available in 24/25 so the full cost of the rates has been included in the budget.

Suggested options to reduce budget deficit of £9.7k (to be discussed further at January F&P meeting):

- Increase the precept by an additional £1 per household which would raise approx. £4k in revenue, Band D would be £59.70 an increase of 4.2% on 22/23.
- Reduce the community grants budget from £16k to £12k.
- Reduce the amount moved to EMRs at year start e.g.:
 - Community centre reduce by £1k
 - Athletics track reduce by £1k
 - Replacement play equipment reduce by £2k.

It was resolved to accept the recommendation of the Finance & Policy Committee that interest earned on fixed term deposits should be used as income in the year of maturity and added to general reserves. Proposed Gsa, Seconded BB, all in favour.

23/223

Quarterly Investment review

To review performance of the council's investments

Based on net asset valuation, the current mid-market valuation of the CCLA investment has decreased by £126,072 to £773,928. Original investment was £900,000.

Dividend for July to September tbc.

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.

Review of the credit ratings of the financial institutions used was carried out:-

The current ratings indicate that the financial institutions used for short-term deposits comply with the requirements of the Treasury and Investment policy for both long and short-term investments.

The Council has a long-term investment with the CCLA which is a fund manager. The LAPF cannot achieve a credit rating.

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	Recommendation: No action required. Full Council will look to determine how to invest the Lloyds 3-year bond, approximately £437k, maturing March 2024, with interest received to be retained and move to EMR S106 Interest Received as per budget forecast.
23/224	Policy review To review policies and approve any changes The following policy documents were reviewed: Charity rates for all CCPC owned facilities - It was resolved to accept the recommendation of the Finance & Policy Committee that review of this policy will be the responsibility of that committee. Proposed GSa, Seconded BB, all in favour. CCPC Resilience Plan (Internal document only) - It was resolved subject to updates discussed to approve the changes to the Resilience Plan Proposed GSa, Seconded DM, all in favour. It was resolved to approve the recommendations for the following policy updates: Fee Charging Schedule V4, Pension Discretions Policy V4, Tennis Diversity & Inclusion Policy Tennis Safeguarding Policy Tennis Venue Risk Assessment Proposed GSa, Seconded PC, all in favour.
23/225	Event update To receive an update report on upcoming and planned events The following events are currently being planned and updates will continue to be provided: Bulb planting in and around Sensory Garden - deer resistant bulbs have been chosen and a planting plan provided. The Sensory Garden volunteers will be assisting with a plan to reach out to the wider community too. Christmas event Saturday 2nd December - Santa Claus is booked, Santa's Sleigh and Reindeer being made by the Men's Shed, Santa's train is booked, Comm centre is booked out, recruiting stall holders for market, volunteers from council agreed, purchase of refreshments – mulled wine and mince pies / biscuits Outstanding: - Purchase of festive chocolates, refreshments, Santa's elves, risk assessment, local promotion – banners / posters, purchase of decorations for Santa's grotto. Sports Festival 24 - Meeting arranged w/c 23.10.2023 with stakeholders, Skateboarders booked, Fleet Flyers and Fleet and Crookham Athletics Club attendance confirmed, food and drinks vendors being booked, Walkie talkies to be loaned from Fleet TC. Outstanding:

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	- First aid provision, volunteers, cost of PA hire for the day, Bar / Beer Tent, purchase of gazebo for use e.g. craft tent purposes, risk assessment, parking provision, local promotional campaign.
23/226	Hart District Council Consultation on Review of Polling Districts & Places To consider and approve a response to the Hart District Council's consultation The aim of this review is to make sure that no polling station has more than 2,500 in-person electors allocated to it, review whether polling stations are fit for purpose, and identify suitable alternatives if not make sure polling stations are accessible and inclusive to all. Having reviewed the HDC Polling district current structure the Church Crookham Parish wards were discussed (please note the electorate in Crookham East is 3600+. In discussion with Elections department they confirm that Holy Trinity Church Hall is fully accessible and the electorate total is readily accommodated across the two rooms in the building with very good parking facilities. Gally Hill ward polling at Willis Hall moved from the Memorial Hall due to there having been a number of accidents in terms of accessibility now meeting the needs of the ward, and adequate parking available at the venue. Church Crookham Community Centre also fully accessible with adequate parking for the electorate. Church Crookham electorate is not likely to expand significantly hence the current situation appears to be adequate. It was resolved to submit a response to confirm "CCPC confirm polling station arrangements for the 3 wards within the parish meet the requirements for accessibility with good parking facilities at all venues and the building capacity adequate to meet the future needs of Church Crookham residents. Proposed GSa, Seconded BB, all in favour.
23/227	Quotes To receive and approve quotes for works required Quotes approved under delegated authority Descaler of taps and shower heads/ servicing of TMVs at sites £300 JFK Book First Aid for Clerk £165 FORM ratify Sensory Garden - Edging product to form border £868 Water Safety Risk Assessment £1,000 For approval £2,673.37 Gazebo branded with CCPC logo for use at all future events and based on storage in shed with potential to hire to users of open space in Church Crookham. The above quotes were approved Proposed PC, Seconded NB, all in favour.
23/228	To approve payment of accounts for October 2023 Approval of Finance report was deferred until November meeting as authorisation process was not completed by time of meeting.

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23/229	Clerks report To receive Clerks report and approve any actions arising Clerk provided updates as below: 1) SLP Pipeline works update: Peter Driver Sports Ground handover as per agenda item 23/220 to be confirmed in writing by CCPC Area H Thapa Close - agreed that standard of remediation not acceptable at this time with hedge still to be replaced and proper reseeding not yet undertaken. SLP team have confirmed that this is still to be done. SANG - Update from Fisher German (FG) via Taylor Wimpey: FG are pleased to say that over the last three weeks the main works contractor has been working hard in Naishes SANG and have undertaken the following. a) Pulled all the topsoil back across the spread, after first ripping the ground. b) Removed a significant amount of Heras fencing from site – Other spread fencing remains in place to contain livestock on site. c) Fresh silt netting and hay bales have been placed along/in all watercourses crossing the spread d) An attenuation pond has been dug in accordance with EIP (ESSO Environmental Improvement Plan) and a new ditch line connecting this to help drain an historical wet spot. e) Marker posts have been installed to denote the new SLP pipeline. As of 18th October the main works contractor has now moved onto another site. FG cannot yet confirm when the remaining works will be undertaken, but there is a drive to get this site reseeded given the opportunity if a suitable weather window becomes available in the remainder of this year. Otherwise it will be completed in spring 2024. FG continue to keep the SANG grounds management team informed about what is happening with this site and met with them to discuss reseeding issues. 2) Water Risk Safety Inspection has taken place as per quote and report of findings awaited to be reviewed at November meeting and any required actions approved. 3) Tree works Cllrs Bulgin, Ford and Saunders with Clerk met with tree surgeon at Chesilton Woods to discuss scope of works and opportunities for the woodland following this work. Cllr Saunders and Clerk met new tree officer at Hart DC who visited site and explained how he aiming to reshape policies at Hart DC and how he wants to build relationships with the local parish councils. He seems very knowledgeable and is happy to provide advice and support. 4) Sensory Garden fence is programmed for install on November 3rd and 4th (delay due to injury sustained by blacksmith) with wooden art installs having taken place on 22nd October.
23/230	To receive monthly safety reports Monthly reports were received, and action is in progress where required
23/231	External committees' reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council None to report

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23/232

To agree dates of next meetings

Upcoming meetings 2023:

Staff Committee 9th November from 7pm to be confirmed

Planning 13th November 7.30pm

Planning 27th November 7.30pm

Full Council 27th November following Planning from 7.45pm

Planning 11th December 7.30pm

No December Full Council

The meeting closed at 9.08pm

Signed:

Date: