

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 22 April 2024 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GS) Chair, Debbie Moss (DM), Alan Jones (AJ), Bruce Bulgin (BB), Michael Burford (MB), Gill Thomas (GT).

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

24/090	Apologies for absence Apologies were received from Cllrs Ford, Collings, Baskett and Whibley.
24/091	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 25th March 2024 To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 25th March 2024 and 8th April 2024 Finance & policy Committee - 15th April 2024 It was resolved to approve the minutes of Full Council of 25th March, Planning Committee meetings of 25th March & 8th April and Finance & Policy Committee of 15th April. Proposed GS, Seconded BB, all in favour.
24/092	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
24/093	Declaration of interest relating to any item on the agenda. None received
24/094	Chairman's Announcements Cllr Saunders reported on his attendance at an Audit training session held by HALC and recommended attendance at an upcoming HALC session for Councillors on Governance. Further he reported on the response received from Cllr Humby of Hampshire County Council having sought support for the QEB Steering Committee Sandy Lane crossing proposal. Chair clarified points made in Cllr Humby's response so await a further reply.

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24/095	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 reported that works at the Crookham crossroads is due to SSN works to improve the resilience of the supply within areas of Church Crookham. This is an extension of the work being carried out along the A287. Cllr Saunders queried the need for a full road closure at Northfields Road. Cllr Parker confirmed that this had been cited for safety reasons as some of the work was to the footways and machinery utilised may have jeopardised public safety. Chair brought forward agenda item 24/103 for consideration - see below
24/096	Recruitment Committee To appoint a recruitment working party to fill staff vacancies Further to the resignation due to retirement of the Deputy Clerk/ RFO and Facilities Officer a recruitment process will now need to be implemented. This will commence with a discussion with HALC booked for Tuesday 23rd April to discuss the parish council needs and to ensure that recruitment process is carried out in a proper manner. Advice on contracts will be sought as part of this process and ensure that all HR policies are fit for purpose going forward. It was resolved to appoint a recruitment panel consisting of 3 members of the staff committee Cllrs Moss, Thomas and Saunders and in addition to the TOR of the Staff Committee when a recommendation for appointment is agreed by the Recruitment panel this will be permitted to be approved via FORMS based on a summary of the process involved and candidates interviewed and feedback on best fit for the future of the parish council. Proposed GS, seconded MB, all in favour.
24/097	Staffing Matters To consider reinstatement of contract for 25 hours for staff member To approve a contract amendment to return the Community Centre Officer (CCO) to her original contract hours of 25 from 24. It was resolved to approve the amendment to 25 hours per week for the CCO contract. Proposed GS, seconded BB, all in favour.

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24/098

Speed Indicator Device (SID) Upgrade

To consider and approve purchase of replacement Speed Indicator Device and seek funding support from Police Commissioner

At the January meeting consideration was given to purchase of a new Speed Indicator Device (SID) but more information was requested.

Simone Surveys currently charge 200 per month which includes lease of their SID, and 2 visits per month for battery swap out and relocation

There will be no software licence issues re the SID data downloads from either model under consideration.

Simone Surveys consider the Elancity data easier to work with.

Both models offer stealth mode again Elancity is easier to swap from stealth to in operation.

The Elancity price quoted in March was a special offer price but have negotiated price to be held.

Also, in process of completing funding application to Police Crime Commissioner to try to secure some support in funding £1,000.

It was resolved to approve purchase of Elancity SID at £2,290 from the Highways EMR held delivery direct to Simone Surveys.

Proposed GS, seconded BB, all in favour.

24/099

Internal Audit

To consider appointment of IAC Ltd for the 2024/25 Internal Audit

Cllr Saunders attended the Audit training session held by HALC and his report on key points is below:-

- First such session put on by HALC on this subject specifically for councillors only, clerks were deliberately excluded.
- Opening remark was that the biggest danger for any council is that councillors allow their clerk to act as gatekeeper.
- Remain vigilant and remember it is public money and that residents can go to prison for failing to pay council tax.
- First session covered the importance of maintaining an accurate and up to date asset register - it is an historic record, no depreciation, not on the balance sheet, any refurbishment costs should show as a new asset on the council's register.
- Later in the session reference was made to insurance - there is no legal requirement to insure assets (apparently HCC don't) and if insurance costs continue to rise consider "self-insuring" - adding to EMRs rather than paying insurance premiums.
- On Fidelity insurance, history shows it never pays out.
- Next session covered submitting AGAR, councillors should review the requirements of section 4&5 of the latest practitioners guide.
- Internal audit starts with the minutes of each meeting - ensure minutes are accurate and retained forever (HCC can assist with archiving paper copies).
- It is recommended a number of councillors meet with the internal auditor on a regular basis, and ensure that every point raised by an internal auditor is addressed as soon as possible.

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- In the interval I asked specifically about our situation with our RFO leaving - it is strongly recommended that we retain our current internal auditor to provide a bridge between our outgoing RFO and the new hire.
- There is no requirement for public bodies to change auditor, unlike the private sector where there is a 15-year limit.
- Council financial regulations should follow the new model regs (update expected Friday 19 April).
- Similarly, it is recommended that employment contracts follow ACAS standards.
- Every EMR should have a target date when the reserve is spent. If a project is cancelled then the EMR should be rolled back into General Reserve before being reallocated.
- There is no power to return precept funds that are not needed, and District Councils have no power to reject a precept request.
- They suggest quarterly bank recs should be completed asap.
- Proper practice says from next year we should not be using gmail accounts. Some councils have taken to issuing tablets to councillors (purely for council business) that would be retained if a councillor steps down.
- Councillors should aim to be as transparent as possible at all times.
- Risk assessments should not just focus on financial implications.

In a recent decision it was agreed that the council appoint a new internal auditor for 24/25 (January 24). Based on the advice of HALC and also a comment to the same effect from the internal auditor it would be wise to have some continuity for at least 24/25 audit to be reviewed annually.

It was resolved to approve reappointment of Kevin Rose of IAC Ltd to carry out internal audit on behalf of CCPC and to review subject to new staff annually and a member of F&P committee to attend the internal audit annually

Proposed GS, seconded DM, all in favour.

24/100

Crookham Park Update

To receive an update on Crookham Park outstanding developer obligations

MD of Taylor Wimpey replied to the parish council letter and this was circulated. It added more clarification on the handling of matters. Clerk also received a site visit from TW staff member who gave a brief verbal update on progress but also has been regularly updating via email on progress.

In advance of this meeting the current status of issues was summarised and a confirmation and clarification of the status was requested:-

Planning LEAP (Trim trail and Gym) –

Hart has confirmed that no Deed of Variation is required and therefore a recommendation for the planning application has been written up and put forward for approval.

TW confirmed final land transfer would be commenced following Clerk confirmation of outstanding locations.

TW asked to confirm removal of heras fencing from the trim trail and gym would be prompt upon planning approval and subject to current ROSPA report.

[TW confirmed that as soon as they in receipt of confirmation from the LPA arrangements will be made to get the fencing removed from site. Dates of the ROSPA to be confirmed.](#)

Streetlights –

The most recent update this week referenced Nugent and the need for a different “key” to access the streetlight which TW have ordered. Please confirm when the issue with these 2 lights is established and the course of action to be implemented, and the possibility to fit a guard to prevent light egress into the

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bedroom of the household? Will that be done?
Has the Jubilee mayflower node one been resolved?
Any update on GTC and when they plan the works to the non-supply issues?
And what is the update further to the conversation from South Thames on the list of lights that fall under their division and who will be resolving those and when?
TW confirmed access to the Nugent lights, having reviewed the plans this top end of Nugent Close is a managed area as it will not be offered for adoption to the council. TW will work with Its Your Place to get this resolved but if shields were required they would need to install them.
Response on other streetlight issues to be chased as not responded at this time.

Damaged Road Signs with electric supply –
Can TW confirm the latest on Enervo re Leipzig Road please?
TW met with Enervo to review this issue and they are sending out an engineer to investigate where the supplies can be isolated from, they have been chased for an update last week and will chase again now.

Road Conditions –
In recent communication this week TW commented that you have been in receipt of the quote for road and footway works and that this is with the commercial dept. to confirm.
Has this progressed this week?
The quotes have been reviewed by both business units; it has been noted by ST that there was meant to be an area of block paving with bollards installed on the corner, as this area appears to be used as parking now. The district council have been contacted to see if this area can be removed. Once they have responded we can then push on with the works.

Further noisy manholes in Nugent and raised kerb stones have been identified. Also mention of the new problem with raised kerb stone on junction of Jubilee and Boyce.
Will these be resolved whilst this contractor is on site to rectify? I believe you mentioned this to be the case?
TW had originally asked another contractor to price when these were first reported, these will be picked up now as part of the works above.
CCPC to request Jubilee rectification ASAP due to safety concerns.

Drainage adoption –
TW have just confirmed that you have a meeting with a consultant tomorrow (18th April) to appoint them to drive this process. Thank you.
TW confirmed the meeting went ahead and they have now issued information to the consultant along with the relevant reference number for the approvals, TW hope to give further updates on this as the project progresses

CCPC to continue to press for some positive outcomes on behalf of all our residents of Crookham Park.

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24/101	Annual Parish Meeting To agree the format and running program for the Annual Parish Meeting to be held Monday 29th April The outline presentation was reviewed and Cllr Saunders invited other councillors to lead on some of the slides. The presentation will be completed in the next few days and allocation of slides will be offered out by the Clerk.
24/102	UKSPF Update To receive an update and approve any actions on UKSPF Access to Athletics project Following March meeting Clerk contacted HART UKSPF Team and arranged a meeting to discuss the requirements to meet the funding criteria. It was a very fruitful meeting and the track was visited to explain the project in full. Hart Officer agreed that the project was very worthwhile and agreed that photographs before and after the work as well as surveys as suggested would more than meet the criteria. The project would have to be completed by end December to obtain funding so have time to ensure this is managed over the summer months to obtain best outcomes with new staff team. Quote was received from MHTC Ltd who provide survey support: Interview survey specified below are £965 excluding VAT. The details are: • Four interviewers located at the two main accesses to the athletics area (two interviewers at each access) • Saturday 18th May 11am to 4pm • Interviewers will carry out as many interviews as possible. We would expect between 200 and 300 responses (if there are enough people to interview and the interviews are 10-15 questions). • Interviewers carry out the surveys on a tablet computer. • Data provided in standard software output (pdf) and in excel. I have attached an example of the standard software output (pdf). We also provide the data in excel in a suitable form to process as required. We would extract basic tabulations/charts for you. It was resolved to utilise 2 interviewers and have max 5 to 6 questions to survey attendees at the Sportsfest event funded from the UKSPF funding and any shortfall of the project to be funded from Open Space Maintenance. Proposed GS, seconded MB, all in favour.
24/103	Fleet Phoenix Hype To consider a request to host Hype events from the Church Crookham Community Centre managed by Fleet Phoenix Fleet Phoenix are looking to host mini HYPEs around the district and looking for suitable venues. The parish council invoked a policy of no parties for persons between the ages of 12 and 22 so this would need to be managed if approval for these events took place (mainly down to mess left and lack of parental supervision). Historically held at Harlington which was discontinued due to the complexity of the building and sheer size so Hype events ceased but were reborn at smaller venue. Fleet Phoenix then took it to Courtmoor school. However this venue was also difficult to manage as there were too many exits and other areas that youngsters could access. A venue such as Church Crookham Comm centre is believed to be more easily managed and no child will be permitted to exit the building during the event unless being collected.

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	The event will be run for school years 7,8 & 9 ONLY, a ticket only event which are online sales and scanning for entry. More than enough staff to man the events and ALL trained and experienced, as well as having all the experience, insurance, policies and procedures in place. It was resolved to approve the hosting of HYPE events by Fleet Phoenix at the Church Crookham Community Centre subject to any required amendment to the CC Terms and Conditions of Hire to allow discretionary events for this age group under the strict terms of being managed as described above. Proposed MB, seconded GT, all in favour.
24/104	Pension and Payroll Reports - Year End Review To receive Year-end Payroll & Pension reports 2023/24 Pension and Payroll summary reports have been provided excluding breakdown of pension deduction from payroll due to personal information. These will be verified by Chair as reconciled and accurate for the year ended March 2024.
24/105	Actual Vs Budget and Balance Sheet - Year ended 31st March 2024 To review the actual vs. budget figures for 2023/2024 and balance sheet and recommend for approval at Full Council The year end position was discussed as per the minutes of the F&P Committee held 15th April. It was resolved to approve the Actual vs Budget and Balance Sheet as at 31st March 2024 as recommended by the F&P Committee meeting held 15th April 24 Proposed GS, seconded BB, all in favour.
24/106	Ear Marked Reserves - Year ended 31st March 2024 To review year end ear marked reserves and general reserves as recommended for approval by Finance & Policy Committee The ear marked reserves were agreed as appropriate as per the F&P Committee meeting held 15th April 2024. It was resolved to approve the EMRs held at year end and to move £2,000 from General Reserve to a new EMR Computer Hardware in April 24. Proposed GS, seconded BB, all in favour.
24/107	Creditors & Debtors Reports - Year ended 31st March 2024 To review reports as recommended for approval by Finance & Policy Committee Creditors and Debtors were reviewed. It was resolved to accept the recommendation of the reports for approval Proposed GS, seconded BB, all in favour.

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24/108

Quarterly Investment Review

To review the performance of the council's investments, deposits, and instant access accounts, approve Flagstone recommendations

The investment review as per the F&P Committee minutes was discussed and the prepared schedule of cashflow management was agreed as appropriate
(Please see F&P minutes of 15th April 2024 for relevant information)

It was resolved to approve the recommendation of the F&P Committee:

S106:

- Hampden investment £85,000 matures June 2024.
- Move £56,000 from HSBC deposit account to Flagstone platform and combine with £23,780 from HSBC instant access account = £79,780. Top up to £85,000 from Hampden maturing funds (£ 5,220) and re-invest as an instant access account.
- Re-invest balance of Hampden maturing funds £ 79,780 for 4 years.

Precept:

- Sainsburys £ 50,000, Aldermore £ 49,800 & Cambridge & Counties £ 49,800 all mature June 2024.

Reinvest total £ 149,600 for a further 6 months.

- Move £35,000 from Lloyd's deposit account and combine with £50,000 HSBC instant access account to create a new £ 85,000 instant access account.

It was also noted that the minutes from January Full Council set out the response to the audit issues raised:

4)The Council should consider how it intends to mitigate the financial impact of any potential capital loss on the value of the CCLA investment.

The Council may wish to consider whether it is prudent to set aside, in an Earmarked Reserve, an element of the income earned on the CCLA investment, to compensate or mitigate the impact of the decline in capital value of the fund.

Response: As per F&P recommendation to Full Council Jan 2024 which states "from 24/25 any further shortfall of the capital sum may be mitigated by existing EMR S106 Int Received plus further additions."

As at 31st December the mid market value of the fund was £770,584 which creates a £129,426 shortfall
As at 31st March the value reduced further by £5,139 to £765,445.

As at 31st March £6,660 from S106 Int rec'd EMR was utilised to set up new EMR to mitigate against this reduction in value. The S106 Int received EMR has now been reallocated. F&P Committee will continue to monitor the fund performance and will adjust the EMR accordingly making recommendations to Full Council as to any proposed movements. (Investment capital can go up or down).

24/109

Bank Account Review

To consider closing Lloyds current and deposit accounts as recommended for approval by Finance & Policy Committee

Lloyds Bank balances (precept):

Current account - £716

Deposit account - £5,352 (£ 35,000 to be moved to Flagstone platform see 24/25)

Fees per month £7.

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It was resolved to approve the closure of the Lloyds bank accounts as per the recommendation of the F&P Committee at its meeting held on 15th April 2024
Proposed GS, Seconded MB, all in favour.

24/110

Quotes

To receive and approve quotes for works required

Quote Reason	Quote Date	Notes	Supplier	Description	Net Quote Amount	Delegated Authority
GM General	08/04/2024		Treasure Fencing	repair to fence following car accident	250.00	No
Comm Ctr Maint	09/04/2024	I asked for a quote without the scissor lift and the revised price would be £1,501.83. the £200 is what it would cost us to hire a lift. These are replacement light fittings not just batteries. I have asked Adam Nash to quote for us to give us a comparison.	Axis Fire & Security	Replacement emergency lights batteries/lights in various locations. However main cost is provision of scissor lift to access those at height in Oak Hall	1,707.63	No
Comm Ctr Maint	11/04/2024		JFK	Replacement of Water Heater in Comm Ctr Kitchen	499.00	Yes - Needs Retrospective
Open Space Maintenance	15/04/2024		Treasure Fencing	Repair to knee rail fence at nepal gardens	150.00	No
Open Space Maintenance	19/04/2024	Bin for Chesilton and spares for repairs to existing bins. Quote requested from Handyman service.	Streetmaster	Additional Cardiff Bin plus spares for repairing existing bins	872.25	No
Open Space Maintenance	03/04/2024		TidyTennis	Tennis court line marking	700.00	No

It was resolved to approve the quotes as listed above (replacement lights subject to maximum if better quote from electrician)
Proposed GS, seconded GT, all in favour.

24/111

To approve payment of accounts for March 2024

Cllrs Ford and Baskett approved payments in month and whilst not at meeting to confirm there no issues were reported

It was resolved to approve the payments for April 2024
Proposed GS, seconded BB, all in favour.

24/112

Clerks Report

To receive Clerks report and approve any actions arising

Netball Netballers found alternate location for summer term due to ASB at PD taking time to remove youngsters using MUGA and hassling the group. In conversation have agreed to lock the facility prior to their hire period to allow time to clear site from September when they return after summer holidays. Potentially a result of brighter evenings. Sports Officer has agreed to facilitate locking of MUGA and will also include as part of responsibilities of Facilities Officer as backup plan.

117 trees were planted by CCPC contractor - as required and above and beyond in numbers to provide future generation of trees for residents of CC

24/113

To receive monthly safety reports

Safety reports were received

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24/114	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council None to report
24/115	To agree dates of next meetings Upcoming meetings 2024 dates were agreed as follows: 29th April, 7pm ANNUAL PARISH MEETING 13th May, 7.30pm PLANNING TUESDAY 28th May, 7.30pm PLANNING followed by ANNUAL MEETING from 7.45pm 10th June, 7.30pm PLANNING 24th June 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 8th July 7.30pm PLANNING 15th July 7.30pm FINANCE & POLICY Please note July 5th Monday of month 29th July 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 19th August 7.30pm PLANNING (if required) 9th Sept 7.30pm PLANNING 23rd Sept 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm

The meeting closed at 8:43

Signed:

Date: