CHURCH CROOKHAM PARISH COUNCIL
Full Council Annual Meeting

Init: _____

Minutes of the Annual Meeting of the Full Council of Church Crookham Parish Council
Date and Time: Tuesday 28 May 2024, 7.30pm
Place: Acorn Hall, Church Crookham Community Centre

Present:
Councillors: Gareth Saunders (GS) Chair, Debbie Moss (DM), Bruce Bulgin (BB), Michael Burford (MB), Gill Thomas (GT), Nick Baskett (NB), John Ford (JF), Annette Whibley (AW).

Also: Claire Inglis (Clerk)
HDC Cllr Chris Axam
There was 1 member(s) of the public present.
Meeting commenced at 7.32pm

24/116	**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 AW, Seconded GT, all in favour.**
24/117	**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 GT, Seconded DM, all in favour.**
24/118	**Apologies for absence** **Apologies were received from Cllr Jones**
24/119	**To approve minutes of previous meetings** To receive and approve as a correct record the minutes of the Full Council Meeting 22nd April 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 - 22nd April To ratify Planning Committee decision reference Planning application 24/00814/HOU made via FORMs **It was resolved to approve the minutes of the Full Council and Planning Committee held 22nd April as a true record of the meeting** **Proposed GS, Seconded BB, all in favour.**

24/120	**Dispensations** To receive any written requests for disclosable pecuniary interest dispensations from members None received
24/121	**Declaration of interest** relating to any item on the agenda. **Cllr Ford Planning application 24/124** **Cllr Burford allotment report 24/147** **Cllr Whibley Fleet Phoenix 24/142**
24/122	**Chairman's Announcements** None
24/123	**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. No updates from Cllr Axam
24/124	**Planning Matters** To consider planning applications and other planning matters **It was resolved to respond to planning application 24/00539/ADV with the following comment 29/05/2024:** **CCPC submit NO OBJECTION but are mindful of the comment from Hampshire Highways re citing of signage to ensure no sight line issues arise on entry and departure from the site.** **Further CCPC would recommend the wording of the signage to state "Authorised Users ONLY" to remove any misunderstandings on the use of the car park.** **Proposed BB, seconded NB, 7 in favour, 1 abstention.** Please see Addendum 1 weekly list of planning decisions
24/125	**Grant applications** To receive and consider approval of grant applications Annual community grant budget for 2024/25 is £16,000 and currently unspent **It was resolved to approve the grant application of £1,500 from Challengers to support the Farnham Youth scheme for disabled young people** **Proposed GS, seconded BB, all in favour.**

24/126	**Committee Structures, External Bodies & Meeting dates** To agree and approve committee structure, members and meeting dates for 2024/25 Committee Structures were circulated and approved including working party membership. • Cllr Ford to join QEB working party • Cllr Saunders to join HALC County Forum • Councillor vacancy will be filled by co-option in June and committee and working party membership reviewed at that time. Closing date for Councillor application forms is June 14th
24/127	**Bank Mandates** To review and approve any changes to bank mandates Following review of the bank mandates, Clerk is seeking approval to amend bank mandates at appropriate time i.e. following retirement/ departure of staff/ new staff and new councillor joining to effect the changes promptly to maintain office functionality

Unity Bank accounts	**Remove leavers (RFO & FO)**	**Add new starters:** Current FAO – view only RFO – set up payments Payroll RFO – set up payments Deposit RFO – set up payments Allotments Deposit RFO – set up transfers
HSBC Bank accounts	**Remove leavers**	**Add new starters:** Current S106 RFO – access & transfers Deposit S106 RFO – access & transfers
Flagstone Holding account for platform	**Remove leavers** (RFO acts as executor of the account i.e. moves funds from holding account to deposits and release funds back to CCPC HSBC current account)	**Add new starter:** RFO – as Executor
CCLA	**Remove leavers RFO** as main correspondent	**Add new starter:** RFO – as main correspondent
Lloyds Bank accounts	**Closed**	**Closed**

It was resolved to approve the bank mandate changes as listed and as appropriate to staff roles and timing of staff changes
Proposed GS, seconded GT, all in favour

24/128	**Terms of Reference and delegation arrangements** To review and agree terms of reference and delegation arrangements for all committees The Terms of Reference for each working committee have been reviewed and amendments proposed. **It was resolved to approve the recommended updates to the committee Terms of Reference** **Staff Committee v.6** **Finance & Policy Committee v.9** **Planning Committee v.6** **Proposed GS, Seconded DM, all in favour**
24/129	**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 2023 As in prior years the following local authority arrangements have been adopted as per budget for 2024/25: • Fleet Connect £4,500 exclusive of bus replacement fund agreed not to pay during 2024/25 [Prior year £4,101, fin year 22/23 £3,909, 21/22 fin year £3,706 first year of non-payment of bus replacement] • Basingstoke Canal Authority £6750 • Fleet Phoenix £4,000 **It was resolved to approve the Local Authority arrangements as listed above** **Proposed GS, seconded NB, 7 in favour, 1 abstention.**
24/130	**Standing Orders** To review and adopt Standing Orders Standing Orders have been updated for any relevant legislative changes and in tandem with a NEW set of Model Financial Regulations **It was resolved to adopt Standing Orders v.8 as updated** **Proposed GS, seconded BB, all in favour**
24/131	**Financial Regulations** To review and adopt NEW Model Financial Regulations A NEW set of Model Financial Regulations have been issued by NALC. These have been reviewed by the Clerk and RFO to ensure that they fulfil all the requirements of CCPC. The financial regulations have on the whole been made easier to read and interpret. The Financial Regulations proposed for adoption here have been populated as deemed appropriate and in line with previous delegation levels and CCPC staffing structure. Additional items have been included from the previous Financial Regulations for items specific to CCPC e.g. Management of the Flagstone platform process.

	It was resolved to adopt Financial Regulations v.2.01 as set out **Proposed GS, seconded BB, all in favour.**
24/132	**Risk register** To confirm review of the risk register and approve any updates The Risk Register was updated and reviewed. The Clerk is in process of updating the management of risk and Councillor Baskett agreed to review the process with the Clerk at that time. **It was resolved to approve the updates on the Risk Register v.13** **Proposed GS, seconded NB, all in favour.**
24/133	**External Audit - Conflict of interest** To review and confirm no conflict of interest with external audit appointment. Councillors and council staff confirmed that there is no conflict of interest with the External auditor BDO and the letter was signed to by the RFO and Chair of the Council to confirm this.
24/134	**Notice of Public Rights 2023/24** To confirm dates for Notice of Public Rights period for 2023/24 **The notice of Public Rights to inspect the annual accounts of 2023/24 was agreed commencing on 3rd June 2024 and ending on 12th July 2024** **Proposed GS, seconded GT, all in favour.**
24/135	**Internal Audit Report 2023/24** To receive the internal audit report 2023/24 and approve recommendations. Audit report is provided and the response to the Audit observations has been made to the Auditor. This is another reflection of the excellent work of our outgoing RFO and thanks are passed onto Sally for her efforts. **It was resolved to accept the Internal audit report observations and response to the auditor.** **Proposed GS, seconded BB, all in favour.**
24/136	**Annual Governance Statement 2023/24** To review and approve the Annual Governance statement 2023/24 - Section 1 of the Annual Governance and Accountability Return (AGAR) Section 1 of the Annual Governance Statement for 2023/24 was reviewed and agreed as true statements **It was resolved to approve Section 1 of the Annual Governance Statement 23/24** **Proposed GS, seconded GT, all in favour.**

24/137	**Statement of Accounts 2023/24** To review and approve the statement of accounts 2023/24 - Section 2 of the Annual Governance and Accountability Return (AGAR) Section 2 of the Annual Governance Statement was reviewed to confirm the accounting statement for 2023/24 as correct **It was resolved to approve the Accounting Statement Section 2 for 2023/24** **Proposed GS, seconded BB, all in favour**
24/138	**Treasury & Investment Policy** To review and approve updates to Treasury & Investment Policy **The Treasury & Investment Policy v.14 was reviewed with no updates proposed** **Agreed**
24/139	**Recruitment** To consider and approve all matters relating to the recruitment and appointment process The member of public in attendance was asked to step out of the meeting during this agenda item. The recruitment process is now well underway with candidates shortlisted and interviews planned. Staff Committee Terms of Reference having been approved under agenda item 24/128 which gives delegated authority to the Recruitment panel to make an offer of employment to be approved by Full Council via FORMS. The following was also approved to assist the Clerk in organising the onboarding of new staff and training programme. **It was resolved to approve:** • **Rialtas (Accounting software) to provide Data Entry Service for all financial transactions as required for the month of July and August (if required) assumes 2 Full days of data entry at a cost of £599 (ex VAT) per day.** • **Training courses for new and existing staff in use of Rialtas appropriate to the staff member required usage - Booking Facility / Invoicing and NEW USER training up to trial balance , journal entries, cashbook entries, reconciliations.** • **Holiday entitlement - as per current staff contracts** • **Pension NEST pension scheme to be set up for new staff with employer contributions at 10%** **Proposed GS, seconded JF, all in favour.**
24/140	**Consultation: Accountability in Public Life** To consider and approve a response to the consultation. **No response to be submitted**

24/141	**Sports Pitch Contractor** To consider and approve appointment of Sports Pitch Contractor for maintenance from 1st September. Further to the appointment of the Grounds maintenance contract from 1st September for all areas excluding Peter Driver Sports Ground/ Athletics Track and Tennis Courts quotes were sought to appoint a specialist sports pitch maintenance contractor to fulfil maintaining the key sports facilities within Church Crookham to ensure that the playability and useability of the surface is not only sustained but also improved to continue to increase usage and potentially income too. **It is resolved to appoint John O'Connor to maintain the above facilities as per the quote obtained from them due to their specialism in Sports pitch maintenance (previous experience of contractor and also contractor of local school contracts too) on a 1-year contract** **Proposed GS, seconded DM, all in favour**
24/142	**HYPE Terms & Conditions** To review and approve Community Centre Terms & Conditions to facilitate HYPE event to take place managed by Fleet Phoenix Currently Comm Centre hire form does not permit age range private parties 12 years to 22 years (based on previous experience and other local halls are the same). As per April CCPC meeting which granted permission for Fleet Phoenix to run a HYPE from the Community Centre with the reassurances of well managed event within the building. Terms and Conditions have been updated to permit events for this age range at the absolute discretion of the parish council. **It was resolved to approve the addition of the following clause to the Community Centre Terms & Conditions v.20** **The premises are not available for hire for private parties for the age range 12 years to 22 years. Church Crookham Parish Council by resolution at a council meeting may permit events for the age range 12 years to 22 years at its absolute discretion.** **Proposed GS, seconded GT, all in favour.**
24/143	**Community Event review** To provide a review of the Community Event **EVENT SUMMARY** -Overall success !!!!!!! -Great feedback on day from those attending and from stall holders -Weather was kind -Citing of food vendors worked well **<u>-Lessons learned from 2023 implemented</u>** -Radios borrowed from Fleet Town Council made communication with all parties manning event much easier and reduce stress of event and improved communication to deal with any arising issues in a timely manner. Thanks to all for being available to move to cover an area as issues arose. -Car parking signage made comm centre car park more manageable and overflows were utilised and manned by volunteers in constant communication with central operations. -Tables and Chairs utilised for eating of food from vendors and bar worked well and created a hub

-Use of cones and tape to create arena for event activities was successful and could be doubled up for other displays next year.
-Information Desk was well used – order large size banner for this area next year
-Extra bins around the site worked well and capacity was managed as well as litter picks throughout the day.

<u>Still lessons to be learned</u>

-Resident car parking spaces still used by visitors – need to consider more clear messaging about protecting their spaces and offer taping off of car park zones to manage this. Unless reported direct to Event Team at time not visible as issue at time. Even with vehicle reg numbers being called out the driver was not located or messages were ignored.
-Reserve space roadside for entrance on / off field
-Signage from opens spaces to toilets in comm centre
-Athletic track underutilised –next year to commit to running larger scale FUN RUN and other athletic activities and/or other sporting activities up there.
-Volume on PA – see if we can further improve on volume from Information Tent next year?
-Support from Scouts/ Vine Church etc made event run well and need to tap into other community groups to widen volunteer support.
Huge amount of office time taken up on organising and ensuring a SAFE event FOR ALL
Support from Councillors was invaluable on the day and huge thanks for the support.

It was agreed to run a Community event again in 2025 with a need to seek advice and confirm if the event due to its size may need to go through "Safety advisory Group" at Hart DC requiring a 12 month notice period as goes through numerous committees. Will consider charging food vendors next year Seek support from wider community groups for event management. Cancellation insurance to be investigated and clarification on first aid for e.g. small incidents such as grazes.

Will seek feedback from those who supported and attended event via newsletter.

24/144 **Quotes**

To receive and approve quotes for works required

Quote Reason	Notes	Supplier	Description	Nominal Acct	Cost Ctr	Net Quote Amount
Comm Ctr Maint	Comparative quote to Axis Fire. Agreement to go ahead from Gavin & Claire 26/04 with Nash Electrical due to saving made	Nash electrical	Emergency Lights in Oak Hall	4340	450	1,211.83

Open Space Maintenance		Do Anything Ltd	Various maintenance work around the including bin repairs and new signage, CCTV signage, Allotment shed roof repairs and replacement wooden post in path.	4325	Various	1,856.00
IT Equipment	PC for New starter	DIS Consulting	Desktop Computer for new starter	4128	110	719.49
Tree Care		Charterhouse Care Ltd	Survey tree works Crookham Pk	4320	600	14,480.00
New office Printer	Poss new printer	Sharp	Various options from buy to lease	EMR 355		2,090 to 2,658

It was resolved to approve the quotes listed with the 5-year lease option on the Sharp printer
Proposed GS, seconded BB, all in favour.

24/145 **To approve payment of accounts for May 2024**

The payments for May were approved by Cllrs Saunders and Moss (excluding expenses claimed by GS)

It was resolved to approve the payment of accounts for May 2024
Proposed GS, seconded DM, all in favour.

24/146 **Clerks Report**
To receive Clerks report and approve any actions arising

Safety at Tweseldown Infants - concern raised caught on camera cars driven into the school fence on the corner as Jubilee Drive bends to the right coming into the development. Kerb was mounted and fence damaged whilst late at night this is a concern that needs to be addressed with the school. See email

FORMS - If requested to complete a FORM for a council decision to be made please respond promptly and keep an eye on emails for such matters. No consultee comment was submitted on a planning application attempted by FORMS

Clerk attempting to set up better reporting for Councillor holiday so that all councillors are made aware of availability or otherwise when councillors on holiday so that a well-deserved break can be had. Please notify Clerk and Deputy Clerk of holiday and a notification diary will be set up to ensure that if unavailable then all are aware.

Advert for Councillor vacancy is up on website and on noticeboard for QEB ward. One application has been received and closing date is 14th June. Aim to co-opt at the June meeting so will be on agenda with any further applications that may be submitted before the closing date.

	Athletics Club update see summary document Networking event held at Fleet Hall Care home in Fleet - Other local groups in attendance and took centre customer with me to discuss the Caring Community Project. Fleet Library are doing some amazing work and Fleet Phoenix were there also with opportunities to host event discussed to bring volunteer and support groups together to help residents access support and know what is available to them. These are held monthly if Councillor interested in being involved with networking with other local groups. Clerk attended YATE Town Council Study tour which was booked last year as based on youth provision and youth cafe. Lots of good work going on at that Town Council and some lessons to take away. With County Council budgets under significant pressure countrywide there is a good model displayed at this town council working closely with their counterparts at their Unitary Authority South Gloucestershire Council, whilst still challenging each other to work for their community. Will provide a more detailed report in due course when receive the presentation slides and recommend such visits to Councillors in the future as always lessons to learn from other councils even when the precept and issues are different. Good to share! Crookham park update – Clerk directly contacted Hart planning to chase outcome of report. Delay now due to nature of application being an AMCON (change of conditions) which has meant that all Conditions have had to be reviewed for the whole site! Clerk has responded to queries raised and hopefully get some traction on this …will chase again this week. Chased TW on other lack of activity – TW due a site visit this week and an update will then be forthcoming!!! Resident request for CCTV on Allmand following cat incident – Clerk has responded that this involves significant cost and access to electricity and cannot be achieved in a short timeframe. Police are investigating and suggested that residents remain vigilant, widen the use of Home CCTV such as doorbell and other CCTV solutions and to keep pets in especially after dark. LASER agreement for bulk gas and electric supplies through Hampshire purchasing needs to be reviewed and sign up required by 14th June. Clerk will circulate information for a Decision to be made via FORMS for ratification at June meeting.
24/147	**To receive monthly safety reports** **In addition to the safety reports an allotment inspection report was also received, reviewed and actions approved.** **Proposed GS, seconded GT, 7 in favour, 1 abstention.**

24/148	**External Bodies Committee reports** To report on external bodies committee meetings attended and recommend any action required by the Parish Council **FACC meeting -** Cllr Saunders attended update meeting **HCC Post Consult -** Buses Cllr Saunders and Clerk attended online. HCC Officers pleased with response to consultation and responses very much as expected but huge concern over the future support for community buses. Cllr Saunders asked and received confirmation that any CCPC funds held in the Replacement bus fund is CCPC money and would be returned if required. Due to General Election the consultation results and decisions at Hampshire will be delayed leaving less time for notice and implementation. County also has a new leader following resignation of Cllr Humby.
24/149	**To agree dates of next meetings** **Upcoming meetings 2024 dates were agreed as follows:** 10th June, 7.30pm PLANNING 24th June 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm (Deputy Clerk to Clerk meeting) 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 14th October 7.30pm PLANNING 28th October 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm

The meeting closed at 8:43

Signed: Date:

Addendum 1

Review of information from weekly lists - 28 May 2024
Weekly lists from week commencing: 06 May / 13 May / 20 May

Decisions:

Reference	24/00425/FUL
Address	Crookham Memorial Hall Sandy Lane Church Crookham Fleet Hampshire GU52 8LD
Proposal	Construction of a single storey link infill extension, external alterations to existing doors/windows, insertion of rear window, relocation of bin store and cycle parking provision.
Decision	Grant
CCPC comment	No objection

TPOs: **None**

Appeals: None

PreApps:

Reference	24/01022/PREAPP
Address	157 Reading Road South Church Crookham Fleet Hampshire GU52 6AQ
Proposal	Insert a full first floor onto the existing footprint + a ground floor rear extension
Status	Registered
CCPC comments	Previous application **22/0296/HOU Jan 2023 - No objection** CCPC would like the case officer to take into account the comments submitted by the residents at 163 Reading Road South regarding the right to light and loss of privacy, the parish council would also like the officer to carry out a site visit.

LDCs: **None**