

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 29th July 2024 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

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

Also: Claire Inglis (Clerk) and Sam Rowe (Deputy Clerk)

HCC Cllr Stephen Parker

HDC Cllr Chris Axam

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

Meeting commenced at 7.47pm

24/171	Apologies for absence All Councillors present
24/172	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 24th June 2024 To receive the minutes, approve and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 24th June, 8th July Finance & Policy Committee - 15th July 2024 It was resolved to approve minutes as listed as correct record of meetings Proposed GS, seconded DM, all in favour
24/173	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
24/174	Declaration of interest relating to any item on the agenda. Cllr Whibley, Fleet Phoenix 24/189
24/175	Chairman's Announcements At Full Council last month, Cllrs were made aware of social media comments made by Basingstoke Canal Society. With help of AW, comments removed within 36hrs. It was felt HDAPTC was the correct forum to take it forward, and was put to their meeting 17/7 and agreed for them to take it further. Attended QEB and HDAPTC (agenda item 24/191)

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	Traveller encampments in Church Crookham. Thanks to Sally (Deputy Clerk) and Rebecca (Community Centre Officer) for efforts here, as well as advice received from Claire (Clerk from her holiday) and Malcolm (Ex Facilities Officer). Also to Cllrs AW, DM, KS who assisted throughout. Some matters arising covered under 24/178. New staff members settling in, thanks again to Clerk for all her efforts. Chair also inquired after heras fence remaining on SANG following Esso pipeline. Frontier Surrey confirmed that this is due for removal in mid-August.
24/176	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 Axam mentioned there is a big problem with travellers and Hart are looking at a policy that can be used across all Parish councils. They may be seeking available land from local parishes as a designated traveller site as this is the only way to avoid ongoing incursions. Cllr Sauders would like HDC to try harder and take this forward on behalf of CCPC and other local parishes to find a solution. Cllr Parker reported that at the last QEB steering committee funds are now to be utilised on Church Crookham projects and pedestrian crossings are moving forward for Reading Road South and Sandy Lane. Horse box concerns were again raised as to the chaos being caused on Reading Road South but Cllr Parker commented that due to this being parked legally it remains an issue.
24/177	Grant applications To receive and consider approval of grant applications Annual Community Grant budget is £16,000 in 2024/25. Spend YTD Challengers £1,500. Vine Church Youth Club £1,500 replacement and new items - Question was raised about the capacity of storage at the centre for new equipment but it was confirmed that there was capacity Vine Church spoke of their desire to continue to serve the local community of young people and provide them with great activities at the youth club Cllr Ford made a proposal that the grant was increased by an extra £500 to £2000. It was resolved to award the grant of the amended the amount of £2000 from the £1500 requested. Proposed JF, seconded GT, all in favour.

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24/178	Community Safety To consider future plans to safeguard the community and assets against traveller incursions Following the recent traveller incursions experienced CCPC was able to respond effectively to ensure that the incursion on CCPC owned land was short-lived with the excellent support from the local police. Some sites have been identified as vulnerable and CCPC need to ensure that this vulnerability is reduced for any future incidents. Community Centre Open Space - drop bollards to replace the concrete bollards off Gurung Way, Grenham Court and in addition Everest Walk (Area B) Community Centre Car Park - bollards to be replaced to be easier to operate. Allotment site- wooden bollards now in state of failure due to rot. Suggestion to replace with trees (as appropriate initial suggestion fruit bearing) High Trees - look to surround green with bund to protect this space and possibly roll this method out to locations where knee rail protects land to prevent future replacement costs due to rot. Azalea park to assess access and make any recommendations e.g. drop bollards within fence/gate area. Agree to revise communication policy to ensure that support of community e.g. to park to block access can be effective and timely. It was resolved to move forward to retain concrete bollards whilst drop bollards are implemented and cost to be agreed via FORMS from OS maintenance. Due to concerns over abuse of resident parking spaces CCPC to offer to mark-up parking adjacent to the Community Centre. Cllr Saunders would like to publish in the next newsletter what the Parish council have been doing and why. It was resolved to approve all the above actions. Proposed GS, Seconded MB, All in favour.
24/179	Zero Hours Contract To consider and approve a zero hours contract to appoint IT consultant to assist the office with backroom processes and in-house training Further to the retirement of previous Facilities Officer, Clerk is seeking to appoint a IT Process / Training Officer on a Zero hours contract basis. This will be for ad-hoc work scope of which is listed below: Training of new staff on IT Process Possible updates / improvements to process of work flows Repair of work flow failures Additional website enhancements Hourly rate was agreed. Seeking immediate appointment so that training can take place and to book next session for September (allotment inspection training) Clerk to have delegated authority to allocate work tasks and report tasks undertaken. It was resolved to approve the zero-hour contract at agreed hourly rate. Proposed GS, Seconded MB, All in favour

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24/180	Service Level Agreement To consider and approve a service level agreement with Do Anything Limited to carry out maintenance and repairs in a timely manner with delegated authority given to the Clerk Since the retirement of the previous Facilities Officer, CCPC have been trialling working with a maintenance company to carry out ad-hoc repairs to carry out jobs that Facilities Officer was previously able to undertake. With this skill set lost it is essential to be able to have emergency repairs and other wear and tear maintenance tasks carried out at short notice and have a reliable local company to perform these tasks. Therefore the Clerk is seeking to appoint Do Anything Ltd to carry out maintenance repairs on the following basis: Gives Clerk/Office autonomy to resolve problems promptly Not tied into a contract Tried and tested contractor with a Can Do Attitude Relationship with contractor building so that familiarity with CCPC assets is building. Suggest £500 for a single transaction and a cumulative £2,000 in any period between Full Council meetings before it becomes notifiable to Councillors would be appropriate due to possible lag in meeting as no meetings in August and December. It was resolved to approve up to £500 for a single transaction and a cumulative £2000 in a period between full council meetings. Proposed GS, Seconded NB, All in favour.
24/181	UK Shared Prosperity Fund Project To receive updated quote to approve appointed customer to carry out the project to ensure completion within the funding timeline. F&P committee recommend the project to go ahead even if revised quotes take project over HART DC UKSPF Funding provision of £14,771. 2 quotes obtained: Contractor 1 £14,771 basis of original quote for funding but due to persona circumstances cannot fulfil the project in 2024 Contractor 2 See detail quote and exclude item 2 and 5 as these are not directly related to the funding for the project. Total £21757 Oak sleepers vs Quote 1 therefore more expensive/Quote 1 did not include site protection. To gain funding needs to be completed before end of calendar year. It was resolved to go ahead with the Contractor 2 Xardin and exclude items 2 and 5 from the quote balance above UKSPF grant application to be funded from OS maintenance. Proposed GS, Seconded GT all in favour.

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24/182

Contract review

To review CCPC contracts and consider requirement for future tender opportunities

Having asked office to review status of contracts it has been identified that of the significant CCPC service contracts:

Tree work was appointed via a tender in Sept 2022

Grounds maintenance was appointed via a tender in Feb 2024

Cleaning and Rubbish Bin emptying contract has not been reviewed for a number of years.

Council contract review has revealed that the sizeable contract for cleaning and bin emptying is ending March 25 (bin on an annual rolling contract).

It is advisable to review large contracts

CCPC agreed to review contract and place to tender in line with contract end date. A working party will be agreed in due course.

24/183

Actual Vs Budget and Ear Marked Reserve 1st Quarter review to 30th June 2024

To review the 1st quarter financial position

S106 Actual vs Budget

		Values				
Inc or Exp	Type	Sum of Budget 24/25	Sum of Actuals year to date	Sum of Forecast	Sum of Total year to date	Sum of Variance
Income		0	100,000	-100,000	0	0
Exp		-95,035	-6,958	-88,077	-95,035	0
Project		-13,000	-1,970	-11,030	-13,000	0
EMR	EMR		-98,030	98,030	0	0
EMR Total			-98,030	98,030	0	0
Grand Total		-108,035	-6,958	-101,077	-108,035	0

Income: £100k cash investment opposite movement from EMR Flagstone deposit now less than 12months not long-term investment.

YTD General expenditure £7k vs budget £95k (FY) this mainly represents 2 months billed grounds maintenance (June not yet billed)

Project spend £2k is final Garden butterflies' payment offset by release from Art EMR.

N.B. £6.95 remains in art EMR recommend this EMR is approved for closure released to Open Space Maintenance

Action: It was resolved to move the remaining £6.95 from EMR Arts and move to EMR Space Maintenance. Close of EMR £6.95 was approved.

Proposed GS, seconded BB all in favour.

Other EMR movement relates to moving £100k investment as maturity less than 12 months now so not long-term investment.

UKSPF Project now being progressed, and Hart DC concerned about delay. Clerk seeking second quote and revised quote from original contractor. HDC seeking reassurance that if project costs come in above UKSPF funding of £14,771 then CCPC will commit the additional funds from S106 Open Space maintenance to be recommended to Full Council.

Precept Actual vs Budget

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Inc or Exp	Type	Values				
		Sum of Budget 24/25	Sum of Actuals year to date	Sum of Forecast	Sum of Total year to date	Sum of Variance
Income		404,678	171,249	233,429	404,678	0
Exp		-368,064	-84,324	-283,740	-368,064	0
Project		-9,000	7,500	-16,500	-9,000	0
EMR	EMR	-27,875	-29,875	2,000	-27,875	0
EMR Total		-27,875	-29,875	2,000	-27,875	0
Grand Total		-261	64,550	-64,811	-261	0

INCOME

Precept second tranche due Sept

Facility Income – Football income likely to be good full year outcome with run rate for 3 month exceeding budget. Grass pitch hire and MUGA bookings look positive for the upcoming winter season. Community Centre income 3 months to date is approx. £5k + per month. August income usually lower as some bookings cease over summer holidays.

Interest income- Predominantly Flagstone Precept interest drawdown on matured deposits

S106 Flagstone interest due to mature later in fiscal year

CCLA first qtr. dividend due in July amount showing is April payment under accrued at year end.

EXPENDITURE

Staff costs – training likely to exceed budget due to new staff

Payroll – due to leavers and starters a more accurate forecast will be provided at 2nd qtr. F&P

Admin – Subscriptions HALC +£400 more than prior year; Printing & Stationery due to exceed budget for year due to lease of new printer in replacement of old owned printer.

Projects – reversing accrual for planting unspent 23/4 budget

EMRs – planned EMR movements made in addition move from general reserve of unspent comp hardware 23/24 budget to allow for purchase of new staff PC / laptop

EMRs

YTD Precept EMR movements represent the budgeted EMR movements in the year excluding £2k

Computer Maintenance EMR relating to underspent 23/24 budget agreed to be moved out of General Reserve at begin of year.

S106 EMR movements re final Sensory Garden butterfly payment £2k release from EMR Approve closure of EMR £6.95.

Also £100k investment now not long-term investment as maturity less than 12 months.

General reserve is currently £214k (close balance at year end 23/24 £156k) therefore movement in year is represented by receipt of half Precept payment netted out by receipts/ payments made YTD to 30th June 24. It was agreed that General Reserve was at an appropriate level at this stage of the financial year and will fall within the target level as the year progresses.

It was resolved to approve recommendation of Finance & Policy Committee that the Peter Driver EMR £295,324 should roll for another 6 months on Flagstone with the interest drawn down into Unity account due to mature in August.

Proposed GS, seconded BB, all in favour.

Recommendation was approved

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24/184	Debtors review and Quarterly bank reconciliation confirmation To receive an update on Debtors position and confirmation of quarterly bank reconciliation review Debtors list as at 30th June was reviewed - an update of the position will be confirmed following Rialtas Data Entry service to be provided on 8th August Qtrly bank recs verification carried out by Cllr Stewart No Concerns were raised
24/185	Investment quarterly review To review the performance of the council's investments, deposits, and instant access accounts. Update from Cllr Saunders following update video meeting with Lee Jasper on the 3rd July at CLA: Feel capital valuations have bottomed out, income distribution has remained consistent. As interest rates fall their fund managers expect capital values will rocket. Not exiting office space but reducing to primarily city centre locations where rents remain buoyant. Fund has 67 properties currently vs 72 previously. All property disposals have been at a profit. Current yield is 5.19%, they forecast a total return of 7-8% over the next 5 years. Fund managers have no plans for any major policy or investment changes. Still not in residential although they have looked at some student accommodation type investments. Next meet with CCLA week commencing 7/10. Investment profile for end June includes CCLA and Flagstone balances held Cash/ Bank balances held as at end June were also presented (CCLA valuation awaited as at midday Monday) Please note that during July the following took place on Flagstone: 1) Cash terms maturing interest earned has been drawn down into S106 HSBC current account – A cheque of £15,443 (£11,090 +£4,355) was posted to Unity Bank this week. 2) The following action approved in June's Full Council and was enacted in July •moved £25000 from HSBC to Flagstone •added to available funds on Flagstone £24,629 •topped up with funds from maturing Hampden deposit £35,351 to a total of £85,000 and deposited in an instant access account. Remainder of Hampden maturing deposit £49,649 re-invested for 4 years placed with HSBC at 4.4% The credit rating for financial institutions was up to date and within acceptable. It was also agreed that "at the time of deposit" the credit ratings have been within the range accepted by the Treasury and Investment Policy.

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Policy review

To receive and approve recommendations following policy review

- **Privacy Notice** - no change required.
- **Freedom of Information Act** – Publication scheme - no change required.
- **Facilities & Open Spaces Policy** – to add Outdoor Gym to Crookham Park open spaces.
- **Data Protection** - no change required.

In addition to the LTA standard Safeguarding Policy for the Crookham Park Tennis Venue is recommended for adoption.

This will be populated with the relevant venue name Crookham Park Tennis Courts and Welfare Officer: currently the Clerk and any other appropriate relevant age information. Needs to be adopted to ensure venue remains compliant with LTA regulations. Due to the lack of coaching provided by CCPC this is a low risk site.

It was resolved to approve the amended policies.

Proposed GS, Seconded MB, all in favour

24/187

Quotes

To receive and approve quotes for works required

	Supplier	Description	Nominal Acct	Cost Ctr	EMR	Net Quote Amount
1	SureGreen	Grass Reinforcement Mesh GR14	4312	300		1,129.92
2	Southern Security	Door access cards x 30	4347	450		103.00
3	JFK PLUMBING	Legionella Testing	4340	450		680.00
4	Amazon	Screen and Standing desk adaptor			IT EMR	350.00
5	Do Anything	Allotment roof/ Storage rack/ Lights / Guttering/ Replacement of wooden plot markers	4312	300		4,211.00

It was resolved to accept quotes 1 – 4 and minor repairs from quote 5 total £265 Remainder of quote 5 to be revisited for further approval.

And to seek price for 9-a-side goals for grass pitches for FORM ratification

Proposed GS, Seconded NB, all in favour.

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24/188	To approve payment of accounts for July 2024 Finance report was signed off by Councillors GS and BB for July payments. Proposed GS, seconded BB, all in favour. Data entry service provided by RBS will be carried out on 8th August and confirmation of all items reconciling will be provided to the Finance & Policy Committee members by email and ratified at the September Full Council meeting by which time data entry will be brought back in house following training booked for August 27th.
24/189	Clerk's Report To receive Clerk's report and approve any actions arising Retirees - Thank you for your generous donations Malcolm and Sally were given a good send off with vouchers for Amazon and Garden Centres respectively. New Staff - Sam and Elise are settling in well and are coping well with the steep learning curve. The office energy is good and a great team dynamic. Please continue to bear with us as we all work hard to get back to business as normal and allow the team to settle in. Training course are booked and IT issues being worked through. Fleet Phoenix HYPE - Comm Centre Officer would like council to confirm whether they require Fleet Phoenix to pay a £150 damage deposit for the upcoming HYPE event in September. A damage deposit is usually taken from customers hosting parties / events at comm centre. Cubs group planted raised bed to sensory garden Cub leader sent notice of thanks- We too wanted send our thanks to you and the Parish Council. For the opportunity, for supplying the materials and facilities. The Cubs, Leaders and Volunteers had an amazing time. We look forward to our next activity and you are firmly in our thoughts for our Autumn planning that will take place in the coming weeks. The group that took part were the Cobra Cubs. Fleet Phoenix reported back positive feedback from their first summer event held Friday. It went really well for a first night. 38 young people, all really well behaved. Lots of really positive play. Parents fully involved playing with their kids and loving the session. We have had some lovely feedback from the parents especially the ones tell us how expensive summer holidays are for them and how difficult it is to entertain their kids ALL summer. I made sure they know it was CCPC that had paid for the event which one parent said to me that is didn't surprise them as the parish council are great here. So an all round good evening, positive interactions, good old fashioned healthy play, positive parenting interactions and great press for Fleet Phoenix and the council.
24/190	To receive monthly safety reports Community Centre safety report was available and reviewed. However, All Sites safety report will be circulated after completion as task to be carried out 30th and 31st July as part of office training roll out

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24/191	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council GS attended the QEB meeting July 1st at Harlington HCC still having issues with Taylor Wimpey over issues such as adoption of Naishes Lane. Working for next meeting on outlining timings from feasibility study to delivery. Aware the clock is ticking on spending S106 before May 26. Most feasibility studies have been done, including Sandy Lane crossing where foot and vehicle traffic confirmed a crossing should be installed. As that scheme was added (at Chairs request) it is hoped that will be done as a priority outside of the overall QEB scheme. Exact location still to be decided. HCC focus is on Hitches Lane (northern end) - to widen the pavement to 3m for shared use (SUP) will require the road to be realigned. Scheme cost is more than was first reported, but includes a sum of £1m for "biodiversity net gain"(BNG) - given the road move would require taking out 64 trees I asked for more detail on this as clearly £1m buys a lot of trees, and HCC Highways have already spent c£200k of QEB S106 on trees without being able to provide receipts. Cllr Radley suggested a large part of the BNG should be on/around Crookham Park, and Chair has offered to sit down with HCC and HDC to see if/where we can add trees. HCC asked which if any of the schemes the members felt could be deprioritised. Cllr Parker stated he wants them all to be delivered. Cllr Radley agreed with my suggestion that if a SUP is deemed necessary near Calthorpe Park School then it should include the southern end , as it's more likely students from Crookham Park use that approach to the school. Next meeting Sept 16th FACC - GS summary for next Full Council - next meeting 21st November FACC new Chairman, Colin Flack OBE (also Chair of UKACC) Presentation of Farnborough Airport Community Environmental Fund (run by RBC). 5km limit includes CC, open to charitable orgs and community groups. CEO stated levies to fund would quadruple if current planning app granted. Total ATMs -3.2% ytd to end-May. Big increase in larger aircraft in the 50-80T category (+50% overall, +55% on non-weekdays) as Vistajet now using Global 7500 aircraft, MTOW 52T (a large part of the reason for including that in their planning app). Market share stable at 31%, weekend mix slightly lower at 28%. Domus III hangar now fully operational Re: planning. FAL still working through the Reg25 request from RBC, expect to respond July 2024, expect response from RBC Oct/Nov. 2020 ACP PIR still with CAA FASI-S - LHR on track for stage 2 decision . FIA24, validation week July 15, airshow following week. Minutes of HDAPTC County Forum launch were also made available.
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24/192	To agree dates of next meetings Upcoming meetings 2024 dates were agreed as follows: 12th or 19th August 7.30pm PLANNING (if/as required) 9th Sept 7.30pm PLANNING TBC Staff Committee Meeting 23rd Sept 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 14th October 7.30pm PLANNING followed by FINANCE & POLICY Committee from 7.45pm 28th October 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 11th November 7.30pm PLANNING 25th November 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 9th December 7.30pm PLANNING
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The meeting closed at 9:40pm

Signed:

Date: